

**MINFORD ELEMENTARY & MIDDLE SCHOOL
Parent Teacher Organization (PTO)
BYLAWS**

ARTICLE I: Name

The name of the organization shall be "The Minford Parent Teacher Organization".

ARTICLE II: Purpose

The purpose of the Minford PTO shall be to aid and support the students, faculty and staff of Minford Elementary and Middle Schools in their educational and recreational needs, through fundraising and family activities. We will promote open communication between the administration, faculty, parents, grandparents and/or legal guardians, and the community.

ARTICLE III: Membership

- A. Regular Membership:** All parents, grandparents and/or legal guardians of students who currently attend Minford Elementary & Middle Schools shall be considered members of the Minford PTO. They shall have the right to attend and participate in all meetings and activities of the Minford PTO, hold office and have the right to vote on issues before the general membership.
- B. Faculty Membership:** All faculty and staff who currently are employed full-time and part time at Minford Elementary & Middle School. Faculty members shall have the right to attend and participate in all meetings and activities of the Minford PTO. Faculty members shall have the right to vote on all issues before the general membership.
- C. Dues:** There shall be no dues.

ARTICLE IV: Meetings

- A. General Meetings:** At least one general meeting shall occur during each month that school is in session. With exception of calamity days on scheduled meeting days. All dates shall be established during or before the first Executive Board meeting of each school year. The first membership meeting shall occur prior to September 10th of each year.
- B. Special Meetings:** Special meetings of the Minford PTO may be called either by vote of the Executive Board, or as needed by Committee Chair Leaders.
- C. Voting:** At any general meeting:
 - A majority vote of the members present shall be required for business to be passed by the Minford PTO.
 - If a new project is proposed that is not in the approved budget, it must be approved by a majority vote at the next General Board meeting.
 - If a budgeted item comes in over budget by \$250, it must be approved by a majority vote at the next General Board meeting.

ARTICLE V: Officers

- A. Positions:** The officers of the Minford PTO shall consist of a President, Vice President, Secretary, Treasurer, Teacher Representatives, and Committee Chairs.

B. Relationships: No two people within the same family, such as; husband/wife, brother/sister, mother/daughter, father/son etc. or spouse of an administrator shall occupy positions as officers of the Minford PTO during the same term.

C. President:

- Prepare agenda for all General Board meetings and Executive Board meetings
- Preside over the Executive Board and meetings of the organization.
- Represent the organization at meetings outside the organization.
- Serve as an authorized signatory on PTO drafts from checking.
- Serve as an ex-officio member of all committees.
- Coordinate with officers and committee members in order that the purpose of the Minford PTO is served.
- In the absence of the treasurer keep possession of all bank account books.
- Assist treasurer in making available necessary information and documents for an annual financial review (see Article X section H).

D. Vice President:

- In the absence of the President, shall perform the duties of the President.
- Shall organize and maintain a master volunteer list.
- Coordinate volunteers to assist at PTO events or on PTO committees.
- Serve as an ex-officio member of all committees

E. Secretary:

- Prepare formal minutes of all General Board meetings. The minutes will include all topics discussed and all actions taken and to be taken.
- Keep a record of all in attendance at General Board meetings.
- Distribute minutes for review and approval to Executive Board and Minford Principals.
- Formalize minutes within 14 days of General Board meeting.
- See that current bylaws and approved minutes are provided on the Minford PTO web link.

F. Treasurer:

- Serve as an authorized signatory on all Minford PTO drafts from checking.
- Have charge of and be responsible for the funds of the Minford PTO.
- Have possession of the Minford PTO bank account books and statements.
- Maintain a full and accurate account of receipts and expenditures of the Minford PTO.
- Make disbursements as authorized by the President or Executive Board, or the Minford PTO in accordance with the budget adopted by the Minford PTO.
- Present a written financial report at each General & Executive Board meeting.
- Be responsible for daily pick up and counting of monies for all fundraisers.
- Assist the President in making available necessary information and documents for financial review to be performed in May of each school year.

G. Teacher Representatives:

- There shall be a minimum of two Representatives, preferably K to 3rd grade, and 4th to 8th grade. Representatives will act as advisor and liaison between school staff and Executive Board. It is essential that at least one representative from each building be in attendance at each Executive and General Board meeting to keep the board informed of the needs of said buildings.
- At least one teacher representative from each building will participate in the planning of the budget each year.

H. The Principals:

- Upon the request of the President or Executive Board the Minford Principals may act as advisors for the Minford PTO activities and events.

ARTICLE VI: Executive Board

- A. Membership:** The membership of the Executive Board shall consist of the President or Co-Presidents, Vice President, Secretary, Treasurer and Teacher Representatives.
- B. Duties:** The Executive Board shall transact as it deems necessary business during the intervals between the meetings of the general membership. It may create Standing and Special Committees. Approve the plans and work of standing and special committees and, in general, conduct the business and activities of the Minford PTO.
- C. Summer Obligations:** During the summer months while the General Board does not meet, the Executive Board will not obligate the PTO for any funds above and beyond the mandatory \$5,000 balance. The Executive Board will continue to execute the budgeted items throughout the summer months.
- D. Executive Board Meetings:** Shall be held once a month or as needed to adequately conduct Minford PTO business. All Board members shall be notified of all meetings. Decisions made during these meetings will be relayed to the General Membership at the next General meeting.
- Quorum:** A majority of the board members shall constitute a quorum of the Executive Board. A quorum is necessary in order to make the proceedings of an Executive Board meeting valid. (Example: if there are seven (7) board members, then four (4) must be present in order to create a quorum.)

ARTICLE VII: Executive Committee

- A. Members:** The Executive Committee shall consist of the Executive Board Officers, Teacher Representatives, Standing Committee Chair Leaders, School Principals and/or a Principal-Appointed Representative of the School.
- B. Duties:** The Executive Committee duties are to provide direction for the PTO and determine a plan to best utilize the talents and resources of its members for the benefit of the school. Any member of the Executive Committee may present a report at the General meetings of the organization according to the set meeting agenda.

ARTICLE VIII: Elections

A. Procedure:

- Election of officers shall take place during the month of April in each school year.
- The vote shall be conducted by ballot, and ballots shall be counted by two (2) persons, immediately following collection of ballots.
- When there is but one candidate for an office, the ballot for that office may be dispensed with and election may be held by a voice vote.
- A majority vote shall be required for the election.

B. Term of Office:

- The term of each officer shall be one year, beginning May 1st and ending on April 30th of each year.
- All officers are elected on a year to year basis.
 - * Each person elected shall hold only one office at a time.

C. Vacancies:

- * Defined as when an office is no longer occupied (which shall include voluntary, verbal and/or written resignation with cessation of office duties and any other actions that would normally indicate a departure from one's office responsibilities).
- If there is a vacancy in the office of President, the Co-President or Vice President will become the President.
- At the next regularly scheduled General meeting and after notice has been given to the General Members, a new Co-President or Vice President will be elected.
- If there is a vacancy in any other office, members will fill the vacancy through an election at the next General meeting after notice has been given to the General Members.

D. Removal from Office: When an officer fails to attend 3 consecutive meetings without adequate excuse or when an officer is not fulfilling the responsibilities of the office as prescribed in the bylaws, or engages in conduct which the Executive Board determines to be injurious to the organization or its purpose, the Executive Board may, by a two-thirds (2/3) affirmative vote, take such action as it determines appropriate, which may include, (1) asking for the resignation of the officer (2) making a formal recommendation that the officer be removed from office following a hearing conducted in accordance with Due Process.

- *Due Process Procedures: following the two-thirds (2/3) affirmative vote recommending that the officer be removed from office: (1) The officer must be given fifteen (15) days written notice of the hearing to remove the officer from office. (2) The written notice shall contain the reasons for the proposed removal, and shall be mailed certified mail, return receipt requested, to the last known address of the officer shown on the association's records. (3) At the hearing, the officer must be given an opportunity to address the Executive Board/Committee, either orally or in writing. (4) Not less than five days following the hearing, the Executive Board/Committee shall convene and vote whether the officer will be removed from office. (5) A two-thirds (2/3) vote of the Executive Board/Committee shall be sufficient to remove the officer from office. (6) The removal vote shall be recorded in the Executive Board/Committee minutes and shall specify the number of voting in favor of and against such removal.*

E. Succession: All officers both current and newly elected shall work in tandem to close out and finish the current school year's financial and PTO activities. All officers shall deliver to their successors all official materials in a timely matter, not to exceed 14 days.

ARTICLE IX: Committees

A. Standing Committees: The Executive Board may establish and/or dissolve such Standing Committees as it deems necessary and advisable. The Executive Board shall appoint the Chairpersons of all Standing Committees. The Chair of each committee shall present a plan of work to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board. Standing Committees shall include but are not limited to:

- AR Store
- Box Tops/Labels
- COSI
- Concessions
- Fundraising
- Popsicle Sales
- Secret Santa
- Spirit Store

B. Special Committees: The Executive Board may create Special Committees which shall be created for a specific time and/or task and shall cease to exist when that time or task has been completed, or at the conclusion of the school year, whichever occurs first. For example: Teacher/Staff Appreciation, End of School Year Activities, etc. The Executive Board shall appoint the Chairpersons of all Special Committees. The Chairperson shall present a plan of work to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board.

ARTICLE X: Finances

A. Budget: The Executive Board shall present to the membership at the first General meeting of the school year, a budget of anticipated revenue and expenses for the year. The budget shall be used to guide the activities of the Executive Board during the year. At least one Teacher Representative from each building will participate in the planning of the budget each year.

B. Fiscal Year End Balance: Minford PTO accounts will maintain a \$5,000 balance between fiscal years for the PTO to conduct business prior to obtaining Fall Fundraiser profits.

C. Signatory Responsibility:

- The Treasurer, President and Vice President shall sign all checks, drafts, or other orders for the payment of money on behalf of the Minford PTO.
- No two members of the same family may be on the signature card for the Minford PTO.
- All accounts shall have two authorized signatories to open or close any Minford PTO account.
- No account is to be opened or closed without the Executive Board's approval.

D. Bank Deposits:

- The Treasurer and/or President shall make all deposits to the credit of the PTO.
- All monies from PTO events will be turned into the Treasurer within two (2) days of collection for deposit.
- All deposits shall be made within a maximum of seven (7) business days.
- All disbursements shall be made within a maximum of thirty (30) days or within provider/seller due date.

E. Dissolution: Upon the dissolution of the organization, remaining funds will be used to pay any outstanding bills. Any remaining funds thereafter, will be equally divided between Minford Elementary and Minford Middle School's Principal's Fund (See Article XIII).

F. Fiscal Year: The fiscal year shall be August 1st through July 31st.

G. Official Address: The official address for all financial statements will be: Minford PTO, c/o Minford Elementary School, PO Box 204, Minford, OH 45653.

H. Annual Financial Review: An annual Financial Review is to be completed by a review committee, or a third party hired by the PTO if the board should vote to do so.

- I. **Request for Monies:** Requests from the Minford PTO are to be in writing and given to the Executive Board (via email or written form and placed in the PTO mailbox) no later than the day prior to the next scheduled meeting in order to be placed on the agenda and voted on for approval or denial.
- J. **Proper Forms** are to be in place for cash receipts, reimbursement requests, cash or check requests, and deposit notices. These forms will be made available by the Treasurer and in a pre-determined location for easy access. These forms are necessary for the end of year audit and will be a source of accountability to all board members.

ARTICLE XI: Basic Policies

- A. The policies shall be developed through meetings, conferences and committees and shall not direct or control the administrative activities of the school.
- B. The Executive Board must authorize any officer(s) to enter into contracts/agreements for the purchase of materials or services on behalf of the Minford PTO. The officer(s) shall not have the authority to enter into such agreements on behalf of Minford Elementary and Middle School, nor should they hold themselves out as having such authority.
- C. Minford PTO does not engage in the door-to-door sale of goods or services.
- D. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- E. The organization or members in their official capacities shall not endorse a commercial entity or engage in activities not related to the purpose of the PTO.
- F. The organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way including publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- G. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its member, officers or other private individuals except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered or goods received to make payments and distributions in furtherance of the purposes set forth in ARTICLE II hereof.
- H. Executive Committee is responsible for choosing all fundraisers.

ARTICLE XII: Amendments

These Bylaws may be amended by the members at any General or Special Meeting, by a two-thirds (2/3) vote of the membership present and voting, a quorum being present, provided that notice of the proposed amendments has been provided to the membership thirty (30) days prior to the meeting, by the Executive Board, by written notice.

ARTICLE XIII: Dissolution

The organization may be dissolved with the notice of fourteen (14) calendar days and a unanimous (100%) vote of those present at a General meeting.