

**OLENTANGY HYATTS MIDDLE SCHOOL
PARENT TEACHER ORGANIZATION
CONSTITUTION AND BYLAWS**

ARTICLE I: NAME

The name of this organization shall be Olentangy Hyatts Middle School Parent Teacher Organization.

ARTICLE II: ARTICLES OF ORGANIZATION

This group exists as an unincorporated group of its members, governed by these Bylaws.

No part of the net earnings of the organization shall inure to the benefit of, or be distributed to members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the purposes set forth hereof.

No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation. The organization shall not participate in or intervene in any political campaign on behalf of any candidate for public office.

The organization's purpose is exclusively charitable and educational, under Section 501C (3) of the Internal Revenue Code.

Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal Income Tax under Section 501C (3) of the Code, or by an organization's contributions to which are deductible under Section 170C (2) of the Code.

Upon dissolution of the OHMSPTO, the officers shall, after paying or making provisions for the payment of all the liabilities of the organization, dispose of the remaining assets of the organization to such groups organized and operated exclusively for charitable or educational purposes which at the time qualify as exempt organizations under Section 501C (3) of the Code.

ARTICLE III: OBJECTIVES

SECTION 1

The objectives of the group are:

- A. To promote a sense of community in the Olentangy School District.
- B. To promote open communication between home, educators, and school administration.
- C. To support the adequate care and protection of our children.
- D. To develop united efforts between educators and the general public that will promote the physical, mental, and social welfare of our children.

SECTION 2

The objectives of this group are promoted through an education program directed toward parents, legal guardians, teachers, and the general public, and are governed and qualified by the Articles of Organization (Article 2) and the Basic Policies (Article IV).

ARTICLE IV: BASIC POLICIES

- A. The group shall be noncommercial, nonsectarian, and nonpartisan.
- B. The name of the group, or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the objectives of the group.
- C. The group shall cooperate with the 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, but may make recommendations through the proper channels.
- D. The group may cooperate with other organizations and agencies concerned with child welfare.
- E. Monthly general meetings will be held to communicate business.

ARTICLE V: MEMBERSHIP

Every parent or guardian of a child attending Olentangy Hyatts Middle School in grades 6, 7, and 8, and school staff, are considered a member of this organization and no membership fee is required. Anyone in the community who is interested, may attend the OHMSPTO meetings, however, only members have voting privileges.

ARTICLE VI: OFFICERS AND THEIR ELECTION

SECTION 1

- A. The officers of this group shall consist of the Principal (or designee), President, or Co-Presidents, Vice-President, Secretary, Treasurer, Assistant Treasurer, and Reporter.
- B. Officers shall be elected annually in the Spring Quarter and shall assume their official duties at the end of the school year. This is with the exception of the Treasurer and Assistant Treasurer, who serve for the fiscal year, August 1 – July 31. The term of the office is one year.
- C. A person shall not be eligible to serve more than two consecutive terms in the same office, except by the express vote of all members present at the June meeting.

SECTION 2

There shall be a nominating committee composed of three members of which no more than one is a member of the Executive Committee (see Article VIII). This committee shall be appointed by a majority vote at a meeting of the Executive Committee. The objective of this committee shall be to propose a slate of candidates by the end of the Winter Quarter.

SECTION 3

A vacancy occurring in any office shall be filled by a member elected by the Executive Committee.

ARTICLE VII: DUTIES OF OFFICERS

SECTION 1

The President/Co-Presidents shall preside over all OHMSPTO meetings, be an ex-officio member of all committees except nominations; appoint chairpersons of standing and special committees, and perform other duties deemed necessary.

SECTION 2

The Vice-President shall perform duties of the President in the absence of the President and perform any other duties the President deems necessary.

SECTION 3

The Secretary shall record the minutes of all the meetings of the OHMSPTO, handle the entire official correspondence, monitor the mailbox, and oversee the compilation and distribution of the information for the membership.

SECTION 4

The Treasurer shall have custody of all funds of the OHMSPTO, keep an accurate account of receipts and expenditures, and make disbursements as authorized, and present a current financial report at every meeting. The Treasurer's accounts shall be examined annually by an auditor appointed by the Executive Committee.

SECTION 5

The Assistant Treasurer shall be responsible for the accounting of all *SCRIP and Kroger* funds, keep an accurate account of receipts and expenditures, and make disbursements as authorized, and present a *Scrip and Kroger* report at every OHMSPTO meeting. The Assistant Treasurer shall also help the OHMSPTO Treasurer with any duties deemed necessary by the Treasurer.

SECTION 6

The Reporter shall inform the membership of the upcoming events, meetings, and information that pertains to the OHMSPTO through the news media, district and school publications.

SECTION 7

All Officers and Committee Chairpersons are responsible for keeping the OHMSPTO Board informed about the activities of the committee. If the Committee Chairperson is not able to attend a monthly meeting, a representative, or a report should be given to the Board. The Committee Chairperson is responsible for getting all pertinent information to the Reporter. A wrap-up report should be submitted to the Board at the conclusion of the committee's activity.

SECTION 8

All Officers and Committee Chairpersons shall deliver to their successors all official material and their folders at the end of their term.

ARTICLE VIII: EXECUTIVE COMMITTEE AND ITS DUTIES

SECTION 1

The Executive Committee shall consist of the Principal, Vice-Principal, Elected Officers, the Chairperson of each Standing Committee, immediate past President and the Chairpersons of Special Committees when deemed necessary by the President. All members of the Executive Committee, and each PTO member shall have the

right to vote and/or be heard on any issues presented to and by the Board. For a legitimate vote to occur on any issue, a quorum must be established.

For the OHMSPTO, an established voting quorum shall be a majority of the Executive Committee and PTO Members who are in attendance at a meeting when a vote is to be taken. A vote will pass by a simple majority of the quorum.

In the event of a tie, the elected President of the OHMSPTO will have the right to vote in order to determine a majority vote, but can abstain from voting to remain impartial. In the event that the OHMSPTO President abstains from voting in a tie, the vote shall automatically fail.

SECTION 2

Duties of the Executive Committee shall include:

- A. Transact necessary business in the intervals between meetings.
- B. Transact business referred to it by the members.
- C. Elect to conduct fund-raisers through which the net earnings of the organization can be used to enhance the charitable and/or educational enrichment of the school-sanctioned activities.
- D. Inform members of the activities of the Executive Committee.
- E. Appoint an auditor to audit the Treasurer's Report annually.
- F. Authorize purchases.
- G. Approve creation of new standing committees.
- H. Oversee the work of these standing committees.

SECTION 3

The Executive Committee or quorum may authorize purchases and program events at a cost not to exceed \$1000. Subject to this monetary limitation, the Executive Committee or quorum may ratify purchases that were not pre-approved by the Executive Committee and shall ratify *de minimis* expenditures authorized by the President and Treasurer. Any expenditure or program events that exceed \$1000 shall first be authorized by a majority vote of the membership present quorum at a regular or special meeting.

SECTION 4

The President, with approval of the Treasurers, may authorize *de minimis* expenditures of \$200 or less made on behalf of and for the delineated purposes of the OHMSPTO.

SECTION 5

The Executive Committee or quorum shall normally meet once a month during

the school year and by special request of the President/Co-Presidents. Reports by Committee Chairpersons shall be submitted at least once a month and one month after an event.

ARTICLE IX: MEETINGS

SECTION 1

General meetings shall be held monthly from August through June. These meetings are open to all OHMSPTO members and members of the community.

SECTION 2

At least one evening meeting shall be held during the school year.

SECTION 3

Special meetings may be called by the Executive Committee.

ARTICLE X: STANDING AND SPECIAL COMMITTEES

SECTION 1

The power to form new Standing and Special Committees and appoint their members rest with the Executive Committee or quorum.

SECTION 2

The Chairpersons of the Standing Committee shall present a plan of work to the Executive Committee and keep accurate accounting of all funds pertaining to their activity.

ARTICLE XI: FISCAL YEAR

The fiscal year shall begin August 1 and end July 31 of the following year.

ARTICLE XII: PARLIAMENTARY AUTHORITY

Robert's Rule of Order, Revised, shall govern the OHMSPTO in cases in which they apply. The OHMSPTO functions in an orderly fashion but does not adhere to strict parliamentary procedure.

ARTICLE XIII: AMENDMENTS

SECTION 1

This Constitution may be amended at any general meeting by a majority vote of the members present, provided notice of the proposed amendment has been given two weeks before the vote.

SECTION 2

A committee may be appointed to review and/or propose amendments to the constitution only by a majority vote of those members present at a meeting of the Executive Committee or quorum.

SECTION 3

The Constitution and Bylaws shall be presented to the organization at least once every four years for revision.

Signed and agreed to this _____ day, of _____, 2008.

Tricia Lallo, OHMSPTO President

Scarlett LaCava, OHMSPTO Secretary