

Bylaws of Chapelfield Elementary PTO

Article I NAME, PURPOSE, and TYPE

Section 1. Name. The name of the organization is the Chapelfield Parent-Teacher Organization, of Gahanna, Ohio, hereafter referred to as Chapelfield PTO.

Section 2. Purpose. The purposes of Chapelfield PTO are to raise funds and promote involvement in school activities so that we are able to:

- a. Foster open communication and effective collaboration between parents/guardians, teachers, administrators and support staff.
- b. Enhance educational facilities and opportunities for the students by supplementing the annual Chapelfield budget through additional equipment, materials, and activities.
- c. Cooperate with district-wide organizations and agencies that have similar interests in the education and welfare of children.
- d. Recruit, organize, equip and support parent/guardian and community volunteers for Chapelfield Elementary and Chapelfield PTO activities.

Section 3. Type. Chapelfield PTO is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future Federal tax code (hereinafter "Internal Revenue Code").

Article II BASIC POLICIES

- A. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- B. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the Purposes of the organization.
- C. The organization shall work with the schools to provide quality education for all children and youth, and shall seek to participate in the decision making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education.

- D. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

Article III MEMBERS

Section 1. Eligibility. Each parent and/or legal guardian of a student who currently attends Chapelfield Elementary and current faculty and staff of Chapelfield Elementary shall be members of Chapelfield PTO.

Section 2. Privileges

Each member shall be entitled to all the rights and privileges of membership:

- A. The right to vote. Each member shall have one vote.
- B. The right to hold offices in accordance with the terms of these Bylaws.
- C. The privilege of making motions at any meeting of the Organization.
- D. The privilege of serving on committees.

Article IV ELECTION OF OFFICERS

Section 1. Elections Committee. The President shall appoint an Elections Committee in March for the purpose of recruiting members for the offices of President, Vice-President, Secretary, Treasurer, Volunteer Coordinator, and Communications Coordinator.

- A. A candidate for an elected position cannot serve on the Elections Committee.
- B. Persons interested in an elected position or in nominating someone for a position should contact a member of the Elections Committee to be added to the slate. Consent of the nominee must be received.
- C. The Elections Committee shall consist of three members, one teacher, and the building principal.
- D. The Elections Committee shall present a voting slate of at minimum one (1) eligible person for each office to be filled.
- E. The Elections Committee shall submit its report at the May meeting at which time officers will be elected.

Section 2. Elections. Election of officers shall be by written ballot. The Elections Committee shall count ballots and announce the officers by the end of the May meeting. The elected officers shall be sworn in at the last meeting of the year.

Article V OFFICERS AND DUTIES

Section 1. Officer Composition. The officers shall be President, Vice President, Secretary, Treasurer, Volunteer Coordinator, and Communications Coordinator. The officers shall serve for one year from July 1 through June 30, with the exception of the Treasurer whose term will be completed upon filing of taxes, but no later than July 30.

Section 2. Duties.

A. President.

- a. The president shall be responsible for the administration of this organization. S/he shall preside at all Chapelfield PTO meetings, make all necessary appointments and be ex-officio member of all committees.
- b. The president shall be responsible for preparing an agenda for all general and PTO Board meetings.
- c. The president shall inform the school secretary of all Chapelfield PTO activities and events at the earliest possible date.
- d. The president shall be responsible for the Elections Committee.
- e. The president shall receive and review the monthly bank statements before turning over to the Treasurer.
- f. The president shall be responsible for in-servicing the president-elect.
- g. The president shall be responsible for working closely with the principal and teacher representative in matters that relate to the PTO.

B. Vice-President.

- a. The vice-president shall assume the responsibilities of the president in his/her absence.
- b. The vice-president shall be responsible for in-servicing the vice-president-elect.
- c. The vice-president will oversee the fundraising efforts.
 - i. Shall be responsible for organizing committees to support all approved PTO fundraising events.
 - ii. Shall evaluate the fundraising event(s) for recommendation to the PTO Board and general membership.
 - iii. Shall prepare a budget and work plan for each fundraising event.

C. Secretary.

- a. The secretary shall keep a list of all officers, committee chairpersons, and committee members.
- b. The secretary shall record and report the proceedings of the general membership and PTO Board meetings.
- c. The secretary shall report on any necessary correspondence to the membership.
- d. All PTO business correspondence shall be initiated through the Chapelfield PTO secretary or president.
- e. The secretary shall be responsible for in-servicing the secretary-elect.

D. Treasurer.

- a. The Treasurer shall keep an accurate record of all receipts and expenditures.
- b. The Treasurer shall present a financial report at each meeting.
- c. The PTO Board shall recruit an Assistant Treasurer who will work closely with the Treasurer and the fundraising committees to budget, collecting and depositing monies from fundraising activities, or other duties as assigned.
- d. The Treasurer or the Assistant Treasurer shall be responsible for depositing all monies collected by Chapelfield PTO committees according to the standards set in Article IX – Finances and Bank Accounts.
- e. The Treasurer will be responsible for preparing and filing all necessary tax forms.
- f. An independent party shall audit the financial books with the audit report given at the first scheduled meeting of the school year.

E. Volunteer Coordinator.

- a. The Volunteer Coordinator shall solicit volunteer involvement from every parent/member of the Chapelfield PTO at the beginning of the school year for all known volunteer opportunities at that time. She/He will disseminate to the appropriate committee chairs the lists of volunteers collected.
- b. The Volunteer Coordinator will form a committee to support all of the volunteer efforts of Chapelfield Elementary and the PTO.
- c. The Volunteer Coordinator will work with staff and the officers and committee chairs to fill any needed volunteer hours as they arise.

F. Communications Coordinator.

- a. Shall prepare meeting announcement flyers for all upcoming PTO meetings and oversee that they are dispersed to parents.
- b. Shall be the editor for the organizations newsletter and oversee its disbursement to students and staff.
- c. Shall review all fliers and committee communication pieces, submit to the principal for approval, and then forward to the PTO Board prior to

disbursement. If a scheduling conflict occurs, the Communications Coordinator shall consult with the President and/or the Vice President for resolution.

Article VI THE PTO BOARD

Section 1. Composition. The PTO Board shall be composed of all elected officers of the PTO, the School Principal, and a Teacher Rep who will be appointed by the Principal.

Section 2. Meetings. The PTO Board shall meet at least 10 days prior to the start of school and in the months when general membership meetings are not held. Additional meetings of the PTO Board may be called by the President or by a majority of the Board.

Section 3. Duties. The duties of the PTO Board are:

- A. To prepare a list of goals and a calendar of activities for the school year.
- B. To prepare and submit for approval at the first meeting of the school year, a budget for the fiscal year.
- C. To transact necessary business in the intervals between organization meetings and such other business that may be referred to it by the organization following the privileges granted in Article IX – Finances and Bank Accounts.
- D. To establish standards and procedures that will guide the activities and operations of the PTO. These standards and procedures will be reviewed annually at the August PTO Board meeting.
- E. To create Standing Committees, and recruit chair people.
- F. To create Special Committees and recruit chair people.
- G. To use the same auditor as the school district unless the Board decides differently at the beginning of the school year. The auditor will audit the Treasurer's records between the close of the fiscal year and the August PTO Board meeting.

Section 4. Replacing Board Members

For Chapelfield Parent Teachers organization to be successful it is necessary that members of executive board be active participants in the process. To ensure that we are able to maintain the integrity of the board, a board member may be removed by a majority vote of all members of the current board if they fail to fulfill their job duties. A search committee would then be formed and a special election would be held to fill that position for the rest of the term at the next meeting of the full PTO. If no replacement can be found those duties will be assigned out to the remaining board members. The

exception to this is the office of the President which is covered in Article V Section 2B, requiring that the office of the Vice President to be replaced

Article VII MEETINGS

Section 1. General Membership Meetings. General membership meetings shall be held on the 2nd Tuesday of September, November, January, March, and, May unless otherwise provided by the PTO Board. It is the intent for meeting length not to exceed 60 minutes.

Section 2. Special Meetings. Special meetings shall be called by the PTO Board whenever necessary, subject to a 24-hour notification to all members.

Section 3. Quorum. The total members present at any regular or special meeting shall constitute a quorum. All voting shall pass by a simple majority of members present.

Article VIII COMMITTEES

Section 1. Establishment. Standing and special committees shall be established at the May meeting of the Organization. In addition, the PTO Board may establish such other standing and special committees as it deems necessary and advisable. The PTO Board shall designate an officer or officers of the Organization to oversee the activities of each committee.

Section 2. Committee Chairpersons. The PTO Board shall appoint chairpersons for all standing and special committees. Sign-up sheets for the opportunity to serve as a committee chairperson shall be made available at the May meeting of the Organization. The chairperson of each committee, working with the Volunteer Coordinator, shall recruit members for her or his committee. The chairperson of each committee or the designated officer overseeing the activities of such committee shall report the plans and activities of the committee to the PTO Board for review.

Further:

- A. The chairperson of each committee shall submit a planning form no later than 30 days before their scheduled event to be approved by the Board. The chairperson of each committee shall maintain documentation of the activities and expenditures of the committee and shall provide such documentation to the PTO Board no later than 30 days after the completion of the event or at such other time(s) requested by the PTO Board.
- B. Any and all correspondence sent out on behalf of the PTO shall be approved by the Communication Coordinator and initialed by the principal.

Section 3. Standing Committees. Following is a list of standing committees in use at the time of revising the Bylaws and should not be construed as a permanent listing:

Book Fair; Carnival; Fifth Grade; Volunteer/Hospitality; Market Day; Italian Dinner; Publishing Center; Room Parents; Family Events; Walk-a-thon

Article IX FINANCES AND BANK ACCOUNTS

Section 1. Accounts. All monies of the Organization shall be deposited in a federal or state chartered bank or credit union approved by the PTO Board. The PTO Board may establish separate accounts for such monies and designate what monies shall be placed in which accounts.

Section 2. Signatures. The authorized signatories for all accounts, checks, drafts and other orders of the Organization shall include any of the following: the President, the Vice-President, the Treasurer. An authorized signatory cannot and shall not sign any check, draft or other order made payable to that authorized signatory or a relative of that signatory.

Section 3. Obligations. The PTO Board may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on the behalf of the Organization, and such authority may be general or confined to specific instances.

Section 4. Loans. No loans shall be contracted on behalf of the Organization. No evidences of indebtedness shall be issued in its name unless authorized by the PTO Board. No loans may be made by the Organization to its officers or members.

Section 5. Collection of Monies. When monies have been collected, prior to being removed from the premises, a cash control slip will be filled out by two PTO members (cannot be of the same family.) Both members should count the money, sign, and date the slip. The original copy is kept with the funds and given to the Treasurer in a timely manner to meet deposit timeframes defined in section 6. Only the Treasurer may remove monies from the premises. Monies received off the premises shall be taken to the premises within 24 hours of the event.

Section 6. Deposits. PTO funds less than \$500.00 should be deposited in the bank within 48 hours. Funds over \$500.00 should be deposited within 24 hours.

Section 7. Expenditures. The PTO Board shall be empowered to approve payment of any bills previously voted upon by the membership as part of the annual budget. The PTO Board shall vote to approve any non-budgeted expenditures of up to

\$500 without general membership consensus. Any expenditure over \$501 shall require a vote by the general membership.

Section 8. Accepting Gifts. The PTO Board and/or any officer so designated by the PTO Board may accept on behalf of the Organization any contribution, gift or bequest for any purpose of the Organization.

Section 9. Inspection of Records. All financial records of the Organization shall be open to inspection by any member of the Organization upon request by that member.

Section 10. Exempt Activities/Expenditures. Notwithstanding any other provision of these Bylaws, officer, employee or representative of the Organization shall take any action or carry on any activity by or on behalf of the Organization not permitted to be taken or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code, or by an organization to which contributions are deductible under Section 170(C)(2) of the Internal Revenue Code.

Section 11. Bad Debt Collection. The Treasurer is responsible for pursuing bad debt collection. A letter will be written to the payee of checks that are written to the PTO and returned for insufficient funds or other reason. The letter will contain a copy of the returned check, a request for the written amount plus the fees charged to the PTO by the bank for the check processing. The check will be returned to the payee upon receipt of cash, money order, or certified check. After payee receives the letter, the Treasurer will not process any reimbursement requests by the payee until the bad debt is collected.

Section 12. Fiscal Year. Unless otherwise changed by the PTO Board, the fiscal year of the Organization shall begin on the first day of July and end on the thirtieth day of June of every year, except that the first fiscal year shall begin on the date of incorporation of the Organization.

Section 13. Electronic Funds. All monies received electronically shall be linked to the Treasurer's PTO email address. The President and the Vice-President shall have access to the email account. Funds shall be deposited monthly into the PTO bank account.

Section 14: Reimbursement Requests: All reimbursement requests and check requests must be signed by the requestor and the committee chair before being submitted to the Treasurer. Receipts must be attached to the request. The Treasurer has up to 10 business days to process approved requests. Unless otherwise requested, all reimbursements will be available to be picked up in the Office after the 10th business day. Reimbursements must be requested within 30 days of the event date or it is subject to non-approval.

Article X
Amendments & Dissolution

Section 1. Amendments. Except as otherwise provided by law, any modification or amendment of these Bylaws shall be made only by the vote of two-thirds of the members present at a meeting duly called and noticed for a vote on a modification or amendment of the Bylaws.

Section 2. Dissolution. In the event of a dissolution of the Organization, all of the remaining assets of the Organization after payment of the necessary expenses thereof shall be distributed to or for the benefit of one or more educational organizations exempt from tax under Section 501(c)(3) of the Internal Revenue Code of 1986, or corresponding provisions of any subsequent Federal tax laws, or to the Federal government or to a State or local government, for a public purpose. All assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine.

Revised by committee review March 2014

Approved by PTO April 2014