

**Association of Sycamore Schools Parent Organization (ASSPO)
(Presidents' Council)
Bylaws**

ARTICLE I. NAME

The name of this organization shall be the Association of Sycamore Schools Parent Organizations or ASSPO (operating as Presidents' Council).

ARTICLE II. ARTICLES OF ORGANIZATION

This Council is organized and separately incorporated in accordance with Section 501(c)(3) of the Internal Revenue Code in order to serve as the financial umbrella organization for the Parent Teacher Organizations (PTOs), and for the purpose of providing a forum for the exchange of ideas among the parent leaders in the Sycamore Community School District.

ARTICLE III. MISSION AND OBJECTIVES

1. This forum will provide a way for the Superintendent and/or administration of the Sycamore Community School District to communicate information to PTO Presidents.
2. This forum will provide a way for inter-school communication between PTOs including, but not limited to, discussions on fundraising, activities, and parent involvement.
3. This forum will provide a way for PTO Presidents to communicate with the Sycamore Community School District Superintendent and/or Administration the views, suggestions, and recommendations of their PTOs.

ARTICLE IV. POLICIES

1. This organization shall be non-commercial, non-sectarian, and non-partisan.
2. The name of the organization and the names of any representatives in their official capacities shall not be used in connection with a commercial concern or with any partisan interest or for any purpose not appropriately relates to the promotion of the objectives of the organization.
3. This organization shall not, directly or indirectly, participate or intervene in any political campaign on behalf of, or in opposition to, and candidate for public office.

4. Notwithstanding any other provisions of these bylaws, this organization shall not carry on any other activities not permitted by an organization exempt from Federal Income Tax under Section 501(c)(3) and Section 170(c)(2) of the United States Internal Revenue Law.

ARTICLE V. MEMBER ORGANIZATIONS

1. The member organizations of ASSPO shall be the Parent Teacher Organizations of the Sycamore Community School District. As a new school is formed, the Parent Teacher Organization of the school will automatically become a member of ASSPO.
2. A new member organization shall submit to the Secretary of ASSPO written Bylaws adopted by the group within three months of inception. These Bylaws shall include all provisions required by and as stated in the ASSPO Bylaws.
3. Each member organization shall maintain a current copy of its organization's Bylaws on file with ASSPO at the Sycamore District Office.
4. Each member organization shall maintain annual documentation per the ASSPO Compliance Checklist with ASSPO at the Sycamore District Office by October 15 of each year.
5. Each member organization shall provide a list of PTO Officers per the ASSPO Compliance Checklist at the beginning of each school year and, as Officers change, to the Superintendent of the Sycamore Community School District and to the ASSPO Compliance Committee.
6. ASSPO shall maintain a list of Member Federal EIN Numbers at the Sycamore District Office.
7. Each member organization shall provide a report of its activities at the monthly ASSPO meetings. These reports will be maintained at the Sycamore District Office.
8. Each member organization shall require its Executive Board and Committee Chairs to read its organization's Bylaws, and its Executive Board to read the ASSPO Bylaws. Each member organization's Bylaws shall include a Conflict of Interest Policy. It is the responsibility of each member organization's Executive Board to identify any conflict of interest within its organization, and to report on that finding in the minutes at its monthly meeting.

ARTICLE VI. FISCAL YEAR

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

ARTIVLE VII. VOTING REPRESENTATIVES

Each member organization shall have one (1) voting representative. The voting representative shall be the president or one (1) co-president. In the absence of the president (or co-president), the president may appoint a designee to act on his/her behalf at that meeting.

ARTICLE VIII. OFFICERS

1. The officers of this organization shall be the President, Vice-President/Financial Advisor, and Secretary.
2. The PTO President of Sycamore High School shall assume the responsibilities of the President of ASSPO. The PTO President of Sycamore Junior High School shall assume the responsibilities of Vice-President/Financial Advisor of ASSPO, and the PTO President of E.H. Greene Intermediate School shall assume the responsibilities of Secretary of ASSPO.
3. Officers shall assume the duties of their office throughout the fiscal year.

ARTICLE IX. DUTIES OF OFFICERS

1. The three officers of ASSPO shall form the ASSPO Compliance Committee. This committee shall complete annually the ASSPO Compliance Checklist by November 1 for each ASSPO Member Organization. The Secretary will inform each member organization of its status of compliance. Each member organization will have six months to complete any requirements needed to meet compliance with ASSPO. The ASSPO Compliance Committee will update the ASSPO Compliance Checklist as needed to ensure compliance with the State and Federal Laws and to maintain IRS 501(c)(3) status.
2. The President of ASSPO shall be responsible for all legal documents necessary to maintain ASSPO. Duties include but are not limited to: filing the Group Exemption Update with the Internal Revenue Service in January, filing the IRS 990 Form at the beginning of each fiscal year, maintaining current User Accounts

and filing an Annual Financial Report by November 15 with the Ohio Attorney General's Office, and maintaining registration every five years with the Ohio Secretary of State Office. The President shall provide other duties as required by the organization.

3. The Vice-President/Financial Advisor of ASSPO shall assist the President and assume any duties of the President as needed.
4. The Secretary of ASSPO shall maintain records of Monthly Meetings and Member Monthly Reports at the District Office. This officer shall prepare the Sycamore Presidents' Council Roster annually in May to include the new roster and meeting schedule for the following fiscal year.

ARTICLE X. MEETINGS

1. Presidents' Council (ASSPO) Meetings are held monthly during the school year as scheduled by the Sycamore Superintendent and the ASSPO President. The May meeting is a transition meeting at which both current and future PTO Presidents are present.
2. The Officiating Officer and Recording Secretary for each meeting is on a rotating schedule to include all PTO Presidents. This schedule shall be available in May of each year.
3. The privilege of making motions and voting shall be limited to voting representatives of the organization.
4. The minimum number of voting representatives who must be present to conduct business is a simple majority of the member organizations (currently 4 of 7).

ARTICLE XI. AMENDMENTS

These Bylaws may be amended at any meeting of the membership, by a majority vote of the members present at such meeting. A copy of the proposed amendments or revisions shall be presented at a monthly meeting, and then voted on at the next monthly meeting. It is recommended that all PTO Presidents share the proposed changes to the ASSPO Bylaws with their individual Executive Boards and PTO Membership.

Adopted by Presidents' Council April 18, 2013

