

# OLENTANGY SHANAHAN PARENT TEACHER ORGANIZATION

## CONSTITUTION AND BY-LAWS

### ARTICLE I: NAME

The name of this organization is Olentangy Shanahan Parent Teacher Organization.

### ARTICLE II: ARTICLES OF ORGANIZATION

The group exists as an unincorporated group of its members governed by these by-laws.

The organization's purpose is exclusively charitable and educational, under Section 501c(3) of the Internal Revenue Code.

No part of the net earnings of the organization shall inure to the benefit of, or be distributed to the members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for the services rendered and to make payments and distribution in furtherance of the purposes set forth hereof.

No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation. The organization shall not participate in, or intervene in any political campaign on behalf of 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 by an organization exempt from Federal Income Tax under Section 501c(3) of the Code, or by an organization contributions to which are deductible under Section 170c(2) of the Code.

Upon dissolution of the OSPTO, the officers shall, after paying or making provisions for payment of all the liabilities of the organization, dispose of the remaining assets of the organization to such groups organized and operated exclusively for charitable or educational purposes which at the time qualify as exempt organizations under Section 501c(3) of the Code.

### ARTICLE III: OBJECTIVES

#### Section 1

The objectives of the group are:

- A. To promote a sense of community in the Olentangy Local School District.
- B. To support the adequate care and protection of our children.
- C. To promote open communication between home, educators, and school administration.

- D. To develop united efforts between educators and the general public that will promote the physical, mental and social welfare of our children.

#### Section 2

The objectives of this group are promoted through an education program directed toward parents, teachers, and the general public, and are governed and qualified by the Articles of Organization and the basic policies set forth in Article IV.

### ARTICLE IV: BASIC POLICIES

- A. The group shall be noncommercial, nonsectarian, and nonpartisan.
- B. The name of the group or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the objectives of the group.
- C. The group shall cooperate with the schools to support the improvement of education in ways that will not interfere with the administration of the schools, and shall to seek to control their policies, but may make recommendations through proper channels.
- D. The group may cooperate with other organizations and agencies concerned with child welfare.

### ARTICLE V: MEMBERSHIP

Every parent or guardian of a child attending the Olentangy Shanahan Middle School in grades 6, 7, and 8 and the teachers are considered members of this organization and no membership fee is required. Anyone in the community who is interested may attend OSPTO meetings; however, only members have voting privileges.

### ARTICLE VI: OFFICERS AND THEIR ELECTION

#### Section 1

- A. The officers of this group shall consist of the Principal (or designee), President, Vice-President, Secretary, Treasurer, SCRIP Treasurer, and Communications Officer.
- B. Officers shall be elected annually in the Spring Quarter and shall assume their official duties at the end of the school year. This is with the exception of the Treasurer and the SCRIP Treasurer, who serves for the fiscal year, August 1 to July 31. The term of office is one year.
- C. A person may be allowed to serve three consecutive terms in the same office except for the positions of Treasurer and SCRIP Treasurer who may serve a maximum of two years. A person may assist in the position of Treasurer and SCRIP Treasurer the third year.

#### Section 2

There shall be a nominating committee composed of three members at least one of which is a member of the Sustaining Board (see Article VIII). This

committee shall be appointed by a majority vote at a meeting of the sustaining board. The objective of this committee shall be to propose a slate of candidates by the end of April.

#### Section 3

A vacancy occurring in any office shall be filled by a member elected by the Sustaining Board.

[rev. 1/10]

### ARTICLE VII: DUTIES OF OFFICERS

#### Section 1

The President shall preside at all OSPTO meetings; be an ex-officio member of all committees except nomination; appoint chairpersons of standing and special committees; and perform other duties deemed necessary.

#### Section 2

The Vice-president shall perform the duties of the President in the absence of the President and perform any other duties the President deems necessary.

#### Section 3

The Secretary shall record the minutes of all the meetings of the OSPTO, handle all official correspondence, monitor the mailbox, and oversee the computation and distribution of information for the membership.

#### Section 4

The Treasurer shall have custody of all funds of the OSPTO, keep an accurate account of receipts and expenditures, make disbursements as authorized, and present a financial report at every meeting. A practicing CPA to audit and prepare SMS PTO taxes annually.

#### Section 5

The SCRIP Treasurer shall be responsible for the accounting of all Scrip funds. A Scrip financial report shall be presented at each OSPTO meeting. The SCRIP Treasurer shall also help the OSPTO Treasurer with any duties deemed necessary by the Treasurer.

#### Section 6

The Communications Officer shall inform the membership of upcoming events, meetings, and information that pertains to the OSPTO through the news media, district and school publications. This person shall also be responsible for updating the PTO website.

#### Section 7

All Committee Chairpersons are responsible for keeping the OSPTO Board informed about the activities of the committee. If the Committee Chairperson is not able to attend a monthly meeting, a representative or a report should be given to the Board. The Committee Chairperson is responsible for getting all

pertinent information to the Reporter. A wrap-up report should be submitted to the Board at the conclusion of the committee's activity.

Section 8

All Officers and Committee Chairpersons shall deliver to their successors all official material and their folders at the end of their term.

ARTICLE VIII: SUSTAINING BOARD AND ITS DUTIES

Section 1

The Sustaining Board shall consist of the Principal, Vice-Principal (if any), elected officers, the chairperson of each standing committee, immediate past president and the chairpersons of special committees when deemed necessary by the president.

[rev. 1/10]

Section 2

Duties of the Sustaining Board shall include:

- A. Transact necessary business in the intervals between meetings.
- B. Transact business referred to it by the members.
- C. Elect to conduct fund-raisers through which the net earnings of the organization can be used to enhance the charitable and / or educational enrichment of school sanctioned activities.
- D. Inform members of the activities fo the Sustaining Board.
- E. appoint an auditor to audit the Treasurer's report annually.
- F. Authorize purchases.
- G. Approve creation of new standing committees.
- H. Oversee the work of these standing committees.

Section 3

The Sustaining Board shall normally meet once each month during the school year and by special request of the President. Reports by Committee Chairpersons shall be submitted at least one month prior and one month after their activity.

ARTICLE IX: MEETINGS

Section 1

Meetings shall be held monthly from August through May. These meetings are open to all OSPTO members.

Section 2

At least one evening meeting shall be held during the school year.

Section 3

Special meetings may be called by the Sustaining Board.

ARTICLE X: STANDING AND SPECIAL COMMITTEES

Section 1

The power to form new Standing and Special committees and appoint their members rests with the Sustaining Board.

Section 2

The Chairpersons of the Standing Committees shall present a plan of work to the Sustaining Board and keep accurate accounting of all funds pertaining to their activity.

ARTICLE XI: FISCAL YEAR

The fiscal year of the OSPTO shall begin on August 1 and end on July 31.

ARTICLE XII: PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Revised, shall govern the OSPTO in cases in which they apply. The OSPTO functions in an orderly fashion but does not adhere to strict parliamentary procedure.

ARTICLE XIII: AMENDMENTS

Section 1

This Constitution may be amended at any evening meeting by a majority vote of the members present, provided notice of the proposed amendment has been given two weeks before the vote.

Section 2

A committee may be appointed to review and/or propose amendments to this constitution only by a majority vote of those members present at a meeting of the Sustaining Board.

Section 3

This Constitution and by-laws shall be presented to the organization at least once every four years for revision.