

NAS PTO Bylaws

Article I - Name:

The name of the organization shall be the Napoleon Area School Parent-Teacher Organization, Inc.

Article II - Purpose: The purpose of the NAS PTO (Napoleon Area School Parent-Teacher Organization) is to get our associated communities of Napoleon Area Schools involved in the education of Napoleon Area Elementary School's students. The corporation is organized for the purpose of supporting the education of children at Napoleon Area Elementary Schools by fostering relationships among the school, parents and teachers.

Article III - Objectives:

- To organize and involve parents in school activities
- To bring about active participation which will benefit the student education program.
- To form a co-operative between parents, students and faculty.
- To create an educational atmosphere which will warrant pride in students and community alike.

Article IV: Policies:

Section 1. The purpose of this association shall be educational and shall be developed through meetings, committees and projects throughout the school year.

Section 2. This association is a non-profit, non-sectarian and non-partisan organization. No commercial enterprise and no candidate shall be sponsored by it. Neither the name of the association nor the names of its officers in their official capacities shall be used in any partisan interest or for any purpose other than the regular work of the association.

Section 3. This association may co-operate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils, provided they make no commitments which bind their member groups.

Section 4. The organization shall exist as a tax-exempt, non-profit, incorporated organization.

Section 5. A copy of these by-laws shall be included on file by the organizations Secretary. They will be available to any member upon request.

Article V - Members

Any parents, guardians, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal and any teacher employed at the school may be a member and have voting rights.

Article VI - Officers and Elections

Section 1. The officers shall be a president, vice president, secretary, and treasurer. Positions/titles may be added along with the previous mentioned positioned. This is to be done at the discretion of the executive board.

NAS PTO Bylaws

President. The president shall preside over meetings of the organization and executive board, serve as a primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served. The president shall prepare the agenda and send notices to the membership.

Vice President. The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve.

Secretary. The secretary shall keep all records of the organization, take and record minutes, handle the correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies and brings them to the meetings.

Treasurer. The treasurer shall receive all funds of the organization, keep an accurate records of receipts and expenditures and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year requested by the executive board, and make a full report at the end of the year.

Newsletter Editor. Shall create and send out a monthly newsletter. All articles done by the Executive Board will be due to the Editor by a specified date.

Parent Representative. The Parent Representative will be the primary contact for teachers (when teacher representative is not present/available) and principal of the assigned school. The Parent Representative will be responsible for checking the PTO mailbox and forwarding or bringing any pertinent information to meetings. The Parent Representative will give a brief report from the assigned school at each meeting

Teacher Representative. The Teacher Representative will be the primary contact and spokesman for the teachers of the assigned school. The Teacher Representative will represent the opinions of his/her fellow teachers at the PTO meetings.

Section 2. Nominations and Elections. Elections will be held at the second to last meeting of the School year. (April Meeting) The nominating committee (meet in February) shall select a candidate for each office and present the slate at a meeting held one month prior to the election. (March Meeting) At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for office, a ballot vote shall be taken. All letters requesting nomination to a position must be received prior to March 15 of that school year in order to make a list available of possible candidates.

Section 3. Eligibility for Election. Members are eligible for office if they are in good standing at least 14 days before the nominating committee presents its slate. All persons seeking office must have a student in the Napoleon Area School Elementary Schools for the year they are seeking election.

Section 4. Vacancies. If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Section 5. Terms of Office. Officers are elected for a term of one year. Each person shall hold only one office at a time.

NAS PTO Bylaws

Section 6. Removal from Office. Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Article VII - MEETINGS

Section 1. Regular meetings. The regular meetings of the organization shall be on the second Monday of each month (excluding December) during the school year at 6:30 p.m. at the designated school. If the meeting falls on the day of a scheduled school closing or holiday, the meeting will be held on a Monday determined by the PTO. The annual meeting will be held in April during the regular meeting. Officer elections will be held then. The president will notify the members of the meetings in a flyer sent home with the students at least one week prior to the meeting. If the meeting falls on the day of a scheduled school closing or holiday, the meeting will be held the following Monday (the 3rd Monday of the month). If school is cancelled due to weather related ice storms, the meeting will be held the next Monday at the same time (the 3rd Monday of the month).

Section 2. Special meetings. Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by flyer or phone calls.

Section 3. Quorum. The quorum shall be the majority of the organization.

Section 4. Executive meetings. At the Executive Board's discretion, special board meetings may be called to help plan upcoming events.

Article VIII - EXECUTIVE BOARD

Section 1. Membership. The Executive Board shall consist of the officers, principals, and standing committee chairs.

Section 2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3. Meetings.

Regular meetings shall be held monthly, on the same day and at the same time each month. Regular meetings will be held the Second Monday of each month at 6:30 p.m. at the designated school. Special meetings may be called by the President or any two board members with 24 hours notice.

Section 4. Quorum. Half the number of board members plus one constitutes a quorum.

Article IX - COMMITTEES

Section 1. Membership. Committees may consist of members and board members, with the president acting as an ex officio member of all committees.

NAS PTO Bylaws

Section 2. Standing Committees. The following committees shall be held by the organization. Fundraising, Family Events, Nominating, and Auditing. The auditing committee will be led by the vice president.

Section 3. Additional Committees. The Executive Board may appoint additional committees as needed.

Article X - FINANCES

Section 1. A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.

Section 2. The treasurer shall keep accurate records of any disbursements, income and bank account information.

Section 3. The Executive Board shall approve all expenses of the organization.

Section 4. Two signatures shall be required on each check over the amount of \$500.00. Authorized signers shall be the President, co-Treasurer, and Vice-President.

Section 5. The treasurers 'shall prepare a financial statement at the end of the year, to be audited by an outside source determined by the Executive Board.

Section 6. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and with the membership's approval, spent for the benefit of the school.

Section 7. The fiscal year shall coordinate with the school year.

Section 8. Checks received by PTO with insufficient funds will be assessed the bank's overdraft fees, any court costs, plus postage for notice via Certified or Restricted mail as required by the police department.

Section 9. Allowance Guidelines. Each classroom teacher has a set amount of money available to them for classroom supplies, incentives, classroom materials, etc. each year. Staff must provide the PTO Treasurer with receipts for the items purchased before the Treasurer will reimburse the teacher. Any monies left in a teachers allowance at the end of the school year will be put back into the PTO's general fund. Teacher allowance monies cannot be combined or used for any other purpose. Timeline for submitting receipts will be determined by the current Treasurer of the PTO.

Section 10. Special Requests. The principal, secretary, teachers, and any other staff member can make a special request for funds to pay for workshops, materials or incentives. The request is not a guarantee that PTO will provide funds. Requests will be discussed and voted on by the board. Requests should be submitted to PTO for approval prior to purchase.

Section 11. Tax-exempt. The treasurer is responsible to keep the Napoleon Area Schools PTO in compliance with the State of Ohio Tax exempt status.

Section 12. Counting and transporting of funds. For the protection of the Napoleon Area Schools PTO and its members, all cash funds coming into the PTO must have two people present to count and transport funds to the financial institution. It is advisable that cash boxes always be with two members at all times.

NAS PTO Bylaws

Section 13. Fundraising. One large fundraiser shall be conducted for all three elementary buildings annually. All funds from this large fundraiser shall be received by the PTO to be split equally among all three elementary schools. One smaller fundraiser may be held in each school sponsored by the PTO, these funds will be specified for a particular higher ticket item for that building. All funds from these specified fundraiser remain at the school that raised the money. Smaller examples of fundraisers will be a penny challenge or a carnival.

Article XI - Parliamentary Authority

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

Article XII - Standing Rules

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of standing rules for future references.

Article XIII - Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote for those present at the meeting.

Article XIV - Amendments

These by-laws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by postal mail, email, or fax. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.