

# **GROVEPORT ELEMENTARY PARENT TEACHER ORGANIZATION BYLAWS**

*Last Revised 1/22/2023*

## **Article 1**

### **NAME, PURPOSE, AND OBJECTIVE**

Section 1 - The name of the organization shall be Groveport Elementary PTO, located at 715 Main Street, Groveport, OH 43125.

Section 2 - The PTO is a nonprofit organization that exists for the betterment of Groveport Elementary School students and staff.

- a. The Groveport PTO is organized exclusively for charitable and educational purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code or corresponding section of any future Federal tax code.
- b. The organization shall be noncommercial, nonsectarian, and nonpartisan.

Section 3 - The purpose of the PTO is to raise funds and promote involvement in school activities so that we can:

- a. Enhance and support the educational and social experience at Groveport Elementary School.
- b. Develop a closer connection between school and home by encouraging parent involvement.
- c. Improve the environment and experience at Groveport Elementary for students and staff through volunteer and financial support.
- d. Foster open communication and effective collaboration between parents/guardians, teachers, administrators, and staff.

## **Article 2**

### **MEMBERSHIP**

Section 1 - Eligibility - Membership shall automatically be granted to all parents and guardians of Groveport Elementary School students, plus all staff members of Groveport Elementary School. There are no membership dues.

Section 2 - Privileges - Each member shall be entitled to:

- 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.

Section 3 - Volunteers - Members who volunteer to assist in activities and events are not compensated monetarily for their time.

- a. Members may provide a service for payment or be hired for projects but must remit an invoice for reimbursement of the material cost of said project or service. Reimbursements will occur at the next monthly meeting with the proper form and invoices/receipts provided. Costs associated must be pre-approved by PTO Officers.

**Article 3**  
**THE PTO EXECUTIVE BOARD**

Section 1 - Composition - The PTO Executive Board shall be composed of all elected officers of the PTO, the School Principal, and up to two teacher representatives who will be appointed by the School Principal.

Section 2 - Meetings - The PTO Executive Board shall meet monthly to discuss with members upcoming events, financials, and voting for items placed on the monthly meeting agendas.

Section 3 - Duties - The duties of the PTO Executive Board are:

- a. To prepare a list of goals and a calendar of activities for the school year.
- b. To communicate information pertaining to but not limited to the operations of the PTO including finances, future activities, and current concerns.
- c. To transact necessary business in the intervals between organization meetings and such other business that may be referred to the organization.
- d. To establish standards and procedures that will guide the activities and operations of the PTO and its elected officials.
- e. To create committees if needed to assist the organization of events and activities lead by the PTO.
- f. Vote on single expenditures exceeding \$500 if elected PTO officers disagree of the necessity of the expense.

Section 4 - Teacher Representatives - Up to two teacher representatives will help act as liaisons between the PTO officers and school staff. At least one teacher representative will be present for all regular meetings and will send notes on what was discussed to the school staff. Officers will take their feedback into consideration on all major decisions of PTO and are always open to their ideas and input. Should the teacher representative(s) position become vacant, the School Principal will act on their behalf until the position is filled. The Teacher Representative acts voluntarily and is not compensated monetarily for their assistance with this nonprofit organization.

**Article 4**  
**PTO APPOINTED OFFICERS**

Section 1 - Officer Composition - The officers shall include a president, vice president, secretary, and treasurer. In addition to the duties listed below, each officer will also perform other such duties as applicable to the office or as delegated to by acting president. Each officer is responsible for inservicing their prospective replacement in the event their position is up for re-election/replacement.

Section 2 - Duties and Responsibilities -

- a. President. The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, prepare meeting agendas, represent the organization at meetings outside the organization, serve as an ex officio member of all committees, and coordinate the work of all the officers and committees so that the purpose of the organization is served.
- b. Vice-President. The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve. The vice president shall also oversee the committees of this organization
- c. Secretary. The secretary shall keep all records of the organization, take and record meeting minutes, handle correspondence, and send any notices required to the

membership via email, social media, or flyers sent home with students. The secretary also keeps a copy of the minutes binder, bylaws, rules, volunteer lists and any other necessary supplies for meetings.

d. Treasurer. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board and provide financial reports at meetings. The treasurer will also make sure the organization is compliant and up to date with any required tax filings annually including insurance bonding. The treasurer and the president can decide to outsource tax preparation if needed.

Section 3 - Communication - The President should be kept updated with all information and communication done on the behalf of the organization. The Appointed Officers reserve the right to what internal information is shared and what information is to remain confidential for the betterment of the organization.

## Article 5 ELECTIONS, TERMS, AND EXPECTATIONS

Section 1 - Eligibility - Members are eligible for office if they have a student currently enrolled in Groveport Elementary School.

Section 2 - Nominations and Elections - Elections will be held at the last meeting of the school year, typically in late April.

- a. Interested candidates should submit their name for the ballot at least 1 week prior to this meeting date, in writing.
- b. Any member (parents/guardians and staff) that is present at this meeting is entitled to vote.
- c. Election of officers will be by written ballot. Ballots will then be counted by the secretary assisted by teacher representative and/or another board officer in the event the teacher representative position is not filled.
- d. If a nominee is running unopposed, it may be elected by a verbal vote.
- e. The announcement of elected officer will take place at this meeting.
- f. Elected officials will be sworn in after the financial report for the previous school year is closed.
- g. All voting shall pass or fail by a simple majority vote by members.

Section 3 - Terms of Office - Officers are elected for a two-year term unless they become ineligible to meet the criteria to remain in their position.

- a. Officers must have a student enrolled in Groveport Elementary School to complete their term.
- b. An Officer may resign after 1 year if they are not eligible (due to student enrollment) or feel they cannot complete the full term. That position would then be up for election at the end of the school year by means of voting stated above.
- c. Standing Officers may serve no more than 2 consecutive terms in office (4 years total) in their current position but may be nominated or eligible to run for a different board position. *Example:* The appointed President serves their 4 years in office and then can run for the Treasurer position if they meet the criteria.
- d. The only exception to term limitations exists if there are no other eligible candidates when an existing Officer has served their 4-year term. If that Officer wishes to continue in their current role due to lack of nominees for office, there will be a verbal vote at the meeting and an exception allowed in this instance for term limitations.

Section 4 - Vacancies - If there is a vacancy in the office of President, the Vice President will become the President. At the next regularly scheduled meeting, a new Vice President will be elected. If there is a vacancy in any other office at any time, members will fill the vacancy through an election at the regular meeting. The President reserves the right to appoint a member in good standing to fill in for any position prior to the election if there is an urgent need.

Section 5 - Removal from Office - Officers can be removed from office with just cause by a two-thirds vote of those present at a meeting where previous notice has been given

- a. A notice of 5 days must exist for a removal meeting to occur.
- b. An Officer can be removed from office for:
  1. Failure to fulfill his/her duties.
  2. Misconduct with "just cause".
  3. Dishonesty or willful disloyalty.
  4. Fraud or felonious conduct.
  5. If an act of material omission which said member knows or reasonably should know will impair in any material respect the reputation, goodwill, or business positions of the PTO.
  6. Misappropriation of the PTO funds or assets.

Section 6 - Officer Transitions - To ensure a smooth transition, outgoing PTO Board Officers will advise the incoming respective officers. Each of the board members shall maintain documentation of their duties, and share said documentation with his/her successor within 30 days of the end of their term.

## **Article 6** **MEETINGS**

Section 1 - General Meetings - The regular monthly meeting of the organization shall be on the same day and at the same time each month (no meeting in December or May), to be determined by the PTO board at the beginning of the school year.

- a. It is the intent for the meeting length not to exceed 60 minutes.
- b. Motions may be made by members during this meeting.
- c. Discussion of financials and current agendas take precedence at general meetings.

Section 2 - Special Meetings - Special meetings may be called by the president or any two members of the PTO Board. Previous notice of the special meeting shall be sent to the members at least 2 days prior to the meeting, by flyer, social media, and/or e-mail.

Section 3 - Annual Meeting - The annual meeting will be held at the April regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise.

Section 4 - Notification of Meetings - The secretary will remind members of the general meetings via email and/or social media at least one week prior to the meeting. Additional reminders may be sent on occasion closer to the day or on that day (by email and/or posts).

## **Article 7** **COMMITTEES**

Section 1 - Establishment - Special committees shall be established when necessary to assist the PTO Officers ability to outsource duties and responsibilities for events, research, and donation collections. Committees may include eligible parents/guardians and staff members. Monetary expenses of committees shall not occur unless approved by majority vote by PTO Officers or by majority vote by the members at the next general meeting. Any communications or correspondences sent out on behalf of the PTO must first be approved by the PTO Officers.

Section 2 - Committee Chairpersons - Chairpersons for all committees shall be appointed by the PTO Officers. Sign-up sheets for the opportunity to serve as a committee chairperson shall be made available at the meeting discussing what the committee is established for. Chairperson will be selected by majority vote by the PTO Executive Board. The chairperson of each committee:

- a. Must be willing to work with the PTO Officers and within their delegated responsibilities.
- b. Will recruit members for his/her committee.
- c. Will report to the designated PTO Officer overseeing the activities and projects of such committee.
- d. Shall maintain documentation of activities and necessary expenditures of the committee and provide such documentation to the PTO officers for approval.

Section 3 - Standing Committees - PTO Officers reserve the right to create a Committee for the benefit of any/all events and projects that require extra involvement and support.

## **Article 8** **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 Officers. The PTO Officers may establish separate accounts for such monies and designate what monies will be placed in which accounts.

Section 2 - Signatures - The authorized signatories for all accounts, checks, drafts, and other orders of the organization shall include two of any of the following: President, Vice-President, Treasurer, or Secretary. Two signatures of said signatories are required for check reimbursements or contractual agreements.

Section 3 - Loans - No loans shall be contracted on behalf of the Organization. No evidence of indebtedness shall be issued in its name. No loans may be made by the Organization to its officers or members.

Section 4 - Collection of Monies - When monies have been collected, prior to being removed from the premises, a cash control form is required to be completed by two PTO Officers. Both members should count the money, sign, and date the form along with list the event/reason for collection of monies. A copy of the form goes to the Treasurer, a copy is kept with the funds, and a copy is placed with PTO filings to ensure proper itemizing and bookkeeping. Monies collected are to remain in a locked box safe location and/or the PTO safe.

Section 5 - Deposits - PTO funds less than \$500.00 should be deposited in the bank within 2 business days of receiving. Funds over \$500.00 should be deposited the same day when possible, or the next business day, once received.

Section 6 - Expenditures - The PTO Officers shall be empowered to approve payments of any bills previously voted upon by the membership as part of the annual expenses. The PTO Executive Board shall vote to approve any non-budgeted expenditures over \$500.00 without general membership consensus in the event of Officer disagreement on spending.

Section 7 - Accepting Gifts - The PTO may accept on behalf of the Organization any contribution gift, or bequest for any purpose of bettering the Organization.

Section 8 - 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 9 - Auditing - PTO Officers reserve the right to decide at any time to seek external auditing services to ensure proper handling of PTO funds.

Section 10 - Fiscal Year - Unless otherwise changed by the PTO Executive Board, the fiscal year of operation for the Organization shall begin on the first day of July and end on the thirtieth day of June of every year.

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 addition of fees charged to the PTO by the bank for check processing. The check will be returned to the payee upon receipt of cash, money order, or certified check.

Section 12 - Money Collecting - The PTO has the right to collect funds via cash, check, or credit and may decide at any time with majority Officer vote to not accept a form of payment going forward.

Section 13 - Budgeting - The Treasurer shall draft a budget for the school year to be approved by the Executive Board, then to be presented and voted on by members during the October meeting.

Section 14 - Record Keeping - All financial activity shall be recorded in a computer-based accounting system. Printed copies shall be organized and kept in a Treasurer's binder/box. All receipts for invoices and expenses will also be kept electronically and in printed form. The Treasurer shall reconcile the account monthly and report all financial activity monthly. The PTO shall arrange an independent review of its financial records (informal audit) each year.

Section 15 - Reimbursement of Expenses - An appropriate form must be filled out and receipts of claim submitted to the Treasurer within 30 days of original purchase on behalf of the Organization. Only those items specifically pre-approved for purchase by a PTO Officer will qualify for reimbursement. Reimbursements will be made during the regularly scheduled monthly meeting unless other arrangements have been approved through the Treasurer and one other PTO Officer.

Section 16 - Embezzlement - PTO Officers will seek punishment to the fullest extent for misappropriation of funds or theft by any Officer or member if evidence implied guilt. Guilty party will no longer be permitted at any PTO sponsored events.

**Article 9**  
**AMENDMENTS AND DISSOLUTION**

Section 1 - Amendments - Bylaw modifications or amendments may be proposed by any PTO member. Amendments must be presented at a PTO meeting shall be considered for voting at a subsequent meeting. Two-thirds vote in approval of members present at meeting, is required to adopt/alter amendments.

Section 2 - Dissolution - The organization may be dissolved with previous notice (at least 30 calendar days) and a two-thirds vote of those present at a special meeting called for this purpose. In the event of dissolution, any funds remaining shall be donated to the Specials teachers (Art, Music and Gym) to benefit all students at Groveport Elementary School. Any outstanding bills will be paid prior to dissolution and the bank account will be closed once funds are distributed. Any and all pertinent records will be given to the School Principal for future reference. PTO property and physical assets will be donated to Groveport Elementary School.