

BYLAWS OF Buckeye Elementary Schools United Parent/Teacher Organization

- Article I**
Section 1 **Name**
The name of the organization shall be Buckeye Elementary Schools Parent/Teacher Organization.
- Article II**
Section 1 **Purpose**
The purpose of the organization is to support and enhance the education of the children in the Buckeye Elementary Schools by fostering a spirit of cooperation, communication and positive interaction between families and staff of the schools.
- Section 2 This organization shall be non-commercial, non-sectional and non-partisan. No commercial enterprises and no candidate shall be endorsed by it. The name of the organization or the names of its officers in their official capacities shall not be used in any connection with a commercial concern, partisan interest or for any purpose other than regular work of the organization.
- Section 3 The organization shall not seek to direct the administrative activities of the school or to control its policies.
- Article III**
Section 1 **Membership**
All parents and/or legal guardians of children that attend any elementary school in the Buckeye Local School District, and teachers and staff employed at these schools, are considered Members of the organization.
- Section 2 There shall be no membership dues.
- Section 3 All Members present at a meeting of the organization have the right to vote except for the presiding Co-chairman of that meeting. That Co-chairman shall cast the deciding vote if the Members' vote is tied.
- Article IV**
Section 1 **Meetings of Members**
Regular meetings of the Members shall be held on a bi-monthly basis at a time and place designated by the chairmen. The first meeting of each year shall take place prior to September 30th, during which the annual budget will be approved. The final meeting of the school year shall take place prior to the last day of the school year.
- Section 2 Special meetings for all Members may be called by the chairmen as needed, at a time and place designated by the chairmen.
- Section 3 Printed notice of each meeting shall be given to each student (minimum of 1 notice per family) approximately 5 days prior to the meeting.
- Section 4 A quorum shall be all Members present at any properly announced meeting.
- Section 5 All issues to be voted on shall be decided by a simple majority of those present at the meeting during which the vote occurs.
- Article V**
Section 1 **Executive Board**
The Executive Board shall generally manage the business of the organization.
- Section 2 All Board Members shall serve one-year terms, but are eligible for re-election for up to three consecutive terms in the same position.
- Section 3 The Board shall meet as determined by the members of the Board, at an agreed upon time and place.

- Section 4 The Members of the Executive Board shall include between 1 and 3 Co-chairmen, Treasurer and Secretary.
- Section 5 The primary responsibilities of the Co-chairmen are:
- Preside over member meetings, including the preparation of agenda and distribution of meeting notices. The Co-chairmen shall rotate these duties, unless otherwise decided by the Co-chairmen.
 - Determine committee structure and appoint committee leaders
 - Ensure administrative tasks such as the creation of the annual calendar, addressing of mail and email, and miscellaneous requests are addressed
 - Coordinate works of the Executive Board and Committee Leaders to ensure all objectives and policies are met
- Section 6 The primary responsibilities of the Treasurer are:
- Receive all monies of the organization, keep an accurate record of receipts and expenditures, and make disbursements as authorized by the organization, Executive Board or committees, in accordance with approved budgets and receipt of vouchers.
 - Create and distribute a monthly financial report, accompanied by bank statement
 - Create and present an annual budget
- Section 7 The primary responsibilities of the Secretary are:
- Record and present the minutes of all meetings of the PTO and the Executive Board
 - Make available copies of meeting minutes for review and approval
 - Maintain the official copy of the Bylaws and meeting minutes
- Section 8 Elections for Board members for the next school year shall occur by April 30th of the current school year. Board members will be elected by a simple majority of Members present at the meeting.
- Section 9 Resignation from the Board must be in writing and received by the Secretary. A Board member may be terminated from the Board due to excess absences from member meetings in a year or when found in violation of the bylaws of the organization by the other Board members.
- Section 10 When a vacancy on the Board exists mid-term, nominations forms must be distributed to all Members within 2 weeks of the event of the vacancy. A replacement election shall be held at the next member meeting.

Article VI Committees

- Section 1 All Committees and Committee Leaders of this organization for the next school year shall be determined by the presiding Executive Board by May 31st of the current school year. The term for a committee leader shall be for a period of one year or less if terminated by the action of the Executive Board.
- Section 2 The Executive Board may create special committees and appoint leaders as needed.
- Section 3 The Committee Leaders shall report monthly the plans and activities of the Committee to the Executive Board, and to the Members at regular organization meetings if the Committee has had any activity since the last report.
- Section 4 The Committee Leaders shall be responsible for managing the budget assigned to each activity as stated in the Annual Budget.
- Section 5 The Committee Leaders shall prepare a final written report of all activities within 30 days of completion of the activity. The report shall contain a financial summary of income and expenses, and include receipts for all individual expenditures.

Article VII Voting

- Section 1 At all meetings, except for the election of the Executive Board, all votes shall be by show of hands. For election of the Board, ballots shall be provided and there shall not appear any place on such ballot that might indicate the person who cast such ballot.

Section 2 For ballot elections, the Secretary shall count all ballots during the meeting. In the case that the vote is for the position of Secretary, the Treasurer shall count the ballots.

Article VIII Financial Management

Section 1 As a volunteer organization, the organization shall not pay or provide any remuneration to the Executive Board, Committee Leaders, Members of the organization for their volunteer service to the organization.

Section 2 There shall be no commingling of organization funds with the personal, professional, or business accounts of any individuals, groups or businesses. This shall include a prohibition against providing organization funds as a loan.

Section 3 The organization shall maintain all deposits in a Federal or State Chartered Bank or Credit Union approved by the Board. The Treasurer and all Co-chairmen shall be signers on the checking account.

Section 4 Each check must be signed by two Board Members, the Treasurer and one Co-Chairman. In the case that the treasurer is unable to sign, or the disbursement is to the Treasurer, two Co-Chairmen shall sign the check.

Section 5 The Treasurer shall prepare and present a proposed annual budget at the first regular member meeting of the school year. The Budget shall include proposed income and expenditures for every activity planned for the coming year. The budget shall be approved by a simple majority of Members present at the meeting.

- o The Treasurer shall not reimburse an activity expense that exceeds the approved budget for that activity by more than \$10.00.
- o Any request to change the annual budget or reimburse amounts in excess of the approved budget amount + 10.00 must be passed by a simple majority of Members present at the meeting at which the changes are presented.

Section 6 The Treasurer shall provide a written financial report at each regular member meeting. The report shall contain a summary of deposits and expenditures made since the last report date and the current balances of all deposit accounts. The Secretary shall maintain a copy of the reports.

Article IX Dissolution

Section 1 The motion to dissolve the organization may be raised by a co-chairman during a regular member meeting. The motion may be passed by a simple majority of Members present at the meeting.

Section 2 Upon dissolution of the organization, after paying or adequately providing for the debts and obligations of this organization, the remaining assets shall be distributed evenly to the parent/teacher organizations (PTO) of the elementary schools in the Buckeye Local School District. If one or more of the elementary schools does not have a PTO, then their share of the organization's fund shall be deposited to the school's principal fund. If the Buckeye Local School District ceases to exist, remaining PTO assets shall be donated to the Medina County School Board for a public purpose.

Article X Amendments

Section 1 An Amendment is any change, addition or subtraction to the wording of any section or subsection of these bylaws. A proposed amendment shall be decided by a simple majority of those present at the meeting during which the vote occurs. The Secretary shall incorporate approved amendment into the bylaws within 10 days of approval.

Approved by the Executive Board and members of Buckeye Elementary PTO on October 11, 2006.