

# PTO of Fairless Elementary Bylaws

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## **Article I: Name, Description, & Purpose**

Section 1: Name - The name of the organization shall be PTO of Fairless Elementary. The PTO is located at Fairless Elementary School (12000 Navarre Rd. SW Navarre, OH 44662).

Section 2: Description - The PTO is a nonprofit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501 (c)(3) of the internal Revenue Code.

Section 3: Purpose - The purpose of the PTO is to enhance and support the educational experience at Fairless Elementary, to develop a closer connection between school and home by encouraging parent involvement, and to improve the environment at Fairless Elementary through volunteer and financial support.

Section 4: Non-discriminatory Clause -The PTO of Fairless Elementary, in accordance with Federal and State laws, does not discriminate in hiring, training, compensation, promotion, transfer, demotion, discipline, layoff or discharge because of race, color, sex, religion, national origin, age, sexual preference or handicap.

## **Article II: Membership & Volunteers**

Section 1: Eligibility - Membership shall be automatically granted to all parents and legal guardians of Fairless Elementary students, plus all staff at Fairless Elementary. There are no membership dues. Members have voting privileges, one vote per household.

Section 2: Approval - All volunteers must be approved by the office at least a week in advance of the event. All volunteers must also present a valid ID to volunteer.

Section 3: Removal - Any person can be removed from membership for inappropriate conduct, after reasonable notice, by a majority vote of the Executive Board.

### **Article III: Officers**

Section 1: Executive Board - The Executive Board shall consist of the following officers: President, Vice President, Recording Secretary, Communications Secretary, Treasurer, Parent Representative, and Teacher Representative. Officer positions can be shared. The school Principal(s), or his/her designee, is also a voting member of the Executive Board.

Section 2: Term of Office - The term of office for all officers is two years, from July 1 through June 30 of even-numbered years.

Section 3: Qualifications - Any PTO member in good standing may become an officer of the PTO.

Section 4: Duties -

Executive Board: Develop the PTO's annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, and approve by majority vote of the Board unbudgeted expenditures.

President: Preside at general PTO meetings and Executive Board meetings, serve as the official representative of the PTO, and retain all official records of the PTO.

Vice President: Oversee the committee system of the PTO, assist the president, and chair meetings in the absence of the President. Vice President will also succeed the President in the event of a mid-term vacancy.

Recording Secretary: Record and distribute minutes of all Executive Board meetings and all general PTO meetings, assist with the preparation of agendas for the official PTO meetings, and hold historical records for the PTO.

Communications Secretary: Manage communications, marketing, and volunteer coordination for the PTO, including but not limited to PTO newsletters, email broadcasts, website, bulletin boards, social media, etc.

Treasurer: Serve as custodian of the PTO finances, collect revenue, pay authorized expenses, follow all financial policies of the PTO, and hold all financial records.

Parent Representative: Respond to the inquiries of parents who are unable to attend meetings, and speak on their behalf. Provide a link between parents and the PTO.

Teacher Representative: Respond to the inquiries of teachers and staff who are unable to attend meetings, and speak on their behalf. Provide a link between teachers and the PTO.

Section 5: Board Approvals - The Executive Board shall meet at the discretion of the President as a separate entity outside of the larger PTO meetings. Approvals may be conducted as needed via email.

Section 6: Removal - An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 7: Vacancy - If a vacancy occurs on the Executive Board, the President shall appoint a PTO member to fill the vacancy for the remainder of the officer's term.

Section 8: Elections - Elections will be held in even-numbered years. Nominations will be heard from the floor during the March and/or April PTO meetings, with voting taking place in May.

#### **Article IV: Meetings**

Section 1: General PTO Meetings - General PTO meetings shall be held at least every other month during the school year to conduct the business of the PTO. Additional meetings shall be held at the discretion of the Executive Board.

Section 2: Voting - Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee and proxy votes are only allowed through the Parent and Teacher Representatives, when a signed declaration is presented prior to the general meeting.

Section 3: Quorum - Five (5) members of the PTO present and voting constitute quorum for the purpose of voting.

#### **Article V: Financial Policies**

Section 1: Fiscal Year - The fiscal year of the PTO begins July 1 and ends June 30 of the following year.

Section 2: Banking - All funds shall be kept in a checking and/or savings account in the name of PTO of Fairless Elementary, requiring two signatures of the Executive Board and held at a local financial institution.

Section 3: Reporting - All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The PTO shall arrange an independent review of its financial records each year.

Section 4: Ending Balance - The organization shall leave a minimum of \$2000 in the treasury at the end of each financial year (June 30).

Section 5: Contracts - Authority to sign contracts is limited to the President or the President's designee.

#### **Article VI: Liability**

Members and officers shall be indemnified against all costs and expenses (including, but not limited to, attorneys' fees, judgments, fines, penalties and amounts paid in settlement) actually and reasonably incurred in connection with any matter in which he or she is involved by reason of being in the PTO to the fullest extent permitted by local laws.

#### **Article VII: Bylaws Amendments**

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. Two-thirds (2/3) approval of all members present and voting is required to adopt an amendment to the bylaws.

#### **Article VIII: Dissolution**

In the event of the dissolution of the PTO, any funds remaining shall be donated to Fairless Elementary School for charitable, educational, and/or scientific purposes.

#### **Article IX: Parliamentary Authority**

The authority for this organization shall be Robert's Rules of Order Newly Revised.

These bylaws were created and adopted on 10/27/2021.