

Bylaws: Lincoln Elementary PTO

Lincoln Elementary School

Wadsworth, OH

Revised May 2016

Article I. Mission Statement

Section 1.01 Lincoln PTO supports education as a collaborative process between the home, school, and community. It is our mission to promote active parental participation in the academic, social, and cultural development of each child, and provide an environment that enables each child to reach their highest potential.

Article II. General Policies

Section 2.01 Lincoln PTO shall be nonsectarian and nonpartisan.

Section 2.02 Lincoln PTO may be involved in revenue producing enterprises if the revenue produced is used in keeping with the objectives of Lincoln PTO or of PTO United, as mentioned in Article I.

Section 2.03 Lincoln PTO shall not directly or indirectly participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign or 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. Likewise, the content of Lincoln PTO activities, programs, and meetings will be limited to "information only" with regards to political and/or legislative matters.

Section 2.04 Lincoln PTO shall cooperate with the school to support the improvement of education in ways that will not interfere with administration of the schools and shall not seek to control their policies.

Section 2.05 Lincoln PTO or its members may cooperate with other organizations and agencies concerned with child welfare, but persons representing Lincoln PTO in such matters shall make no commitments that bind Lincoln PTO.

Section 2.06 In all matters of policy, Lincoln PTO shall engage in no policy or activity which conflicts with that of PTO United.

Section 2.07 All property of Lincoln PTO shall remain on the school's premises and be used solely for the benefit of Lincoln Elementary and its students.

Section 2.08 In the event of dissolution of Lincoln PTO, the assets of the organization shall be distributed to the school administration for special projects/ programming; or in the event Lincoln school is eliminated, assets will be distributed to PTO units at other schools, proportionate to the number of former Lincoln students to attend each.

Bylaws: Lincoln Elementary PTO

Lincoln Elementary School

Wadsworth, OH

Revised May 2016

Section 2.09 When Lincoln PTO holds any fundraising activity, the following guidelines must be followed in order to safely secure monies:

- (a) All monies should be kept in a locked cash box(es).
- (b) At least two times during the event/ activity, monies should be removed from the cash box(es) and counted by two (2) PTO officers or PTO members who have completed background checks.
- (c) Two certified PTO officers or members will take the sealed bag and place it in a locked room (ex. Principal's office) in the school.
- (d) All monies will be counted at the end of the event by two (2) PTO officers or certified PTO members, following the procedure laid out in guideline c.
- (e) During the PTO event, all locked cash boxes should be placed in view of a school's security camera system.

Article III. Membership and Dues

Section 3.01 Voting members shall consist of adult members of any family paying annual dues of \$10.00 to PTO United. Any person interested in Lincoln School or its students or the children of Wadsworth may pay dues to become a member or may simply attend and participate in PTO activities/ meetings.

Section 3.02 All members are welcome to participate in PTO United activities/ meetings as well.

Article IV. Officers and Elections

Section 4.01 The officers of Lincoln PTO shall be a President, a 1st Vice President, Membership Chair, Secretary, and Treasurer. These officers shall also serve as Lincoln's voting delegates to PTO United.

Section 4.02 A slate of officers shall be prepared by a nominating committee consisting of a chairperson selected by the President and three persons from the General Membership. This Nominating Committee shall be in place in time to present their chosen slate of officers at the March general meeting. Additional nominations may be taken at that time and at any time prior to the April election by contacting the President. Any voting member is eligible for nomination and shall have the opportunity to present their name for consideration for office. Members of the Nominating Committee may nominate themselves or accept nominations from the floor after the original slate has been presented to the General Membership.

Bylaws: Lincoln Elementary PTO
Lincoln Elementary School
Wadsworth, OH
Revised May 2016

Section 4.03 The officers shall be elected by ballot at the April meeting; however, if only one candidate is nominated for each office, upon motion from the floor, the election for those offices may be by voice. Officers shall assume their official duties immediately following the last day of school and shall serve for a term of one year and/or until their successors assume their duties.

Section 4.04 A person shall not be eligible to serve more than two consecutive terms in the same office. Anyone who has served more than one-half term will be considered to have served an entire term.

Section 4.05 A vacancy occurring in any office shall be filled for the unexpired term by appointment by the offices of Lincoln PTO with approval of the membership present and voting at the next meeting.

Article V. Duties of Officers

Section 5.01 The President shall preside at all meetings of Lincoln PTO; shall appoint the chairpersons of Special Committees; shall serve as the liaison to the Principal and Teaching Staff; shall be an ex-officio member of all committees, except the Nominating Committee; and shall be authorized to sign checks. The President shall vote only in the event of a tie. The president shall also attend PTO United meetings and be responsible for checking the PTO mailbox on a regular basis and distributing to the appropriate chairpersons.

Section 5.02 The 1st Vice President shall serve as President-Elect, with the presumption of taking over the Presidency in the following year. The 1st Vice President shall preside in the absence of the President and shall serve as an aide to the President, both in Lincoln and PTO United activities. The Vice President shall be responsible for reviewing the Association Bylaws pursuant to Article 9.02. The 1st Vice President shall have copies of the Lincoln and United Bylaws available for the general membership; shall be responsible for the reviewing of the associate bylaws; and shall convene a committee annually as dictated by Wadsworth Board of Education policy 9211 for this purpose; and should no change be made to the bylaws, a statement to that effect shall be filed with the unit principal, PTO United, and with the Superintendent's office. The 1st Vice President shall be responsible for serving as a member of the Nominating Committee.

Section 5.03 The Membership Chairperson shall preside in the absence of the President and 1st Vice President. The Membership Chairperson shall be responsible for coordinating the Lincoln PTO membership drive (in conjunction with the PTO United membership drive) and shall keep an accurate roster of the names of all dues-paying members. Additionally, the Membership Chairperson shall be responsible for coordinating additional activities to generate increased member participation throughout the year, including contacting new families who enroll during the school year.

Bylaws: Lincoln Elementary PTO
Lincoln Elementary School
Wadsworth, OH
Revised May 2016

Section 5.04 The Secretary shall record the minutes of all meetings and retain them for a period of seven years; shall provide a copy of the minutes to the website coordinator; shall conduct all delegated correspondence; shall see that all officers are provided with a copy of the bylaws; shall be responsible for notifying the membership of dates and times of meetings.

Section 5.05 The Treasurer shall have charge of all funds belonging to Lincoln PTO; shall collect and keep account of all monies of Lincoln PTO; shall pay out funds only as authorized by the membership; and shall present a financial statement at each meeting. The Treasurer shall record and keep copies of invoices or receipts with checks written. Bank statements and balances are reviewed by PTO United Treasurer and then are checked by Lincoln Treasurer. The Treasurer shall be bonded. All checks over \$500.00 shall be counter-signed by the President of the unit. Reconciliation of Lincoln PTO bank accounts shall be the responsibility of the PTO United Treasurer. The Treasurer shall present a proposed budget in May of each year. The Treasurer shall serve a two year term.

Article VI. Standing Committees

Section 6.01 The Standing Committees shall be appointed by the officers as deemed necessary to promote the objectives/ activities of Lincoln PTO. An annual review of the Standing Committees shall be made with committees added or deleted as necessary. Each Standing Committee chair shall keep a list of job duties to be passed on to their successor and to the President.

Section 6.02 Those who are on a committee may consist of only the chairperson or more members may be added as deemed necessary by that chairperson.

Administrative Committees:

1. Budget (President, 1st Vice President, Treasurer)
2. By law Review (1st Vice President)
3. Nominating (1st Vice President)
4. Fundraising Chair

Fundraising Committees:

This list shall be updated annually in May to reflect the fundraisers chosen by the General Membership at the April Meeting.

1. Box Tops for Education
2. Carnival
3. Chili & Soup Cook Off and Basket Raffle
4. Coupon Book Sales
5. Dining to Donate Nights
6. Holiday Shop
7. Scholastic Book Fair(s)
8. Spirit Wear Sales
9. Supply Store
10. Walk-a-Thon

Special Activity Committees:

Bylaws: Lincoln Elementary PTO

Lincoln Elementary School

Wadsworth, OH

Revised May 2016

This list shall be updated annually in May to reflect the committees in place for the coming school year.

1. Birthday Board
2. Chess Club
3. Conference Night Meals
4. COSI on Wheels
5. Counselor Liaison
6. Family Night(s) Coordinator
7. Father/ Daughter Event
8. Field Day
9. Fourth Grade Bash and Farewell
10. Ice Cream Social
11. Lego Club
12. Library Shelving Coordinator
13. Mother/ Son Event
14. Movie Nights
15. Newsletter
16. Scholarship Review
17. Spirit Days
18. Spring Fine Arts Festival
19. Staff Appreciation Week
20. Student Directory
21. Transportation Luncheon
22. Variety Show
23. Veteran's Day Program
24. Volunteer Coordinator
25. Webmaster
26. Weekender Bag Pick Up (back up)
27. Yard Spruce Up

Bylaws: Lincoln Elementary PTO

Lincoln Elementary School

Wadsworth, OH

Revised May 2016

Section 6.03 Members may chair or participate in more than one standing committee. Officers may chair or participate in standing committees as well.

Section 6.04 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 Lincoln PTO.

Section 6.05 The term of standing committee chairs shall be one year or until their successors are elected or appointed by the President.

Section 6.06 Chairpersons of standing committees shall be PTO members.

Section 6.07 The quorum of any committee shall be a majority of its members.

Section 6.08 The President shall be an ex-officio member of all committees.

Article VII. Disbursement of Funds

Section 7.01 After payment of annual expenses, funds remaining in the Lincoln PTO treasury shall be distributed at the end of the year. Any funds not distributed must be earmarked for a specific purpose/ project, expecting \$3,000.00 (or amount determined suitable by membership).

Section 7.02 No part of Lincoln PTO monies shall be used to benefit private individuals, nor attempt to influence legislation or political campaigns.

Section 7.03 The officers shall accept, review, and recommend applications for the disbursement of funds. Reasonable expenditures, in keeping with a member's office or committee responsibilities, shall not require membership approval. "New" or unusual expenditures of less than \$25.00 shall require only the approval of the President and/or Treasurer, with later review by the membership. All other expenditures shall require approval by a majority vote of the membership present at a general meeting.

Section 7.04 In order to be considered, any teacher/staff fund requests must be made by a teacher/staff member who is a member in good standing of PTO United. Requests are approved at the discretion of the school Principal.

Section 7.05 When Lincoln PTO wishes to purchase equipment to be used by Wadsworth City Schools' students or personnel; they must comply with Board of Education Policy 9211.

Article VIII. Meetings

Section 8.01 Regular meetings of Lincoln PTO shall be held on the third Tuesday of each month during the school year, except in December. Schedule may be altered as necessary.

Bylaws: Lincoln Elementary PTO

Lincoln Elementary School

Wadsworth, OH

Revised May 2016

Section 8.02 The officers may call special meetings of the unit with five days written notice given to the membership.

Section 8.03 Those members in attendance shall constitute a quorum for the transaction of business in any meeting of this PTO unit, providing a minimum of five members (excepting the President) are present.

Section 8.04 Special meetings (whether conducted face-to-face, via email, or by conference call) of Lincoln PTO or PTO United, to act in emergencies between regular meetings of Lincoln PTO, may be called by the President, or by a majority vote of Lincoln PTO officers. At least five days notice of such special meetings shall be given, and the purpose shall be stated in the call. No other business than that stated in the call shall be transacted at this meeting.

Article IX. Amendments

Section 9.01 These bylaws may be amended at any regular meeting of the PTO unit by two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at a previous meeting.

Section 9.02 A committee, under the direction of the 1st Vice President, shall be appointed on an annual basis to review the existing bylaws for amendment or revision, as required by Wadsworth City Schools' Board of Education Policy 9211 Procedure for presenting such amendments and revisions and voting upon same shall be as set forth in Article IX Section 1. If no revision or amendment is proposed, a written statement indicating that the bylaws were reviewed with no changes made shall be submitted to the Office of the Superintendent and filed in PTO United records.

Section 9.03 A committee, under the direction of the 1st Vice President, may be appointed to submit a revised version of the bylaws, as a substitute for the existing bylaws. The requirements for adoption of the revised bylaws shall be the same as in the case of an amendment.

Section 9.04 Any member may propose an amendment to the bylaws, providing that the proposal is in writing and presented to the 1st Vice President for consideration.

Section 9.05 Upon approval by the membership, these bylaws shall supersede any other bylaws of this organization. For all areas not covered by these bylaws, "Robert's Rules of Order" shall prevail.

Section 9.06 These bylaws shall be valid and enforceable only where consistent with the aims, objectives and bylaws of PTO United and Wadsworth City Schools.