



By-Laws

Revised August 2017

ARTICLE I (NAME)

The name of the organization shall be the Sugarcreek Parent-Teacher Organization known also as Sugarcreek PTO.

ARTICLE II (OBJECTIVES)

The objectives of the Sugarcreek PTO shall be:

1. To develop and/or support programs for the benefit of the student body.
2. To participate in school sponsored activities.
3. To raise money for materials and equipment for the teachers and the schools.
4. To create a closer relationship among home, school and community.

ARTICLE III (BASIC POLICIES)

Section 1. The objectives of the PTO shall be promoted through the educational and/or recreational programs directed toward parents, teachers, students and the general public; shall be developed through committees and projects, and shall be governed and qualified by the basic policies set forth in this article.

Section 2. This organization shall be non-commercial and non-sectarian and non-partisan. It shall not endorse a commercial enterprise or candidate. The name of the organization or the name of any members in their official capacity shall not be used in any connection with a commercial concern or with any partisan interest, or for any purpose than the regular work of the organization.

Section 3. This organization will not make contributions to individuals with the exception of the Sugarcreek PTO Scholarship, which is to be given to one or more graduating seniors from Bellbrook High School. The Scholarship amount is to be determined prior to the May meeting each year.

Section 4. Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future tax code, or shall be distributed to the federal government or to a state or local government for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of Greene County, exclusively for such purposes or to such organization or

organizations as said court shall determine which are organizations and operated exclusively for such purposes.

ARTICLE IV (MEMBERSHIP AND DUES)

Section 1. Any person interested in the Sugarcreek PTO who is willing to uphold its basic policies and subscribe to its by-laws, may become a member and be eligible to hold office.

Section 2. Any person interested in becoming President or Treasurer of the PTO must have a background check, including fingerprinting, paid for by the Sugarcreek PTO. In addition, the Treasurer needs to be bonded, also paid for the Sugarcreek PTO.

Section 3. Membership to the PTO is open to all residents of the Bellbrook-Sugarcreek community.

Section 4. The fiscal year of the Sugarcreek PTO shall be from August 1st through July 31st.

ARTICLE V (OFFICERS AND THEIR ELECTION)

Section 1.

A. The officers of this organization, which constitutes the Executive Committee, shall be President, Vice-President, Secretary, Treasurer, Director(s) of Fundraising, and building representatives from the Sugarcreek Education Center, Stephen Bell Elementary, Bell Creek intermediate, Bellbrook Middle School, and Bellbrook High School.

B. The officers of this organization shall be nominated and voted on at the May meeting and will serve in their elected capacity for one year starting at the end of the current school year.

C. Any officer not fulfilling his/her job responsibilities may be recommended for removal from his/her position by any of the other officers. A verbal or written complaint must be presented to the Executive Committee. The officer in question will then be invited to attend an Executive Committee meeting to defend their actions. The Executive Committee will decide whether or not the officer filing the complaint should be in attendance at the meeting. After the Executive Committee meeting, a two-thirds (2/3) vote will be needed to remove the officer from his/her position.

ARTICLE VI (DUTIES OF OFFICERS)

Section 1. The President shall preside at all meetings of the organization and of the Executive Committee; 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 Committee; and shall coordinate the work of the officers and committees in the order that the organization's objectives are promoted. The President shall work on the recruitment of other officers and committee heads to fill empty positions. The President may assign additional duties to other officers as necessary.

Section 2. The Vice-President shall act as aide to the President and shall in their designated order, perform the duties of the President in the absence or inability of that officer to serve. The Vice-President shall serve as the Chairperson for the High School Scholarship Committee. The Vice-President will be responsible for conducting applicant interviews, and reporting on recipient during the

May PTO meeting. The Vice-President shall serve as Building Representative Coordinator, ensuring building representative job responsibilities. The Vice-President shall perform other duties as may be assigned to him/her.

Section 3. The Secretary shall keep accurate record of all the meetings of the organization and the Executive Committee. The Secretary shall type up Minutes and post to website for the school district to review. The Secretary shall maintain a Minutes binder which shall include all PTO correspondence deemed necessary for future referral for up to the last seven years. The Secretary shall maintain and update email and social media accounts as necessary. The Secretary shall perform other duties as may be assigned to him/her.

Section 4. The Treasurer shall receive all money of the organization; shall keep an accurate record of receipts and expenditures; and shall pay out funds in accordance with the written expenses of the organization. The Treasurer shall present a written financial statement at every meeting and any other information requested by the executive committee. The Treasurer's accounts may be examined by an auditing committee (not less than three (3) members, one of which is the President), or by a district approved auditor, as approved by the executive board, at the close of the school year.

Section 5. The Director(s) of Fundraising shall coordinate any and all fundraising programs of the Sugarcreek PTO, shall recommend fundraising programs or activities to be adopted by the organization, shall communicate about fundraising programs to students, parents, teachers and staff and shall perform other duties usually pertaining to that office.

Section 6. The Building Representatives shall include representatives from the Sugarcreek Education Center, Stephen Bell Elementary, Bell Creek Intermediate, Bellbrook Middle School, and Bellbrook High School, and must be a parent of a student in that building. These representatives shall be the direct liaison between the organization and their respective school buildings. The Building Representatives shall be responsible for collecting and coordinating the volunteer forms for their respective buildings generated during the school year. It shall be the Building Representatives' responsibility to help secure necessary volunteers should a chairperson experience difficulty in staffing a function. The Building Representatives shall collect and route PTO addressed mail received at each building to the appropriate individuals. The Building Representatives shall perform other duties as may be assigned to him/her.

Section 7. All officers shall:

- A. Perform the duties prescribed in the parliamentary authority (Robert's Rules of Order) in addition to those outlined in these By-Laws and those assigned from time to time.
- B. Deliver to their successor all official material and a summary of the past year's activities by the close of the school year (June 1st).
- C. Submit reports summarizing their event/activity at the first organization meeting following their event.

ARTICLE VII

(REPLACEMENT OF OFFICERS DURING THEIR TERM OF OFFICE)

Section 1.

- A. The responsibility for replacement of Elected Officers for an interim period until the next scheduled election shall be assigned to the Executive Committee as stated in Article IX Section 2D.
- B. The recommendations from the Executive Committee shall be presented at the next regular meeting of the organization for approval.
- C. Following the recommendations from the Executive Committee, an opportunity shall be given for nominations from the floor.
- D. A majority must approve the nominee. If more than one nominee is represented, a ballot shall result.

ARTICLE VIII (MEETINGS)

Section 1.

- A. Regular meetings of this organization shall be the 2nd Monday of each month at 7:00 p.m. during the school year. There will not be regular meetings in December, June, or July. Five days notice shall be given of change in date or time.
- B. Special meetings may be called by the Executive Committee.
- C. Five members of the Executive Committee shall constitute a quorum for the transaction of business in any meeting of the organization.
- D. The privilege of holding office, introducing motions, debating and voting shall be limited to members of the organization.

Article IX (EXECUTIVE COMMITTEE)

Section 1. The Executive Committee shall consist of the current officers of the organization and the Building Representatives from the Sugarcreek Education Center, Stephen Bell Elementary, Bell Creek Elementary, Bellbrook Middle School, and Bellbrook High School building representatives.

Section 2. The duties of the Executive Committee shall be:

- A. To transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization.
- B. To present a report at the regular meetings of the organization.
- C. To approve routine bills within the limit of the budget.
- D. To fill vacancies in elective positions in the event the current office holder is unable to continue or if someone is not fulfilling his or her job responsibilities.
- E. Any matters deemed confidential will not be shared to preserve the sanctity of those involved. Any Executive Committee member who violates confidentiality will be removed from their position.

Section 3. Special meetings of the Executive Committee and/or the officers may be called by the President or by a majority of the members of the committee.

Article X (STANDING AND SPECIAL COMMITTEES)

Section 1. Such standing committees shall be created by the Executive Committee as may be required to promote the objectives and interests of the organization. The chairperson of the standing committee shall be appointed by the Executive Committee and confirmed at the August organization meeting.

Section 2. The chairperson of the standing committees shall present plans of work to the Executive Committee. No committee work shall be undertaken without the approval of the Executive Committee.

Section 3. The chairperson of the Standing Committees shall be present or have a representative present at a minimum of three regularly scheduled monthly PTO meetings. Regularly scheduled PTO which immediately follow reportable committee activities are mandatory and each chairperson shall recap report of their activity at the meeting.

Section 4. President shall be an ex-officio member of all committees.

Section 5: It is recommended that if two or more people are handling money, it should be checked and verified by one of the people involved to ensure accuracy.

ARTICLE XI (PARLIAMENTARY AUTHORITY)

Section 1. Robert's Rules of Order Revised shall govern this organization in all cases in which they are applicable.

ARTICLE XII (AMENDMENTS)

Section 1. These by-laws may be amended at any regular meeting of the organization by two-thirds (2/3) vote of the members present and voting, provided notice of the proposed amendment shall have been given at the previous meeting.

Section 2. A committee may be appointed to submit a revised set of by-laws as a substitute for these by-laws by a majority vote at a meeting of the organization or by a two-thirds (2/3) vote of the Executive Committee. The procedure for action on amendments should then be followed.

ARTICLE XIII

Section 1. These by-laws may be amended by a majority vote of the PTO Executive Committee.

ARTICLE XIII

Section 1. A quorum will consist of 50% of the PTO Executive Committee.