

BYLAWS CENTRAL INTERMEDIATE SCHOOL PTO

CENTRAL INTERMEDIATE SCHOOL

WADSWORTH, OH 44281

Official Bylaws

Revised September 2020

ARTICLE I

GOALS

1.01 CIS PTO shall promote the welfare and education of children in the home, school, and community.

1.02 CIS PTO shall seek to develop cooperation between educators and parents.

1.03 CIS PTO shall work to acquaint the general public with the needs and aims of education.

ARTICLE II

GENERAL POLICIES

2.01 CIS PTO shall be nonsectarian and nonpartisan.

2.02 CIS PTO may be involved in revenue producing enterprises if the revenue produced is used in keeping with the goals of CIS PTO.

2.03 CIS 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 attempt to influence legislation by propaganda or other means. Likewise, the content of CIS PTO activities, programs and meetings will be limited to "information only" with regard to political and/or legislative matters.

2.04 CIS 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.

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

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

2.07 Both the President and the treasurer need a background check to hold their positions which will be paid for by CIS PTO.

a.) All monies should be kept in a locked cash box/boxes

b.) After counting the money, two PTO officers or background checked PTO members should write the money total on paper, sign the paper, then place the monies in a sealed bag with the paper.

c.) All monies will be counted at the end of the event by two PTO officers or background checked PTO members, follow procedure laid out in guideline b.

d.) During the PTO events, all locked cash boxes should be placed in view of a school's security cameras system.

ARTICLE III Membership and Dues

3.01 PTO members shall consist of all adults listed on membership forms submitted with dues to PTO United. Members and non-members are welcome to attend PTO activities/ meetings. Only one adult PTO member from a member household (defined by the address listed on the PTO membership form submitted) may vote at any PTO meeting.

3.02 Any person interested in CIS, its students, or the children of Wadsworth may pay dues to become a member or may simply attend PTO meetings and participate in PTO activities. The privilege of introducing motions, seconding motions, speaking on motions and voting are 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 Family/individual membership dues shall be \$10.00 per family or person per school year, unless waived by a majority vote of the voting members present. Dues shall go to PTO United to support the fine arts festival held every year. Any unused funds from PTO United will be returned back to the individual schools.

ARTICLE IV

Officers and Elections

4.01 The officers of CIS PTO shall be a president, a vice president, a secretary and a treasurer.

4.02 A proposed ballot of officers shall be prepared by a nominating committee convened by the president in February, consisting of up to five persons from the general membership. The nominating committee shall communicate with CIS PTO and each elementary PTO unit by their March meeting in order to recruit/request fourth grade parent participation as nominees. The

nominating committee shall present their chosen ballot of officers at the April general meeting. Additional nominations may be taken at that time and at any time prior to the May election by contacting the president or a member of the nominating committee. Fourth grade parents who are voting members of an elementary unit shall be eligible to vote for officers. Any voting member of CIS PTO or any fourth grade parent who is a voting member from any elementary unit is eligible for nomination with that person's consent.

4.03 No person on the nominating committee may be on the presented ballot of officers. The officers shall be voted upon by ballot at the April meeting. Officers shall assume their official duties immediately following the May meeting and shall serve for a term of one year.

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

4.05 A vacancy occurring in any office shall be filled for the unexpired term by a person elected at any regular meeting of CIS 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 next scheduled PTO meeting.

4.06 In a case of misconduct, an officer may be removed from office upon vote at any regular meeting of CIS 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 CIS PTO; shall recruit the chairpersons of standing committees; shall serve as the liaison to the principal and teachers; shall be an ex-officio member of all committees; shall initiate planning and coordinating of PTO activities with the officers and chairpersons; 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 presidents meetings or find a representative to go

in their place. They are responsible for checking the PTO mailbox and distributing items received to the appropriate chairpersons on a regular basis.

5.02 The vice president shall serve as membership chairperson (coordinating the CIS PTO membership drive in conjunction with the PTO United membership drive). The vice president shall preside in the absence of the president. Additionally, the vice president shall be responsible for coordinating additional activities to generate increased member participation throughout the year. The vice president shall have copies available of the CIS Bylaws for the general membership, all CIS officers and the principal and shall be responsible for review of the association bylaws. The vice president or designee shall also serve on the PTO United fine arts committee to help coordinate the fine arts festival held every year. The vice president shall review the bank statements at each monthly meeting.

5.03 The secretary shall record the minutes of all meetings and retain a paper copy of them for seven years past plus the current year. The secretary shall be responsible for sending a draft copy of the minutes to the president no later than seven business days after a CIS PTO

meeting. The draft copy of the minutes will be on the CIS webpage. The secretary shall carry a copy of the current year's minutes which are available for member review. Minutes shall be voted on for approval by the meeting attendees. The minutes must include specifics as to any motions and votes taken regarding expenditure of funds. Minutes from past years need to be kept at the school in the PTO cabinet. The secretary shall conduct all delegated correspondence; shall carry a copy of the CIS bylaws; and shall be responsible for notifying the membership of dates and times of scheduled meetings. If there are any corrections to the minutes, the secretary shall be responsible for sending the new approved minutes to the CIS PTO Webmaster for posting. The secretary shall maintain the CIS PTO paper supply.

5.04 The treasurer shall have charge of all funds belonging to CIS PTO; shall collect and keep account of all monies of CIS PTO; The treasurer shall retain copies in the PTO cabinet of all treasurer reports, budgets, checks paid and receipts of all purchases for seven years past plus the current year. The treasurer shall pay out funds only as authorized by the membership; and shall present a financial statement at each meeting and shall present teacher requests at the meetings. If reimbursing themselves, the president shall write the check for the treasurer and vice versa. In addition, the treasurer shall prepare the yearly budget and annual statements. A budget planning meeting consisting of at least the president and treasurer shall take place before the April meeting. A fund-raising committee meeting shall take place in this time frame as well, consisting of at least the president and the treasurer. The budget shall be presented to the CIS membership for approval at the April meeting. The treasurer shall also be responsible for making sure the taxes are submitted on time every fiscal year. 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.

5.05 Bonding is recommended but not required for both the president and the treasurer. There will be a monthly bank reconciliation performed by an organization

officer, other than the treasurer. The vice-president shall review at every meeting and add to the minutes this has been performed and accepted. If the vice president is not present at the meeting, than another officer or committee chair other than the treasurer shall take over this task for the month.

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 CIS 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.

6.02 All committee correspondence to students and staff shall be submitted to the principal for approval prior to distribution.

6.03 A list of the current standing committees and their descriptions shall be published on the CIS PTO website. Each committee will consist of the chairperson and more members may be added as deemed necessary by that chairperson.

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

6.05 The chairpersons of standing committees shall present plans of work for the membership present at meetings. No committee work shall be undertaken without the consent of CIS PTO.

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

6.07 Chairpersons of standing committees shall be members whose dues are paid. 6.08 The quorum of any committee shall be a majority of its members.

ARTICLE VII Disbursement of Funds

7.01 The CIS PTO annual budget shall be initiated and prepared by the treasurer and the budget committee, shall be presented at the April meeting by the treasurer, and voted upon for approval.

7.02 At the end of each school year, any funds not distributed should be allocated

for specific projects planned for the next school year, except a suitable amount 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 CIS 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 and associated budgeted amounts, shall be considered approved upon adoption of the annual budget. In the event a purchase exceeds \$300, the chairman is required to present the plans for expenditure to the general membership for approval. Expenses occurring between monthly meetings that are unforeseen or exceed a budgeted amount shall require the approval of the president and/or treasurer and shall be paid by the administrative budget line. All other unbudgeted 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.

7.06 If, at any time, monies raised are in excess of yearly budget, the president, treasurer, and principal shall determine and submit a plan for earmarking said funds to the general membership for their discussion, additions, and approval.

7.07 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 CIS PTO to meet that requirement, the following guidelines must be followed:

1. The grant must serve a wide student population and the unit must have the approval from the majority of its members before proceeding.
2. CIS PTO Unit 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 CIS PTO 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.
3. All grant funds received from a grant application must be distributed to the applicant by the CIS PTO Treasurer no later than one week after receiving the grant check.

ARTICLE VIII Meetings

8.01 Regular meetings of CIS PTO shall be held each month 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) is present. Approval/rejection of a motion is accomplished by a majority vote.

8.03 Voting via email, to act in emergencies between regular meetings of CIS PTO, may be called by the president or by a majority vote of CIS PTO officers. The duration of voting time shall be specified in the email but shall not exceed 5 days. The purpose shall be stated in the notice. No other business than that stated in the notice shall be transacted.

ARTICLE IX Rules of Order

9.01 Except as noted in the bylaws, all CIS PTO meetings are to be governed under Robert's Rules of Order.

Article X Amendments

10.01 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.

10.02 A committee under the direction of the vice 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.

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

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

10.05 These bylaws shall be valid and enforceable only where consistent with the aims, objectives, and Wadsworth City Schools.

10.06 A copy of the bylaws will be on file with the principal and the Wadsworth Board of Education.

Article XI Fiscal Year

10.01 The fiscal year of CIS PTO shall begin on the first day of August and end the last day of July of the following year.

CIS PTO Bylaws Adopted 9/2020