

LICKING HEIGHTS LOCAL SCHOOLS

District support organization bylaws

Article I: **The legal name of the Organization shall be _____.**

Article II: **Purpose**

Section I: Purpose

The purpose of this Organization shall be:

- To maintain an Organization of people interested in promoting educational excellence through _____, and by extension, throughout the Licking Heights Local School District (the District).
- To promote the interests and activities of _____, and by extension, throughout the District.
- To foster relationships between support Organizations, parents, and staff throughout the District.

Section II: Non-Profit Organization

- This Organization shall be established as and remain a non-profit Organization as defined under Section 501(c)(3) of the Internal Revenue Service Code of 1954 (or similar statutes hereafter enacted).

Article III: **Membership**

Section I: Members

Membership shall be made available without regard to race, color, religion, sex and national origin, to those who are willing to abide by and support our Organization.

Section II: Dues and Voting Rights

Dues, if applicable, will be established by the Executive Board. If dues are charged, a member must have paid his/her dues before any official meeting to be considered a member in good standing with voting rights. If dues are not charged, all members are considered to be in good standing and are entitled to voting rights without discrimination.

Each Organization member shall be entitled to one vote at any of the general or special membership meetings (no more than two votes per membership family). Members in good standing (all dues paid, no past due monies) will be afforded the opportunity to vote.

On occasion, the officers may be required to hold a special vote due to:

- a quick operational decision needs to occur whereas there is not time to hold a general or special meeting

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- another board member or general member conducts his or herself in a manner that does not reflect favorably on this Organization and a vote needs to occur to determine whether removal from the Organization is warranted

Section III: Involuntary Termination of Membership

The Organization may withdraw membership of an individual via the following procedure:

- 1) The Executive Board shall unanimously recommend that the individual’s membership be withdrawn.
- 2) The Board shall notify the individual in writing of the pending withdrawal of membership.
- 3) The Board shall call a special meeting or add this issue to the agenda of the proceeding meeting for the purpose of discussing and voting on that recommendation.
- 4) The individual’s membership shall be withdrawn upon two-thirds vote of the members present at the special meeting or added to the agenda of the proceeding meeting, if appropriate.

Article IV: Officers and Terms

Section I: Identification of Officers

- President
- Vice-President
- Secretary
- Treasurer

***MUST IDENTIFY AT LEAST ONE ADDITIONAL OFFICER AND RESPONSIBILITIES IN TEXT BOX BELOW. Either an officer or a member of the Executive Board to ensure majority vote.**

The positions of President, Vice President, Secretary, and Treasurer (collectively “the Officers”) should be filled prior to filling any other positions in order for the Organization to be active for the fiscal year.

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Section II: Officer Roles and Responsibilities

President

The President shall preside at all meetings of the Organization and at all meetings of the Executive Board. The President shall also serve as the primary contact for the Licking Heights Local School District Administration, represent the Organization at meetings, serve as an ex-officio member on all committees (except audit committee), and coordinate the work of all the officers and committees so that the purpose of the Organization is served. Perform such other responsibilities as may be required by the Executive Board.

Vice-President

The Vice-President shall assist the President and carry out the President's duties in his or her absence or inability to serve. The Vice President is also an ex-officio member of all sub-committees. Shall perform such responsibilities as may be required by the Executive Board.

Secretary (Corresponding Secretary)

The Secretary shall keep accurate minutes of such meetings and give all notices as may be required by the bylaws of the Organization or by the Executive Board. The Secretary is required to have a current copy of the bylaws.

Treasurer

The Treasurer shall attend to the Organization's finances as designated by the Executive Board. Shall formulate an annual budget taking into account each task, fundraiser, and event. The Treasurer is responsible for the counting, depositing, and disbursement of all monies. He/She will present a financial statement at every meeting and at other times of the year when requested by the Executive Board, and make a full report at the end of the year.

***MUST IDENTIFY AT LEAST ONE ADDITIONAL OFFICER AND RESPONSIBILITIES IN TEXT BOX BELOW**

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Section III: Terms of Office

Terms of office for Officers are recommended to be staggered and maintained for two years. This best-practice approach ensures consistency in leadership and direction of the Organization.

Section IV: Officer Nominations

Section V: Vacancies and Replacement of Officers

If the President must be replaced for any reason, the Vice President shall immediately assume the Presidency. If the Vice President cannot assume this role, then a standing board member shall immediately assume the Presidency and the Executive Board shall appoint a replacement for the vacated position.

For all officer positions identified in Section I of this article, except for the Presidency, the President shall appoint any replacements required to fill vacancies arising during the year. All appointees shall be approved by the Executive Board.

The appointee shall serve for the unexpired term or until the next general officer elections.

No person shall be appointed without his or her consent.

Section VI: Removal of Officers

The Organization may remove an individual from office via the following procedure:

1. An Executive Board Member must submit a recommendation, with just cause, that an officer be terminated; and
2. The other officers must be in majority agreement with the recommendation.
3. If the motion carries, the Executive Board shall notify the officer, in writing, of the pending removal from the Executive Board;
4. The Executive Board shall call a special meeting or add this issue to the agenda of an upcoming meeting, where previous notice has been given, for the purpose of discussing and voting on the recommendation; and
5. The officer's status shall be withdrawn upon a two-thirds vote of the members present (assuming a quorum) at the designated meeting.
6. In the event an officer must be removed due to legal sensitivity or confidential reasons pending an investigation, the Executive Board shall vote in closed session without the full membership. Discussion of the removal of the officer shall not occur outside of this closed session until the investigation has been completed and any finding(s) are reported.

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6539 Summit Road SW

Pataskala, Ohio 43062

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Article V: Executive Board

The Executive Board of this support Organization is comprised of all current officers. The President shall serve as the Chairperson of the Board.

Section I: Responsibilities

The responsibilities of the Executive Board shall be:

- To transact business between meetings in preparation for the general meeting
- Create standing rules and policies
- Create standing and temporary committees
- Prepare a budget
- Present the budget to the membership
- Prepare reports and recommendations to the membership and school administration

Section II: Meetings

Meetings shall be held regularly as determined by the Executive Board.

Section III: Quorum

Half the number of Executive Board Members plus one constitutes a quorum.

Article VI: Committees

Committees shall consist of general members and Executive Board Members, with the President acting as an ex-officio member of all committees. The President ensures a different Officer is a member of each committee and that they will serve as chairperson of the committee to which they are appointed. No person shall be appointed without his/her consent. The committee chairperson must present minutes from committee meetings prior to the following meeting.

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Section I:

- 1) **Annual Standing Committees:** Standing committees will be determined based on need at the beginning of each fiscal year. The President ensures an officer is a member of all committees.
- 2) **Audit Committee:** Two (2) months prior to the end of the fiscal year, the President shall appoint an audit committee to examine the Organization's financial records. Appointment to this committee shall require the approval of the Executive Board.
 - a. The account signatory nor their significant other shall serve as the auditor.
 - b. The President and Treasurer shall be available to attend meetings to answer any questions that may arise.
- 3) **Committee Chairperson:** The President shall appoint the chairperson of each standing committee. No person shall be appointed without his/her consent.

Article VII: MEMBERSHIP MEETINGS

Section I: Procedures

- 1) Robert's Rules of Order shall govern meetings when they are not in conflict with the Organization's bylaws.

Section II: Meetings

1) General Meetings

General Member meetings of the Organization shall be held monthly at a time and place determined by the Executive Board, at least one month before the meeting.

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2) Annual Meetings

The Annual meeting shall be conducted during the month of _____ which may serve to elect Organization officers, establish dates for General Membership meetings which may be amended as required and establish the annual membership dues for the next year, if applicable.

3) **Special Meeting:** Special meeting of the membership may be called by the President or two sitting board members and scheduled whenever expedient, and shall be advertised and will occur with the consent of the Executive Board.

4) **Quorum:** A quorum shall be represented by

5) **Notice of Meetings:** Notice via email, social media, local newspapers or other communicative avenues shall be made to all constituents of _____ and will be considered adequate notification of special meetings, at least five (5) business days prior to the date of such meetings.

A calendar of general membership meetings shall be prepared and distributed to the membership via email, social media or other communicative avenues consistent with meeting notices.

Notice of changes to a scheduled meeting date shall be communicated to the membership in a manner identical to the original notification of said meeting, time permitting. Otherwise, any member of the Executive Board may request that other means of communication be used for membership notification.

Article VIII: Finances

Section I: General Finance Information

1. The fiscal year of the Organization runs from _____ to _____.
2. At the first Executive Board meeting of the new fiscal year, a tentative budget shall be drafted and approved by majority vote. Any and all changes to the budget shall be voted on and approved by majority vote. The Executive Board shall also approve all expenses of the Organization.
3. The Treasurer shall manage all bank accounts necessary to conduct the Organization's business; maintain the budget; keep accurate records of all related financial information; and manage all account disbursements.
4. Authorized signers shall be the Treasurer and one other officer, to be determined by the Executive Board.

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Section II: Fundraising

Efforts shall be made to support other support Organization's fundraising efforts within the District. An officer of the Organization shall meet with a district administrator to present and coordinate the proposed fundraising schedule in an effort to avoid conflicting with any other Districtwide and/or School-sponsored fundraising events, before final approval is made.

Section III: Authorization for Accounts

- 1) The Treasurer shall establish all bank accounts necessary to conduct the Organization's business.
- 2) The Treasurer and _____ shall be signatories on all accounts.

Section IV: Bookkeeping / Financial Reports

- 1) The Treasurer shall maintain adequate books of accounts and shall present financial reports to the Executive Board and the membership on a regular basis, determined by the Organization.

Section V: Disbursement

- 1) Expenditures of Organizational funds shall be subject to the following limitations:

Article IX: Amendments/Revisions

Amendments and/or revisions can be submitted for consideration, in writing, by any member of the Organization. The Bylaws may be amended/revised at any regular or special meeting of the Executive Board by a two-thirds vote of the members present, provided that notice of the proposed amendment(s) and/or revision(s) have been given to the officers at the previous meeting. All amendments and/or revisions to the Bylaws, once approved, shall be immediately incorporated. The Bylaws shall be reviewed annually and filed with the Secretary of State of Ohio.

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Article X: Conflict of Interest

Officers and Executive Board Members of the Organization shall scrupulously avoid conflicts of interest between the interests of the Organization on one hand, and personal, professional, and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

Officers and/or Executive Board Members of the Organization shall disclose any conflicts/potential conflicts of interest at any time they may happen to occur.

At no time shall any officer or Executive Board Member of the Organization benefit financially as a result of serving within the Organization. Officers and Executive Board Members shall have no direct or indirect financial benefit.

Date adopted:
Date amended: