

**Date Reviewed-9.19.23**  
**Name of Organization-Beachwood PTO**  
**City-Beachwood, Ohio County-Cuyahoga**  
**Date Organized- 8/1/2005**  
**IRS Employer Identification- 20-3629101**

**BYLAWS**  
**ARTICLE I: NAME**

The name of this organization is the Beachwood (including, Preschool, Elementary, Middle and High School) Parent Teacher Organization (PTO) of Beachwood, Ohio.

**ARTICLE II: ARTICLES OF ORGANIZATION**

The Articles of Organization of organization include (a) the bylaws of such organization and (b) the certificate of incorporation or articles of incorporation of such organization (in cases in which the organization is a corporation) or the articles of association by whatever name (in cases in which the organization exists as an unincorporated organization).

**ARTICLE III: PURPOSES**

Section 1. The objects of the Beachwood PTO are:

- a. To promote the welfare of children and youth in school and community.
- b. To bring into closer relation the home and school, that parents and teachers may cooperate intelligently in the education of children and youth.
- c. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental and social education.
- d. To raise funds for the students and schools for special projects, social activities, grants, scholarships, students in need, equipment and programs.

Section 2. The Objects of the Beachwood PTO are promoted through an educational program directed towards parents, teachers, and the general public; are developed through conferences, committees, projects and programs; and are governed and qualified by the basic policies set forth in ARTICLE IV.

Section 3. The organization is organized exclusively for the charitable, scientific, literary of educational purpose within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future Federal tax code (hereinafter "Internal Revenue Code")

## ARTICLE IV: BASIC POLICIES

The following are basic policies of the Beachwood PTO:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the Objects of the organization.
- c. The organization shall not- directly or indirectly- participate or intervene (in any way, including the publishing or distributing of statements) 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 legislation by propaganda or otherwise, other than school levies upon vote of the Board.
- d. The organization shall work with the schools to provide quality education for all children and youth, and shall seek to participate in the decision making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education.
- e. The Beachwood PTO or any of its divisions may cooperate with other organizations and agencies concerned with child welfare, but a PTO representative shall make no commitments that bind the group he represents.
- f. No part of the net earnings of the organization shall inure to the benefit of, or be distributed to its members, directors, trustees, officers or other private person, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and make payments and distributions in furtherance of the purposes set forth in ARTICLE 111: hereof.
- g. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- h. Upon the dissolution of the organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to The Board of Education or one or more non-profit funds, foundations, or organizations which have established heir tax exempt status under Section 501(c)(3) for the Internal Revenue Code.

## **ARTICLE V: MEMBERS AND DUES**

Section 1. Membership in Beachwood PTO shall be made available without regard to race, color, creed or national origin.

Section 2. This PTO shall conduct an annual enrollment of members, but may admit persons to membership at any time.

Section 3. Memberships must be obtained by families no later than scholarship application date of each school year to be considered a "Member in Good Standing" and eligible for any scholarship consideration by the organization.

Section 4. Membership must be obtained by staff members no later than application date each school year to be considered a "Member in Good Standing" and eligible for any grant consideration by the organization.

Section 5. Each member of the PTO shall pay such annual dues to said organization as may be prescribed by the organization.

Section 6. Only members in good standing of the organization shall be eligible to participate in its business meetings or to serve in any of its elective or appointive positions.

## **ARTICLE VI: OFFICERS AND THEIR ELECTION**

Section 1. Each officer shall be a member of Beachwood PTO.

Section 2. Each officer or chairman shall have child(ren) in Beachwood school(s).

Section 3. Officers and their elections:

- a. The following positions will make up the PTO Voting Board (Officers): President, Vice President or Co President, Treasurer, Secretary, Membership/Family Integration, Communications, Volunteer Coordinator, Fairmount rep, Bryden rep, Hilltop rep, Middleschool rep, Highschool rep, Fundraising Chare, and Spirit Wear Chair. There are the following non voting PTO Board positions: Scholarship Chair, After Prom Rep, Neurodiversity Liason, Staff Appreciation, A teacher representative from each school.
- b. The PTO Voting Board is to be elected by the full membership at the April PTO Board meeting. Notice is to be sent of elections with an opportunity to nominate members at least 14 days before the election. Specific officer positions will be assigned by vote of the Board elect at an executive meeting after the general April meeting. The new Board terms will start the following August 1st.
- c. Members shall serve for a term of one (1 year). Officers should hold office for term or until successors are elected. Vacant positions may be filled by the executive board. No officer shall be eligible to hold more than one elected or appointed office. The newly elected officer begins their term August First.

- d. Non Voting Board positions are appointed by the voting Board. A Non-voting members may vote on a specific action upon a motion and vote from the voting Board.
- e. Additional Voting Board positions may be added by a majority vote of the Board, and a member appointed to fill that role.

#### Section 4. Vacancies

Any vacancy occurring in any appointed position can be filled for the unexpired term.

### **ARTICLE VIII: DUTIES OF OFFICERS**

#### Section 1. The President(s) of Beachwood PTO shall:

- a. Preside at all meetings of the organization;
- b. Perform such other duties as may be prescribed in these bylaws or assigned by organization;
- c. Be a member ex-officio of all committees;
- d. Coordinate the work of the officers and committees of the organization in order that the Objects may be promoted.
- e. President may make executive budget decision on dollar amount less than \$1000.
- f. Be a member of the BSSO governing board.

#### Section 2. The vice-president of Beachwood PTO shall:

- a. Act as aide(s) to the president;
- b. In their designated order perform the duties of the president in the absence or inability of that officer to serve.

#### Section 3. The recording secretary of Beachwood PTO shall:

- a. Record the minutes of all meetings of the organization and arrange for public dissemination;
- b. Have a current copy of the bylaws;
- c. Perform other delegated duties as assigned.
- d. Conduct correspondence as needed
- e. Send out meeting notices

Section 4. The treasurer of Beachwood PTO shall:

- a. At least once a year, be prepared to submit financial books and records for audit;
- b. Have custody of all the funds of the organization;
- c. Make disbursements as authorized by the president, board, or organization in accordance with the budget adopted by the organization;
- d. Present an oral or written financial statement at every meeting of the organization and at other times when requested by the board;
- e. Treasurers prepare a financial reconciliation or summary of the fiscal year to be presented to the individual presidents no later than June 30<sup>th</sup>.
- f. Prepare an annual budget to be ratified by a majority vote of the Board.
- g. Be a member of the BSSO governing board.

Section 6. All officers shall:

- a. Perform the duties prescribed in the parliamentary authority in addition to those outlined in these bylaws and those assigned from time to time;
- b. Deliver to their successors all official material no longer than fifteen (15) days following the appointment of their successor, by the close of the school year, or upon resignation. Materials to be delivered include all previous correspondence, files, and information pertaining to the position.

## **ARTICLE IX: EXECUTIVE BOARD**

Section 1. The executive board shall consist of the officers of the organization as listed in Section VI.3.a.

Section 2. The duties of the executive board shall be:

- a. To transact necessary business in the intervals between regular organization meetings and such other business as may be referred to it by the organization.
- b. To create standing committees. Standing committees chairmen are selected by the officers and/or nominating committee. **One committee chairmen from each committee will serve on the executive board.**
- c. To approve the plans of work of the standing committees.
- d. To present a report at the regular meetings of the organization.

Section 3. Meetings of the executive board shall be held monthly during the school year, the time to be fixed by its first meeting of the year. A majority of the executive board members shall constitute a quorum. Special meetings of the executive board may be called by the President of by a majority of the members of the board.

## **ARTICLE X: MEETINGS**

Section 1. Regular meetings of the organization shall be scheduled throughout the school year, unless otherwise provided by the organization or by the executive board.

Section 2. Special meetings of the organization may be called by the president to by a majority of the executive board. No other business than that business which is stated in the call shall be transacted at this meeting.

Section 3. The annual meeting shall be held in May, at which time officers and chairmen shall submit yearly reports.

Section 4. Five (5) members, at least two (2) of whom are officers, shall constitute a quorum for the transaction of business in any meeting of the organization. Quorum for a meeting is at least half of the voting board.

Section 5. The privilege of holding office, introducing motions, debating and voting shall be limited to members of the organization whose current dues are paid. Any officer is subject to removal from the Board with a vote of the majority of the full executive Board with a written notice of cause.

## **ARTICLE XI: STANDING AND SPECIAL COMMITTEES**

Section 1. Only members in good standing of this organization shall be eligible to participate in its business meetings or to serve in any of its appointed positions.

Section 2. Standing Committees

- a. The executive board may create such standing committees as it may deem necessary to promote the Objects and carry on the work of the organization.
- b. The chairmen of the standing committees shall be selected by the board or the President.
- c. The term of each chairman shall be one (1 year) term with no more than 2 consecutive terms.

Section 3. The authority to form specials committees and appoint their members rests with the organization.

Section 4. The president shall be an ex-officio member for all committees. An ex-officio member has the right to make motions, debate and vote but is not counted in the quorum.

## **ARTICLE XIII: FISCAL YEAR**

The fiscal year of the Beachwood PTO shall be from July 1<sup>st</sup> – June 30<sup>th</sup>.

## **ARTICLE XIV: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Beachwood PTO and its constituent organization in all cases in which they are applicable and in which they are not in conflict with these bylaws, or the Articles of Incorporation.

## **ARTICLE XV: AMENDMENTS**

Section 1. The Beachwood PTO may amend bylaws at any regular meeting of the organization by a two thirds (2/3) vote of the members present and voting, provided that notice of the proposed amendment shall have been given at the previous meeting.

Section 2. The Beachwood PTO may appoint a committee to submit a revised set or bylaws as a substitute for the existing Bylaws only by a majority vote at a meeting of the organization, or by a two thirds (2/3) vote of the executive board. The requirement for adoption of a revised set of bylaws shall be the same as in the case of an amendment.