

By-laws: Wadsworth Lincoln PTO
Lincoln Elementary School
Wadsworth, OH
Revised May 2018

Article I. Mission Statement

Section I.01 The Wadsworth Lincoln PTO serves as a liaison between the parents and teachers of Lincoln Elementary to support and strengthen the educational and social environment of Lincoln Elementary. Its goals are: to work as a team to provide our children with a positive and safe educational experience; to develop closer relationships and communication between the school and home by encouraging parent involvement; to partner with teachers by supporting academic and enrichment activities; and to raise funds to purchase items directly for our school and/or classrooms that enhance learning experiences for the students , which are not otherwise provided for within the school district budget.

Article II. General Policies

Section II.01 Wadsworth Lincoln PTO shall be nonsectarian and nonpartisan.

Section II.02 Wadsworth Lincoln PTO may be involved in revenue producing enterprises if the revenue produced is used in keeping with the objectives of Wadsworth Lincoln PTO or of PTO United, as mentioned in Article I.

Section II.03 Wadsworth 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 Wadsworth Lincoln PTO activities, programs, and meetings will be limited to “information only” with regards to political and/or legislative matters.

Section II.04 Wadsworth 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.

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Section II.05 Wadsworth Lincoln PTO or its members may cooperate with other organizations and agencies concerned with child welfare, but persons representing Wadsworth Lincoln PTO in such matters shall make no commitments that bind Lincoln PTO.

Section II.06 In all matters of policy, Wadsworth Lincoln PTO shall engage in no policy or activity which conflicts with that of PTO United.

Section II.07 All property of Wadsworth Lincoln PTO shall remain on the school's premises and be used solely for the benefit of Lincoln Elementary and its students.

Section II.08 In the event of dissolution of Wadsworth 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.

Section II.09 When Wadsworth 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 (2) PTO Officers or PTO members who have completed background checks.
- (c) After counting the money, the two (2) PTO Officers or certified PTO members should write the money total on a paper, sign the paper, then place the monies in a sealed bag. The PTO Officer and a PTO member who have completed background check will take the sealed bag and place it in the school safe or 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 members who have completed background checks following the procedure laid out in guideline c.
- (e) During the PTO event, all persons handling money should be placed in view of a school's security camera system.

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Article III. Membership and Dues

Section III.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 III.02 All members are welcome to participate in PTO United activities/ meetings as well.

Article IV. Officers and Elections

Section IV.01 The officers of Wadsworth Lincoln PTO shall be a President, a Vice President; Secretary, and Treasurer. These officers shall also serve as Lincoln's voting delegates to PTO United. Officers shall assume their official duties immediately following the end of the current school year and serve for a term of one (1) year, with the exception of the Treasurer, which shall serve a two (2) year term. A person shall not be eligible to serve more than two (2) consecutive terms in the same office - unless a replacement for the following school year has not been found. The Treasurer is not eligible for re-election and serves a two (2) year term. One who has served more than one-half of a term shall be credited with having served that term.

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Section IV.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 who is in good standing and whose family/individual dues are paid, 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.

Section IV.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.

Section IV.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 IV.05 A vacancy occurring in any office shall be filled for the unexpired term by appointment of the officers of Wadsworth Lincoln PTO with approval two-thirds ($\frac{2}{3}$) vote of the membership present at the next meeting.

Section IV.06 An officer may be removed from office upon vote at any regular meeting of Wadsworth Lincoln PTO by a two-thirds ($\frac{2}{3}$) vote of the voting members present.

Section IV.07 In the event any officer is not able to fulfill their role, the president shall assume the duties and/or appoint a replacement officer.

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Section IV.08 In the event the President is unable to fulfill their role, the Vice-President shall assume duties of the President for the remainder of the school year.

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Article V. Duties of Officers

Section V.01 The President shall preside at all meetings of Wadsworth Lincoln PTO; shall appoint the chairpersons of Special Committees; shall serve as the liaison to the Principal and Teaching Staff; shall be background checked; shall be an ex-officio member of all committees, except the Nominating Committee; coordinate the work of all the officers and committees so that the purpose of the organization is served, and shall be authorized to sign checks. The President shall reconcile bank statements with the Treasurer every other month, starting in September. The President shall vote only in the event of a tie. It's also recommended that the President shall also attend PTO United meetings. The President shall be responsible for checking the PTO mailbox on a regular basis and distributing to the appropriate chairpersons.

Section V.02 The Vice President shall assist the president and carry out the president's duties in his or her absence or inability to serve, both in Wadsworth Lincoln and PTO United activities, including the District Fine Arts Festival. The Vice President shall be responsible for reviewing the Association Bylaws pursuant to Article 9.02. The 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 Vice President shall be responsible for serving as a member of the Nominating Committee.

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Section V.03 The Secretary shall keep all records of the organization, record the minutes of all meetings and retain them for a period of seven years; shall hold the position of webmaster and keep all electronic communication updated; shall provide a copy of the minutes to the website; 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 V.04 The Treasurer shall have charge of all funds belonging to Wadsworth Lincoln PTO; shall be background checked; shall collect and keep account of all monies of Wadsworth 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 and shall retain copies of all financial records for seven (7) years plus current year. Bank statements are to be reviewed by the Treasurer and PTO President every other month starting in September of the current year. The Treasurer shall be bonded. All checks over \$500.00 shall be counter-signed by the President of the unit. The Treasurer shall present a proposed budget in May of each year. The Treasurer shall serve a two-year term.

Section V.05 All officers shall do the following:

- a. Perform the duties prescribed in the parliamentary authority, in addition to those assigned from time-to-time.
- b. Deliver to their successors all official material within fifteen (15) days following the meeting at which their successors assume office.

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Article VI. Standing Committees

Section VI.01 The Standing Committees shall be appointed by the officers as deemed necessary to promote the objectives/ activities of Wadsworth 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 VI.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, Vice President, Treasurer)
2. By-law Review (Vice President)
3. Nominating (Vice President)

Fundraising Committees Chairperson: This list shall be updated annually in May to reflect the fundraisers chosen by the General Membership at the April Meeting. Examples of previous fundraisers include, but are not limited to:

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

Special Activity Committees:

This list shall be updated annually in May to reflect the committees in place for the coming school year. Examples of Special Committees include, but are not limited to:

1. Birthday Board
2. Chess Club
3. Conference Night Meals
4. COSI on Wheels

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5. Family Night(s) Coordinator
6. Father/ Daughter Event
7. Field Day
8. Fourth Grade Bash and Farewell
9. Ice Cream Social
10. Lego Club
11. Library Shelving Coordinator
12. Mother/ Son Event
13. Movie Nights
14. Newsletter
15. Scholarship Review
16. Spring Fine Arts Festival
17. Staff Appreciation Week
18. Transportation Luncheon
19. Variety Show
20. Veteran's Day Program
21. Volunteer Coordinator
22. Weekender Bag Pick Up (back up)

Section VI.03 Members may chair or participate in more than one standing committee. Officers may chair or participate in standing committees as well.

Section VI.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 Wadsworth Lincoln PTO.

Section VI.05 The term of standing committee chairs shall be one year or until their successors are elected or appointed by the President.

Section VI.06 Chairpersons of standing committees shall be PTO members whose dues are paid to PTO.

Section VI.07 The quorum of any committee shall be a majority of its members.

Section VI.08 The President shall be an ex-officio member of all committees.

Section VI.09 Special Committees may be appointed by the President of Wadsworth Lincoln PTO when such committees are deemed necessary by Wadsworth Lincoln PTO.

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Article VII. Disbursement of Funds

Section VII.01 After payment of annual expenses, funds remaining in the Wadsworth 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 VII.02 No part of Wadsworth Lincoln PTO monies shall be used to benefit private individuals, nor attempt to influence legislation or political campaigns.

Section VII.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 VII.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 VII.05 When Wadsworth 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 VIII.01 Regular meetings of Wadsworth 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.

Section VIII.02 The officers may call special meetings of the unit with five days written notice given to the membership.

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Section VIII.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 (except for the President) are present.

Section VIII.04 Special meetings (whether conducted face-to-face, via email, or by conference call) of Wadsworth Lincoln PTO or PTO United, to act in emergencies between regular meetings of Wadsworth Lincoln PTO, may be called by the President, or by a majority vote of Wadsworth 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.

Section VIII.05 Special meetings taking place via email must be documented and clearly stated in the original email and sent to all voting Wadsworth Lincoln PTO members five (5) business days before actual vote is due. Members shall respond to President via email stating their vote. All votes must be received by midnight of the deadline on the fifth (5) business day as indicated in original email.

Article IX. Fiscal year of Lincoln PTO shall begin on the first day of July and end on the last day of June the following year.

Article X. Amendments

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Section X.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 X.02 A committee, under the direction of the 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 X.03 A committee, under the direction of the 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 X.04 Any member may propose an amendment to the bylaws, providing that the proposal is in writing and presented to the Vice President for consideration.

Section X.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 X.06 These bylaws shall be valid and enforceable only where consistent with the aims, objectives and bylaws of PTO United and Wadsworth City Schools.