

CONSTITUTION OF THE
CHAGRIN FALLS PARENT TEACHER ORGANIZATION

ARTICLE I: NAME AND GOVERNMENT

Section 1: The name of this organization shall be the Chagrin Falls Parent Teacher Organization (PTO).

Section 2: This organization shall be governed by this Constitution. "Roberts Rules of Order, Revised" shall be applied wherever applicable and where they are not inconsistent with this Constitution.

ARTICLE II: PURPOSE

The purpose of the Chagrin Falls PTO shall be to promote the education and welfare of children by:

- a. Supporting the educational objectives of the school district;
- b. Helping to direct through proper channels the concerns and needs of the membership;
- c. Providing educational enrichment through monies raised by fundraising;
- d. Helping administrators and teacher enhance school curriculum through the use of parent volunteers in accordance with the expressed needs of educators;
- e. Providing information about community programs to help inform and educate our membership, and;
- f. Communicating to the membership and the community ways to participate and become involved in the schools, PTO programs, educational issues, teacher recognition and PTO funding.

ARTICLE III: POLICIES

Section 1: This organization shall not endorse any private commercial enterprise.

Section 2: This organization shall be non-partisan and shall not endorse any candidate for public office.

Section 3: This organization may support or oppose issues which will affect the welfare and education of children.

Section 4: The name of the organization or the names 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 not appropriately related to the promotion of the objectives of the organization.

ARTICLE IV: MEMBERSHIP AND DUES

Section 1: **Membership:** Any person who is interested in the purpose of the organization and pays his/her annual dues shall be a member.

Section 2: **Dues:** The annual dues of the organization shall be fixed by the PTO Board at the general meeting in April.

ARTICLE V: MEETINGS

Section 1: **PTO Executive Committee:** The PTO Executive Committee shall consist of the Executive Officers and the Section Chairperson from each school (see Article VI, Section 1).

Section 2: **PTO Board:** The PTO Board shall meet monthly during the school year at the time and place fixed by the President-elect. Special meetings may be called by the Executive Committee or by a majority of PTO Board members. Reasonable notice of special meetings shall be given to all members of the PTO Board setting forth the meeting time and place. All PTO Board meetings shall be open to the public, but the privilege of sponsoring motions and voting shall be limited to members of the PTO Board except as stated below in Section 3 and in Article XII.

Section 3: **Annual Meeting:** The PTO Board meeting in April shall be the annual meeting at which time all PTO members have a vote.

Section 4: **Program Meetings:** Meetings held for the purpose of presenting programs or for social gatherings shall be scheduled at the discretion of the Executive Committee.

Section 5: **Voting:** Only members of the PTO in good standing (current dues paid) may vote.

Section 6: **Quorum:** A majority of the voting members present shall constitute a quorum for the transaction of business at any meeting.

Section 7: **Cancellation of Meetings:** Any PTO meeting may be changed or cancelled by the general consent of those who would be in attendance and have a vote.

ARTICLE VI: EXECUTIVE OFFICERS

Section 1: The Executive Officers of the organization shall be a President, First Vice-President, Second Vice-President, Financial Vice-President, Treasurer and Secretary.

Section 2: Nominations for Executive Officers as well as the Chairman of Fundraising and the Chairman of Financial Planning and Research Committee shall be made by a committee of five. The immediate Past President shall be Chairman of the Nominating Committee and the other four members shall be comprised of one section person from each school. The Section Chairman and the two Section Representatives shall select a representative from among themselves to represent each school. If no one is willing to serve, the Chairman of the Nominating Committee will appoint a representative. No member serving on the Nominating Committee is eligible to serve as an Executive Officer or as Chairman of Fundraising or as Chairman of Financial Planning and Research the following year.

Section 3: The President shall have had at least two years of experience on the PTO Board. It is recommended that all other officers shall have had at least one year of experience on the PTO Board. Only those persons who have signified their consent to serve if elected shall be nominated.

Section 4: At least three weeks prior to the annual meeting in April, the Nominating Committee shall see that the general membership is informed of the single slate of nominees for PTO office. The Nominating Committee shall present a single slate of officers at the General Meeting in April. At that time, additional nominations may be made from the floor provided consent has been given by the nominee. The officers shall be elected by ballot by the majority of those present.

Section 5: The officers shall assume their duties at the June PTO transition meeting through the June PTO transition meeting of the following year. To ease transition, the outgoing treasurer may keep the financial records until the fiscal year ends on July 31.

Section 6: If any PTO officer position becomes vacant during the year for any reason, the office shall be filled by a vote of the Nominating Committee at a meeting duly called by the immediate Past President for such purpose.

Section 7: PTO officers may be elected to hold the same position for a maximum of two consecutive years.

Section 8: The PTO Executive Committee reports to the President.

ARTICLE VII: EXECUTIVE COMMITTEE

Section 1: The Executive Committee of the PTO shall consist of President, First Vice-President, Second Vice-President, Financial Vice-President, Secretary, Treasurer and the Section Chairman from each school.

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

- a. Oversee the work of the standing committees;
- b. Create and oversee special committees in order to promote the purposes of the organization;
- c. Transact necessary business in the intervals between PTO Board meetings; and
- d. Coordinate the planning of the organization.

ARTICLE VIII: COMMITTEES

Section 1: The standing committees of the organization shall be Nominating, Financial Planning and Research, Fundraising, Web site, Calendar, Responsive Community/Programs, Art Show, Hospitality, Welcoming, School Supply Packs, Store Credit Coordinator and Membership. Each standing committee chair shall report to the Executive Committee per the PTO Organizational Chart (Addendum #1).

Section 2: The Chairman of Fundraising and the Chairman of the Financial Planning and Research Committee shall be selected by the Nominating Committee and presented with the single slate of officers. The President-elect shall consult with officers-elect to gather advice concerning possible candidates for the Section positions and the chairmen for the remaining standing committees. The President-elect shall then make the appointments.

Section 3: The committee chairmen and their members shall serve from the June PTO transition meeting through the June PTO transition meeting of the following year.

Section 4: If any board position other than an officer becomes vacant during the year for any reason, the office shall be filled by a vote of the Executive Committee at a meeting duly called by the President for such purpose.

Section 5: The chairmen of all committees shall obtain approval of the Executive Committee for all projects undertaken by them.

Section 6: The Executive Committee shall appoint all special committees and their chairmen. The President shall be an ex-officio member of all the special committees. Since a special committee is created and appointed for a specific purpose, it is terminated when its work is completed and its final report is received.

ARTICLE IX: PTO BOARD

Section 1: The PTO Board shall consist of the officers of the organization, the chairmen of all standing committees, Section Chairmen, Section Representatives, an administrative representative and a teacher representative from each school.

Section 2: The PTO Board shall:

- a. Transact routine business of the organization;
- b. Receive committee reports;
- c. Act on recommendations from the Executive Committee;
- d. Approve a budget for the organization and act on recommendations of the Financial Planning and Research Committee; and
- e. Make periodic written reports to the general membership of its activities.

Section 3: Each Standing Committee shall have one vote, the teacher representatives and the administrative representative shall have one vote each and each School Section representative shall have one vote.

ARTICLE X: FINANCE

Section 1: The Past-President shall serve as advisor to the **Financial Planning and Research Committee**. The chairman shall have served on a prior year's Financial Planning and Research Committee or have had two years of PTO Board experience. The committee shall include the President, the Financial Vice-President, the Fundraising Chairman, the Financial Representative from each school, the Treasurer and three members at large. If the Financial Representative from the school is not willing to serve on the committee, the school Section Chairman and the two Section Representatives shall select a representative from the school. The Financial Planning and Research Committee shall:

- a. Review requests of over \$500 from individual school accounts. These requests should be presented to the committee at least one week prior to the PTO Board meeting. The Financial Planning and Research Committee will then present the requests with recommendations at a PTO Board meeting for a vote.
- b. Solicit ideas for PTO funding that enhance curriculum-based programs and projects. Research all ideas and recommendations for funding from the faculty, administrators, volunteers, the general public and any other resources available. Research shall include plans for long-term funding.

- c. Present recommendations for major disbursements at the March PTO Board meeting for discussion and a vote of recommendation for the April meeting. The final vote shall be at the April PTO Board meeting. The vote shall be a line by line vote. Any funds not approved will go into reserves to be held for disbursement in subsequent years. Any long-term ideas for disbursement should also be presented for discussion and a vote if appropriate.
- d. Be responsible for follow-up and reporting on projects funded by PTO.
- e. Be responsible for long-term financial planning for the organization.
- f. Recommendations of items that **should not** be funded by Major Disbursements include trips and salaries or other compensation. Recommendations of items that **should be given lowest priority** include fans, carpeting, furniture and office equipment.

Section 2: An operating budget shall be prepared by a committee comprised of the President, Past-President, Financial Vice-President, Treasurer and the Past-Treasurer. This budget is to be submitted by the Financial Vice-President at the first PTO Board meeting of the school year.

Section 3: **Building Funds** are monies from individual school fundraisers that are intended to be used in that school.

- a. The intent of the PTO Building Fund is to provide for purchases within the individual school to help the teachers and administrators carry out their curriculum-based programs and thereby enrich the education of the students. Any purchases that will become ongoing parts of the curriculum should become incorporated in that department's budget for subsequent years.
- b. Building Funds may be used to cover operating expenses of PTO programs at each school if needed. It is suggested that a budget for each committee be set and approved by the Section Chairperson at the beginning of the year.
- c. The Section Chairperson and Representatives at each school are responsible for administering the building fund. Ideas and applications for funding from the teachers as well as from the Principal, support staff, parents or students should be considered carefully. Purchases made each year should reflect fairness in providing for as many teachers and students as possible and with consideration of what was done in previous years. Discussions with the building Principal, the Executive Committee and/or the Financial Planning and Research Committee is recommended and should help to give a year-to-year continuity and prevent unnecessary expenditures or duplication of items.

- d. Requests over \$500 shall be reviewed by the Financial Planning and Research Committee for recommendation to the PTO Board. Section Chairmen shall report on disbursements for amounts under \$500, which are made from the building funds, in their reports at PTO Board Meetings.

Section 4: The Treasurer of this organization shall secure a non-profit institutional fidelity bonding policy. The expenditure involved in securing the bond is part of the operating budget.

Section 5: The Secretary shall arrange for a review of the books of the Organization after the last PTO Board meeting and before the preparation of the next year's budget.

Section 6: On a quarterly basis, the Financial Vice President shall review the cash position with the Treasurer.

Section 7: The fiscal year shall be August 1 through July 31 of the following year.

ARTICLE XI: FUNDING

Section 1: **Building Funds:** Each school earns money from its annual fundraiser. Purchases less than \$500 may be made with the approval of two of the Section Representatives. For projects costing more than \$500, a written request is forwarded to the Financial Planning and Research Committee for consideration. The committee presents the request to the PTO Board for a vote. Projects must have a purpose which coincides with the general objectives of the PTO as outlined in the PTO Constitution.

Section 2: **Major Disbursement Funds:** Proceeds of the District-wide fundraiser are allocated to the Major Disbursement Fund. Requests are accepted throughout the year by the Financial Planning and Research Committee, but the majority of the funds are disbursed in the spring. This gives the committee time to review and research requests for these major expenditures. The Financial Planning and Research Committee Chairperson will make applications for these projects available. In addition, Student Enrichment and Professional Development projects are funded by the Major Disbursement Fund.

Section 3: **Student Enrichment Funds:** Each year \$1,500 from the Major Disbursement Fund is made available to the Principal of each school to fund projects that will benefit all students such as author talks and school assemblies and programs.

Section 4: **Professional Development Funds:** Each year \$1,500 from Major Disbursement Funds is made available to the Principal of each school to fund training for teachers which will ultimately benefit all students. The Superintendent reviews all requests and issues final approval. These funds are not to be used for travel, lodging, food, salaries or other compensation.

Section 5: **General Funds:** The General Fund is used to finance the operating budget. Any unencumbered balance may be allocated to the Major Disbursement Fund.

Section 6: For more information, see Addendum #2.

ARTICLE XII: AMENDMENTS

This Constitution may be amended at any business meeting of the Organization by a vote of the majority of the members present. The proposed amendment shall be made available to the general membership at least three weeks prior to the meeting.

STANDING RULES

1. The duties of the **Executive Committee** shall be:
 - a. The **President** shall be the Chief Executive Officer of the PTO; shall preside at all meetings of the Organization and all meetings of the Executive Committee; shall be the spokesman for the PTO; and shall be the liaison to the school administration.
 - b. The **First, Second and Financial Vice-Presidents** shall oversee the standing committees for which they are responsible. They may choose to chair one of the committees they oversee if it is their desire to do so. The First Vice-President assumes the responsibilities of the President when the President is absent. The Vice-Presidents shall insure the annual evaluation of job responsibilities and programs of each committee they oversee. They shall also insure communication of pertinent information from their committees to the PTO Board. The Second Vice-President shall act as liaison to the School Board.
 - c. The **Secretary** shall keep the minutes of the PTO Board meetings. The Secretary shall send out notices of meetings, agendas, minutes and shall be in charge of the correspondence of the PTO.
 - d. The **Treasurer** shall be responsible for collecting all PTO funds, keeping accurate records of all receipts and disbursements and submitting written financial reports at each PTO Board meeting; reporting periodic donations to the School Treasurer; and be responsible for required tax filings.
 - e. The **Section Chairmen and Section Representatives'** responsibilities at their respective schools shall be to organize the volunteer system; oversee all PTO sponsored events at their school; be the PTO liaison to their school principal; be responsible for their school fundraiser and the distribution of those funds; and to communicate to the PTO Board the activities of their school.
2. The **Immediate Past President** shall be chairman of the Nominating Committee as outlined in Article VI, Section 2. The Past President shall also be the legislative representative responsible for evaluating and reviewing the PTO Constitution and act as parliamentarian to PTO.
3. The duties of the **Standing Committees** shall be as outlined by the Executive Committee.

4. Every officer and every committee chairman shall prepare a written report for the President by the June PTO transition meeting. The report shall cover the activities of the office or committee during the year and any recommendations for change. All reports shall be available to the general membership.
5. **Distribution of Funds:**
 - a. All funds obtained under the auspices of the PTO shall be deposited by the Treasurer into the PTO bank account.
 - b. The operating budget shall provide for the projected expenses of all offices and standing committees. The operating budget monies shall be generated from membership dues and the sale of PTO Calendars/Planners. Any additional funds needed for the operating budget will be reviewed by the Financial Planning and Research Committee and will be presented to PTO Board for approval.
 - c. Building funds are raised for the benefit of one particular school and shall be accounted for separately by the Treasurer with the school Finance Representative.
 - d. PTO shall maintain a general fund which is used to finance the operating budget and major disbursements.
 - e. Requests for unallocated funds will be reviewed by the Financial Planning and Research Committee and presented for approval.
 - f. School fundraisers shall support their own activities including refreshments, except for PTO general programs.
 - g. All funds need not be distributed in the fiscal year.
6. No member shall chair more than one committee in a school year.
7. Two-thirds vote of the PTO Board in attendance shall be required to endorse an issue.
8. Changes, deletions or suspensions of these Standing Rules shall require a majority vote of the PTO Board. Previous notice of intent is not necessary.

Addendum #1

PTO ORGANIZATIONAL CHART

(* indicates Executive Committee)

*President

*First Vice-President

Calendar

Membership

Website/Publicity

Welcoming

*Second Vice-President

Art Show

Responsive Community/Programs

School Board Representative

*Financial Vice-President

Financial Planning & Research

Fundraising

School Supply Packs

Store Credit Coordinator

*Secretary

*Treasurer

*HS Section Chair

Financial Rep

Rep

Rep

Rep

*MS Section Chair

Financial Rep

Rep

*IS Section Chair

Financial Rep

Rep

*Gurney Section Chair

Financial Rep

Rep

Past President/Nominating Chairman

Addendum #2

PTO FUNDING

FUND	APPROVAL	AMOUNT	SOURCE	CRITERIA	EXAMPLES
Building Funds	Two Section Reps	Up to \$500	School Fundraiser	Within General PTO Guidelines	Classroom Resources, Conference Dinners
Building Funds	Two Section Reps, Research/Financial Planning & PTO Board	Over \$500	School Fundraiser	Within General PTO Guidelines	Technology Tools
Major Disbursements	Research/Financial Planning & PTO Board		District Fundraiser	Primarily Costly Items and Programs	Art Display Boards, Digital Academy
Student Enrichment Funds	Building Principal	\$1500 annually	District Fundraiser	Must Benefit Student Body	Artist-in-Residence, All School Assemblies
Professional Development	Building Principal and Superintendent	\$1500	District Fundraiser	Must Provide Teacher and Staff Education	Responsive Classroom, Dyslexia Symposium