

**OLDE SAWMILL ELEMENTARY
PARENT TEACHER ORGANIZATION
(O.S.E. P.T.O.)
Constitution and By-laws**

ARTICLE I: NAME

The name of this organization is Olde Sawmill Elementary Parent Teacher Organization

ARTICLE II: ARTICLES OF ORGANIZATION

The organization exists as an unincorporated group of its members governed by these by-laws. These by-laws shall be deemed the governing articles of this organization. They can be amended at a regular meeting by a two-thirds vote of the members present and voting, provided notice of proposed amendments has been given two weeks prior. This constitution shall be presented to the organization at least once every four years for revision.

The organization's purpose is exclusively charitable and educational under Section 501(c) (3) of the Internal Revenue Code.

No part of the net earnings of the organization shall, inure to the benefit of or be distributed to members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the purposes set forth herein.

No substantial part of the activities of the organization shall be in the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of these articles, the organization shall not carry on any activities not permitted by an organization exempt from Federal Income Tax under Section 501(c)(3) of the Code, or by organization contributions to which are deductible under Section 170 (c)(2) of the Code.

The fiscal year and all terms of office shall begin on July 1 and end on June 30.

ARTICLE III: MEMBERSHIP AND DUES

Parents and legal guardians of students attending Olde Sawmill Elementary, faculty and staff are automatically members of the PTO.

Each individual family will be asked to make a donation to the organization to be used for fund raising purposes. A donation is not required for membership.

All members shall be eligible to vote at GENERAL PTO meetings or to serve in any of the PTO's elected or appointed positions.

ARTICLE IV: BASIC POLICIES AND ETIQUETTE

The group shall be noncommercial, nonsectarian, and nonpartisan.

The name of the group or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any propose not appropriately related to the objectives of the group.

Items purchased by the group for use by the school or by the group itself are to remain on school property. Exceptions to this include use of purchased items for official PTO or school business and/or cleaning of the items.

The group shall cooperate with the schools to support the improvement of education in ways that will not interfere with the administration of the schools, and shall not seek to control policies, but make recommendations through the proper channels.

No member shall send a direct communication, on the behalf of PTO or its officer by written or electronic means, to other members or the school community at large, concerning a matter of general interest to the membership, without the prior approval of the President. Communication from the President shall receive prior approval of the principal or his/her designee.

Members of the group shall understand that they may become privy to information that is not known to the general public and will honor any request to keep information confidential until it is officially released.

The group may cooperate with other organizations and agencies concerned with child welfare.

No individual Board member has the right or the power to commit the Olde Sawmill Elementary PTO in the undertaking of any obligation orally or in writing beyond their stated duties without the specific approval of the Board.

No individual Board member shall profit from any Board related action.

ARTICLE V: GENERAL MEETINGS

A monthly general PTO meeting shall be scheduled by the PTO Officers. At least two (2) general PTO meetings shall be held each year; an annual meeting and an election meeting, date and time to be determined by the PTO Officers. Unless otherwise specified in advance, all meetings are general meetings.

A majority of those members attending any meeting shall constitute a quorum for the transaction of business at any meeting of the PTO. Any Motion may be carried with a simple majority of those members in attendance.

ARTICLE VI: EXECUTIVE BOARD

The PTO Executive Board shall consist of President, Vice President, Secretary, Treasurer, and the Principal of the school.

Under Article VIII, Treasurer Duties, The PTO Executive Board shall appoint an Audit Committee.

The power to form new standing and special committees and appoint their members rests with the Executive Board.

ARTICLE VII: PTO BOARD/ELECTIONS

The PTO Board shall consist of President, Vice President, Secretary, Treasurer, Teacher Representative, Committee Chairpersons, and the Principal of the school.

The PTO board shall transact necessary business in the intervals between monthly meetings of the general membership (general meetings) of the organization.

The Board shall elect one nominee for each officer position to be filled. The nominee for President shall be vice president from the previous year's Board. The slate shall be presented, at the April meeting, of each year with elections to be held at the May meeting. At the April meeting, an opportunity will be given for nominations from the floor. In the event more than one person is nominated for the same office, voting will be done by secret ballot, with the current executive Board counting the ballots.

Only a member who has consented to serve if elected shall be eligible for nomination by the committee.

The PTO Board shall fill vacancies occurring during the school year by a majority vote of the Board. In the case of a vacancy in the office of President, the Vice President shall assume office.

Any Board member may be removed by a simple majority of the Board when in its judgment there has been a failure to perform the stated duties, and the best interest of the Olde Sawmill Elementary PTO shall be served by such action.

Each term of office is for one year beginning July 1 and ending June 30.

The President or a majority (at least 51%), of the Board members upon three (3) days notification of each member, may call special meetings.

ARTICLE VIII: OFFICERS

The Officers of this organization (the Executive Board) shall be the President, Vice President, Secretary, Treasurer, and Principal. The officers may transact the routine

business of the organization between meetings of the whole membership, but shall not seek to replace the normal, traditional functions of the organization as a whole.

The officers shall prepare a budget for the organization and present it for approval at the August meeting. The budget will include, but not be limited to, estimate of expenditures for the current year and actual expenditures for the previous year.

The officers shall provide appropriate committees with their respective budgets at the September PTO meeting. Any changes to these expenditure budgets must be approved by a simple majority (at least 51%) of the Executive Board.

The Officers may approve payment of unbudgeted items that come due between monthly meetings up to \$250.00.

ARTICLE IX: DUTIES OF THE OFFICERS

The **President** shall:

- preside at all meetings of the organization and the PTO Board;
- perform such duties as may be prescribed in these by-laws or assigned to him/her by the organization or by the PTO Board;
- coordinate the work of the officers and committees and meet with the principal to keep abreast of all organizational activities;
- incorporate all minutes from the previous meeting in the agenda for the current meeting;
- attend the Dublin PTO President's monthly meetings throughout the school year and report back to the Board;
- maintain an archive file of the PTO's History.

The **Vice President** shall:

- perform such duties as assigned by the President within the guidelines of these by-laws;
- perform the duties of President in the absence of the President;
- maintain a file of newspaper clippings throughout the year.

The **Secretary** shall:

- record and give a written report on all minutes of the organization and PTO Board;
- give a draft copy of these written minutes to the President no more than 2 weeks from the date of the previous meeting;
- maintain an archives file including but not limited to; meeting agendas and minutes;
- maintain a file of the current-year agendas, minutes, and treasurer's reports in the school office for public record.

The **Treasurer** shall:

- have custody of all funds of the Olde Sawmill Elementary PTO;
- keep an accurate account of receipts and expenditures;
- make disbursements as authorized;

- present a financial report at each meeting.

An Audit Committee appointed by the Executive Board shall examine the Treasurer's accounts annually. Though an audit may still be requested, an exception will be made to the annual audit requirement in the case that the Treasurer serves no more than two consecutive terms. In this case, the transition to a new Treasurer will serve as an audit.

The chairs of the standing committees shall present a plan of work to the Executive Board.

All Officers shall deliver to their successors all official material at the end of their term.

ARTICLE X: COMMITTEES/ BOARD POSITIONS: DUTIES AND RESPONSIBILITIES

Committees/ Board Members shall make reports to the Board regarding but not limited to, income and expenses and all pertinent information,

The President and Principal shall be ex officio members of all committees, without voting privileges for those committees.

A list of all current committees, with a description of duties and responsibilities, shall be kept and updated pursuant to Article VI. This list shall be distributed at the first general PTO meeting, for each school year, and made available upon request.

ARTICLE XI: UNBUDGETED ITEMS

All motions, requesting funding for non-budgeted items over \$250, shall be submitted in writing via the "PTO Grant Request Form." This request shall be made at least three (3) weeks prior to the next General Meeting to be considered at the next meeting.

An Officer, as determined by the Executive Board, shall notify PTO members with the grant request at least two weeks prior to the next General Meeting. The request will then be voted on at the next General Meeting.

If needed, the vote may be postponed by a majority vote at the Meeting.

ARTICLE XII: PARLIAMENTARY AUTHORITY

Robert's Rules of order, Revised, shall govern the Olde Sawmill Elementary PTO in cases in which they apply. The Olde Sawmill PTO functions in an orderly fashion, but does not adhere to strict parliamentary procedure.

ARTICLE XIII: DISSOLUTION OF ORGANIZATION

Upon the dissolution of the organization, the PTO Board shall, after paying or making provisions for payment of all liabilities of the organization, dispose of all assets of the organization exclusively for the purpose of the organization in such manner, or to such organization or organizations organized and operated

exclusively for educational purposes as shall at the time qualify as an exempt organization or organizations under section 501(0) (3) of the Internal Revenue Code of 1954 (or the corresponding provision, of any future United States Internal Revenue Law), as the PTO Board shall determine. Any such 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 proposes or to such organizations, as such court shall determine, which are organized and operated exclusively for such purposes.