

Springboro Intermediate School  
PTO BYLAWS

ARTICLE 1 – NAME

The name of this organization shall be the Springboro Intermediate School Parent Teacher Organization.

Article 2 – Articles of Organization

This organization exists as a non-profit, incorporated organization of its members. Its “Articles of Organization” comprise these by-laws, as from time to time amended.

ARTICLE 3 – OBJECTS

Section 1 – The purpose of Springboro Intermediate School PTO is to assist in serving the total school community toward the betterment of the educational process within and relative to the school.

Section 2 – To serve as a liaison for the better school/community relations.

ARTICLE 4 – PURPOSES

Section 1. – This organization shall be an extension of the educational process. The work of the organization shall be carried on through committees, conferences, and projects.

Section 2. – This organization shall support the administrative activities and policies of the school.

ARTICLE 5 – MEMBERSHIP

- A. Membership in this organization is open to any parent or guardian, who has children enrolled at Springboro Intermediate School, and also any teacher at Springboro Intermediate School, who will uphold the policies of the PTO and agree to these By-laws.
- B. Dues shall be determined annually by the Executive Board of the PTO and shall be payable, without proration, at any item during the school calendar year (fiscal year) upon registration for membership.
- C. Each family member shall be entitled to one vote on each matter submitted to a vote of the membership, if present at the meeting at which such vote is taken.

ARTICLE 6 – Membership Meeting

- A. Meetings of the membership shall be held at least three times annually for the transaction of business. The exact date of such meeting shall be specified by the Executive Board. Written notice of all meetings shall be issued to the staff of Winship and to all students to be delivered to their parents.
- B. Special meetings of the membership may be called by the President, the Principal, and the Executive Board or by not less than one-tenth of the membership. Members present shall constitute a quorum for the transaction of business in any

ARTICLE 7 – Policies

- A. The program of this organization is educational, and it shall be developed through conferences, committees, and projects. The PTO is non-commercial, non-sectarian, and non-partisan. The PTO shall not attempt to direct administrative work of the school.
- B. The name of this organization or the names of any members in their official capacities shall not be used in any connection with commercial concern, with any partisan interest, or with any charitable organization for any purpose not related to promotions of the objectives for this PTO.
- C. This organization may cooperate with the other organization and agencies concerned with child welfare, but persons representing this PTO in such matters make no commitments that bind this PTO.
- D. This organization shall not contribute financially to any other organization without the approval of the Executive Board.

## ARTICLE 8 – OFFICERS

Section 1. – The elected officers of this organization shall be a President, a Vice President, a Secretary, and a Treasurer. All PTO members are eligible to hold office.

## Article 9 – ELECTION

Section 1. – A slate of nominees for the officer will be presented by the nomination committee at the last scheduled meeting of the year. The slate will be prepared by a nomination committee consisting of the three people from the general membership, and one board member. Nominations can be made from the floor, provided the consent of the nominee has been given.

Section 2. If there are no more than one nominee for the board. The nominee may be appointed by the executive board. The election will follow immediately upon closing of the nominations. Balloting will be by show of hands of written ballot. A simple majority shall constitute an election.

Section 3. A vacancy occurring in an office shall be filled by a vote of a majority of the executive committee with the consent of the nominee. In case of a vacancy in the office of President, the Vice President shall assume that office.

Section 4. – The Secretary and Treasurer shall be elected to serve for one year. The President and Vice President shall be elected each year. The immediate past President shall serve a one year term on the Executive Board, the year immediately following the term served as President.

## ARTICLE 10 – DUTIES OF OFFICERS

Section 1. – Officers shall assume their official duties in June of the year in which they are elected.

Section 2. – The duties of the officers shall be such as are implied by their respective titles and specified by these bylaws.

President: Shall preside at all meetings; shall appoint all committee chairpersons; shall notify all officers and board members of the dates and times of meetings; and shall be the official PTO representative to the School Board.

Vice President: Shall assist in all presidential duties and shall assume duties of the President when the President is absent or unable to serve. Shall act as volunteer coordinator.

Secretary: Shall keep a permanent and accurate record of all meetings: shall conduct correspondence as requested by the President.

Treasurer: Shall take care of all expenditures and shall keep a strict and accurate account of all financial transactions; shall have the books audited by a Certified Public Accountant each year previous to delivering to the succeeding Treasurer or previous to the fall meeting if continuing as Treasurer. Said accountant to be selected by the executive board.

Section 3. – Immediately upon retiring from office, they shall deliver to their respective successors all accounts, records, papers, and other property belonging to this organization.

#### ARTICLE 11 – EXECUTIVE BOARD

Section 1. – The Executive board shall consist of the elected officers, and the immediate Past President.

Section 2. – The Executive Board shall plan all PTO activities.

#### ARTICLE 12 – RE-ELECTIONS

Section 1. – Officers and Executive Board members may succeed themselves in the same office.

#### ARTICLE 13 – MEETINGS

Section 1. – There will be no fewer than three meetings each school year, the day and time to be designated by the executive committee each year.

Section 2. – Special meetings of the organization may be called by the executive committee by notifying members one week in advance.

Section 3. – The majority of members present at any meeting shall constitute a quorum.

#### ARTICLE 14 – AMENDMENTS

These bylaws can be amended by a 51% vote of members present at a general PTO meeting. Notification must be made at least two weeks prior to the date such vote will be taken.

#### ARTICLE 15 – DISSOLUTION

To dissolve the PTO, the issue must be presented to the members and a vote taken as to whether or not to dissolve. Upon dissolution, the members will decide upon a project for the betterment of the school and to spend ALL remaining moneys. All books and records shall be turned over to the school for future use.

#### ARTICLE 16 – RULES OF ORDER

The rules contained in Robert's Rules of Order, Revised, shall govern this organization in all cases in which they apply and in which they are not inconsistent with these Bylaws.

## Springboro Intermediate School Standing Rules

- A. Any monetary expenditure that has not been approved in the budget must be brought before the executive board for approval.
- B. Only members of the PTO whose dues are paid and members who are parents or guardians of a child enrolled in Springboro Intermediate School or are employees of Springboro Intermediate School shall be eligible to hold office or to chair a committee.
- C. No committee member shall spend more than \$25.00 of the amount approved in the current budget without board approval.
- D. Springboro Intermediate PTO Card and Gift Policy:

Retirement: All Springboro Intermediate Staff members retiring will receive a card and a \$25 gift certificate.

Hospitalization: All Springboro Intermediate Staff members and students will be sent a card upon hospitalization.

Death: Upon the death of a Springboro Intermediate staff member, a staff member's spouse or child, a Springboro Intermediate student, or the parent of that student, a gift of \$25.00 will be made to the memorial fund of the deceased, a charity in the name of the deceased, or an educational fund for the student, when the funds are available.

Exceptions may be made to this policy at any time with the joint approval of the President and Treasurer of the PTO.

Upon approval of the Springboro Intermediate Principal, additional donations may be collected from the Springboro Intermediate staff and students for the purpose of any the above circumstances.

It shall be the responsibility of the Vice President to fulfill the card and gift policy.