

By-Laws
Overlook Elementary PTO
Overlook Elementary School
Wadsworth, Ohio
Adopted May 2000 / Reviewed May 2020

ARTICLE I

1. Mission Statement

- 1.1. The mission of Overlook PTO is to create a support network of parents, caregivers and guardians dedicated to providing enrichment opportunities for the benefit of the children of Overlook School.
- 1.2. By securing enrichment opportunities, activities, and/or items purchased that are considered “above and beyond” the school’s financial capabilities, yet fall within the school’s curriculum; we are committed to enhance the learning environment established at Overlook.

ARTICLE II

2. General Policies

- 2.1. Overlook PTO shall be nonsectarian and nonpartisan.
- 2.2. Overlook PTO may be involved in revenue producing enterprises if the revenue produced is used in keeping with Overlook PTO’s mission statement.
- 2.3. Overlook PTO shall not directly or indirectly participate or intervene (including by publishing or distributing statements) in any political campaign on behalf of, or in opposition to, any candidate for public office or devote any time to attempt to influence legislation by propaganda or other means. Likewise, the content of Overlook PTO activities, programs and meetings will be limited to “information only” with regards to political and/or legislative matters.
- 2.4. Overlook PTO shall cooperate with the school to support the improvement of education in ways that will enhance, but not interfere with, the administration or seek to control its policies.
- 2.5. Overlook PTO or its members may cooperate with other organizations and agencies concerned with child welfare, but individual members shall make no commitments that bind Overlook PTO.
- 2.6. In all matters of policy, Overlook PTO shall engage in no policy or activity which conflicts with that of Wadsworth City Schools Administration.
- 2.7. In the event of the dissolution of Overlook PTO, the assets of the organization shall be distributed to the school administration for special projects/programming; or in the event Overlook School is eliminated, assets will be distributed to PTO units at other schools, proportionate to the number of former Overlook students that attend each.

- 2.8. Any event or fundraiser to be sponsored by Overlook PTO must first be presented to the Overlook PTO Board and the Overlook School Principal. For events planned outside of the school year, paid Overlook PTO members will be notified electronically. A 2/3 vote of respondents/attendance in favor must be rendered to pass.
- 2.9. In the event that a Wadsworth City School (WCS) teacher or administrator or a WCS sanctioned committee applies for a grant that requires a 501 (c) (3) number and the applicant requests to partner with Overlook PTO to meet that requirement, the following guidelines must be followed:
 - 2.9.1. The grant must serve a wide student population and a $\frac{2}{3}$ vote of the general membership must be rendered before proceeding.
 - 2.9.2. If a proposed grant meets the requirements as set forth in 2.9.1, then the Overlook PTO President must ensure that all grant paperwork flow through the PTO unit. The WCS teacher or administrator or WCS sanctioned committee will be responsible for completing the grant paperwork. The Overlook PTO President will sign off on the grant paperwork and use the Overlook mailing or email address in order to have complete access to all grant paperwork.
 - 2.9.3. All grant funds received from a grant application must be distributed to the applicant by the Overlook PTO Treasurer no later than one week after receiving the grant check.
- 2.10. During any fundraising activity, the following guidelines must be followed in order to safely secure monies:
 - 2.10.1. All monies should be kept in a locked cash box(es).
 - 2.10.2. At least two times during the event/activity, monies should be removed from the cash box(es) and counted by two PTO officers or board approved PTO members.
 - 2.10.3. After counting the money, two PTO officers or board approved PTO members should write the money total on paper, sign the paper, then place the monies in a sealed bag or envelope.
 - 2.10.4. Two board approved PTO officers or board approved members will take the sealed bag/envelope and place it in a locked room in the school.
 - 2.10.5. All monies will be counted at the end of the event by two PTO officers or board approved members, following procedures outlined in 2.10.3.
 - 2.10.6. During the PTO event, all locked cash boxes should be placed in view of a school's security camera system.
 - 2.10.7. All activities that involve the handling of monies must be performed by a board approved PTO officer and/or PTO member.

ARTICLE III

3. Membership and Dues

- 3.1. Any person interested in Overlook School, its students or the children of Wadsworth may pay dues to become a member. "Voting membership" shall consist of adult members of any family who has paid annual dues to Overlook PTO. Members and non-members are welcome to attend PTO activities/meetings.
- 3.2. Dues are \$10 per year, per family maximum, with transferable membership across all schools in the Wadsworth City School District. Membership is paid to Overlook PTO and then submitted to PTO United to fund the district wide Fine Arts Festival.

ARTICLE IV

4. Officers and Elections

- 4.1. The officers of Overlook PTO shall be a President, Vice President, Secretary, and a Treasurer. These officers shall also serve as Overlook's voting delegates to PTO United.
- 4.2. A nominating committee shall be formed consisting of a chairperson (selected by the President at the January general meeting) and three persons from the general membership. The nominating committee shall: determine open positions for the coming school year, communicate said openings to the Overlook community, accept nominations for open positions and present a slate at the March general meeting. With their consent, anyone is eligible for nomination. No person on the nominating committee may nominate himself
- 4.3. The officers shall be elected by ballot at the April meeting; however, if only one candidate is nominated for each position, upon motion from the floor, the election for those positions may be by voice. Officers shall assume their official duties immediately following the May meeting.
- 4.4. ~~The President and Vice President shall be elected in odd-numbered years, with the Treasurer and Secretary elected in even-numbered years.~~ **See Addendum 3**
- 4.5. A person shall not be eligible to serve more than one term, defined as two consecutive years, in the same office. Anyone who has served more than one-half term will be considered to have served an entire term.
- 4.6. A vacancy occurring in any office shall be filled by appointment by the officers of Overlook PTO, with approval of the membership present at the next meeting.
- 4.7. An officer may be removed from office upon vote at any regular meeting of Overlook PTO by a two-thirds (2/3) vote of the voting members present.

ARTICLE V

5. Duties of Officers

- 5.1. The President shall preside at all meetings of Overlook PTO; shall appoint the chairpersons of Special Committees, shall serve as the liaison to the Principal

and teachers; shall be the ex-officio member of all committees, except the Nominating Committee; shall initial planning and coordinating the activities of PTO with the officers and chairman; shall perform duties necessary to maintain 501c(3) status; and shall be authorized to sign checks. The President shall vote only in the event of a tie.

- 5.2. The Vice President shall preside in the absence of the President and shall serve as an aide to the President. The Vice President shall be responsible for chairing the committee that will review the Association By-Laws on an annual basis and serve as the Membership Chairman. The Vice President shall be responsible for coordinating activities that generate increased Overlook PTO membership; and shall keep an accurate roster of names of all dues-paying members.
- 5.3. The Secretary shall record the minutes of all meetings; shall make meeting minutes available within one week following each meeting; shall provide written copies of those minutes to meeting attendees; shall conduct all delegated correspondence; shall see that all officers are provided with a copy of the by-laws; shall be responsible for notifying the membership of meeting dates and times; shall be responsible for maintaining the PTO paper supply; and shall provide pertinent PTO information to be included in monthly Overlook newsletter. The Secretary shall also serve as a liaison for the Wadsworth PTO website.
- 5.4. The Treasurer shall have charge of all funds belonging to Overlook PTO; shall collect and keep account of all monies of Overlook PTO; shall initiate the yearly budget preparation with assistance of the budget committee; shall pay out funds only as authorized by Overlook PTO; shall present a financial statement at each meeting of Overlook PTO; shall coordinate the preparation of annual tax documents and filings; shall be responsible for the monthly reconciliation of bank statements; and shall retain copies of all financial records for 7 prior years plus the current year. All checks over \$500.00 shall be counter-signed by the President. Quarterly reconciliation of Overlook PTO bank accounts shall be the responsibility of the Treasurer and the Budget Committee. The Treasurer shall present a proposed budget in May of each year.
- 5.5. Officers and chairpersons shall deliver to their successors all official material (including a written report) within 15 days following the meeting at which their successors assume office.

ARTICLE VI

6. Standing Committees

- 6.1. The Standing Committees shall be appointed by the officers as deemed necessary to promote the objectives/activities of Overlook PTO. An annual review of the Standing Committees shall be made with the committees added or deleted as necessary.
- 6.2. The current Standing Committees are noted in the Administrative Addendum to these By-laws.

- 6.3. Members may chair or participate in more than one standing committee. Officers may chair or participate in standing committees, as well.
- 6.4. The chairpersons of standing committees shall present plans of work for approval by the membership present at meetings. No committee work shall be undertaken without the consent of Overlook PTO.
- 6.5. The term of standing committee chairpersons shall be one year or until their successors are elected or appointed.
- 6.6. Chairpersons of standing committees shall be members whose dues are paid.
- 6.7. The quorum of any committee shall be a majority of its members.
- 6.8. The President shall be an ex-officio member of all committees.

ARTICLE VII

7. Disbursement of Funds

- 7.1. The Overlook PTO annual budget shall be initiated and prepared by the Treasurer, President, Principal and the Budget Committee.
- 7.2. The annual budget shall be presented at the May meeting by the Treasurer and voted upon for approval. This approval constitutes each chairman's spending authority for the following year; except where a purchase exceeds \$500.
- 7.3. In the event a purchase exceeds \$500, or exceeds the allotted budget the chairman is required to present the plans for expenditure to the Board for approval.
- 7.4. In the event of a budget shortfall or windfall, the Treasurer shall submit a revised budget to reflect changes based upon said circumstance. The revised budget shall be voted upon for approval, and will supersede any prior budgets.
- 7.5. In the event of any changes to the budget, a revised budget shall be presented to the general membership at the January meeting for approval.
- 7.6. After payment of annual expenses, any funds remaining in the Overlook PTO treasury shall be distributed, in keeping with the "spirit" of the Overlook PTO mission statement, at the end of the year. The disbursements shall be approved by the general membership at the May meeting. Any funds not distributed must be earmarked for a specific project/purpose, excepting \$3,000 (or amount determined suitable by the membership) for beginning of year expenses.
- 7.7. No part of Overlook PTO monies shall be used to benefit private individuals (except through the donation of scholarships) or, other than an inconsequential amount, attempt to influence legislation or political campaigns.
- 7.8. All receipts for reimbursement must be turned in within 14 calendar days of the related event. If there is no related event, the receipts must be submitted within 14 calendar days of purchase. Completion of the designated form to accompany all receipts is required. Any reimbursements requested after this time will need Board approval.
- 7.9. A "Classroom Grants Fund" shall be established allowing teachers to request money for projects in keeping with the PTO mission statement. Requests up to

\$150 may be approved by the principal. Requests over \$150 must be presented to the membership for approval. The Treasurer has the right to pull all or part of this fund as needed to balance the budget.

- 7.10. No money shall be requested or collected from parents for PTO-related activities or events without the approval of the school administration and the PTO Executive Board. All money collected from parents must be submitted to the Treasurer and may not be used to directly reimburse an individual for expenses. Requests for reimbursement may be submitted to the Treasurer with proper receipts.
- 7.11. Overlook PTO should attempt to maintain a balance, in anticipation of the income sufficient to cover the succeeding year's budgeted expenses.
- 7.12. When Overlook PTO wishes to purchase equipment to be used by Overlook students or Personnel, they must comply with Wadsworth City Schools' Board of Education Policy, as interpreted and facilitated by the Overlook Principal.

ARTICLE VIII

8. Meetings

- 8.1. Regular meetings of the Overlook PTO shall be held monthly during the school year. The schedule shall be communicated to the Overlook community by the Secretary (see section 5.04)
- 8.2. Meetings of Overlook PTO shall be open to any stakeholder with a shared interest in the school; but, the privilege of introducing motions, offering nominations, and voting shall be limited to paid PTO members.
- 8.3. The officers may call special meetings with five days written notice given to the Membership. No other business than that stated in the call shall be transacted at this meeting.
- 8.4. Those members in attendance shall constitute a quorum for the transaction of business in any meeting of the PTO unit, providing a minimum of 5 members (excepting the President) is present.
- 8.5. In the instance whereby a special meeting is not feasible, the President or Officers requiring a poll of each chairman can initiate an electronic vote. The results of the vote shall be reported at the next Overlook meeting.
- 8.6. Robert's Rules of Order Revised shall govern Overlook PTO in all cases in which they are applicable and in which they are not in conflict with the Bylaws.

ARTICLE IX

9. Amendments

- 9.1. These By-laws may be amended at any regular meeting of Overlook PTO by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment, given in writing, shall have been given at the previous meeting.

- 9.2. A committee, under the direction of the Vice President, may be appointed to submit a revised version of the By-laws, as a substitute for the existing By-laws. The requirements for adoption of the revised By-laws shall be the same as in the case of an amendment.
- 9.3. Any paid member may propose an amendment to the By-laws, providing that the proposal is in writing and presented to the Vice President for consideration.
- 9.4. Upon approval by the membership, these By-laws shall supersede any other By-laws of this organization.
- 9.5. These By-laws shall be valid and enforceable in accordance with the aims and objectives of the School Board's Policy of Wadsworth City Schools.

ARTICLE X

10. FISCAL YEAR

- 10.1. The fiscal year of Overlook PTO shall begin on the first day of July and end the last day of June of the following year.

Addendum 1 Effective May 2018

The following standing committees are suggested. Any committee can be added or removed at any point in time, as reviewed by the by-law committee.

1. **Nominating Committee** - A nominating committee shall be formed consisting of a chairperson (selected by the President at the January general meeting) and three persons from the general membership. The nominating committee shall: determine open positions for the coming school year, communicate said openings to the Overlook community, accept nominations for open positions and present a slate at the March general meeting. With their consent, anyone is eligible for nomination. No person on the nominating committee may nominate themselves.
2. **Budget Committee** – A budget committee shall be formed consisting of a chairperson (selected by the President at the March general meeting) and three persons from the general membership. Term will run through May of the following school year. The budget committee shall assist the Treasurer in the creation of the proposed annual budget, to be presented in May to the general membership. The budget committee is also responsible for quarterly reconciliation of Overlook PTO bank account(s). With their consent, anyone is eligible for nomination. No person on the budget committee may nominate themselves.
3. **By-Law Committee** - A by-law committee shall be formed consisting of a chairperson (the Vice President) and three persons from the general membership. By-laws will be reviewed annually in March, presented to the general membership in April, for approval in May.
4. **Fundraising Committee** - A fundraising committee shall be formed consisting of the President and the individual event/activity chairpersons. Term will run through May of the following school year. Fundraising committee is responsible for overseeing all

fundraising activities within PTO; shall report fundraising progress at monthly meetings and shall research new or revised fundraising ideas.

5. **Enrichment Committee** – An enrichment committee shall be formed consisting of the President and the individual event/activity chairpersons. Term will run through May of the following school year. The enrichment committee consists of all non-fundraising activities within PTO. By securing enrichment opportunities, activities, and/or items purchased that are considered “above and beyond” the school’s financial capabilities, yet fall within the school’s curriculum; this committee aims to enhance the learning environment established at Overlook.

Addendum 2
Effective May 2018

In accordance with item 4.4, and as we transition to the election of the Treasurer and Secretary in even-numbered years, the election of the Treasurer for the 2019-2020 school year will be for a one year term. Following the one year term, the Treasurer will be elected following the guidelines as identified in 4.5.

Addendum 3
Effective March 2020

Item 4.4 shall be amended for efficiency of the board: The President and Secretary shall be elected in odd-numbered years with the Vice President and Treasurer elected in the even-numbered years. The election of the Vice President that took place for the 2019-2020 school year, due to vacancy and as previously agreed upon by the board and general membership, will be for a three year term. Following the three-year term, the Vice President will be elected following the guidelines as identified in 4.5.