

## ***JONES MIDDLE SCHOOL PTO CONSTITUTION AND BY-LAWS***

### **ARTICLE I. Name**

The name of this organization shall be Jones Middle School Parent Teacher Organization (the "Corporation").

### **ARTICLE II. Objectives**

The stated purpose of this organization shall be:

**Section 1:** To promote the well-being and education of Jones Middle School students in home, school, and community.

**Section 2:** To promote fellowship, understanding and communication between parents and or guardian, students, teachers and the residents of Upper Arlington, Ohio.

**Section 3:** To develop between educators and the community such united efforts as will secure for every student the highest advantage in academic, physical and social education at Jones Middle School.

**Section 4:** To provide leadership and support with volunteers and available funds, to the needs of the School and the students as identified by the Corporation and school staff.

**Section 5:** 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:** This organization shall initiate programs designed to achieve the above-stated objectives and shall promote cooperation among school personnel, parents, and the residents of Upper Arlington, Ohio.

**Section 2:** This organization shall be noncommercial, nonsectarian, and nonpartisan. No commercial enterprise or candidate for public office shall be endorsed by it or given financial support.

**Section 3:** Neither the name of the Organization nor the names of any members or Board Officers shall be used in any connection with commercial concerns or partisan interests for any purpose other than the regular work of the group.

**Section 4:** This organization recognizes the authority of the School administration in directing and controlling School policies and activities.

**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 without the approval of the PTO Board.

[Note: Inclusion of policies in the Code of Regulations is optional. The Organization can establish any policies it desires, so long as such policies are not in conflict with the Articles of Incorporation

#### **ARTICLE IV: Membership and Dues**

**Section 1:** Any person interested in the objectives of the Jones Middle School Parent Teacher Organization and willing to uphold its Constitution and By-Laws may become a member in good standing upon payment of dues as hereinafter provided.

**Section 2:** The annual dues shall be per member, family, or individual, payable to the Jones Middle School during each school year with different categories of membership donations to be encouraged.

**Section 3:** The fiscal year of the organization shall be July 1 through June 30

**Section 4:** The privilege of serving on the PTO Board and holding an office, introducing motions and voting is limited to members.

#### **ARTICLE V: Affiliated Associations**

**Section 1:** The President and President-Elect shall be members of the Upper Arlington Schools PTO Council of Presidents

**Section 2:** This organization shall be affiliated with the Upper Arlington Schools PTO Council of Presidents

#### **ARTICLE VI: Officers, Nominating Committee, and Vacancies**

##### **Section 1: Officers**

a) The Executive Board of the Jones Middle School PTO shall consist of the following officers, with the number of votes for each position reflected in parentheses: President (1), President-Elect (1), Treasurer (1), Secretary (1), Past President (0) and the Communications Chair (1). The Principal of Jones Middle School may serve on the committee as an ex-officio member. It is determined that the Executive Board consists of 5 total votes and remains so in the event that any position is held as a multiple or co-chair position.

- b) A slate of officers shall be presented in the month of April by the Nominating Committee annually, and be voted on in the month of May.
- c) Officers shall assume their official duties at the close of the fiscal year. No person shall serve for more than two terms in the same office except by vote of the PTO Board.
- d) The Executive Board shall have the power with a 3/5 majority vote to remove any board or committee member for performing an act that violates the By-laws of the United States.

## Section 2: Nominating Committee

- a) There shall be a Nominating Committee consisting of the President, President-elect and two members selected by the PTO Board in February. The President shall serve as Chairman of the Nominating Committee. The Principal or an Assistant Principal of Jones Middle School can serve as an ex-officio member of such committee.
- b) The Nominating Committee shall select at least one nominee for each office to be filled. Opportunities shall be given to the general membership ([post on JonesPTO.com](http://JonesPTO.com)) to submit nominations to the committee prior to the finalization of the slate of officers which will be presented at the May meeting.
- c) Only those who have expressly consented to serve, if elected, shall be eligible for nomination either by the Nominating Committee or from the floor.
- d) Nominees for the respective offices shall be elected by a majority of the PTO members present at the annual May meeting.

## Section 3: Vacancies

A vacancy occurring in an office shall be filled by a majority vote of the remaining members of the PTO Board. In the occurrence of a vacancy in the office of the President, the President-Elect shall automatically assume the office of President.

## ARTICLE VII. Duties of Officers

**Section 1:** The President shall preside at all meetings of the organization of the PTO Board, shall be a member ex-officio of all committees, and shall perform such other duties as may be prescribed in these By-Laws or assigned to the President by the PTO Board. The President has the authority to authorize the emergency expenditure of **\$300** or less.

**Section 2:** The President-Elect shall act as an aide to the President and shall perform duties of the President in the absence of that officer. The President-Elect shall direct such activities as designated by the PTO Board. The President-Elect shall chair the committee to review the Constitution and By-laws every three years.

**Section 3:** The Secretary shall keep an accurate record of all meetings of the organization and of the PTO Board and shall perform such other duties as may be delegated by the PTO Board. **Once approved, the Secretary shall email minutes to Communications Chair to post the minutes** of the previous PTO meeting to [www.JonesPTO.com](http://www.JonesPTO.com) for all members prior to the next meeting. On an annual basis, the **Treasurer** is responsible for collecting, organizing and supplying copies of the following listed required documents to the UA School District Treasurer's Office: list of current Executive Board members and their contact information, Annual Financial Report, Dishonesty/Surety Bond, Annual Report of Corporation Gifts (to include all tangible and intangible gifts), Filing with Attorney General's Office. Duplicate copies should be made for the Jones Middle School PTO office binder. In addition, the **President/Secretary** shall verify the Jones Middle School PTO By-laws are current with the UA School District Treasurer's Office.

**Section 4:** The Treasurer and Treasurer Elect shall serve a term of office two consecutive years and receive all monies of the organization; shall keep an accurate record of receipts and expenditures; and shall pay out funds only as authorized by the Jones PTO Board either at a regularly scheduled meeting or upon taking a vote of the Jones PTO Board by email. All monies of the organization shall be deposited by the Treasurer and/or Treasurer Elect into a federally insured financial institution.

- a) The incoming and outgoing Treasurers and Presidents will review the annual budget and update it before the beginning of each school year. The budget will be presented for corrections, additions, and approval at the August Executive Board meeting.
- b) The Treasurer shall present a statement of account at every Executive Board and or General Membership meeting and at other times when requested by the Executive Board, and shall make an annual report in June to be presented at the first Executive Board meeting in August or September of each year.
- c) An annual report of Corporation gifts (the "Enrichment Funds"), to include all tangible and intangible gifts, to the Jones Middle School shall be made to the Board of Education in June and general membership in August or September through the school newsletter. *[Note: This report refers to the Enrichment Funds of the Corporation.]*
- d) Financial records shall be made available for inspection upon request.
- e) The Treasurer shall comply with any requests from the Treasurer of the Upper Arlington Board of Education. The Treasurer will assist the Secretary in obtaining copies of required documents for the UA School District Treasurer's Office. These documents are stated under duties of the Secretary, in Section 3.
- f) The Treasurer shall ensure a completed W-9 form is collected, prior to services rendered, from all service providers (excluding corporations) that are contracted to be paid \$600 or more during the calendar year and that a 1099-MISC is filed for all such service providers. The Treasurer shall also complete the online annual report required by the Ohio Attorney General and ensure that Form 990 is filed in a timely manner.
- g) The Treasurer's accounts may be examined annually by an auditing committee of no less than two (2) members of the Organization to confirm that the Treasurer's report is correct. These members shall sign a statement of the fact at the end of the report.

**Section 5:** In addition to the foregoing, each Board Officer or assistant Board Officer shall perform all duties as may from time to time be delegated to each of them by this Code of Regulations or by the Executive Board or any committee of Board Officers as provided herein.

#### Article VIII.

**Section 1:** The Jones PTO Board shall consist of the officers of the organization, the Chairpersons of the standing committees, the Principal and/or Assistant Principal of the school, and the Past President. The members of the Jones PTO Board shall serve until the close of the fiscal year.

**Section 2:** The duties of the Jones PTO Board shall include:

- (a) To transact necessary business of the organization;
- (b) To approve the plans or work of the standing committees;
- (c) To investigate and recommend new initiatives for the organization;
- (d) To be responsible for fiscal management in accordance with the objectives of the organization
- (e) To approve all bills and expenditures;
- (f) To select members at large for the Nominating Committee
- (d) To raise money/fundraising for the organization

**Section 3:** Regular meetings of the Jones PTO Board shall be held as deemed necessary by the President or a majority of the members of the Board. Notice of the meetings shall be given by text, email or phone at least seven days in advance to each Board member. The affirmative vote of the majority of the Jones PTO members in good standing present at the meeting shall be required to approve motions. Any action that may be taken by the Jones PTO Board at a meeting may also be taken by text, email or phone approved by the requisite number of Jones PTO Board member.

#### ARTICLE IX. Standing Committees

**Section 1:** Standing committees shall be created by the Jones PTO Board as may be required to promote the objectives and interests of the organization. The Chairperson of each standing committee shall be appointed by the President-Elect. Opportunities shall be given to the general membership to submit nominations to the President-Elect prior to the finalization of the Jones PTO Board.

**Section 2:** The chairpersons of all standing committees shall be members in good standing and serve on the Jones PTO Board for a period of one year. It is recommended that no Chairperson shall serve for more than two consecutive terms in the same office. It is advisable to have all three classes represented on the Jones PTO Board.

**Section 3:** The Chairperson of each standing committee or committee representative shall attend all Jones PTO Board meetings and present Committee plans.

**Section 4:** The Chairperson of each standing committee is required to maintain a notebook that shall include an end of the year report containing duties and suggestions for committee functions to enable future committee members to have continuity. A copy of the report should be given to the President-Elect and the notebook transferred to the next year's Chairperson at the May Jones PTO Board meeting, or by the end of the fiscal year.

#### ARTICLE X: Parliamentary Authority

Robert's Rules of Order (Revised) shall govern this organization in all cases in 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 may purchase and maintain insurance, or furnish similar protection, to the fullest extent permitted under Ohio law.

#### ARTICLE XII. Amendments

**Section 1:** The Executive Board and members shall review this Constitution, By-Laws and any other governing documents for the Organization (corporation) every three (3) years during the annual member meeting.

**Section 2:** This Constitution and its By-Laws may be amended, in whole or in part, from time to time by the members of the Organization/Corporation by an affirmative vote of the majority of the members.

**Section 3:** The Executive Board and members will abide by the “Conflict of Interest Policy” and “Whistleblowing Policy,” therein stated by the Parent Teacher Organization (the “organization”)

#### ARTICLE XIII. Standing Rules

**Section 1:** In order to comply with specific provisions of this Code of Regulations, the Executive Board may establish Standing Rules. Standing Rules may be changed by a majority vote of the Executive Board.

*[Note: Standing Rules were added to address working guidelines that established a planned focus of activities organized by a large number of volunteers]*