**BYLAWS**

**of the**

**SOLON SECONDARY SCHOOLS**

**PARENT TEACHER ORGANIZATION**

**ARTICLE I: NAME**

The name of this organization is the Solon Secondary Schools Parent Teacher Organization. This organization services Solon Middle School and Solon High School in Solon, Iowa.

**ARTICLE II: OBJECTIVES**

Section 1: The objectives of the Solon Secondary Schools Parent Teacher Organization (hereafter referred to as "PTO") are as follows:

a. To promote communication among parents, school, and community.

b. To work with the school to provide quality education for all children.

c. To provide service to and support for Solon Middle School and Solon High School.

Section 2: The objectives of the PTO are promoted through education programs directed toward parents, teachers, and the general public and are developed through committees, projects, and programs.

Section 3: The objectives of the PTO are qualified by the base policies and set forth in Article III.

**ARTICLE III: BASIC POLICIES**

The following are the basic policies of the PTO:

a. The PTO shall be non-commercial, non-sectarian, and non-partisan.

b. The PTO shall work with Solon Middle School and Solon High School personnel and Solon community members to provide quality education for all secondary school aged students and shall seek to participate in the decision-making process influencing the establishment of school policy, recognizing that the legal responsibility to make decisions has been delegated by the voters of the Solon Community School District (hereafter referred to as "SCSD") to the Board of Education.

c. In the event of the dissolution of the organization, the current PTO officers shall determine the disposition of its assets, which will be distributed to another I.R.C. Section 501(c)(3) organization.

d. The PTO may cooperate with other organizations and agencies concerned with child welfare or student welfare but persons representing the PTO in such matters shall make no commitments that bind the organization.

e. The PTO shall not, directly or indirectly, participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office or devote more than an insubstantial part of its activities to attempting to influence the legislative process by propaganda or otherwise.

f. No part of net earnings of the organization shall inure to the benefit of, or be distributed to its members, directors, trustees, officers, or other private persons except that the organization shall be empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of Article III hereof.

g. Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundations, or organizations which have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code of the United States.

h. Funds raised for a school or building shall be used solely for the benefit of said school or building. Separate bank accounts shall be kept for Solon Middle School designated funds and for Solon High School designated funds. The preceding notwithstanding, funds may be used for any purpose if the Board of Directors unanimously approves such expenditure.

**ARTICLE IV: MEMBERSHIP AND DUES**

a. Annual membership is open to:

i. Any parent/legal guardian of a child or children currently attending Solon Middle School or Solon High School in Solon, Iowa; and

ii. Any member of the staff of Solon Middle School or Solon High School in Solon, Iowa.

b. Said parent/guardian/staff member must express an interest in the organization and subscribe to the objectives and purpose of the PTO.

c. Membership in the PTO is in no way binding, nor does it carry any obligation to participate.

d. Membership in the PTO shall be made available without regard to race, color, creed, or national origin to any individual who meets the criteria of Article IV, Section a, and subscribes to the objectives and base policies of the PTO.

e. The PTO shall conduct an annual enrollment of members, but may admit persons to membership at any time.

f. Each member of the PTO shall pay annual dues to said organization as may be prescribed by the organization.

g. Only dues-paying PTO members in good standing shall be eligible to make motions and vote.

**ARTICLE V: MEETINGS**

a. There shall be a minimum of one regular meeting held during the school year.

b. Dates and times of meetings shall be determined by the Board of Directors and announced at the first regular meeting. Five days' notice shall be given of a change of date or time.

c. Meetings shall be held at either Solon Middle School or Solon High School or other designated place and shall be open to the public.

d. A quorum is necessary to conduct all business at regular or special meetings, which shall consist of a majority of the Board of Directors and a majority of the members present at said meeting.

e. Only PTO members (as specified in Article IV) shall be eligible to make motions and vote.

f. Requests for funds must be submitted on the *PTO Funds Request Form.* Requests of less than $250.00 can be approved by the majority of the Board of Directors at a Board of Directors meeting, at a regular or special PTO meeting, or electronically by email if the request is time-sensitive. If the request is voted on during a regular or special PTO meeting, all PTO members present at the meeting shall vote on the request. Requests for funds that are more than $250.000 must be made in-person at a regular or special PTO meeting by the requester. All PTO members present at the meeting shall vote on the request.

**ARTICLE VI: OFFICERS AND ELECTIONS**

a. The officers shall consist of one President, a Vice-President, Secretary, and Treasurer.

b. The term for each officer shall be from July 1st through the following June of each school year, or other term length as approved by a vote of members attending a regularly scheduled meeting.

c. Officers shall assume their official duties on July 1st and shall serve for a term of one year or until their successors are elected.

d. A vacancy in any office shall be filled for the unexpired term by a person elected by a majority vote of the Board of Directors, notice of such election having been given. In the case of a vacancy occurring in the office of the President another current PTO officer shall serve notice of the election.

**ARTICLE VII: DUTIES OF OFFICERS**

a. The President shall:

1. Preside at all meetings of the organization;

2. Perform such other duties as may be prescribed in these bylaws or assigned by the organization;

3. Be ex-officio member(s) of all committees;

4. Coordinate the work of the officers, committees of the association in order that the Objectives may be promoted.

b. The Vice-President shall:

1. Maintain a membership list;

2. In the absence of the President fulfill those duties and responsibilities;

3. The Vice President shall perform such other duties as from time to time may be assigned to the Vice President by the President or by the board of directors.

c. The Secretary shall:

1. Record the minutes of the meetings of the organization;

2. Have a current copy of the bylaws;

3. Perform other delegated duties as assigned.

d. The Treasurer shall:

1. Have custody of all the funds of the organization;

2.

3. Keep a complete and accurate record of receipts and expenditures;

4. Make disbursements as authorized by the President, Co-President(s), Board of Directors, or organization in accordance with the budget of the organization;

5. Present a financial statement at every meeting of the board of the organization and at other times when requested by the Board of Directors;

6. Be responsible for the maintenance of such books of account and records, and have said books and records available for audit as requested by the Board of Directors;

7. Execute the filing of annual tax returns and all other documents needed to maintain PTO's tax status.

e. All other officers shall perform the duties outlined in these bylaws and those assigned by the President and/or the Board of Directors. Upon expiration of the term of office or in the case of resignation, each officer shall turn over to the President, without delay, all records, books, and other materials pertaining to the office, and shall return to the Treasurer, without delay, all funds pertaining to the office.

**ARTICLE VIII: BOARD OF DIRECTORS**

a. The Board of Directors shall consist of the officers of the organization and such other members as may be elected by the members.

b. The Board of Directors must have at least one representative (parent, guardian, or teacher) from each school – Solon Middle School and Solon High School.

c. Special meetings of the Board of Directors may be called by a President or by a majority of the members of the board, with a minimum of two days' notice being given.

d. The Board of Directors may recommend the removal of any officer not performing duties as outlined in the bylaws. An affirmative vote of two-thirds (2/3) of the PTO members present and voting shall be necessary for the removal of the officer, prior notice having been given.

e. When voting on a matter regarding the use of funds raised by the organization, if there is a tie, the principal of the school where the funds are to be used shall have the tie-breaking vote.

**ARTICLE IX: COMMITTEES**

a. Volunteer Committee: This committee shall assist the Board of Directors when requested to secure volunteers. The committee shall make available a list of jobs for which volunteers are needed.

b. Special Committees: The Board of Directors may establish any additional committees as the need arises.

**ARTICLE X: FISCAL YEAR**

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

**ARTICLE XI: AMENDMENTS**

a. These bylaws may be amended at any regular meeting by a two-thirds (2/3) vote of the members present and voting, proved that notice of the amendment has been given at the previous regular meeting, as well as by unanimous vote of the Board of Directors entitled to vote.

The above bylaws were updated and adopted by the Board of Directors of Solon Parent Teacher Organization at its meeting on the 8th day of January, 2018.

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Anne Johnson, President

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Brandi Radcliffe, Treasurer

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Heather Pentico, Secretary