

**2020-2021 Bylaws Updated**  
**BY-LAWS ISHAM ELEMENTARY PTO**  
**ISHAM ELEMENTARY SCHOOL WADSWORTH, OH 44281**  
**Revised & Approved September 2022**

**ARTICLE I GOALS**

- 1.1 Isham PTO shall promote the welfare and education of children in the home, school and community.
- 1.2 Isham PTO shall seek to develop cooperation between educators and parents.
- 1.3 Isham PTO shall work to acquaint the general public with the needs and aims of education.
- 1.4 Isham PTO shall plan and execute events and activities, which directly benefit students, teachers and parents in the school, in order to achieve the goals.
- 1.5 Fundraising is done by Isham PTO to provide cash flow for the following reasons: to support the annual budget, to improve school property above and beyond what is covered by school funding, to promote a sense of community through service functions, and to provide additional projects as membership deems fit. At the end of each school year, membership shall vote to set fundraising goals for the following school year.

**ARTICLE II GENERAL POLICIES**

- 2.1 Isham PTO shall be nonsectarian and nonpartisan.
- 2.2 Isham PTO may be involved in revenue producing enterprises if the revenue produced is used in keeping with the goals of Isham PTO.
- 2.3 Isham 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 part of its activities to attempting to influence legislation by propaganda or other means. Likewise, the content of PTO activities, programs and meetings will be limited to “information only” with regards to political and/or legislative matters.
- 2.4 Isham 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 Isham PTO or its members may cooperate with other organizations and agencies concerned with child welfare, but individual members shall make no commitments that bind Isham PTO.
- 2.6 In the event of dissolution of Isham PTO, the assets of the organization shall be distributed to the school administration for special projects/programming; or, in the event Isham school is eliminated, assets will be distributed to PTO units at other schools, proportionate to the number of former Isham students to attend each.

2.7 HANDLING MONEY a. All monies should be kept in a locked cash box(es). b. At regular intervals during the event or activity, monies should be removed from the cash box(es) by two (2) PTO officers or PTO members who have completed background checks. c. After removing the money, the two (2) PTO officers or certified PTO members should place the money in a sealed envelope, write the money total on the sealed envelope and sign the sealed envelope. d. Two certified PTO officers or members will take the sealed envelope and place it in a locked room (ex. Principal's office) in the school. e. All monies will be counted at the end of the event or placed in the school safe to be counted at a later time by two (2) PTO officers or certified PTO members, following procedure laid out in guideline c. f. During the PTO event, all locked cash boxes should be placed in view of a school's security camera system.

2.9 President and treasurer will be background checked either before taking office or at the beginning of their term.

### **ARTICLE III Membership and Dues**

3.1 Voting membership shall consist of adult members of any family paying annual dues to PTO United whose names are listed on the membership form submitted. Each paid membership constitutes one vote at any PTO meeting. Any person interested in Isham 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/meeting.

3.2 Family/individual membership dues shall be \$10.00 per family or person, unless waived by a majority vote of the voting members present of Isham PTO. Dues shall be collected by each unit and turned over to United PTO Membership Chairperson by the November United PTO meeting with a list of members and related membership information, as requested by the Membership Chairperson.

### **ARTICLE IV Officers and Elections**

4.1 The officers of Isham PTO shall be a President, Vice President, a 2<sup>nd</sup> Vice President (Social Chair), a Secretary and a Treasurer.

4.2 Each year, a slate of officers shall be prepared by a nominating committee consisting of a chairperson selected by the President, the Principal, and two people from the general membership. All members shall have the opportunity to present their names for consideration for office. 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.

4.3 No person on the nominating committee may be on the presented ballot of officers.

4.4 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 May meeting and shall serve appropriate terms.

4.5 A person shall not be eligible to serve more than two consecutive terms in the same office unless a replacement for the following school year cannot be found.

4.6 A vacancy occurring in any office shall be filled for the unexpired term by appointment by the officers of Isham 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 Isham PTO by a two-thirds vote of the voting members present.

4.8 A term will be considered as one year for each board member.

4.9 All Isham PTO board members are to be background checked and board approved, before holding any Isham PTO board position.

## **ARTICLE V Duties of Officers**

5.1 The President shall preside at all meetings of Isham PTO; shall appoint the chairpersons of Special Committees; shall serve as the liaison to the Principal and teachers; shall be an ex-officio member of all committees, except the Nominating Committee. The President shall be responsible for review of the By-laws annually. 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. The President shall oversee treasurer books.

5.2 The Vice President shall preside in the absence of the President or any other board member appointed by the President. The Vice President shall shadow the President and serve as an aide to the President, both in Isham PTO and PTO United activities. Additionally, the Vice President will serve with the President and Principal on the Scholarship Committee. The VP will manage all social media postings.

5.3 The Second Vice President shall serve as the Membership/Social Chairman and shall be responsible for coordinating the Isham PTO Membership. Additionally, the Second Vice President shall be responsible for coordinating additional activities to generate increased member participation throughout the year, including contacting new families that enroll during the school year. The Second Vice President is responsible for scheduling a babysitter and coordinating Hospitality for the monthly meetings. The Second Vice President shall serve a one-year term.

5.3 The Secretary shall record the minutes of all meetings and retain them for a period of seven years plus the current year; records are to be stored at Isham Elementary. The Secretary shall provide copies of those minutes to meeting attendees (minutes shall include specifics as to any motions and votes taken regarding expenditure of funds); shall conduct all delegated correspondence; shall be responsible for notifying the membership of dates and times of Isham PTO meetings.

5.4 The Treasurer shall have charge of all funds belonging to Isham PTO; shall submit the budget annually to the membership for vote; shall collect and keep account of all monies of Isham PTO; bonding of the treasurer is required, shall pay out funds only as authorized by the membership or as discussed according to budgetary guidelines; and shall present a financial statement at each meeting. The Treasurer collects teacher request forms, presents requests to Principal and PTO Membership, assists teachers in filling requests. All requests, no matter the dollar amount, require a motion and vote at the PTO meeting. In addition, the treasurer shall oversee all Isham PTO Fundraising projects.

5.5 Any board member may review the booking keeping of the Treasurer at any time. Monthly, the books should be reviewed by a member of the board.

5.6 All officers shall be responsible for the assembly of Grizzly Folders.

## **ARTICLE VI Standing Committees**

6.1 The Standing Committees shall be appointed by the officers as deemed necessary to promote the objectives/activities of Isham PTO. Each Standing Committee Chairman shall keep a list of job duties and reports to be passed on to their successor.

6.2 A new committee can be presented at any Isham PTO meeting for approval by the majority voting members.

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 Isham PTO.

6.5 The term of standing committee shall be one year.

6.6 Chairperson of standing committees shall be PTO members and background checked if money handling is required during event.

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.

6.9 All emails regarding events and planning must be cc'd to the president.

## **ARTICLE VII Disbursement of Funds**

7.1 The treasurer shall accept receipts, representing amounts paid out by the members in accordance with budgetary guidelines, for the disbursement of funds.

7.2 A new line item can be added to the budget at any monthly Isham PTO meeting with majority vote from Isham PTO members.

7.3 The Treasurer shall keep all account records and receipts for a period of seven years plus the current year; records are to be stored at The Administration building.

7.4 Annually, the treasurer shall create the next year's fiscal budget. The budget shall be presented to membership at the April meeting, discussed at the April meeting and approved at the May meeting.

7.5 Annually, scholarships will be given to a former male and female senior of Wadsworth High School who attended Isham Elementary and meet specific requirements.

7.6 At the end of each school year, any funds not distributed or budgeted for the following school year, shall be earmarked for specific projects while maintaining a cushion for unexpected projects. At any time, the Treasurer and President both agree that there is a surplus of funds that have not been earmarked or budgeted for the following school year, the following steps shall be taken. The general membership shall be notified of the surplus of funds at the next monthly meeting. The general membership shall then be surveyed for their ideas as to how the money should be spent. Those ideas will then be presented and voted upon by ballot vote as to whether to “spend” or “save” the funds. If membership votes to “spend” the funds, then a Special Projects Committee (SPC) shall be formed. The SPC shall consist of a chairperson, four Isham PTO members, the President and Principal, both of whom are non-voting members of the SPC. The SPC shall consider and research all the membership generated ideas, as well as the ideas of the Isham staff, including the Principal. The SPC shall present their recommendation for the disbursement of surplus funds at the monthly meeting. General membership shall then participate in a ballot vote to approve or disprove the SPC recommendation.

7.7 No part of Isham PTO monies shall be used to benefit neither private individuals nor, attempt to influence legislation or political campaigns.

7.8 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 less than \$50.00 shall require only the approval of the President and/or Treasurer. All other expenditures shall require approval by a majority vote of the membership present at a general meeting.

## **ARTICLE VIII Meetings**

8.1 Regular meetings of Isham PTO shall be held on the third Friday of even months at 9:30 am and every third Thursday during odd months at 6:30 pm during the school year, except in December. Schedule may be altered as necessary.

8.2 The officers may call special meetings of the unit, whether conducted face-to-face, via email, or by conference call, with notice given to the membership.

8.3 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) is present.

8.4 A vote is considered passed by a majority vote of the members present and voting.

8.5 The President votes only in the event of a tie.

8.6 All Isham PTO meetings are run using Parliamentary Procedure – Standard is Robert’s Rules of order.

## **ARTICLE IX Basic Policies**

9.1 In the event that a Isham Elementary School teacher or administrator of Isham Elementary School or a Isham Elementary School sanctioned committee applies for a grant that requires a 501(c)(3) number and the applicant requests to partner with Isham PTO to meet the requirement, the following guidelines must be followed:

- a. The grant must serve a wide student population and the PTO unit must have the approval from the majority of its members before proceeding.
- b. If a proposed grant meets the requirements, then the Isham PTO President must ensure that all grant paperwork flow through the Isham Isham PTO unit. The Isham teacher or Isham administrator or Isham Isham PTO sanctioned committee will be responsible for completing the grant paperwork. The Isham PTO President will sign off on the grant paperwork and use Isham PTO mailing or email address in order to have complete access to all grant paperwork.
- c. All grant funds received from a grant application must be distributed to the applicant by the Isham PTO Treasurer no later than one week after receiving the grant check.

## **ARTICLE X Fiscal Year**

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

## **ARTICLE XI Amendments**

11.1 These By-laws 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.

11.2 Annually, Isham PTO Board, under the direction of the President and Principal, will review and revise as necessary, 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.

11.3 Any member may propose an amendment to the By-laws, providing that the proposal is in writing and presented to the President for consideration by the Board.

11.4 Upon approval by the membership, these By-laws shall supersede any other Bylaws of this organization.

11.5 By-laws shall be approved by Isham PTO membership (annually) of members present and voting at a meeting. A copy of the By-laws and any revisions shall be on file with the principal, the office of the Superintendent and shall be made available to members upon request.

11.6 Should no changes be made to the By-laws, a statement to that effect shall be filed with the unit Principal, PTO United and the Superintendent's office

11.7 These By-laws shall be valid and enforceable only where consistent with the aims, objectives and By-laws of PTO United and Wadsworth City Schools