

BYLAWS of TWHS PTSO

ARTICLE I – NAME, DESCRIPTION & PURPOSE

Section 1: NAME – The name of the organization shall be Thomas Worthington High School Parent-Teacher Organization. The PTSO is located at 300 W. Granville Rd, Worthington, Ohio 43085.

Section 2: DESCRIPTION – The PTSO is a non-profit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSE – The purpose of the Thomas Worthington Parent Teacher Student Organization (PTSO) is to help create and maintain a positive school climate for all students at TWHS; to promote programs within the school and community that encourage all students to achieve their full potential; to participate in the decision-making process establishing school policy; to work in cooperation with the other school and community organizations which support TWHS; to provide a means for parent support and participation in the operation of TWHS; to participate in presenting TWHS, its students, staff and programs to the public; to provide teacher grants; and to provide academic scholarships to graduating seniors.

ARTICLE II – MEMBERSHIP

Section 1: Teachers or Student families can get a membership for \$10.00 at any point throughout the year. Grant and scholarship money will only be awarded to current members.

ARTICLE III – OFFICERS

Section 1: EXECUTIVE BOARD– The Executive Board shall consist of the following officers: President, Vice President, Secretary, and Treasurer. Officer positions can be shared. The School Principal, or his/her designee, is a voting member of the Executive Board.

Section 2: TERM OF OFFICE – The term of office for all officers is one year, beginning immediately upon election, and ending upon officer election the following school year. July through June of the following year.

Section 3: QUALIFICATIONS – Any PTSO member in good standing may become an officer of the PTSO.

Section 4: DUTIES –

Executive Board – Develop the PTSO's annual budget, establish and oversee committees to conduct the work of the PTSO, establish fundraising programs, approve by majority vote of the Board unbudgeted expenditures of no more than \$100.00.

President – Preside at General PTSO meetings and Executive Board meetings, serve as the official representative of the PTSO, and retain all official records of the PTSO.

Vice President – Oversee the committee system of the PTSO, assist the President and chair meetings in the absence of the President, CLC representative, which consist of attending the 4 Curriculum Liaison meetings.

Secretary – Record and distribute minutes of all Executive Board meetings and all General PTSO meetings, prepare agendas for official PTSO meetings. Manage communications and marketing for the PTSO including, but not limited to PTSO newsletters, email broadcasts, website.

Treasurer – Serve as custodian of the PTSO's finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, facilitate an annual audit, and hold all financial records.

Section 5: BOARD MEETINGS – The Executive Board shall meet every other month during the school year, or at the discretion of the President.

Section 6: REMOVAL – An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 7: VACANCY – If a vacancy occurs on the Executive Board, the President shall appoint a PTSO member to fill the vacancy, for the remainder of the officer's term.

ARTICLE IV – MEETINGS

Section 1: GENERAL PTSO MEETINGS – General PTSO meetings shall be held to conduct the business of the PTSO. Meetings shall be held monthly, during the school year or at the discretion of the Executive Board.

Section 2: VOTING – Each member in attendance at a PTSO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed.

Section 3 – QUORUM – Five (5) members of the PTSO present and voting constitute quorum for the purpose of voting.

ARTICLE V – FINANCIAL POLICIES

Section 1: FISCAL YEAR - The fiscal year of the PTSO begins July 1st and ends June 30th of the following year.

Section 2: BANKING - All funds shall be kept in a checking account in the name of TWHS PTSO, requiring two signatures of the Executive Board and held at a local financial institution.

Section 3: REPORTING - All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The PTSO shall arrange an independent review of its financial records each year.

Section 3: ENDING BALANCE - The organization shall leave a minimum of \$2,000.00 in the treasury at the end of each fiscal year.

Section 4: CONTRACTS - Contract signing authority is limited to the President or the President's designee.

Section 5: Benevolence Fund – Money for this fund will be only used for the assistance of families at need, by the request of School Counselors or Principal.

ARTICLE VI – BYLAW AMENDMENTS

Amendments to the bylaws may be proposed by any PTSO member. Amendments presented at a PTSO meeting shall be considered for voting at a subsequent meeting. 2/3 approval of all members present, and voting is required to adopt an amendment to the Bylaws.

ARTICLE VII - DISSOLUTION

In the event of dissolution of the PTSO, any funds remaining shall be donated to Thomas Worthington High School

These bylaws were adopted on July 19th, 2018