

# **WILKINS ELEMENTARY PTO BYLAWS**

## **Article I – Name**

The name of the organization shall be the Wilkins Elementary Parent Teacher Organization. It shall hereafter be known as PTO.

## **Article II – Purpose and Objectives**

The purpose of the PTO is to support the education of children at Wilkins Elementary. The PTO shall do this by:

- a) Fostering closer working relationships between the school, parents, and teachers.
- b) Providing a forum for discussion and communication between parents, administrators, teachers, and the community.
- c) Enhancing the educational facilities and opportunities for the students of Wilkins Elementary.

## **Article III – Membership**

All staff and parents or guardians of Wilkins students are members of the PTO. There are no membership dues or fees. Any member shall have the privilege of voting, making motions, and serving on committees.

## **Article IV – Boards, Officers, and Event Chairs**

### **Section 1. Executive Board**

The Executive Board shall consist of the elected officers of President, Vice-President, Treasurer, and Secretary.

**Duties:** The duties of the Executive Board shall be to transact necessary business between regular PTO meetings. This includes, but is not limited to: setting the PTO calendar, creating standing rules and policies, creating standing and temporary committees, preparing and submitting a budget to the general PTO membership, and preparing reports and recommendations. Any Executive Board member may call a special meeting of the Executive Board.

## **Section 2. Officers**

**President** – The president shall preside over all meetings of the organization and Executive Board, setting the agendas for such, serves as the primary contact for the principal, represents the organization at meetings outside the organization, and has the authority to sign checks. The term of office shall be one year.

**Vice-President/President-Elect** – the vice-president/president-elect shall assist the president and carry out the president's duties in his or her absence or inability to serve. In the event the president resigns, the vice-president/president-elect shall assume the office of president. The term of office as vice-president shall be one year. After serving in the position of vice-president/president-elect, for one year, the vice president/president-elect will then assume the title and duties of president.

**Secretary** – The secretary shall keep all records of the organization, take and record minutes, handle correspondences, produce a PTO newsletter, and send out notices of meetings to the general PTO membership. The secretary shall serve a two year term.

**Treasurer** – The treasurer shall receive all monies of the PTO, keep an accurate record of receipts and expenditures, payout funds in accordance with the approval of the budget or the Executive Board. He or she shall present a financial statement at every general PTO meeting, at other times of the year when requested by the Executive Board, and make a full report of the previous year revenues and expenditures at the first general PTO meeting of the fiscal year. At any time the PTO finances may be subject to an audit. Any checks written for greater than \$1,000 need to be approved by the Executive Board. The term of office for the treasurer shall be two years.

## **Section 3. Event Chairs**

Event chairs shall be created by the Executive Board as deemed necessary to promote the objectives and carry on the work of the organization. Chairs are filled on a volunteer basis. The term shall be for one year with the opportunity to chair the same event for a maximum of two years unless no other chair can be found. All relevant notes should be turned over to the new event chairs at the end of the school year.

## **Article V – Nominations and Elections**

**Elections** – Nominations for Executive Board positions will be taken at the March general PTO meeting. Nominations shall consist of vice-president/president-elect and treasurer and secretary, if their respective terms are up. Candidates for office must be a chair of a PTO event for the current year. Officers shall be elected by the PTO general membership at the April meeting. At that meeting, prior to the election, the president will ask if there are nominations from the floor. If there are no nominations for an officer position, self-nominations will be taken and may be from

the general membership. Only those that have consented to serve shall be eligible for nomination.

Voting shall be by a voice vote if there is only one candidate for office. If more than one person is running for an office, a ballot vote shall be taken. All officers shall be elected by a majority vote of those members present and voting.

A person shall not be eligible to serve more than one term in the same office, unless there are no other candidates for that position. Newly elected officers will assume their responsibilities at the completion of the school year. All officers shall deliver to their successors any and all official materials at the close of their service of office.

**Vacancies** – If there is a vacancy in the office of president, the vice-president shall become the president. Vacancies in any office besides president will be filled for the remainder of the year by a majority vote at the next general PTO meeting, following the rules established for regular elections.

## **Article VI – Meetings**

The regular general PTO meetings shall be held a minimum of six times per year. Two officers and four general PTO members present at any meeting shall constitute a quorum for the transaction of business of the organization.

## **Article VII – PTO Finances**

The fiscal year for the PTO shall run from July 1 through June 30th. It shall be the duty of the Executive Board to prepare a budget for the fiscal year and submit said budget for approval at the monthly meeting following election of officers. This budget may be amended by majority vote at a general PTO meeting. All expenditures within the realm of the approved budget are to be considered authorized expenditures. The treasurer shall keep accurate records of all disbursements, income, and bank account information.

A letter will be written to the payee of checks that are written to the PTO that have been returned for insufficient funds. The letter will contain a copy of the returned check, a request for the written amount plus any fees charged to the PTO by the bank, plus an additional fee of \$25 to the PTO.

The authorized signers on PTO checks shall include the Treasurer and the President. The signature on the check cannot be the payee. To be reimbursed for a PTO expense, a receipt or invoice must be submitted to the Treasurer.

## **Article VIII – Bylaws**

The bylaws may be adopted or amended at any general meeting by a majority vote by the general PTO membership, provided notice has been sent out at least seven days prior to the general meeting.

## **Article IX – Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order shall govern the PTO when not in conflict with these bylaws, policies, or special rules of order the PTO may adopt.

## **Article X – Dissolution**

The PTO may be dissolved with previous notice of at least 14 calendar days and a two-thirds (2/3) vote of those present at a general meeting. Upon the dissolution of the PTO, after paying or adequately providing for the debts and obligations of the PTO, the remaining assets shall be distributed to Wilkins Elementary School or with the membership's approval spent for the benefit of the school. If the school ceases to exist, the remaining PTO assets shall be distributed to another organization within the Linn-Mar School District based upon a majority vote of the general PTO membership at the last general PTO meeting. This may include, but is not limited to, another elementary school PTO or the Linn-Mar Foundation.