

Northmor Elementary
7819 State Route 19
Galion, OH 44833

Parent Teacher Organization (PTO) By-Laws

Adopted: April 2012
Amended: April 2014
Revised: May 2015

Mission Statement:

To create a fun and inviting organization that acts as a liaison between students and their families, staff and the community in order to support education and the mission of Northmor Elementary School.

Article 1: Name

Section 1. The name of the organization is Northmor Elementary Parent Teacher Organization, officially referred hereon and signed as Northmor PTO.

Article 2: Purpose

Section 1: The Purpose of this organization is to...

- a. Encourage parents to assist with various school activities, function and services.
- b. Provide financial assistance where needs are identified.
- c. Foster a community atmosphere.
- d. Support the mission and vision of the school and school district.

Article 3: Board Members

Section 1: The Northmor PTO shall consist of eight (8) board members.

- a. Two board members must be teacher representatives. These teachers can either be volunteers or appointed by the principals. One teacher must represent grades 1-3 and one teacher must represent grades 4-6.
 - Shall act as a liaison between Northmor Elementary staff and the Northmor Elementary PTO members.
 - Shall assist the Principals in the presentation of funding requests on behalf of the staff.
 - Shall communicate Northmor PTO activities to other staff members.
- b. The other six board members may be any parent, guardian or other adult standing in loco parentis for a student enrolled at the home school of Northmor Elementary upon election. The principals and any employed staff member whose home school is Northmor Elementary may be a board member upon election.

c. All Board Members have voting privileges just as officers do.

Article 4: Officers

Section 1. The Executive Board will consist of the following:

President	Treasurer	Co-Treasurer
Vice President	Secretary	

Section 2. Elected Officers and their duties:

a. President –

- Shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, prepare the agenda and represent the organization at meetings outside the organization.
- Perform such other duties as may be prescribed in these bylaws or assigned by the organization.

b. Vice-President –

- Shall act as an aide to the President.
- Performs the duties of the president in his/her absence.
- Assumes the responsibility of the president if he/she no longer holds office.

c. Secretary –

- Records and reads the minutes of the meetings.
- Maintains current and past records for seven (7) years.
- Responsible for communication between the organization and parents/guardians.
- Forwards minutes to the web page coordinator (Eve Miller).

d. Treasurer –

- Has custody of all funds of the Northmor PTO.
- Keeps full and accurate account of receipts and expenditures.
- Makes disbursements as authorized by the President, Executive Board or organization in accordance with the budget adopted by the Northmor PTO.
- Has checks signed by the treasurer and one other designated Executive Board member.
- Presents a yearly proposed budget to the Executive Board for approval.
- Presents a financial statement at every meeting of the organization and other times when requested by the Executive Board.
- Shall relinquish all treasurer's books/finance statements twice a year to the Audit Committee. The treasurer should be available for any questions during the audit, but does not sit on the Audit Committee.
 - Audits shall be conducted in January and June during executive sessions. Audits will be turned into the school board treasurer for filing.

- At the end of his/her term, assist the incoming treasurer and president in review of the books.
 - Holder of the checkbook.
- e. Co-Treasurer –
- Assist the treasurer as needed.

Article 5: General Policies

Section 1: The following are basic policies of Northmor PTO:

- a. The Northmor PTO name or the names of any members in their official capacities shall not be connected to any commercial concern, any partisan interest, or for any purpose not directly related to the promotion of Northmor PTO's interest.
- b. The Northmor PTO is a non-commercial, non-sectarian, non-partisan organization.
- c. The Northmor PTO shall work with the school to provide quality education for all children, and shall seek to support the mission and vision of the school, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education.
- d. The Northmor PTO shall not in any way participate or intervene in any political campaign. The Northmor PTO may, however, seek to educate people concerning school issues, such as school bond issues and similar issues.
- e. The Northmor PTO officers shall work with the principal to plan and set dates for Parent Teacher Organization programs and meetings. All proposed fundraiser activities shall be submitted to the principals for approval prior to undertaking any activity for such fundraiser.
- f. Notwithstanding any other provision of these articles, the organization shall not carry on any activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501(c)(3) of the internal Revenue code, or (ii) by an organization, contributions to, which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- h. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets are to be distributed to the Northmor Elementary Principal's Fund.

Article 6: Elections

Section 1. Officers.

- a. An election will be held in April every 2 years to select the Executive Board of the PTO and the Board Members.
- b. The Northmor PTO President will call for nominations for upcoming positions on the Executive Board as well as 6 Board Member positions. Parents and guardians of Northmor Elementary students will be advised of the upcoming election to allow time for nominating themselves or other parents/guardians.
- c. Two Teacher Representatives can volunteer or will be appointed by the Principals.
- d. The election of officers shall be conducted by paper ballot at the April PTO meeting.

Section 2. Assuming Duties Following Elections:

- a. Officers elected shall assume their official duties following the close of the year's final meeting and shall serve for a term of 2 years. There is no term limit.
- b. Outgoing officers will meet with newly elected officers to discuss responsibilities of the office and turn over any records and/or pertinent information regarding the position and/or organization.
- c. A vacancy occurring in any office shall be filled for the unexpired term by a person nominated by the president and accepted by a majority vote of the Executive Board. In case a vacancy occurs in the office of President, the Vice-President shall serve this position until the next election.
- d. Any Executive Officer or Board Member shall be dismissed for any reason of immoral or unlawful conduct.
- e. Any Executive Officer or Board Member that misses three (3) consecutive meetings is subject to dismissal.
- f. Officers must notify the president prior to the meeting if they are not going to be present at the meeting.

Article 7. Finances

Section 1. All funds raised by the PTO shall be placed in an account designated by the Executive Board.

- a. All funds including cash shall be deposited into the Northmor PTO checking account and redistributed as needed.

Section 2. Any check written from the PTO account must have supporting documentation, such as receipts, when requesting reimbursement. Failure to supply this documentation may result in denial of reimbursement. Any check written by the treasurer should be approved by the Northmor PTO in advance.

Section 3. Annual Budget

- a. A spending budget will be determined at the beginning of each school year based on previous year(s) allocated spending on different committees.
- b. The budget must be presented and approved by officers by the August meeting. A copy of the budget will be given to the Treasurer, Secretary and President and posted on the web site.
- c. Committees are required to stay within allocated budgets. If additional funds are necessary, prior Executive Board approval is required.

Section 4. The Northmor PTO is a state tax-exempt status organization and a not for profit 501(c)(3) classification with the Internal Revenue Code.

Section 5. Distribution of Funds

- a. Funds shall be used for programs, events and items that directly benefit the students and staff of Northmor Elementary.

Article 8. Meetings

Section 1. The regular meeting of the organization will be on the first Tuesday of each month at 7:00pm at the Northmor Elementary Library. Excluding months June and July. An Executive Board Meeting will begin at 6:30pm prior to the regular meeting.

Section 2. All meetings are subject to change due to unforeseen circumstances. If school is cancelled for any reason, the meeting will be rescheduled. Attempts will be made to notify members, staff and parents using the Honeywell Instant Alert System.

Section 3. Special meetings will be held as necessary. Members, staff and parents will be notified accordingly.

Section 4. The Executive board is encouraged to conduct meetings using Robert's Rules of Order.

Section 5. A majority vote by the attending members shall be required to take action on items presented at general meetings. A require quorum to vote on issues is 5 members in attendance.

Article 9. Amendments

Section 1. These bylaws may be amended at any regular or special meeting, providing that previous notice was given at the prior meeting. Amendments will be approved by a majority vote by the attending members. Bylaws will be reviewed yearly.