

UPPER ARLINGTON
BARRINGTON ELEMENTARY SCHOOL
PARENT-TEACHER ORGANIZATION
BYLAWS

ARTICLE I: NAME

The name of the organization shall be the Barrington Parent-Teacher Organization.

ARTICLE II: OBJECTIVES

The purposes of the Organization shall be:

- Section (1) To promote the well-being and education of the Barrington Elementary School students.
- Section (2) To foster communication by and among parents, students, School personnel and residents of Upper Arlington, Ohio.
- Section (3) To respond with volunteers and available funds to the needs of the School as identified by the Organization and School personnel.
- Section (4) To provide a forum for parents and School personnel to work cooperatively in identifying and discussing issues and concerns of general interest.

ARTICLE III: POLICIES

- Section (1) Programs initiated by this Organization shall be designated to achieve the above-stated objectives.
- Section (2) This Organization shall be non-commercial, non-sectarian and non-partisan. No commercial enterprise or candidates for public office shall be endorsed by it or be given financial support.
- Section (3) Neither the name of the Organization nor the names of any of its officers in their official capacity shall be used in any connection with a commercial concern or with any partisan interest or for any purpose other than the regular work of the Organization.
- Section (4) This Organization recognizes the authority of the School administration in initiating, directing and controlling School policies.
- Section (5) This Organization may cooperate with other agencies active in education, such as conference groups or coordinating councils, provided that the representative of the Organization makes no commitments that bind the Organization itself.

ARTICLE IV: MEMBERSHIP AND DUES

- Section (1) Any person interested in the objectives of the Barrington Elementary School Parent-Teacher Organization and willing to uphold its policies and subscribe to the Bylaws may become a member upon payment of dues as hereinafter provided.
- Section (2) The annual dues shall be per member family, payable to “Barrington PTO” at the beginning of each school year or at any time that family joins. The amount of the annual dues will be established by decision of the Executive Board.
- Section (3) The fiscal year of the Organization shall be July 1 to June 30.
- Section (4) The privilege of holding office, introducing motions and voting shall be limited to all members.

ARTICLE V: MEETINGS

- Section (1)
- a. Monthly meetings of the Executive Board and triennial meetings of the Organization, including the annual meeting (see Article V, Section 1, b), shall be held during the school year, unless otherwise provided by the Executive Board. Date, place, and time shall be communicated at least one week prior to the meeting.
 - b. An annual meeting of the Organization shall be held for the purpose of voting on the slate of Officers. The exact time and date of the meeting shall be decided by the Executive Board. However, it must be held before the end of the school year and communicated to the members at least two weeks prior to the meeting.
 - c. Special meetings shall be called by the Executive Board, three days notice having been given.
 - d. All votes and any business transactions will be conducted at the business meetings or by email. Those present or those casting ballots shall constitute the quorum needed for the transaction of business. An issue is passed by two-thirds vote of the members present and/or voting.

ARTICLE VI: OFFICERS AND THEIR ELECTIONS

- Section (1)
- a. Officers of the Organization shall consist of one or two President(s), one or two President(s)-Elect, a Secretary, a Treasurer, and a Treasurer-Elect.
 - b. Officers shall be elected annually prior to the close of the school year.

- c. Officers shall assume their duties on July 1, and shall serve for a term of one year and/or until their successors are elected.
- d. No person shall serve more than two consecutive terms in the same office; however, upon the recommendation of the Executive Board, members may vote to override the term limitation at their discretion.
- e. No person shall hold more than one Officer position at one time.

Section (2) The duties of the Officers shall be:

- a. To exercise all authority of the Organization, except as expressly granted to the Executive Board or members by these Bylaws.
- b. To assist the Treasurer with the preparation of an annual budget for the fiscal year by September 1 within that year. The initial review of the annual budget shall be a joint effort of the outgoing and incoming Officers.
- c. To approve expenditures outside the budget but within the discretionary funds of the Organization over two hundred and fifty dollars (\$250).
- d. To approve all special funding requests presented by the Treasurer.

Section (3) Nominating Committee

- a. Nominations for the Officers shall be made by a Nominating Committee consisting of the one or two President(s); one or two President(s)-Elect; Treasurer; Treasurer-Elect; Principal; Assistant Principal; two teachers, who are designated by the Principal and represent each of the two curriculum delivery systems; and two parents, who are selected by the President(s) and/or President(s)-Elect, represent each of the two curriculum delivery systems, and are not members of the Executive Board. The Nominating Committee shall be chaired by the President(s).
- b. Written nominations and self-nominations for the Officer positions shall be solicited from members of the Organization prior to the Nominating Committee's meeting.
- c. Candidates with prior PTO involvement are preferred, as well as representation from both curriculum delivery systems. Nominee for the one or two President(s)-Elect shall be from the opposite curriculum delivery system as the incoming one or two President(s). If both delivery systems are represented among the two incoming Presidents, the nominees for Presidents-Elect can be from either delivery system.
- d. The Nominating Committee shall meet at least 60 days before the annual meeting to compile a working slate of Officers. This list shall be kept confidential and shall contain at least three potential candidates for each office, which shall be decided and prioritized by the Nominating Committee.

- e. Consent of candidates shall be obtained by the President(s) before their names are placed on the slate of officers, and if needed, the Nominating Committee shall reconvene to add names to the slate.
- f. Two weeks prior to the annual meeting, the President(s) shall present in writing the final slate of Officers to the Organization. The slate shall be voted upon at the annual meeting.

Section (4) A vacancy in an office shall be filled by a majority vote of the remaining members of the Executive Board, due notice of such election having been given.

Section (5) Removal of Officers

The Executive Board shall have the power with two-thirds majority vote to remove any Officer performing an act that violates the Bylaws.

ARTICLE VII: DUTIES OF OFFICERS

Section (1) The President(s) shall:

- a. Preside at all meetings of the Organization, including establishing the meeting agendas no less than three (3) days in advance; and perform all other duties pertaining to the office.
- b. Become a member ex-officio of all Standing Committees, communicate as needed with the chairs, and provide Committee updates to the Executive Board.
- c. Be authorized, jointly with the Treasurer and Treasurer-Elect, to sign, execute, and deliver in the name of the Organization any financial agreement, grants or documents, including the Organization's bank account, credit card merchant account and others.
- d. Be authorized, jointly with the Treasurer, to approve expenditures outside of the budget up to two hundred and fifty dollars (\$250).

Section (2) The President(s)-Elect shall:

- a. Act as an aide to the President(s), shall perform the duties of the President(s) in his/her absence; and shall perform other duties as may be delegated.
- b. Assume the office of the President the following year.
- c. If two Presidents-Elect are a part of the Executive Board, one President-Elect will sign checks while the other President-Elect will be asked by the treasurer to reconcile the monthly bank statements. The person who reconciles the bank account should not have the ability to sign checks.

Section (3) The Secretary shall:

- a. Keep record of all meetings of the Organization and distribute the minutes of these meetings for approval by the Executive Board, within two weeks of the meeting; and shall perform other duties as may be delegated.
- b. Keep a notebook in the School office containing the minutes from the meetings of the Executive Board and Organization and shall review it annually at the end of the fiscal year.

Section (4) The Treasurer shall:

- a. Keep an accurate record of all receipts and expenditures of the Organization, including the collection of monies from all fundraisers of the Organization; and shall perform other duties as may be delegated.
- b. Work with one President-Elect to ensure that the bank statements are reconciled monthly and address any issues that arise.
- c. Pay expenses arising from budgeted projects without the need for additional authorization.
- d. Be authorized, jointly with the President(s), to approve expenditures outside of the budget up to two hundred and fifty dollars (\$250).
- e. Receive all special funding requests from members of the Organization and School staff; present requests at meetings of the Executive Board; upon affirmative vote of the Officers, pay-out funds for the expenditures.
- f. Review and update the annual budget, with the assistance of the outgoing and incoming Executive Board; present the budget for corrections and additions to the Executive Board and Standing Committee Chairpersons; and present the budget for vote by the Organization at the September meeting of that same fiscal year.
- g. Be authorized, jointly with the President(s) and Treasurer-Elect, to sign, execute, and deliver in the name of the Organization any financial agreements, grants or documents, including the Organization's bank accounts, credit card merchant account and others.
- h. Present a statement of accounts at the Executive Board and Organization meetings, as well as other times when requested by the President(s).
- i. Provide financial reports of the Standing Committees, upon request by the chairperson of that Committee or the President(s).

- j. Coordinate with the outgoing Treasurer the audit of the Organization's financial records annually at the end of the fiscal year and no later than September 30 by an accountant, who shall be approved by the Executive Board. The accountant can be paid or a qualified volunteer. This report shall be submitted by the Treasurer for approval at the Executive Board meeting no later than October.
- k. File all IRS Forms (990, 1099, 1096) with related schedules and statements by the appropriate deadlines on a yearly basis after preparation by an outside accountant, who shall be approved by the Upper Arlington School District Office of the Treasurer.

Section (5) The Treasurer-Elect shall:

- a. Receive, record and deposit all monies of the Organization into the bank accounts; and shall perform other duties as delegated.
- b. Be authorized, jointly with the Treasurer and President(s), to sign, execute and deliver in the name of the Organization any financial agreement, grants, or documents, including the Organization's bank accounts, credit card merchant account and others.
- c. Assume the office of the Treasurer the following year.

ARTICLE VIII: EXECUTIVE BOARD

Section (1) The Executive Board shall consist of the following: the Officers of the Organization; the Principal and the Assistant Principal of the School; and the teacher representatives, who are appointed by the Principal with equal representation of both curriculum delivery systems and not to exceed four (4).

Section (2) The duties of the Executive Board shall be:

- a. To transact such business as may be referred to it by the members or Officers of the Organization.
- b. To advise and counsel the Officers.
- c. To review the work of the PTO Standing Committees.
- d. To assist the Treasurer with the preparation of an annual budget for the fiscal year for vote by the Organization at the September meeting of that same fiscal year.
- e. To appoint an accountant to audit the Treasurer's accounts prior to the close of the fiscal year (June 30) and no later than September 30.
- f. To advise and counsel the President(s) in the selection and appointment of chairpersons for the Standing Committees.

ARTICLE IX: PARENT-TEACHER ORGANIZATION STANDING COMMITTEES

Section (1) Standing Committees

The Standing Committees shall be created by the Executive Board, as may be required, to promote the objectives and interests of the Organization. The Chairpersons of the Standing Committees shall be appointed by the President(s) and/or President(s)-Elect with the counsel of the Executive Board.

Section (2) Standing Committees Chairpersons

The duties of the Standing Committee Chairpersons shall be:

- a. To attend meetings of the Organization.
- b. To maintain accurate written records, submit a report upon the conclusion of the event to the Executive Board, and present reports at the Executive Board meetings and at other meetings as requested by the President(s).
- c. To approve the work plans of that Committee within the annual budget set by the Executive Board.
- d. To investigate and recommend new programs/policies for the Organization.

ARTICLE X: PARLIAMENTARY PROCEDURE

Robert's Rules of Order shall govern this Organization in all cases to which they are applicable.

ARTICLE XI: INDEMNIFICATION AND INSURANCE

Section (1) The Organization shall provide indemnification to the fullest extent permitted under Ohio law.

Section (2) The Organization shall purchase and maintain insurance under the umbrella policy of the Upper Arlington High School PTO and/or the Upper Arlington School District or furnish similar protection independently to the fullest extent permitted under Ohio law.

ARTICLE XII: AMENDMENTS

Section (1)

- a. These Bylaws shall constitute the regulations of the Organization under Ohio law and may be amended at any business meeting of the Organization by a two-thirds vote of the members present and voting, providing notice of the proposed amendments shall have been given two weeks prior to the meeting.
- b. The Officers shall review these Bylaws every three (3) years.