



The Lillian and Betty  
**Ratner School**

WHERE EACH CHILD THRIVES

**RATNER PARENT  
ORGANIZATION  
BY LAWS**

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# **RATNER PARENT ORGANIZATION BYLAWS**

## **ARTICLE I: NAME**

The name and location of this organization shall be RATNER Parent Organization (RPO)

## **ARTICLE II: PURPOSE STATEMENT**

The relationships within the Ratner Community, which includes students, teachers, staff, and parents, are a vital influence on the success of our children's futures. Therefore, our purpose is to foster a sense of support, pride and enthusiasm; to encourage parent and public involvement in the Lillian & Betty Ratner School; and to bring into closer relation the home and the school, that the parents and teachers may cooperate intelligently in the education of children and youth. This organization shall provide service for school functions, engage in fundraising projects, encourage parent, teacher, and community involvement, and cooperate with school administration in providing educational and extracurricular opportunities.

## **ARTICLE III: POLICIES**

The policies shall be developed through meetings, events and committees and shall not direct or control the administrative activities of the school.

## **ARTICLE IV: MEMBERSHIP**

SECTION I: General Members shall be:

1. All parents, step-parents, and guardians of students.
2. Ratner head of school (or their designee).

## **ARTICLE V: THE EXECUTIVE BOARD**

SECTION I: The Executive Board shall consist of the following elected officers to minimally include:

1. A President, Vice President, Secretary, and Treasurer.
2. Co-officers in any Board position are allowed for the purpose of sharing the work load and for encouraging broader member inclusion on the Executive Board.

## **ARTICLE VI: DUTIES**

SECTION I: Duties of the Executive Board

1. The Board has the authority to reassign specific job duties as required.
2. The Board shall establish the objectives of the organization and determine the policy for the development of the objectives.
3. No member shall hold more than one office at a time.
4. To create standing committees and to appoint chairpersons.
5. To approve the plans of work of the committees chairperson.
6. To transact necessary business in the intervals between meetings.
7. Put together a yearly budget to be approved. To work with finance director to ensure adherence to plan and any adjustments necessary.
8. Special meetings of the Executive Board may be called by the President or by any member of the Board if needed.

9. Hold monthly Executive Board meetings throughout the school calendar.
10. Appoint new board members if and when the need arises.
11. Get the Head of School's approval. The Head of School needs to be made aware of planned activities. He/She may or may not approve an activity if they deem it not in the best interest of the school. Any material such as newsletters, activity information, etc. that is to be sent home with the children needs prior approval of the Head of School or his/her designee.

#### SECTION II: Duties of the President

1. Shall publish a calendar of Executive Board meetings.
2. Shall invite necessary parties per a published meeting agenda which details both the discussion topics along with their discussion leaders (sent ahead of the meeting date) and preside at all regular, special, and Executive board meetings. Communicate with the Vice President, if unable to attend.
3. Coordinate the work of the officers (and the committee chairpersons, in the absence of the Vice-President) in order that the objectives may be accomplished.
4. Execute decisions of the Executive Board.
5. Serve as primary contact for the Head of School.

#### SECTION III: Duties of the Vice President

1. Attend RPO meetings.
2. Acts as aide to the President
3. Perform duties of the President in the absence or inability of that officer to serve.
4. Coordinate the work of the committee chairpersons in order that the objectives may be accomplished.

#### SECTION IV: Duties of the Secretary

1. Attend RPO meetings and record the official minutes.
2. Publish and distribute a summary of the minutes within 5 school days or sooner.
3. Update and distribute the yearly RPO Schedule of Events after approval by the board.
4. Distribute the By-Laws to all board members and other interested parties.
5. Keep a log of attendance for the meetings.
6. Forward all appropriate materials to the school secretary for web page updates of important RPO related information.

#### SECTION V: Duties of the Treasurer

1. Attend RPO meetings.
2. Keep an accurate record of receipts and expenditures
3. Present a financial statement at each RPO meeting.
4. Work with the Board and School Finance Director to put together a yearly Budget and present at the beginning & end of each school year.

#### SECTION VI: Duties of Chairpersons

1. Attend RPO meetings.

2. The chairperson of each committee shall recruit the members for his or her committee with possible assistance from the Executive Board.
3. The Chairperson shall report the plans and activities of the committee to the RPO Executive Board.
4. All committee chairpersons shall use their budget in order to purchase necessary supplies and materials. Any money spent in excess of the budget is subject to approval.
5. All committee chairpersons shall update their records at the conclusion of the event and relinquish said records to the Secretary at that time.
6. Keep receipts of purchases; file necessary paperwork with receipts to treasurer for reimbursements, within 60 days.
7. Read their "Chairperson" folder for additional duties and more detailed job descriptions.

## **ARTICLE VII: MEETINGS**

SECTION I: Meetings of the organization may be called by the Executive Board or by petition of the members. Special meetings may be called by the President or by any Board member.

SECTION II: There will be monthly Executive Board meeting. The time and place of the meetings shall be announced to the Executive Board.

SECTION III: There will be a minimum of 2 General Meetings open to all members of the RPO.

## **ARTICLE VIII: TERMS OF SERVICE**

SECTION I: Each officer shall serve a term of one school year. The term of the office shall end the last day of the school year. The new officers shall begin their term immediately thereafter.

SECTION II: Each outgoing Officer shall present a resume of their responsibilities to the newly elected Officer and assist them as needed for up to one year.

SECTION III. If practical, the Vice President will take on responsibilities of President at the next school year.

SECTION IV. Incumbents may be nominated for subsequent years for depth and continuity.

## **ARTICLE IX: FINANCES**

SECTION I: A budget of anticipated revenue and expenses for the year shall be presented to the organization at the beginning of the school year. This budget shall be used as a guide for the activities taking place during the year. Any substantial deviation from the budget must be approved in advance by the organization.

SECTION II: The Treasurer shall present a financial report at each General Meeting of the organization and shall prepare a final report at the close of the school year.

SECTION III: A designated fund is money put aside for a specific purpose. Any money put into a designated fund shall only be used for that purpose. It cannot be used for other activities.

SECTION IV: No loans shall be made by the organization to its officers and members.

SECTION V: Upon agreement of the Executive Committee or at a regular meeting, any officer or officers may enter into contracts or agreements for the purchase of materials or services on behalf of the organization.

SECTION: VI: No reimbursements will be made without valid receipts.

SECTION VII: No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for the services rendered.

SECTION VIII: The fiscal year shall coordinate with the school fiscal year.

SECTION IX: Dissolution: Upon the dissolution of the organization, any remaining funds should be used to pay outstanding bills, and with membership's approval, spent for the benefit of the school.

### **ARTICLE X: NOMINATION AND ELECTION**

SECTION I: A nominating committee (to typically include the out-going President(s) and, preferably, representation from MPP, Primary and Middle Schools) shall bring forth the nominations for the General Elections.

SECTION II: Nominations should be made at the meeting prior to the voting meeting. A slate of persons running for offices shall be presented at the voting meeting. Further nominations may be received from the floor. If all slated to run for office have accepted the nomination then the elections shall proceed by written ballot.

SECTION III: Officers shall be elected April or May by the entire membership (can be an on-line ballot or survey) or at a meeting of the organization by the members present.

SECTION IV. A slate of chairpersons and non-Officer positions to be published to the entire membership at the end of the prior school year but no later than the start of the current school year. These are non-elected positions.

### **ARTICLE XII: AMENDMENT OF BYLAWS**

SECTION I: These bylaws can be amended at any General Membership Meeting of the RPO

SECTION II: These bylaws may be reviewed and/or revised by the Executive Board as necessary to meet changing conditions in the school and community, approved by Head of School, and brought to a vote of the General Membership.