

WES PTO BYLAWS

AMMENDED MARCH 2007

WAYNE ELEMENTARY SCHOOL PARENT TEACHER ORGANIZATION

ARTICLE I - NAME

The name of the organization shall be the WAYNE ELEMENTARY SCHOOL PARENT TEACHER ORGANIZATION (WES PTO).

ARTICLE II - OBJECTIVE

The WES PTO will work with WES staff and students to make our learning environment rewarding and fun.

ARTICLE III - SCOPE

The WES PTO will engage in the following services: social and academic activities, communication, and fundraising. Financial support will be provided to support teachers and student programs not covered by the School District . The WES PTO will encourage parent, teacher and community involvement as well as cooperate with school administration to enhance educational opportunities.

ARTICLE IV - POLICIES

Section 1: The WES PTO shall be non-commercial, non-sectarian, non-partisan and non-political, and will not endorse a commercial enterprise or candidate.

Section 2: The WES PTO will seek neither to direct the administrative activities of the school nor to control its policies.

Section 3: In the event of the dissolution of the WES PTO, due to the school closing or grade reorganizing, the net monetary assets of the PTO will be distributed to the Parent Teacher Organization where the K-5th Grade students are assigned based on the percentage of, at least 4%, of former WES students attending each school.

Section 4: The WES PTO may cooperate with all other organizations within the Kewaskum School District with similar interests.

Section 5: WES PTO funds will not be used for any items, programs or events that do not directly benefit the students at WES.

Section 6: Special monetary requests for non-budgeted items must be submitted to the WES PTO Board for discussion at a WES PTO General Meeting. Vote for approval of the request will be made.

Section 7: If a specific long-term goal has been approved, additional funds may be carried over to the next school year or until the goal is reached.

Section 8: Accounting Procedures

A. The WES PTO Board will submit a tentative allocation of funds to the Membership for approval at the first Fall WES PTO General Meeting for the new school year.

B. Expense Guidelines

1. Reimbursements for all expenses will be made only after receipts for expenditures have been documented. These receipts should be submitted to the WES PTO Treasurer within five (5) days. Requests made without paper receipts will not be processed for reimbursements.

2. A cash advance to cover expenses prior to a purchase must be documented in detail to the WES Board at least five (5) days in advance for budgeted items only. All unused monies must be returned to the Treasurer immediately following the purchase.

C. Deposit Guidelines

1. All monies raised for the WES PTO must be documented and submitted to the WES PTO Treasurer immediately.

ARTICLE V - MEMBERSHIP

Section 1: WES PTO membership will be open to teachers, parents or guardians of students, and staff of WES.

Section 2: Membership to the WES PTO will be available regardless of race, color, creed, national origin or gender to all people.

Section 3: The WES PTO will conduct an active membership campaign throughout the school year.

Section 4: The membership year will correspond with the school year.

Section 5: A family is considered a member of the WES PTO when a child registers for enrollment. Teachers and staff become members at date of hire.

Section 6: Any member is eligible to vote on any motion at WES PTO General Meetings.

ARTICLE VI - OFFICERS (BOARD MEMBERS)

Section 1: Qualification for Officers:

A. An officer must be a member of the WES PTO.

B. An Officer must have a child currently enrolled in WES.

C. No officer shall hold more than one board position at a time, and no officer shall serve for more than two consecutive terms. An officer may continue in their position for one year after their term expires, if a replacement cannot be found.

D. All Officers must pass a Kewaskum School District background check.

Section 2: The Officers of the Board of the WES PTO will consist of Co-Presidents, Secretary and Treasurer and WES Principal.

Section 3: In addition to Officers, there will be one Teacher Liaison position.

A. The Teacher Liaison position will be filled by a currently employed teacher at WES.

B. The Teacher Liaison position is a two-year term. At the end of a term, the WES Board will ask all interested teachers to submit their consent to serve at which time the WES Board will look at all interested candidates and make a selection.

C. Any teacher can hold the position of Teacher Liaison for any number of consecutive terms if no other teacher is interested in the position.

ARTICLE VII - ELECTION OF OFFICERS

Section 1: The Election Committee shall consist of at least three (3) members of the WES PTO.

A. The elections will be held at May's General Meeting.

B. Voting shall be done by a secret ballot.

C. A nomination during the meeting may be made from the floor and added to the ballot.

D. A person receiving the majority of votes for each position will become next year's officer.

E. In the case of a tie, the WES PTO Board will cast the deciding vote.

F. Only those who have consented to serve if elected shall be eligible for nomination, either by the committee or from the floor.

Section 2: Once a person has been elected to office, they must submit all paperwork required for the Kewaskum School District background check. A background check must come back acceptable for the officer to begin his or her term in office.

A. In the event a background check comes back unacceptable, the person who came in second in the voting shall have the option of accepting office based on all requirements.

Section 3: An officer's service date corresponds directly with the school year. A term is defined as two school years.

Section 4: A vacancy occurring on the WES PTO Board can be filled for the unexpired term by a WES PTO member through a special election. This special election will follow the same guidelines as the general election.

Section 5: If a vacancy occurs in the office of the Co-President(s), the Secretary or the Treasurer shall fill it for the unexpired term.

ARTICLE VIII OFFICERS DUTIES

Section 1: At least one WES PTO Board Members shall be present at each committee meeting.

Section 2: Will attend WES PTO General and Board Meetings.

Section 3: By being elected into office, Officers have given consent to have a Kewaskum School District background check.

Section 4: Agree to and will follow all bylaws.

Section 5: WES PTO Board Meetings shall be held monthly with the day and time to be determined by the WES PTO Board at the May elections so they can be printed on school district calendars.

A. Co-Presidents

- 1. Will preside at all PTO Board and WES PTO General and Special Meetings.**
- 2. Will coordinate the work of the officers and the committees to facilitate educational and extra-curricular activities.**
- 3. Shall cooperate with the Principal and maintain a supportive relationship between the school and the WES PTO.**
- 4. Will appoint special committees when needed.**
- 5. Will provide a summary year-end report of his/her year in office to give to the new Co-President at the joint Board Meeting.**
- 6. Will be ex-officio members of all committees except of the Nominating Committee.**

B. Secretary

- 1. Record in a permanent form all business transacted at each Meeting of the WES PTO.**
- 2. Present the minutes for approval at the WES PTO General Meetings (Co-President may also do).**
- 3. Will keep attendance records for all Meetings.**
- 4. Will notify WES PTO members of special Meetings called by the WES PTO Board five (5) days prior to such Meetings.**
- 5. In case of Secretary's absence from any Meeting, a board member will be appointed to take the minutes.**
- 6. Will provide a written year-end report to the new Secretary at the joint board Meeting.**

C. Treasurer

- 1. Will handle all funds of the WES PTO and will give a financial report of the collections and expenditures and call attention to any unusual items at each WES PTO General and Board Meeting.**
- 2. Will provide a written Year to Date and annual financial statement at each WES PTO General Meeting.**

3. Will provide a full financial report in May (last school-year general Meeting) and September (first school-year general Meeting) of each year.

4. The Treasurer and a Co-President must be on bank account documents.

5. In the Treasurer's absence, the Co-President will sign checks.

6. Will maintain an accurate account of all receipts, disbursements, and other pertinent financial information as it pertains to events and purchases sponsored by the WES PTO.

7. An Audit Committee of three (3) WES PTO members will conduct an annual audit of the financial transactions. Once satisfied that the report is accurate, the committee will sign a statement at the end of the report certifying its correctness.

8. Will disburse funds approved by the WES PTO Board. All members of the WES PTO Board must be notified of request for reimbursement of non-budgeted items up to \$150.00 without WES PTO membership approval. A majority of the WES PTO Board must approve the purchase. All expenditures must be reported at the next PTO Meeting.

9. Will file required tax forms by the end of fiscal year.

10. Will provide a written year-end report to the new Treasurer at the joint Meeting

D. Principal

1. The building principal shall assist the PTO Board in supporting the PTO's efforts to better our school and children. The building principal should make herself/himself available to the PTO Board and members for input, suggestions and guidance dealing with issues pertaining to the school.

E. Teacher Liaison

1. Attend or send a representative to all PTO General Meetings.

2. Act as advisor and liaison between staff and the PTO.

3. Help maintain open lines of communication between parents and teachers.

4. Help coordinate PTO sponsored activities in the classroom.

5. Report on current Teacher activities within WES if needed.

6. Report to teachers on PTO activities.

ARTICLE IX - MEETINGS

Section 1: WES PTO General Meetings will be held monthly with the day and time to be determined by the WES PTO Board at the April Meeting for the upcoming school year. Dates will be printed on district calendar as well as distributed to members at the first monthly Meeting of the new school year.

A: For all items discussed at meetings or brought to the attention of the WES PTO, it is the responsibility of the WES PTO Officers and consenting Members to make sure all things are followed through on in a timely manner. At minimum, any results or more information should be presented by the next General Meeting.

Section 2: At all WES PTO General Meetings, a quorum shall consist of five (5) voting members, three (3) of which are Executive Board members, two (2) of which are general members. The deciding votes are a majority rule.

A: In the event there is not a qualified quorum, items will be tabled until the next Meeting. If a vote must be taken, a written ballot vote of consenting members will be organized by a WES PTO Co-President.

B: Teachers may not vote on budget items directly related to them or their classroom.

Section 3: At all WES PTO General Meetings, a quorum of 5 members is required for all financial votes of \$5,000 or more and any amendments or changes to PTO bylaws. The deciding votes will be a 2/3 majority.

A: In the event there is not a qualified quorum and a vote must be taken, a written ballot vote of consenting members will be organized by a WES PTO Co-President.

Section 4: Special Meetings may be called by the WES PTO Board. The WES PTO will be informed in writing of time and place at least three (3) days prior to the Meeting.

Section 5: For all items being voted on by the WES PTO Board, a majority rule vote shall be the deciding factor.

Section 6: WES PTO Board shall meet at least once prior to the beginning of the school year.

ARTICLE X - COMMITTEES

Section 1: The chairperson will present written or oral progress reports to the membership at the WES PTO General Meetings.

Section 2: The chairperson(s) of committees shall present plans, verbally or in writing, to the WES PTO Board before he/she begins work. No committee work shall be undertaken without the approval of the PTO Board.

Section 3: Since a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done and its final report is received. All work the committee creates is property of the WES PTO to be filed accordingly.

Section 4: A person will not be eligible to serve as a chairperson or co-chairperson on the same committee more than three (3) consecutive years, unless approved by the WES PTO Board.

Section 5: The chairperson must keep track of all expenses and profits according to the Treasurer's accounting procedures.

Section 6: Prior to the event or activity, the chairperson must inform WES students, parents and staff.

Section 7: The Co-Presidents shall be ex-officio members of all committees except of the Nominating Committee.

ARTICLE XI PARLIAMENTARY AUTHORITY

Robert's Rules of Order Revised shall govern this organization in all cases to which they are applicable.

ARTICLE XII MEMBER MISCONDUCT

Section 1: If at any time a WES PTO Member acts inappropriately, it is up the WES PTO Board to address the situation.

Sections 2: If a WES PTO Board Member does not follow the bylaws or acts inappropriately, it will be addressed at either the next General Meeting or at a Special Meeting. At such time, it will be decided what action(s) needs to be taken.

ARTICLE XIII - AMENDMENTS

The bylaws may be amended or changed by a vote of the majority present at any general Meeting of the WES PTO. The amendment must be submitted in writing to the general membership prior to the vote and presented at a previous General Meeting.