

# Bylaws of Gahanna Lincoln High School PTO

## Article I NAME, PURPOSE, and TYPE

**Section 1. Name.** The name of the organization is the Gahanna Lincoln High School Parent-Teacher Organization, of Gahanna, Ohio, hereafter referred to as GLHS PTO.

**Section 2. Purpose.** The dual purpose of GLHS PTO is to raise funds and promote involvement in school activities so that we are able to:

- a. To facilitate communication between administrators, teachers, staff, and parents, thereby bringing closer the relationship of home and school;
- b. Enhance educational facilities and opportunities for the students by supplementing the annual GLHS 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 Gahanna Lincoln High School and GLHS PTO activities.

**Section 3. Foundations and Principles.** The GLHS PTO is founded on the following principles, all of which shall guide it in carrying out its mission:

- a. All children are valued and have a right to an education.
- b. The promotion of a well-rounded education through enrichment training, workshops, and speakers in literacy, mathematics, athletics, science and arts to benefit the students of Gahanna Lincoln High School.
- c. The enhancement of the educational experience also benefits the teachers, parents, and the community.

**Section 4. Type.** GLHS 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. Composition.** Each parent and/or legal guardian of a student who currently attends Gahanna Lincoln High School and all current faculty and staff of Gahanna Lincoln High School are eligible to be members of the GLHS. PTO. A paid membership fee is required per family for voting eligibility.

**Section 2. Privileges of Membership.** Each member shall be entitled to all the rights and privileges of membership in attendance at the PTO meeting:

- 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.** An Elections Committee shall be appointed by the President 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 PTO 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 final meeting of the year 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 final meeting of the year. 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. Co-officers may also be selected should the Elections Committee deem it necessary. 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 tax return, but no later than July 31.

**Section 2. Terms.** Officers shall serve a term of one year. One person shall not be eligible to serve more than two (2) consecutive terms in the same office.

**Section 3. Duties.**

- A. President.
  - a. The president shall be responsible for the administration of this organization. She/he shall preside at all Gahanna Lincoln High School 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 GLHS PTO activities and events at the earliest possible date.
- d. The president shall be responsible for the Elections Committee.
- e. The president shall be responsible for in-servicing the president-elect.
- f. 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 GLHS 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 GLHS 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 GLHS PTO Board may 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 GLHS 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. The financial books shall be reviewed by an independent party with the reviewed 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 GLHS PTO at the beginning of the school year for all known volunteer opportunities at that time. She/He will recruit committee chairs as needed. 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 Gahanna Lincoln High School 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 by email and social media.
- b. Shall review all fliers and committee communication pieces, submit to the principal. If a scheduling conflict occurs, the Communications Coordinator shall consult with the President and/or the Vice President for resolution.

## **Article VI THE GLHS PTO BOARD**

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

**Section 2. Meetings.** The GLHS 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 GLHS PTO Board may be called by the President or by a majority of the Board.

**Section 3. Duties.** The duties of the GLHS 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 select an auditor or an auditing committee at least two weeks before the last meeting to review the Treasurer's records between the close of the fiscal year and the August PTO Board meeting.

**Section 4. Removal of Board Members.** A board member may be removed at any meeting of the GLHS PTO Board, with cause, by a vote of the majority of the board members other than the board member with respect to whom such vote is taken.

**Section 5. Replacement of Board Members.** In the event of the death, resignation, or removal of a board member, a successor board member shall be selected by the remaining members of the GLHS PTO Board and shall serve for the remaining term of the deceased, resigned, or removed board member.

## **Article VII MEETINGS**

**Section 1. General Membership Meetings.** General membership meetings shall be held on the 4th Monday of each month during the school year, with the exception of December, unless otherwise provided by the GLHS PTO Board. It is the intent for meeting length not to exceed 60 minutes.

**Section 2. Annual Meeting.** An annual meeting of the GLHS PTO Board shall be conducted in June or July of each year. The purpose of the annual meeting shall be to establish a recommended agenda and recommended budget for the following school year. The officers of the GLHS PTO Board, the principal, and any teacher representatives shall be present.

**Section 3. Special Meetings.** Special meetings shall be called by the GLHS PTO Board whenever necessary, subject to a 48-hour notification to all members.

**Section 4. 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 April meeting of the Organization. In addition, the GLHS PTO Board may establish such other standing and special committees as it deems necessary and

advisable. The GLHS PTO Board shall designate an officer or officers of the Organization to oversee the activities of each committee.

**Section 2. Committee Chairpersons.** Chairpersons for all standing and special committees shall be appointed by the GLHS PTO Board. Sign-up sheets for the opportunity to serve as a committee chairperson shall be made available at the April 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 GLHS PTO Board for review.

Further:

- A. The chairperson of each committee shall maintain documentation of the activities and expenditures of the committee and shall provide such documentation to the GLHS 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.

## **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 GLHS PTO Board. The GLHS 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 GLHS 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 GLHS 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. A copy goes to the President, the copy to the Vice President, and 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.

**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. Budgeting.** Membership will vote upon fiscal budget at first meeting of the school year. Budgeted amounts not spent within fiscal year will revert to general fund at the end of the fiscal year unless voted upon by membership at the last meeting of the school year.

**Section 8. Expenditures.** All expenditures of the Organization must be approved by the GLHS PTO Board provided that any expenditures in excess of \$150.00, not previously included in the approved budget of the Organization, must be approved by the members at a regular or special meeting. No checks, drafts, or other orders shall be executed prior to the completion of a requisition form approved in such manner as determined by the GLHS PTO Board, provided that every requisition request for an expense in excess of \$150.00 shall require the signatures of two authorized signatories.

**Section 9. Accepting Gifts.** The GLHS PTO Board and/or any officer so designated by the GLHS PTO Board may accept on behalf of the Organization any contribution, gift or bequest for any purpose of the Organization.

**Section 10. 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 11. 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 12. 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.

**Section 13. Fiscal Year.** Unless otherwise changed by the GLHS PTO Board, the fiscal year of the Organization shall begin on July 1<sup>st</sup> and end June 30<sup>th</sup> of every year, except that the first fiscal year shall begin on the date of incorporation of the Organization.



**Section 14. Audits.** The GLHS PTO Board shall have the financial books reviewed by an independent party with a signed statement of fact that the Treasurer's Annual Report is correct and provided at the first scheduled meeting of the school year.

## **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.

## APPROVAL & ACCEPTANCE OF BYLAWS

Those persons whose signature are affixed below, do attest that a discussion and vote did take place in regard to the acceptance of these Bylaws, and that such vote was \_\_\_ to \_\_\_ among the presiding members of the GLHS PTO Board in favor of accepting this document as is and in total of all parts presented as the control document for the operations of the Gahanna Lincoln High School Parent-Teacher Organization from this day forward.

These Bylaws are therefore accepted into operation this \_\_\_ day of \_\_\_\_\_, 20 \_\_\_.

1. 

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Name - Print	Signature	Date
  
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Name - Print	Signature	Date
  
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Name - Print	Signature	Date