

DUBLIN SCIOTO HIGH SCHOOL PTO BY-LAWS

DUBLIN SCIOTO HIGH SCHOOL PTO HISTORY

The inspiration for the founding of Dublin Scioto High School Parent Teacher Organization was the Dublin High School PTO Plus Organization which was established to serve the needs of students and teachers at Dublin High School (later renamed Dublin Coffman High School).

During the school year prior to the opening of Dublin Scioto High School, Principal, Marina Davis, initiated the formation of a steering committee to help in establishing a parent/teacher organization. The steering committee, which consisted of Cathy Blankenship, Gayle Griffith, Sandy Moberger and Chris Pavlick, appointed a nominating committee, who formed a slate of officers who were elected to the new Executive Board. The founding officers include Sandy Moberger and Gayle Griffith, Co-Presidents; Marina Davis, Vice President; Marlene Carney, President Elect; Pat Betts, Corresponding Secretary; Denise Riley, Recording Secretary; and Marianne Gehring, Treasurer.

ARTICLE I - NAME

The name of this organization shall be DUBLIN SCIOTO HIGH SCHOOL PTO (PARENT-TEACHER ORGANIZATION).

ARTICLE II - PURPOSE

This PTO is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501©(3) of the Internal Revenue Code or the corresponding section of any future federal tax code. In keeping with this purpose, the PTO shall provide a structured organization to promote communication and cooperation between home, school and community in the education of the children of Dublin Scioto High School.

This organization's purpose is to enable parents, teachers and interested members of the community to foster a healthy, stimulating environment within the Dublin Scioto High School community with regard to academic and social development by:

1. Recognition of student achievement;
2. Recognition of teacher excellence and support to the school community;
3. Facilitation of communication between school and community; and
4. Promotion of constructive social activities for students.

ARTICLE III - ARTICLES OF ORGANIZATION

SECTION 1

We exist as a non-profit organization. These by-laws shall be deemed the governing articles of this organization. They can be amended at a regular meeting by two-thirds (2/3) vote of the members present and voting. The general membership shall be given a 21 day notice of said amendment before putting it to a vote. These by-laws shall be reviewed every three (3) years and revised as necessary.

SECTION 2

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its 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 distributions in furtherance of the purposes set forth in Article II hereof. No substantial part of the activities of the organization shall be the carrying of propaganda, or otherwise attempting to influence legislation; and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by any organization exempt from federal income tax under Section (c)(3) of the Internal Revenue Code, or corresponding section of any further federal tax code.

SECTION 3

The PTO may endorse and work on behalf of political issues which are of benefit to the school and/or school district.

SECTION 4

The fiscal year and all terms of office shall begin on July 1 and end on June 30.

ARTICLE IV - POLICIES

Following are the basic policies of organization:

1. The organization shall cooperate with the school to support the improvement of education in ways that will not interfere with administration of the school and shall not seek to control their policies.
2. Each of the board members shall maintain a notebook and shall deliver said notebook to his/her successor within ten (10) days of the close of the school year.
3. A copy of these by-laws shall be included in the file of each board member and shall be on file with the building principal. They shall be made available to any member upon request.
4. The organization may cooperate with other organizations and agencies concerned with child welfare, but the person representing the organization in such matters shall make no commitments that bind the organization.
5. Funds from the organization shall be used to further the stated purposes and shall not be used for personal gain.

ARTICLE V - MEMBERSHIP

1. Parents/guardians of students attending this school, the faculty and any other resident of the school district interested in the objectives for which the PTO stands may become a member upon return of a membership form
2. Each year individual families and staff shall be asked to support the school through a donation to the PTO.
3. All members shall be eligible to vote in business meetings or to serve in any of its elected or appointed positions.

ARTICLE VI - MEETINGS

1. Regular meetings of the PTO Board shall be held monthly during the school year.
2. Special meetings of the PTO Board may be called by members of the Executive Board
3. PTO Board members have an obligation to attend all board meetings; they shall notify the secretary or the president when unable to attend.
4. PTO Board meetings shall be open to members of Dublin Scioto High School PTO. The Executive Board may choose to go into executive session when deemed necessary by the members of the Executive Board.
5. A majority of those present of the Board shall constitute a quorum. Special meetings of the Executive Board may be called by the President or by a majority of the members of the Executive Board. Monthly meetings may be cancelled by the President with the consent of a majority of the Board.

ARTICLE VII - BOARDS

1. The Executive Board of the organization shall be a President, President Elect, Vice President, Secretary, and Treasurer.
2. The PTO Board shall consist of the Executive Board, immediate past president, and the President appointed chairpersons of the following committees: Academic Boosters, Beautification, Calendar, Celebration of Excellence, Class Parents, Directory, Fund Raising, Hospitality, Membership, New Students Breakfast, Sunshine, Teacher Luncheon, and Volunteers. Additional committees shall be created by the Executive Board as may be required to promote the purposes and interests of Dublin Scioto High School PTO. The chairpersons of additional committees shall also be appointed by the President and shall be members of the Boards.
3. The Board shall fill vacancies occurring during the year by a majority vote. In case of a vacancy in the Office of President, the President Elect shall assume the office.
4. The Emeritus Board of Dublin Scioto High School PTO shall consist of all Past Presidents of the organization. They shall serve in an honorary capacity without voting privileges. Their advice should be sought in regard to matters of history and present policy.

ARTICLE VIII - DUTIES OF EXECUTIVE BOARD

The duties of the Executive Board shall be:

1. To transact necessary business in the intervals between organization meetings and such other business as may be referred to by the organization.
2. To approve the plans of Executive Board members and all committees.
3. To present reports of transacted business at the monthly meeting of the Dublin Scioto High School PTO.
4. To receive reports from all committees.
5. To prepare and submit to the organization, for approval, an annual budget.
6. To approve routine bills within the limits of the budget.
7. To fill vacancies in elective positions.

ARTICLE IX - DUTIES OF EXECUTIVE BOARD MEMBERS

1. The President shall preside at all meetings of the organization including the Executive Board. He/She shall perform such other duties as may be prescribed in these by-laws or assigned to him/her by the organization or by the Executive Board and shall coordinate the work of the officers and committees of this organization in order that the purposes may be promoted. Throughout his/her term, the President shall train the President Elect for the position of President
2. The President Elect shall act as an aid to the President and shall serve in his/her absence. The following year he/she shall serve as President. The President Elect should have at least one year of experience on the Board.
3. The Vice President shall be the building administrator.
4. The Secretary shall record the minutes of all meetings of the organization including the Executive Board. He/She shall report to the Executive Board any correspondence received and shall respond appropriately. He/She shall perform such other duties as may be delegated to him/her. He/She shall notify Board members of meetings.
5. The Treasurer shall receive and disburse all monies administered by the organization and keep a record of same. He/She will follow the minimum good accounting and internal control practices in accordance with the District Support Recognition Guidelines.
 - a. He/She shall prepare a budget in conjunction with the Executive Committee, to be approved by the PTO Board at the first meeting of the year.
 - b. All monies shall be kept in a bank and all expenses shall be supported by receipts and/or invoices and reimbursed by a check from the treasurer.
 - c. A current financial statement shall be presented at each meeting.
 - d. The fiscal year shall begin July 1 and end June 30 of the next year.
 - e. At the end of the fiscal year, the Treasurer shall prepare books and supportive material for an audit. An Audit Committee of three (3) persons, appointed by the President (excluding the Executive Board), shall review the 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. A financial report shall be made to the Executive Board before the first meeting of the following school year.

- f. The Treasurer should annually prepare and submit all required forms to the IRS by the first required filing date.
- g. The Treasurer and/or President are authorized to disburse funds to individuals and/or companies if the expenditure is within the approved budget guidelines. Any expenditure in excess of one hundred dollars (\$100.00), not previously approved in the budget, must be brought to the PTO Board or PTO Executive Board (if expenditure must be made before the next Board meeting) for approval. A monthly accounting to the Treasurer is required for any officer drawing checks for the organization.

ARTICLE X - DUTIES OF COMMITTEE CHAIRPERSONS

Note: All committee chairpersons will create a listing of all check and cash donations when applicable. The list will be turned into the treasurer as soon as possible after the donations are received.

1. Academic Boosters
 - a. Organizes and co-sponsors activities that recognize, reward and promote academic achievement
 - b. Awards academic letters and pins and academic scholarships
 - c. Collects membership forms and donations.
2. Beatification – Maintains and enhances the appearance of the interior and exterior of the school.
3. Calendar – In a joint venture of the high school PTOs, solicits advertisements and compiles them with requested school and PTO information in a calendar to be published for the Dublin School District; proceeds shared equally.
4. Celebration of Excellence – Organizes the event honoring the students who are nominated for this award by staff members.
5. Class Parents (Freshman, Sophomore, Junior and Senior) – Support and organize activities in conjunction with their class advisors.
6. Directory
 - a. Plans and executes a campaign for gathering student directory information
 - b. May solicit advertising to defray cost of directory
 - c. Compiles data and prepares directory for publication
7. Fund-Raising – Organizes one or more major fund-raising events for the school year.
8. Hospitality
 - a. Recognizes faculty throughout the school year by providing treats, special gifts, etc.
 - b. Arranges for refreshments for Open House, two Conference Night dinners, Secretaries' Luncheon, Baccalaureate, Senior Award Night and monthly Staff Meetings.
9. Membership
 - a. Plan and executes a campaign for membership
 - b. Collects membership forms and donations.
10. New Student Breakfast – Coordinates a lunch or breakfast at the New Student Orientation for Dublin Scioto High School students who are new to the district.
11. Sunshine – Sends cards, flowers, and/or gifts for special occasions, hospitalizations, and funerals, as directed by the President.

12. Teacher Luncheon – Provides a luncheon for faculty and staff, usually held during the week before school starts.
13. Volunteer Coordinator
 - a. Plans and executes a campaign for recruiting volunteers to fill the volunteer needs of Dublin Scioto High School PTO chairpersons and school staff.
 - b. Compiles a list of volunteers from volunteer forms and makes it available to the appropriate Dublin Scioto High School PTO chairperson(s) and school staff.
 - c. Procures volunteers as delegated by the Executive Board.

ARTICLE XI - NOMINATIONS AND ELECTIONS OF OFFICERS

The Nominating Committee Chairperson shall be the President Elect. The Nominating Committee shall consist of the Chairperson, the building principal or his/her designee, one other member of the Executive Board and two members-at-large. The Nominating Committee shall be appointed by the April meeting.

1. The Nominating Committee shall select at least one nominee for each office to be filled.
2. The slate of officers shall be presented at the May meeting and voted on no later than the June meeting.
3. Following the report of the Nominating Committee, an opportunity shall be given for nominations from the floor.
4. Only a member who has consented to serve if elected shall be eligible for nomination either by the Committee or from the floor.

ARTICLE XII - RULES OF ORDER

Robert's Rules of Order, Newly Revised shall govern the organization in all cases in which they are applicable.

ARTICLE XIII - DISSOLUTION OF ORGANIZATION

Upon the dissolution of the organization, the Executive Board shall, after paying or making provisions for the payment of all of the liabilities of the organization, dispose of all assets of the organization exclusively for the purpose of the organization in such manner, or to such organization or organization or organizations organized and operated exclusively for education purposes as shall at the time qualify as an exempt organization or organizations under Section 501©(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future Unites States Internal Revenue Law), as the Executive Board shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Please of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations as such court shall determine, which are organized and operated exclusively for such purposes.