

## **BYLAWS FOR SIMON KENTON ELEMENTARY PTO**

### **ARTICLE I: NAME**

The name of this organization is the Simon Kenton Elementary Parent Teacher Association (PTO), Xenia, Ohio. It is a local PTO under the authority of the National Congress of Parents and Teachers (the National PTO).

### **ARTICLE II: PURPOSES**

**Section 1.** The Purposes of the Simon Kenton Elementary PTO, in common with those of the National PTO are:

- a. To promote the welfare of children and youth in home, school, community, and place of worship.
- b. To raise the standards of home life.
- c. To secure adequate laws for the care and protection of children and youth.
- d. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

**Section 2.** The Purposes of the National PTO and the Simon Kenton Elementary PTO are promoted through an advocacy and educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article III.

### **ARTICLE III: BASIC POLICIES**

The following are basic policies of the Simon Kenton Elementary PTO, in common with those of the National PTO:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization shall work with the schools and community to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- c. The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools and the community at large.
- d. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, 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 distributions in furtherance of the purposes set forth in Article II hereof.
- e. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii)

by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

- f. Upon the dissolution of the organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.
- g. The organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the 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.

#### **ARTICLE IV: RELATIONSHIP WITH NATIONAL PTO**

**Section 1.** The local PTO shall be organized and chartered under the authority of the National PTO Bylaws.

A local PTO in good standing is one that:

- a. Adheres to the Purposes and basic policies of the PTO;
- b. Remits the national portion of the dues through the state PTO to reach the national office by dates designated by the National PTO;

#### **ARTICLE V: MEMBERSHIP**

**Section 1.** Every individual who is a member of this local PTO is, by virtue of that fact, a member of the National PTO by which this local PTO is chartered, and is entitled to all the benefits of such membership.

**Section 2.** Membership in this local PTO shall be made available by this local PTO, without regard to race, color, creed, or national origin.

#### **ARTICLE VI: OFFICERS**

**Section 1.** The officers of this local PTO shall be a president, a vice president, a secretary, and a treasurer.

**Section 2.** Officers shall be elected by majority vote before the end of the school year.

**Section 3.** The vote shall be conducted by ballot, a majority shall elect. When there is only one candidate for an office, the election may be held by voice vote.

**Section 4.** The following provisions shall govern the eligibility of individuals to be officers of the Simon Kenton Elementary PTO:

- 1. A person who has served in an office for more than one half of a full term shall be deemed to have served a full term in such office.
- 2. In order to qualify for the office of President, the nominee shall have served previously on the Board for at least one-half year.

**Section 5.** Officers shall assume their official duties following the close of the school year. Officers shall serve for a term of one (1) year or until their successors are elected.

**Section 6.** A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote, notice of such vote having been given. In case a vacancy occurs in the office of president, the vice president shall serve notice of the election.

## **ARTICLE VII: DUTIES OF OFFICERS**

**Section 1.** The president shall:

- a. Preside at all meetings of this local PTO;
- b. Serve as an ex-officio member of all committees;
- c. Serve as a representative for the Citizens Advisory Council for the Board of Education; and
- d. Coordinate the work of the officers and committees of this local PTO in order that the Purposes may be promoted.

**Section 2.** The vice president shall:

- a. Serve as aide to the president;
- b. Perform the duties of the president in the president's absence or inability to serve; and
- c. Serve as an alternate representative for the Citizens Advisory Council for the Board of Education.

**Section 3.** The secretary shall:

- a. Record and preserve the minutes of all meetings of the Simon Kenton Elementary PTO;
- b. Be prepared to read the records of any previous meetings;
- c. Preserve all records; and
- d. Have a current copy of the bylaws;

**Section 4.** The treasurer shall:

- a. Have custody of the funds of this local PTO;
- b. Maintain a full account of the funds of this local PTO;
- c. Make disbursements as authorized by the president, board, or this local PTO in accordance with the budget adopted by this local PTO;
- d. Sign checks;
- e. Cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to the Simon Kenton Elementary PTO;
- f. Provide a financial statement at each meeting;
- g. Present an annual report of the financial condition of the organization;
- h. Submit the books annually for an audit by an auditor or auditing committee of three (3) members, selected by the board or principal;

**Section 5.** All officers shall:

- a. Turn over to the president, without delay, all records, books, and other materials pertaining to their office, and shall return to the treasurer, without delay, all receipts and funds pertaining to their office upon the expiration of their term or in case of resignation.

## **ARTICLE VIII: EXECUTIVE BOARD**

**Section 1.** The members of the board shall be:

- a. Elected officers; and
- b. Chairpersons of any committees, teacher representatives, principal or any other representative, as needed.

**Section 2.** The affairs of the Simon Kenton Elementary PTO shall be managed by the executive board. Duties of the board shall be to:

- a. Carry out such business as may be referred to it by the membership of the association;
- b. Create standing and special committees;
- c. Approve the plan of work presented by committee chairs;
- d. Present a report at the regular general membership meetings of this local PTO;
- e. Select an auditor or an auditing committee to audit the treasurer's accounts;
- f. Prepare and submit an annual budget to this local PTO's general membership for adoption; and
- g. Approve payment of routine bills within the limits of the approved budget.

**Section 3.** Regular meetings of the board shall be held during the school year, the time to be fixed by the board at its first meeting of the year.

**Section 4.** Special meetings of the board may be called by the president or when requested by a majority of the members of the board.

**Section 5.** At all meetings of the board, three (3) members shall constitute a quorum for the transaction of business.

**Section 6.** If any member of the board shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the board by a resolution adopted by the executive board.

**Section 7.** Upon the expiration of the term of office, or when individuals cease to hold the position that entitles them to be a member of the board, they shall automatically cease to be a member of the board and shall be relieved of all duties and responsibilities incident to such membership. All records, books and other materials pertaining to the position shall be turned over to the president and all funds pertaining to the position shall be returned to the treasurer within fourteen days.

## **ARTICLE IX: COMMITTEES**

**Section 1.** Only members of this local PTO shall be eligible to serve in any elective or appointive positions.

**Section 3.** Special committees are created for a special purpose and automatically cease to exist when their work is done and the final report is received. The board may create such special committees as it may deem necessary.

**Section 4.** The chair of committees shall be selected by the officers of the association and shall serve for a term of one (1) year or until the selection of a successor.

**Section 5.** 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 board.

**Section 6.** The president shall be a member ex officio of all committees. The president shall be notified of all committee meetings.

**ARTICLE X: GENERAL MEMBERSHIP MEETINGS**

**Section 1.** In general membership (unit) meetings the right to offer motions, make nominations, speak in debate, and vote, shall be open to all in attendance.

**Section 2.** Regular meetings of this association shall be held every month at a time and date as provided by the executive committee. The first meeting shall be held the first Thursday of the month with the first being in August and monthly thereafter.

**Section 3.** Special meetings of this local PTO may be called by the president or by a majority of the board five (5) days' notice having been given.

**ARTICLE XI: FISCAL YEAR**

The fiscal year of the Simon Kenton Elementary PTO shall begin on July 1 and end on the following June 30.

**ARTICLE XII: AMENDMENTS**

**Section 1.** These bylaws may be amended at any general membership (unit) meeting of the Simon Kenton Elementary PTO by a two-thirds vote of those members present and voting.

**Section 2.** If a complete revision of the bylaws is needed, a committee may be appointed by a majority vote at a general membership (unit) meeting of this local PTO, or by a two-thirds vote of the board of this local PTO, to submit a revised set of bylaws as a substitute for the existing bylaws.

Bylaws Committee: \_\_\_\_\_  
(President)

\_\_\_\_\_ (member)                      \_\_\_\_\_ (member)

Bylaws Adopted: \_\_\_\_\_ (date)      Bylaws Approved by Unit: \_\_\_\_\_ (date)

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