

BISHOP ELEMENTARY PARENT TEACHER ORGANIZATION

Bylaws

Written: April 2025

Tri-Annual Review: April 2028, April 2031, April 2034

Revised:

BY-LAWS
OF THE BISHOP ELEMENTARY
PARENT TEACHER ORGANIZATION
OF DUBLIN, OHIO

ARTICLE I. NAME

Section 1. The name of this organization shall be Bishop Elementary Parent Teacher Organization (Bishop PTO) (BE PTO). It may also be known as Deane Brown Bishop PTO or Bishop Elementary School PTO.

ARTICLE II. PURPOSE

Section 1. Bishop PTO is a non-profit, unincorporated, volunteer organization whose purpose is to support the students and staff of the Bishop Elementary School.

ARTICLE III. GENERAL MEMBERSHIP

Section 1. *Membership Eligibility.* All Bishop Elementary parents, guardians and faculty are automatically members of BE PTO.

Section 2. *Dues.* Voluntary donations may be made to BE PTO, but shall not preclude anyone from membership.

ARTICLE IV. MEETINGS

Section 1. *General Meetings.* General meetings of BE PTO shall be held at least four times during the school year, dates and times to be determined by the Executive Board.

- a. In the event of a natural disaster, health pandemic, or other local / state / national emergency which prohibits compliance of any meeting dates, the Executive Board shall make every reasonable effort to hold the affected meeting on a date as close as practicable to the original date.

Section 2. *Special Meetings.* The Executive Board may call Special meetings, including Executive Board meetings.

Section 3. *Meeting Notification.* Notification of all meetings shall occur a minimum of 5 days prior to the meeting date.

Section 4. *Quorum.* A majority of those members attending any meeting, or a majority of members voting by ballot shall constitute a quorum for the transaction of business by this organization.

Section 5. *Eligibility to vote.* All members of Bishop's PTO shall be eligible to attend, participate in and vote at all of Bishop PTO's General meetings, and /or to serve in any of its elective or appointive positions. The privilege of holding office, including motions, debating and voting shall be limited to current members of the organization.

ARTICLE V. EXECUTIVE BOARD

Section 1. *Executive Board Composition.* The Executive Board of BE PTO shall consist of the President, Vice-President, Treasurer, Recording Secretary, Corresponding Secretary, At-Large Liaison, Teacher Representatives (2), the Principal and Assistant Principal/Admin Intern of Bishop Elementary. Any position can be shared resulting in a co-leadership position and the treasurer role can be shared with a third party. It is recommended that the President serve for one year on the BE PTO Exec Board prior to becoming President. All members of the Executive Board have equal voting rights.

Section 2. *Nomination Procedure, Time of Elections.* It shall be the duty of the Executive Board to nominate candidates for the offices to be filled at the general meeting held in April. Other board nominations may be submitted from the general parent population if the executive board does not select candidates for the following year. The Executive Board shall communicate the nominations in March to the general parent and teacher population. Before the election at the general meeting in April, additional nominations from the floor shall be permitted. Only a member who has consented to serve shall be eligible for nomination.

Section 3. *Ballot Election, Term of Office.* The officers shall be elected by verbal ballot to serve for one year beginning July 1, unless an office is running unopposed and in that case the president calls for open nominations from the floor and, if none, election results are assumed and announced in April General Meeting.

Section 4. *Office-Holding Limitations.* No Executive Board member shall hold more than one office at a time. No Executive Board Member shall be eligible to serve more than two consecutive terms in the same office, unless otherwise unanimously approved by the Executive Board. In the event of a vacancy on the Executive Board during the year, the Executive Board will, at the next general BE PTO meeting, present a candidate to fill the vacancy. A vote will be taken in accordance with bylaws (Article IV, Section 4). In case of a vacancy in the office of President, the Vice President shall assume office. The Executive Board may choose not to fill the office of Vice President. (For example: The President moves away and must vacate the office during the second semester of the school year.)

Section 5. *Removal From Office.* “Just cause to remove” a member from the Executive Board and as an officer of the BE PTO shall include action by said member constituting dishonesty, fraud, willful disloyalty or malfeasance, or felonious conduct, or an act or omission which said member knows or reasonably should know will impair in any material respect the reputation, goodwill or business position of the BE PTO, or action by said member which involves misappropriation of the BE PTO’s funds or other assets. A member of the Executive Board may be removed as a member of the Executive Board and as an officer of the BE PTO if there is just cause to remove said member and if; (1) two-thirds (2/3) of the Executive Board recommends to the members of the BE PTO that said member be removed; and (2) two-thirds (2/3) of the current members in attendance at a meeting to discuss said removal vote to remove this member, provided that members have received notice of the proposed removal at least 5 days prior to the meeting.

Section 6. *Duties of the Executive Board*

President. The President shall preside at all meetings of the BE PTO, including General Special and Executive Board meetings. The President shall perform such other duties as may be prescribed in these bylaws. The President shall coordinate the work of the Executive Board, the Committee Chair and all other committees of the BE PTO in order that the BE PTO’s purpose may be promoted, as outlined in Article II. As part of the role, the President shall attend District PTO President meeting. The President shall appoint members to the Auditing, Finance, and Bylaw Review Committees.

At the end of the fiscal year, an Auditing Committee of at least 3 persons appointed by the President shall review the Treasurer’s books. If the committee is satisfied with the accounts, they shall sign a statement of this fact and file it in the Treasurer’s notebook, or electronic folder, by August 1. Members of the Audit Committee shall not be Executive Board members from the previous year, which will ensure an unbiased audit.

The President may approve non-budgeted expenditures of up to \$500.00, with notification to the Executive Board at its next meeting. Non-budgeted expenditures of up to \$1000.00 require approval by a majority of the BE-PTO Executive Board. Non-budgeted expenditures over \$1000.00 require approval by a majority of the PTO, by a vote of those in attendance at said PTO meeting where the proposed expenditure is being discussed. In addition, any proposed non-budgeted expenditure of \$1,000.00 or more requires prior written justification of proposed use, need and cost.

Vice President. The Vice-President shall serve as an aide to the President, and shall preside in the absence of the President. The Vice- President shall maintain an electronic folder recording all duties and activities of the office, and deliver said electronic folder to his/her successor before the end of the fiscal year, June 30. If there is not yet a successor, the electronic folder shall be delivered to the President.

Recording Secretary. The Recording Secretary shall record and distribute the minutes of all General and Executive meetings no more than 14 days after the previous meeting, and other meetings as appropriate, of the BE PTO and shall perform such other duties as may

be delegated. The Recording Secretary shall maintain an electronic folder, recording all duties and activities of the office, and deliver said electronic folder to his/her successor before the end of the fiscal year, June 30. If there is not yet a successor, the electronic folder shall be delivered to the President.

Corresponding Secretary. The Corresponding Secretary shall be responsible for outgoing communication, including the BE PTO E-Blast, electronic communications such as Facebook and other social media, as well as other written communication as needed and managed by the BE PTO Executive Board. The Corresponding Secretary shall maintain an electronic folder, recording all duties and activities of the office, and deliver said electronic folder to his/her successor before the end of the fiscal year, June 30. If there is not yet a successor, the electronic folder shall be delivered to the President.

Treasurer. The Treasurer shall receive and disburse all monies administered by the BE PTO and keep a record of the same. The President shall have this authority in the Treasurer's absence. The Treasurer shall:

- a. Keep a record of all BE PTO financial transactions.
- b. Keep all monies in a bank, disburse monies by check, and maintain supporting receipts or invoices.
- c. Present a financial statement at all BE PTO board meetings and at other times when requested by the organization.
- d. Comply with BE PTO Treasurer's Policies & Procedures established by the Finance Committee, in compliance with the Dublin City Schools Financial Policies.
- e. Present a budget to the BE PTO at the first General PTO Meeting of the fiscal year, for majority approval. A vote shall be taken in accordance with bylaws (Article IV, Section 4).
- f. Be responsible for timely submission/filing of documents to maintain the BE PTO compliance with local, state, and federal tax reporting requirements.
- g. Maintain an electronic folder, recording all duties and activities of the office, and review folder with his/her successor before the end of the fiscal year. If there is not yet a successor, electronic folder shall be reviewed with the incoming President.
- h. Purchase a dishonesty bond providing coverage of the officers of the organization.

At-Large Liaison. The At-Large Liaison serves as a liaison for the general membership with variable duties and responsibilities to help fulfill the goals and mission of the BE PTO.

Principal. The Bishop Elementary Principal shall act as liaison to facilitate communication between teachers, staff and parents.

Teacher Representatives. Appointed by the principal, the teacher representatives will represent the voice of the teachers in all PTO events.

ARTICLE VI. FINANCIAL POLICIES

Section 1. Fiscal year shall begin July 1 and end June 30.

Section 2. While maintaining a 501(3)(c) tax-exempt non-profit designation, it is the intent of the BE PTO to maintain no more than 6-12 months of operating expenses at the end of the fiscal year unless otherwise deemed for a specific purpose.

Section 3. The President may approve non-budgeted expenditures of up to \$500.00, with notification to the Executive Board at its next meeting. Non-budgeted expenditures of up to \$1000.00 require approval by a majority of the BE-PTO Executive Board. Non-budgeted expenditures over \$1000.00 require approval by a majority of the PTO, by a vote of those in attendance at said PTO meeting where the proposed expenditure is being discussed. In addition, any proposed non-budgeted expenditure of \$1,000.00 or more requires prior written justification of proposed use, need and cost.

ARTICLE VII. COMMITTEE CHAIRS

Section 1. *Special Committees.* The President shall appoint Special Committees consisting of Auditing (yearly), Bylaws (every 3 years), Finance (every 3 years), Special Research (as needed), etc. with notification to the BE PTO. Special committees shall follow the guidelines for Standing Committees, as applicable. The President shall be an ex-officio member of all committees.

- a. *Auditing Committee.* A committee of at least 3 persons appointed by the President shall review the Treasurer's books at the end of the fiscal year. If the committee is satisfied with the accounts, they shall sign a statement of this fact and file it in the Treasurer's electronic folder, by August 1. Members of the Audit Committee shall not be Executive Board members from the previous year, which will ensure an unbiased audit.. A committee composed of the Treasurer, a past PTO Treasurer, President and a minimum of 2 BE PTO members shall review the Treasurer's Policies and Procedures for the BE PTO. Such review shall take place at least every three years, to coincide with the bylaws review.

Section 2. *Appointment.* During February and March, the Executive Board will communicate to the general membership of the BE PTO the available committee chairs for the following school year and is responsible for recruiting for committee chair positions. A committee chair has to come from the general BE PTO and only when there is no volunteer, a member of the executive board can be the chair. Based on the response

received, the BE PTO will announce the new Committee Chair Chairpersons by the end of the current school year.

Section 3. *Office Holding Limitations.* The Committee Chairperson shall serve for one year and shall assume responsibility on July 1. The Committee Chairperson may serve on the Committee Chair for an unlimited number of years so long as the Committee Chairperson has a child in attendance at Bishop Elementary. Coordination between the current and incoming Committee Chair Chairpersons will be facilitated by the outgoing chair and is anticipated in order to facilitate a smooth transition.

Section 4. *Removal From Office.* “Just cause to remove” said member from the Committee Chair shall include action by said member constituting dishonesty, fraud, willful disloyalty or malfeasance, or felonious conduct, or an act or omission which said member knows or reasonably should know will impair in any material respect the reputation, goodwill or business position of the BE PTO, or action by said member which involves misappropriation of the BE PTO’s funds or other assets. A member of the Committee Chair may be removed from the Committee Chair of the BE PTO if there is just cause to remove said member and if: (1) two-thirds (2/3) of the BE PTO Executive Board recommends to the members of the BE PTO that said member be removed; and (2) two-thirds (2/3) of the current members in attendance at a meeting to discuss said removal vote to remove this member, provided that members have received notice of the proposed removal at least 5 days prior to the meeting.

Section 5. *Duties of the Committee Chair.* The duties of the BE PTO Committee Chair Chairpersons shall be to transact necessary business in the intervals between general BE PTO meetings and such other business as may be referred to by the BE PTO. All committee work shall be undertaken with prior approval of the PTO President or Executive Board PTO Liaison.

The Chairperson of each committee is asked to attend general BE PTO meetings and shall report committee business, including plans and progress, to the membership. The Chairperson shall notify the Secretary or the President when unable to attend.

The Chairperson of each committee will receive the draft annual budget by August 1 and final budget once approved at the first General PTO Meeting of the fiscal year. The fiscal year shall begin July 1 and end June 30. The Chairperson will approve committee expenditures within the budget and will route them to the BE PTO Executive Board Treasurer.

The Chairperson of each committee will prepare and /or maintain an up-to-date electronic folder of committee activity and shall deliver said electronic folder to his/her successor before the end of the fiscal year, June 30. If there is not yet a successor, the electronic folder shall be delivered to the President.

Section 6. *All Executive Board Members.* It shall be the duty of all the Executive Board members to recruit vacant Committee Chair positions.

ARTICLE VIII. POLICIES

Section 1. *Use of Names and Titles.* The name of the BE PTO or the names of any members in their official capacities shall not be used in any commercial concern, or with any partisan interest, or for any purpose not appropriately related to promotion of the objectives of the BE PTO.

Section 2. *Political Campaigns.* The BE PTO shall not – directly or indirectly – participate or intervene in any way, including publishing or distributing of statements, in any political campaign on behalf of, or in opposition to any candidate for public office. The BE PTO may engage in activity related to school financing issues or legislative issues that affect the BE PTO business, agreed to by a majority vote of those in attendance at said BE PTO meeting where such activity is being discussed, providing such activity complies with existing tax regulations governing non-profit organizations.

Section 3. *Cooperation.* The BE PTO shall cooperate with Dublin City Schools to support the improvement of education in ways that will not interfere with the administration of the schools and shall not seek to control their policies.

Section 4. *Activities With Other Organizations.* The BE PTO may cooperate with other organizations to engage in activities benefiting students that promote education, socialization and community involvement. Persons representing the BE PTO in such matters shall make no commitments that bind the BE PTO.

Section 5. *No Affiliations.* The BE PTO shall be noncommercial, nonsectarian and nonpartisan.

Section 6. *Copies of Bylaws.* A copy of these by-laws shall be included in the electronic folder of each Executive Board member and each Committee Chair member (Chairpersons of Committees) and shall be made available to any member upon request. The current principal should keep an electronic copy of current By Laws.

Section 7. *Copies of Treasurer's Policies and Procedures.* Copies of the BE PTO Treasurer's Policies and Procedures shall be included in the electronic folder of each Executive Board member and shall be made available to any member upon request.

Section 8. *Membership Directory.* The membership directory of the BE PTO shall not be given or sold to outside interests.

ARTICLE IX. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the BE PTO in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the BE PTO may adopt.

ARTICLE X. AMENDMENT OF BYLAWS

Section 1. *Notice of Proposed Amendment.* These by-laws may be amended at any general meeting of the BE PTO by a two-thirds vote of the members present and voting, provided that the amendment has been submitted in writing at the previous general meeting.

Section 2. *Bylaws Updates.* Any proposed bylaws changes that do not coincide with the 3-year bylaws review cycle, shall follow the bylaws amendment process outlined in the latest edition of *Robert's Rules of Order*.

ARTICLE XI. DISSOLUTION OF ORGANIZATION

Section 1. *Vote to Dissolve Organization.* BE PTO may be dissolved by a simple majority of the current members in attendance at a meeting to discuss dissolution at least 30 days prior to the meeting.

Section 2. *Payment of Liabilities.* Upon dissolution of BE PTO, the Executive Board shall pay or make provision for the payment of all liabilities of BE PTO.

Section 3. *Donation to Bishop Elementary after Dissolution.* After the satisfaction of all liabilities, money in BE PTO treasury at the time of dissolution may be disposed of by a majority vote of members, first by offering to donate it to Bishop Elementary for a specific purpose.

Section 4. *Donation to Other Organizations after Dissolution.* In the event the school cannot/does not accept remaining money or assets, such money or assets may be donated to other organization(s) organized and operated exclusively for education purposes as shall at the time qualify as an exempt organization(s) under Section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law), by a majority vote of the members.

Section 5. *Final Dissolution of Assets.* Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the County in which the principal office of the organization is then located, exclusively for such purposes of such organization(s), as

such Court shall determine, which are organized and operated exclusively for such purposes.