

BYLAWS

WADSWORTH HIGH SCHOOL PTO

WADSWORTH HIGH SCHOOL WADSWORTH, OH 44281

REVISED BY MEMBERSHIP 04/2019

ARTICLE I: GOALS

1. WHS PTO shall promote the welfare and education of children in the home, school, and community.

1.0 WHS PTO shall seek to develop cooperation between educators and parents.

2. WMS PTO shall work to acquaint the general public with the needs of the school, and the aims of education.

ARTICLE II: GENERAL POLICIES

2.01 WHS PTO shall be nonsectarian and non-partisan.

2.02 WHS PTO may be involved in revenue producing enterprises, if the revenue produced is used in keeping with the goals of WHS PTO or of PTO United.

2.03 WHS PTO shall not directly or indirectly participate or intervene, in any political campaign on behalf of, or in opposition to, a public office candidate. This includes but is not limited to making, publishing, or distributing statements. It may also not devote any part of its activities to attempt to influence legislation by such means. Any discussion of the above at any WHS PTO activity, program or meeting will be limited to "information only".

2.04 WHS PTO shall cooperate with the school to support the improvement or enhancement of education, but not interfere with, the administration or seek to control its policies.

2.05 WHS PTO or its members may cooperate with other organizations and agencies concerned with child welfare, but individual members shall make no commitments that bind WHS PTO.

2.06 WHS PTO shall engage in no policy or activity which conflicts with that of PTO United.

2.07 In the event of dissolution of WHS PTO, the assets of the organization shall be distributed to the school administration, for special projects/programming. In the event WHS is eliminated, assets will be proportionally distributed to PTO units representing those schools accepting the new students.

ARTICLE III: MEMBERSHIP AND DUES

3.01 PTO membership shall consist of those adult members of any family that has paid annual dues to PTO United and whose names are listed on the membership form submitted. **Each paid membership constitutes one vote at any WHS PTO meeting.**

3.02 Any person interested in WHS, its students, or the children of Wadsworth may pay dues to become a member or may simply attend and participate in PTO activities/meeting. The privilege of introducing motions and voting (as detailed in 3.01) is extended only to paid members.

3.03 Any teacher wishing to utilize Teacher Request Funds must be a paid member of PTO United.

3.04 All members are welcome to participate in PTO United activities/meetings as well. The privilege of introducing motions and voting at PTO United meetings is extended only to WHS PTO officers.

ARTICLE IV: OFFICERS AND ELECTIONS

4.01 The officers of WHS PTO shall be; President, Secretary and Treasurer. These officers shall also serve as WHS's voting delegates to PTO United.

4.02 A proposed ballot of officers shall be prepared by a nominating committee convened by the President in January. This committee shall consist of up to five persons from the general membership and shall communicate with the WMS PTO unit by their February meeting. This is in order to recruit/request eighth grade parent participation as nominees. The committee shall present their chosen ballot of officers at the March general meeting. Additional nominations may be taken at the March meeting, and at any time prior to the May election. Interested persons

may contact the President or a member of the nominating committee. Any voting member of WHS PTO or any eighth grade parent who is a voting member of the WMS PTO unit is eligible for nomination and may vote for officers.

4.03. The officers shall be voted upon by ballot at the May meeting.

4.04 A person shall not be eligible to serve more than two consecutive terms in the same office unless voted on with a two-thirds (2/3) vote of voting members present. Anyone who has served more than one-half term will be considered to have served an entire term.

4.05 A person serving as President shall not serve in this capacity at another PTO unit. A person serving as Treasurer shall not serve in this capacity at another PTO unit.

4.06 A vacancy occurring in any office shall be filled for the unexpired term by a person elected at any regular meeting of WHS PTO by a two-thirds (2/3) vote of the voting members present. Written notice of the vacancy shall be provided to the general membership prior to the PTO meeting in which this vote is to take place.

4.07 In a case of extreme misconduct, an officer may be removed from office upon vote at any regular meeting of WHS PTO by a two-thirds (2/3) vote of the voting members present.

ARTICLE V: DUTIES OF OFFICERS

5.01 The President shall preside at all meetings of WHS PTO; recruit the chairpersons of standing committees; serve as the liaison to the principal and teachers; be an ex-officio member of all committees except the nominating committee; initiate planning and coordinating of PTO activities with the officers and chairpersons; and be authorized to sign checks. The President shall vote only in the event of a tie. The President or officers shall also attend open house, orientation, and PTO United meetings. The President or officer shall be responsible for checking the PTO mailbox on a regular basis and distributing the mail to the appropriate chairpersons. The President shall delegate responsibilities. The President shall receive principal-approved teacher requests and after verifying each request has a description, cost, and the principal's signature, present the request at a regular meeting. The President or member of board must oversee all After Prom activities.

5.03 The Secretary shall record the minutes of all meetings and retain a paper copy of them for 7 prior years, plus the current year and shall provide written copies of those minutes to meeting attendees at the next regularly scheduled meeting for approval. The minutes must include specifics as to any motions and votes taken regarding expenditure of funds. The secretary shall conduct all delegated correspondence; and shall be responsible for notifying the membership of dates and times of scheduled meetings. The secretary will make copies of Teacher Request Fund Forms as needed.

5.04 The Treasurer shall have charge of all funds belonging to WHS PTO; shall collect and keep account of all monies of WHS PTO; pay out funds only as authorized by the membership; and present a financial statement at each meeting. The Treasurer shall retain copies of all financial records for 7 prior years plus the current year. All checks over \$500 shall be counter-signed by the President. It is recommended that the treasurer be bonded but not required. A budget planning meeting consisting of at least the President and Treasurer shall take place before the May meeting. The Treasurer shall prepare the yearly budget and annual statements. A fundraising committee meeting shall take place in this time frame as well, consisting of at least the President and Treasurer. **The budget and annual statements, resulting from these meetings, are due the first week of May and shall be presented to the WHS PTO membership for approval at the May meeting. The treasurer is responsible for ensuring compliance with all tax laws, including yearly filing of IRS form 990, State of Ohio Annual Report for Charitable Organizations filed with the Attorney General and issuing form 1099 for payments for \$600 per year paid to non-employees and non-corporations if applicable. The Treasurer must oversee a monthly audit of checks and receipts pertaining to After Prom.**

ARTICLE VI: STANDING COMMITTEES

6.01 The standing committees shall be recruited and/or appointed by the officers as deemed necessary to promote the objectives/activities of WHS PTO. An annual review of the standing committees shall be made with committees added or deleted as necessary. Each standing committee chairperson shall keep a list of job duties to be passed on to their successor. If there is no successor, the list of job duties may be filed in the WHS PTO file cabinet held at the high school.

6.02 All committee correspondence to students and staff shall receive approval of the President and principal before copying and distribution.

6.03 Officers and members may chair or participate in more than one standing committee. The President may not serve on the nominating committee.

6.04 The chairpersons of the committees shall coordinate work for the members of their committee. No committee work shall be undertaken without the consent of WHS PTO.

6.05 The term of standing committee chairpersons shall be one year or until their successors are elected or appointed.

6.06 Chairpersons of standing committees shall be members whose dues are paid.

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

6.08 The President shall be an ex-officio member of all committees, except the nominating committee.

6.09 Standing committees may include, but are not limited to, those listed. Each committee may consist of only the chairperson or more members may be added as deemed necessary by that chairperson or as individuals may ask to serve:

Back Pack Connection: Coordinates volunteers to provide healthy snacks to be sent home with high school students who have been identified by high school counselors as facing hunger at home.

Bakeless Bake Sale: Coordinates the mailing to parents requesting donations for the sale and collects funds from same and distributing any 'thank you gifts' decided upon.

Bloodmobile: Works with the Wadsworth High School staff in promoting and running the annual bloodmobile, including getting volunteers to make sandwiches, snacks, etc.

Bylaws – A committee shall be convened yearly to review the bylaws, as directed in Article IX, Section 9.02

Coat Check: Coordinates volunteers to run the coat check for the Homecoming Dance

Fine Arts Festival: Works with the PTO United chairperson to provide the needed number of high school parent volunteers for the show.

Nominating: Prepares a ballot of candidates for officer positions. Article IV details the procedures.

Open House: Responsible for setting up a table with information to promote Wadsworth High School PTO membership

Senior Volunteer Day/ Grad Breakfast: Works with the Principal to provide support and/or volunteers and food for these events.

Staff Appreciation: Plans the Staff Appreciation luncheon.

Website: Responsible for posting WHS PTO information on the Wadsworth High School WHS PTO website page.

After Prom: Responsible for all After Prom planning, execution and fundraising. Must have a treasurer and monthly reports to be audited by WHS PTO President.

ARTICLE VII: DISBURSEMENT OF FUNDS

7.01 The WHS PTO annual budget shall be initiated and prepared by the Treasurer and the budget committee. It shall be presented at the May meeting by the Treasurer and voted upon for approval.

7.02 At the end of the each school year, any funds not distributed should be allocated for specific projects planned for the next school year, except a suitable amount as determined by the treasurer and approved by the membership, which will be set aside for the next year's beginning expenses.

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

7.04 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 be considered approved upon adoption of the annual budget. Expenses occurring between monthly meetings that are unforeseen or exceed the budgeted amount shall require the approval of the President and/or Treasurer and shall be paid by the administrative budget line. All other expenditures shall require approval by a majority vote of the membership present at a general meeting.

7.05 In the event of a budget shortfall, 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. Copy should be sent to PTO United.

7.06 If, at any time, monies raised are in excess of yearly budget, the President, Treasurer, and principal shall create and submit a plan for earmarking the said funds for the general membership to discuss, and approve.

7.07 When WHS PTO wishes to purchase equipment to be used by Wadsworth City Schools' students or personnel, they must comply with Board of Education Policy.

7.08 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 a PTO unit or PTO United to meet that requirement, the following guidelines must be followed:

a. The grant must serve a wide student population and the unit must have the approval from the majority of its members before proceeding.

c. If a proposed grant meets requirements a., then the PTO Unit President or PTO United 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 PTO unit President or PTO United President will sign off on the grant paperwork and use their respective PTO unit mailing or email address in order to have complete access to all grant paperwork.

d. All grant funds received from a grant application must be distributed to the applicant by the PTO Unit Treasurer or PTO United Treasurer no later than one week after receiving the grant check.

7.09 It is recommended that the WHS PTO have bonding insurance but not required.

ARTICLE VIII: MEETINGS

8.01 Regular meetings of WHS PTO shall be held bi-monthly during the school year. The schedule may be altered as necessary at the discretion of the President and/or officers.

8.02 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 the President) are present. Approval/rejection of a motion is accomplished by a majority two-thirds vote.

8.03 Special meetings of WHS PTO, to act in emergencies between regular meetings of WHS PTO, may be called by the President or by a majority vote of WHS PTO officers. It is preferred to give at least five days' notice of such special

meetings to the voting membership of WHS PTO, and the purpose shall be stated in the notice. No other business than that stated in the notice shall be transacted at this meeting.

8.04 Voting via email , to act in emergencies or when it is not feasible to hold a physical meeting between regular meetings of WHS PTO, may be called by the president or by a majority vote of WHS PTO officers. At least five days' notice of voting via email should be given if possible to the voting membership of WHS PTO, and the purpose shall be stated in the notice. No other business than that stated in the notice shall be transacted.

ARTICLE IX: Counting and Protecting Profits at PTO Events

The following guidelines should be followed when counting PTO event monies in order to properly secure event profits.

- 1. All monies should be kept in a locked cash box(es)**
- 2. All monies will be counted at the end of the event by two (2) PTO officers or certified PTO member.**
- 3. After counting the money, the two (2) PTO officers or certified PTO members should write the money total on paper, sign the paper, then place the monies in a sealed bag.**
- 4. During the PTO event, all locked cash boxes should be placed in view of a school's security camera system.**
- 5. Checks should be deposited within 5 business days of the treasurer receiving the check.**
- 6. Cash and check deposits of over \$200 should use a count sheet that should be signed or initialed by the treasurer and the person verifying the count. This count sheet should be included in the records with the bank deposit slip. Count sheet not needed if it is only one check being deposited.**
- 8. Records should be retained for the 7-year previous to the current year tax purposes.**

9. All After Prom accounting files and receipts need to be turned in to the WHS PTO President and Treasurer by May 30th.

ARTICLE X: AMENDMENTS

9.01 These bylaws may be amended at any regular meeting of the PTO by two thirds (2/3) vote of the members present and voting, provided that notice of the proposed amendment has been given at a previous meeting.

9.02 A committee under the direction of the President shall be convened yearly to review the bylaws. This committee may 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.

9.03 Any member may propose an amendment to the bylaws provided the proposal is in writing and presented to the president for consideration.

9.04 Upon approval by the membership, the newly amended bylaws shall supersede any previous bylaws of this organization.

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

9.06 A copy of the bylaws will be on file with the principal, PTO United, and the Wadsworth Board of Education and bank.

9.07 Robert's Rules of Order shall govern WHS PTO in all cases in which they are applicable and in which they are not in conflict with the bylaws.