

## **REVISED BYLAWS OF THE GRANDVIEW PTO**

### **I. NAME**

- A. The name of the Organization is "Grandview PTO" (hereinafter "the Organization").
- B. The Organization shall operate through three divisions, being the Stevenson PTO (covering grades Kindergarten through Third grade), the Edison PTO (covering grades Fourth through Eighth) (hereinafter referred to as "Stevenson PTO," "Edison PTO," "HS PTO" or individually as "division" or collectively as "divisions.")

### **II. OBJECTIVES**

The primary objectives of the Organization shall be:

- A. To promote the wellbeing and education of Grandview Heights Kindergarten through Twelfth grade children in home, school and community.
- B. To promote fellowship, understanding and communication among parents and between parents and school personnel.
- C. To provide and develop supplemental programs, projects or materials not normally considered a function of the school system and to support such programs by member participation and by fund raising activities.
- D. To provide a forum for parents, school personnel and school leadership to work cooperatively in identifying and discussing issues and concerns of general interest.

### **III. POLICIES**

- A. Programs initiated by this Organization shall be designed to achieve the above stated objectives and shall promote cooperation among teachers, parents and the general public.
- B. This Organization shall be non-profit, non-commercial, non-sectarian and non-partisan. No commercial enterprise or candidate for public office shall be endorsed by it or given financial support. Neither the name of the Organization nor the names of any of its officers in their official capacity shall be used in any connection with a commercial concern or with any partisan interest or for any purpose other than the regular work of the Organization.

- C. The Organization shall not seek to direct the administrative activities of the school or to control its policies.
- D. The Organization may cooperate with other community organizations and agencies, but no binding contract or commitment may be entered into by any division of the PTO without the approval of the respective division's (Stevenson PTO's, Edison PTO's, HS PTO's) Executive Committee.
- E. The Organization may provide funding for projects for other Grandview school and community organizations as requested and approved by the membership in a total amount not to exceed five percent (5%) of the year's operating budget.
- F. The Organization may choose to make gifts to individuals as approved by the membership.

#### **IV. MEMBERSHIP**

- A. All parents and/or legal guardians of students who currently attend and all current faculty and staff of Grandview Heights Kindergarten through Twelfth schools shall be eligible for membership in the respective division of the Organization as follows: parents and/or legal guardians of children entering or in grades Kindergarten through Third grade shall be eligible for membership in the Stevenson PTO; parents and/or legal guardians of children entering or in grades Fourth through Eighth grade shall be eligible for membership in the Edison PTO; and parents and/or legal guardians of children entering or in grades Ninth through Twelfth shall be eligible for membership in the HS PTO.
- B. Members shall have the right to attend and participate in all general meetings and activities of their respective divisions of the Organization, to vote, to elect officers and to hold office.

#### **V. ORGANIZATIONAL STRUCTURE AND ELECTIONS**

- A. Officers – Each division of the Organization shall have the following Officers: President, Vice President, Treasurer and Secretary. No one who has been convicted of a felony may be an Officer of a division of the Organization. See Section **VI.**, *infra*, for a description of the duties of the Officers.

B. Executive Committee – Each division of the Organization shall also have an Executive Committee, of which the President, Vice President, Secretary, Treasurer and Teacher Liaisons of the Organization shall be members. The Principals presiding over grades Kindergarten through Third, presiding over grades Fourth through Eighth, and presiding over grades Ninth through Twelfth shall serve as ex-officio members of their respective division’s Executive Committee and shall be entitled to vote. See Section **VII.**, *infra*, for a discussion of the operation of the Executive Committee.

C. Elections – Elections of Officers of each division shall take place during the last general membership meeting each year. All members of the respective division of the Organization may participate in the election for that division, and nominations may be received from the floor. The election of the slate, if non-contested, may be by voice vote; however, any contested election shall be by written ballot. A majority of the votes cast by the members of the respective division shall be necessary for election. Should no person receive a majority of the votes cast, a runoff between the two (2) persons who received the largest number of votes shall immediately be held. The terms of office, resignation of Officers, removal of Officers or the filling of Officer vacancies are addressed below:

1. Terms of Office – The term of each Officer for each division shall be one (1) year, beginning on June 1 and ending on May 31 of the following year.

2. Resignation – Any Officer may resign at any time by giving written notice to the President. A resignation shall take effect at the time specified in the resignation, and unless otherwise specified, shall become effective upon delivery. The acceptance of such resignation shall not be necessary to make it effective unless so specified in the resignation. Any vacancy by reason of this section shall be filled as set forth in 4. below.

3. Removal – Any Officer may be removed by the Executive Committee of the respective division, with or without cause, at any time by the affirmative vote of the majority of the Executive Committee of that division duly acting at a meeting. Any vacancy by reason of this section shall be filled either at the same meeting of the division’s Executive Committee or subsequently as set forth in 4. below.

4. Vacancies – Any vacancy in office because of death, resignation, removal or inability to serve shall be filled by the Executive Committee for that division for the unexpired portion of the term. Should a vacancy occur in the

office of Vice President for any reason, the vacancy shall be filled by election at the next regular meeting of the membership of the respective division, consistent with subsection C. above.

5. Anti-Nepotism Policy – In order to ensure the impartiality of the Officers, the operation of the Executive Committees and the operation of the Organization and its divisions, a majority of the Officers of a division of the Organization shall not be related through the following relationships: father, mother, husband, wife, son, daughter, sister, brother, uncle, aunt, nephew, niece, first cousin, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law or daughter-in-law.

## **VI. DUTIES OF OFFICERS AND TEACHER LIAISONS**

- A. President – The President shall be the principal executive officer of the respective division of the Organization and, subject to the control of the Executive Committee for that division and the direction of the membership for that division, shall, in general, supervise and control all of the activities of the respective division of the Organization. The President shall be a member of the Executive Committee of the respective division of the Organization and, when present, shall preside at all meetings of that Executive Committee and all meetings of that membership. The President shall select and appoint the chairpersons of all committees of that division of the Organization and shall be an ex-officio member of all committees of that division of the Organization.
  
- B. Vice President – The Vice President shall be a member of the respective division's Executive Committee and, in the absence of the President, shall perform the duties of the President. The Vice President shall perform such other duties that are assigned by the President or the Executive Committee of that division. The Vice President, after having served one (1) fiscal year, is expected to serve as President of that respective division of the Organization the next fiscal year.
  
- C. Secretary – The Secretary shall be a member of the respective division's Executive Committee. The Secretary shall keep the minutes of the proceedings of the membership in the division's Executive Committee, shall see that all notices are duly given in accordance with these Bylaws, and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Executive Committee of that division.

- D. Treasurer – The Treasurer shall be a member of the respective division’s Executive Committee. The Treasurer shall have charge of and be responsible for all funds of the respective division of the Organization and shall receive and give receipts for monies due and payable to the respective division of the Organization from all sources and shall deposit such funds in such banks or other organizations as are selected by the Executive Committee of that division. The Treasurer shall make disbursements as authorized by the President, Executive Committee, or membership of the respective division in accordance with the budget adopted by the membership of that division. The Treasurer shall present a written financial report at each general membership meeting of the respective division of the Organization and at all other times as requested by the Executive Committee of that division. The Treasurer shall make available all records for review by the Executive Committee of that division or anyone appointed by the Executive Committee of that division to do so. No person shall serve as Treasurer of a division for more than five (5) consecutive years.
- E. Teacher Liaisons – In order to ensure that each division of the Organization incorporates both parents and teachers and in order to enhance coordination between parents and teachers, up to two (2) teacher liaisons shall be members of each division’s Executive Committee. At least one (1) teacher liaison shall represent the staff of Kindergarten through Third grades, at least one (1) teacher liaison shall represent the staff of Fourth through Eighth grades, and at least one (1) teacher shall represent the staff of Ninth through Twelfth grades. Teacher liaisons shall provide feedback from the school’s staff to the respective division’s Executive Committee and shall disseminate information from the respective division to the school’s staff.

## **VII. EXECUTIVE COMMITTEE**

- A. General Powers – The affairs, activities and operation of the Organization shall be managed by the Executive Committees of each division. The Executive Committee of each division shall transact necessary business for that division during the intervals between the meetings of the membership and such other business as may be referred to it by the membership or these Bylaws. The Executive Committees may create committees, approve the plans and work of committees, present reports and recommendations at the meetings of the membership, prepare and submit a budget to the membership for approval, and, in general, conduct the business and activities of the Organization. The Executive Committee of either division shall not take any stance or make any public statements on any political issues.

- B. Meetings – Regular meetings of the Executive Committee of each division shall be held during the year, the time to be established at the first meeting of the year. Special meetings may be called by the President or by a majority of the respective division's Executive Committee. Adequate notice of all meetings shall be given to all members of that division's Executive Committee and, in the absence of an emergency, at least five (5) days in advance. When possible, notice of the meetings should be announced to all Members of the division of the respective division of the Organization.

Any member of a division may attend a meeting of the Executive Committee of that division, provided a notice of plans to appear at the Executive Committee meeting has been made and confirmed with an Executive Committee member, but non-Executive Committee members shall not be entitled to vote on matters before the Executive Committee.

- C. Quorum – A majority of the regular members of the Executive Committee of a division shall constitute a quorum for the transaction of business.
- D. Voting – The act of the majority of the regular and ex-officio members of the division's Executive Committee present at a meeting at which a quorum is present shall be required for all action to be taken by that Executive Committee.

## **VIII. COMMITTEES**

- A. The Executive Committees of the divisions may establish such committees for its division as it deems necessary and advisable. The President of each division shall appoint the chairpersons of all committees for that division and the President of the division shall be an ex-officio member of all committees of the respective division of the Organization. The chairperson of each committee shall recruit the members of his or her committee. The chairperson shall report the plans and activities of the committee to the division's Executive Committee, which must approve all such reports. The chairperson shall serve for a term of one (1) fiscal year and may serve as chairperson for more than one (1) year.

## **IX. FINANCES**

- A. Budget – The Executive Committee of each division shall present to the membership at the first regular meeting of the year a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of that

division's Executive Committee during the year. Any substantial deviation from the budget must be approved in advance by the membership of that division.

- B. Obligations – The Executive Committee of a division may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of its division of the Organization. The officers of a division shall not have the authority, however, to enter into such agreements upon behalf of the Grandview Heights City School System/District, nor should they hold themselves out as having such authority.
- C. Loans – No loans shall be made by the Organization to any of its officers or members.
- D. Commercial paper – All checks, drafts or other orders for the payment of money on behalf of the Organization for amounts of one thousand dollars (\$1,000.00) or more shall be signed by both the Treasurer and President of the division paying the money or by any other person or persons as authorized in writing by the Executive Committee of that division. Checks, drafts, or other orders for the payment of money on behalf of the Organization for amounts of less than one thousand dollars (\$1,000.00) need only be signed by one (1) person with signature authority as noted above. The issuance or pre-signing of blank checks and the use of signature stamps to sign checks is not permitted.
- E. Miscellaneous Expenditures – The President of each division of the Grandview PTO has authority to expend not more than two hundred dollars (\$200.00), total, each year without prior approval of the division's Executive Committee or membership, provided that the expenditures fall within the objectives and policies of the Organization and provided that s/he reports the expenditure at the next division's membership meeting.
- F. Deposits – The Treasurer of each division shall deposit all funds of that division of the Organization to the credit of that division Organization in such banks, trust companies, or other depositories as the Executive committee of that division may select and shall make such disbursements as authorized by the Executive Committee of that division in accordance with the budget adopted by the membership of that division. All deposits and/or disbursements shall be made within a maximum of seven (7) days from the receipt of the funds and/or orders of payment.
- G. Reimbursement and Invoice Approval – The Treasurer shall approve all volunteer reimbursement requests and the President shall approve all Treasurer reimbursement requests before reimbursement is made. The Treasurer shall review an invoice and/or

other supporting documentation prior to approving payment for goods or services. The President must review an invoice and/or other supporting documentation prior to approving payment for goods and services requested by the Treasurer.

- H. Bonds – The Treasurer and President of each division, and any other person with authority to sign checks, drafts, or other orders for the payment of money on behalf of the Organization, shall be bonded.
- I. Financial Report – The Treasurer of each division shall present a financial report at each general membership meeting of each division of the Organization and shall prepare a final report at the close of the year. The Executive Committee of each division shall have the report and the accounts examined annually by an auditor or an informal audit committee who, if satisfied that the respective Treasurer's annual report is correct, shall sign a statement stating the same at the end of the report.
- J. Required Filings -- The Treasurers of each division of the Organization shall have the responsibility to prepare or have prepared and filed any tax forms or other monetary report forms required by any taxing or other governmental or regulatory authority for the Organization.
- K. Record Retention – All records of the Organization shall be maintained and destroyed in accordance with the law and standard record retention guidelines. Financial records shall be maintained for a minimum of seven (7) years.

## **X. MEETINGS**

- A. Regular Meetings – At least four (4) general membership meetings of each division of the Organization shall be held during each school year as determined by the membership of that division. The time and place of the meetings shall be announced at least five (5) days prior to the meeting.
- B. Special Meetings – Additional meetings of a division of the Organization may be called, either by vote of the Executive Committee for that division or by petition of at least twenty-five (25) members of that division. The time and place of all special meetings shall be announced at least five (5) days prior to the meeting.
- C. Quorum – Five (5) members of a respective division shall constitute a quorum for the transaction of any business at any duly called meeting of that division and such quorum shall be entitled to take action on behalf of that division.

- D. Voting – A majority vote of the members of a division of the Organization present at any meeting shall be required for all action to be taken by a division of the Organization.
- E. Conflict of Interest – A member or officer may not vote on any motion or issue upon which the member or officer has a conflict of interest.

## **XI. AMENDMENT**

- A. These bylaws may be altered, amended or repealed and new bylaws may be adopted by the members of the entire Organization at any regular or special meeting, provided that announcement of a vote to change the bylaws has been made to the general membership of the entire Organization at least ten (10) days prior to the vote, and that the time and place of such a meeting has been announced at least ten (10) days in advance.

## **XII. DISSOLUTION**

- A. Upon dissolution of this Organization, after paying or adequately providing for the debts and obligations of this Grandview PTO, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

These Revised Bylaws were adopted by the membership of the Organization by a majority vote during a meeting properly held on \_\_\_\_\_, and shall take effect immediately.

President

Vice President

Treasurer

Treasurer

Secretary