

HADLEY E. WATTS PARENT TEACHER ORGANIZATION BY-LAWS

ARTICLE I: NAME OF THE ORGANIZATION

The name of this organization is the Hadley E. Watts Middle School Parent Teacher Organization (Watts PTO). The principal office of the organization is located within the City of Centerville, Montgomery County, Ohio, at Hadley E. Watts Middle School, 7056 McEwen Road, Centerville, Ohio 45459.

It is a voluntary, non-profit, unincorporated association, which may, within limits of the applicable law, do all things necessary or desirable in order to attain its stated objectives.

The mission of the Watts PTO is to promote collaboration between parents and teachers in the enhancement of each student's education based upon the district's identified education goals.

ARTICLE II: OBJECTIVES AND POWERS

SECTION 1: OBJECTIVES

The objectives of the organization are: (1) to support the provision of a positive and stimulating environment congruent with individual student learning; (2) to promote the involvement of Watts school community (students, parents, staff, and other community members) in providing an environment that encourages everyone to develop and maintain mutual respect, enthusiasm, creativity, motivation, honesty, responsibility, compassion, and productivity; (3) to assist the school in pursuit of the district's identified educational goals; (4) to promote community awareness of the school's educational goals and facilitate ways to utilize community resources. The organization shall not attempt to direct the administration or policies of the school.

Watts PTO is organized exclusively for charitable, educational, and scientific purposes including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

SECTION 2: POWERS

In order to accomplish these objectives and to finance programs in support thereof, the organization is empowered to solicit and accept membership dues and voluntary contributions, to receive, invest, and distribute funds, and to hold property in furtherance of these objectives. The objectives of the organization are further promoted through educational programs directed toward parents, teachers, students and the general public; are developed through conferences, meetings, projects and programs, and are governed by the basic policies set forth in these bylaws.

ARTICLE III: ORGANIZATION POLICIES

SECTION 1: GENERAL

The Watts PTO shall be noncommercial, nonsectarian, and nonpartisan. It shall not endorse a commercial enterprise or candidate.

SECTION 2: USE OF FUNDS

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

SECTION 3: CONSISTENCY WITH SECTION 501(c)(3) OF INTERNAL REVENUE CODE

The organization shall not participate in activities that are not permitted by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding sections of any future federal tax code, or by an organization, contributions to which are deductible under Section 17(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

SECTION 4: USE OF WATTS PTO NAME REGARDING COMMERCIAL CONCERNS

The name of this organization or the names of any members in their official capacity shall not be used in conjunction with a commercial concern or with any partisan interests or for any purpose not appropriately related to promotion of the objectives of the organization.

SECTION 5: USE OF WATTS PTO NAME REGARDING POLITICAL CONCERNS

This organization shall not - directly or indirectly - participate or intervene in any way (including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, a candidate for public office.

SECTION 6: WATTS PTO COMMITMENTS

This organization may cooperate with other organizations and agencies concerned with students and education but persons representing the organization in such matters shall make no commitments that bind the organization. The organization shall provide support for curriculum related activities, service programs, special projects, and/or purchases as deemed appropriate and that cannot be funded by other means.

SECTION 7: DISSOLUTION

Upon the 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 federal tax code, or shall be distributed to the federal government, or to a state or local government for a public purpose.

ARTICLE IV: MEMBERSHIP AND DUES

SECTION 1: ELIGIBILITY

Membership in the PTO shall be open to those individuals who subscribe to its purpose and objectives, have expressed their desire to be members, and who are (a) parents, grandparents, or legal guardians of students enrolled in the school or (b) employed at the school as a member of the faculty or staff or (c) any other members of the community.

SECTION 2: ANNUAL DUES

The annual dues shall be determined by the Board.

SECTION 3: MEMBERS IN GOOD STANDING

Only members who have paid their dues shall have the privilege of making motions, voting, holding office or serving on committees. The PTO membership chair shall maintain throughout the year a list of current members.

SECTION 4: ENROLLMENT

General enrollment of members shall be conducted at the beginning of the school year. Additional members may be accepted at any time. The membership year shall be July 1 through June 30 of the next calendar year.

ARTICLE V: MEETINGS OF THE MEMBERS

SECTION 1: GENERAL MEETINGS

General meetings of the members shall be held during the school year, day and time to be set annually by the Executive Board. General meetings may be cancelled or rescheduled by the Executive Board to avoid conflicts with holidays or other local meetings and/or for such other reasons as the Executive Board finds necessary. A meeting schedule will be provided by the president at the first meeting of the year. A minimum of four meetings per school year is required.

SECTION 2: ANNUAL MEETING

The Annual Meeting of the members shall be held during the final general meeting of each year. The meeting shall be held for the purpose of electing officers, and for the transaction of any business which needs to be brought before the meeting.

SECTION 3: SPECIAL MEETINGS

Special meetings of the members may be called by the president at the request of a simple majority of the Executive Board and the chairpersons of the special and standing committees, or at the request of twenty members.

SECTION 4: NOTICE

Three days notice shall be required for any general, special, or election meeting. Notice for all meetings shall indicate a time, date, and place of the meeting and may be given both orally or in writing.

SECTION 5: QUORUM

A quorum shall be defined as a simple majority of the Executive Board. Any item of business included in the agenda and properly brought before the meeting may be transacted and vote on during the meeting. The order of business to be followed shall be determined by the president. Voting shall be by voice unless the president shall deem it necessary to have a written ballot.

SECTION 6: VOTE

Each member of the Executive Board and the organization shall be entitled to one vote, and any act of a majority of the executive members present and voting at a meeting at which a quorum is present shall constitute the act of the Executive Board.

SECTION 7: CONDUCT OF THE MEETINGS

The president shall preside at all meetings of the organization. In the absence of the president the vice president shall preside. If neither the president nor vice president is present, a chair of the meeting shall be elected by a majority of the executive board members present. The secretary shall act as secretary of all meetings if the secretary is present. If the secretary is not present, the chair of the meeting shall appoint a secretary for the meeting.

ARTICLE VI: THE EXECUTIVE BOARD

SECTION 1: DUTIES

The property affairs and business of this organization shall be managed by the Executive Board who shall set and determine the policies of the organization. The Executive Board shall have the power to conduct necessary business in the intervals between organization meetings, and such other business as referred to by the organization, to adopt an annual budget, disburse funds, approve plans and programs to raise funds, to create and delete special standing committees, to approve the plans of work for the standing and special committees, and perform all other duties as may be necessary or desirable to carry out the stated purposes of the organization. All officers are held accountable to the organization. Upon expiration of the term of office or in the case of resignation, each officer shall return all records, books, and other related material to the president.

SECTION 2: THE COMPOSITION - EXECUTIVE BOARD

The Executive Board shall consist of the president, vice president (principal), secretary, treasurer, and the faculty representative. Up to two individuals will be permitted per office. The members of the Executive Board shall serve until their successors are elected or appointed.

SECTION 3: ELIGIBILITY

Each officer of the organization shall be a member of the PTO.

SECTION 4: NOMINATIONS

Should a nominating committee be needed, it shall consist of five members appointed by the president, two of whom shall be from the Executive Board and three from general membership. The nominating committee shall select one nominee for each office to be filled and report the names of the nominees at the annual meeting. Following the report of the nominating committee, an opportunity shall be given for nominations from the floor. Only a member who has consented to serve if elected shall be eligible for nomination either by the committee or from the floor.

SECTION 5: ELECTIONS

Officers shall be elected by a majority of the voting members present at the annual meeting provided that a quorum is established and maintained throughout the voting.

SECTION 6: TERM OF OFFICE

Officers shall serve in that capacity for one year (July 1 through June 30) unless elected for a subsequent term. A person (other than the vice president or faculty representative) shall not be eligible to serve more than three consecutive terms in the same office unless a special vote is called. A person who has served more than half a term shall be credited with having served a full term. Officers can only serve in one elected position at a time. All persons elected shall assume their duties at the close of the school year during which they are elected, with the exception of the treasurer who must submit all materials on July 31.

SECTION 7: EXECUTIVE BOARD MEETINGS

Executive Board meetings may be conducted during the year at the discretion of the Executive Board. Special meetings of the Executive Board may be called by the president or by a majority of the Executive Board.

SECTION 8: QUORUM

A majority of the Executive Board shall constitute a quorum.

SECTION 9: REMOVAL FROM OFFICE

A member of the Executive Board may be removed from office for failure to perform duties, criminal misconduct or unethical behavior in organizational business by two-thirds vote of the Executive Board.

SECTION 10: VACANCIES

In the case of a vacancy occurring in any office, the Executive Board shall fill the office with a member, by majority vote.

SECTION 11: GENERAL BOARD

The General Board shall consist of the officers of the organization (the Executive Board), the standing and special committee chairpersons and one or more faculty representatives. Regular meetings of the general board shall be held during the school year, the frequency shall be determined by the Executive Board at the beginning of the school year. Meetings may be cancelled if a majority of the Executive Board votes to omit a meeting. The Executive Board will (1) approve the plans of work of the standing and special committees; and (2) create special committees as indicated by the organization. Special meetings of the general board may be called by the president or a majority of the Executive Board.

ARTICLE VII: EXECUTIVE OFFICERS

SECTION 1: PRESIDENT

The president shall preside at all meetings of the organization; shall be a member ex-officio of all committees except the nominating committee; shall perform such other duties as may be prescribed in these bylaws as assigned by the organization or by the Executive Board; and shall coordinate the work of the officers and committees.

SECTION 2: VICE PRESIDENT

The vice president shall assist the president, report on activities of Watts Middle School, and serve as a liaison to connect the work and resources of the organization with the needs of Watts Middle School.

SECTION 3: SECRETARY

The secretary shall keep an accurate record of all meetings of the organization and of the Executive Board. The secretary shall be responsible for providing copies of the minutes of each meeting to the Executive Board and handle correspondence for the organization. The secretary shall have a current copy of the bylaws. The secretary shall perform other duties as assigned.

SECTION 4: TREASURER

The treasurer shall (a) have custody of the funds of the organization, (b) keep a full and accurate record of receipts and expenditures, (c) provide an annual budget to be adopted by the Executive Board, (d) deposit all funds in the name and to the credit of the organization, (e) present an accurate account of all transactions and report on the financial conducting of the organization at each meeting, (f) keep the record of membership dues, (g) prepare the financial books for audit, (h) arrange for an annual audit to be performed within thirty (30) days after the close of the fiscal year, and (i) prepare and submit all required forms for income and sales taxes, federal taxes, Ohio charitable organization status, and exempt sales tax status. Those expenditures that have been budgeted and are within budget limits may be disbursed by the treasurer with the approval of the Executive Board. Non-budgeted items less than \$200.00 may be disbursed upon the approval of the Executive Board. Non-budgeted items over \$200.00 require approval of the membership at a general or special meeting.

SECTION 6: MISCELLANEOUS

All officers shall deliver to their successors, all official materials prior to assumption of office July 1.

ARTICLE VIII: STANDING AND SPECIAL COMMITTEES

SECTION 1: ELIGIBILITY

Only members of the PTO shall be eligible to serve in any elective or appointive position.

SECTION 2: STANDING AND SPECIAL COMMITTEES

The Executive Board may create and/or delete both standing and special committees, as it deems necessary to promote the objectives and interests of the organization. The president shall appoint the chairpersons of the current standing and special committees. The term of appointment is for one year. Within thirty (30) days of the end of the committee assignment or the end of the school year (whichever occurs first), each chairperson shall return all records, books and other related material to the president.

SECTION 3: DUTIES OF CHAIRPERSONS

The chairpersons of the standing and special committees shall, upon request, prepare a plan of work for the approval of the Executive Board. No work shall be undertaken without the approval of the Executive Board. The chairpersons of the standing committees shall report their activities to the Executive Board and submit a yearly report to the president by July 1.

SECTION 4: LIST OF STANDING AND SPECIAL COMMITTEES

See attached list.

SECTION 5: REMOVAL FROM STANDING AND SPECIAL COMMITTEES

A chairperson or member may be removed from the committee for failure to perform duties, criminal misconduct, or unethical behavior in organizational business by a majority of the Executive Board.

Revised September 22, 2021

ARTICLE IX: MISCELLANEOUS PROVISIONS

ARTICLE 1: FISCAL YEAR

The fiscal year of this organization shall begin on July 1 and end the following year on June 30.

ARTICLE 2: AMENDMENTS

These bylaws may be amended at any general meeting of the members, at which a quorum is present and voting, throughout, by a simple majority of the members present at such meeting, provided that the proposed amendment(s) had been given at the previous meeting. A committee may be appointed by the Executive Board to review and submit revisions to these bylaws as needed. It is recommended that these bylaws be revised every two (2) years by an appointed committee.

ARTICLE 3: PARLIAMENTARY AUTHORITY

Robert's Rules of Order Revised shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Revised and approved: September 22, 2021

Previously revised:

June 3, 2013

November 13, 2006

October 1998

**HADLEY E. WATTS
PARENT TEACHER ORGANIZATION BYLAWS**

STANDING AND SPECIAL COMMITTEES

Restaurant and Retail Fundraisers

Curriculum Advisory

Fall Party

Family Night

Membership

Parent Advisory

Spirit Wear

Rewards Program Coordinator

Scholarship

Meal Makers

Hospitality