

Kewaskum Elementary PTO By-Laws

ARTICLE I – NAME

The name of the organization shall be Kewaskum Elementary Parent-Teacher Organization.

ARTICLE II – OBJECTIVES

The objectives of the Kewaskum Elementary Parent-Teacher Organization (PTO) shall be:

To promote the welfare of children and youth in the home, school, and community.

To bring into closer relationship the home and the school, that parents and teachers may cooperate intelligently in their training of the children.

To develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental, social and emotional education.

ARTICLE III – POLICIES

Section 1. This organization shall be non-commercial, nonsectarian, and nonpartisan. It shall not endorse a commercial enterprise or a candidate. The name of the organization or the names of any PTO members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest, or for any other purpose than the regular work of the organization.

Section 2. This organization shall seek neither to direct the administrative activities of the school nor control its policies.

Section 3. This organization may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils, provided the PTO representative makes no commitments that bind the PTO.

ARTICLE IV – MEMBERSHIP AND DUES

Section 1. All parents of children and staff members currently at Kewaskum Elementary School are considered members of the Kewaskum Elementary PTO.

Section 2. Dues will not be assessed. Free-will donations can be given after each meeting.

ARTICLE V – OFFICERS AND THEIR ELECTION

Section 1.

- A. The officers of this organization shall be President, Vice-President, Secretary, Treasurer and Building Principal.
- B. Officers shall be elected by ballot annually in the month of May. However, if there is but one nominee for any office, it shall be in order to move that the

Secretary cast the elective ballot of the organization for the nominee.

- C. Officers shall assume their official duties promptly at the close of the regular meeting in May. The President and Treasurer shall be elected in May on the even numbered years and the Vice-President and Secretary shall be elected in May on the odd numbered years. Therefore, each will serve a 2-year term or until their successors are reelected.
- D. A person shall not be eligible to serve more than two consecutive terms in the same office.

Section 2.

- A. There shall be a Nominating Committee consisting of three members, one of them being selected by the Executive Committee from its body and two volunteers or appointees from the organization at large at a regular meeting at least one month prior to the election. The Executive Committee member shall serve as a chairperson of this committee.
- B. The Nominating Committee shall select one or more nominees for each office to be filled and report at the regular meeting in May.
- C. Following the report of the Nominating Committee, an opportunity shall be given for nominations from the floor.
- D. Only those who have consented to serve if elected shall be eligible for nomination, either by the committee or from the floor.

Section 3. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the members of the organization in attendance at the next regular meeting, due notice of such election having been given. In case a vacancy occurs in the office of President, the Vice-President shall serve notice of the election.

ARTICLE VI – DUTIES OF THE OFFICERS

Section 1. The President shall preside at all meetings of the organization and of the Executive Committee; shall perform such other duties as may be prescribed in these by-laws or assigned to him/her by the organization or by the Executive Committee; and shall coordinate the work of the officers and committees in order that the objectives may be promoted.

Section 2. The Vice-President shall act as an aide to the President and shall perform the duties of the President in the absence or inability of that officer to serve. It shall also be the duty of the Vice-President to serve as Program Chairman for the organization. His/her duties shall include engaging qualified speakers and/or entertainment to promote the objectives of the organization.

Section 3. The Secretary shall record the minutes of all meetings of the organization and of the Executive Committee. His/her duties shall include handling correspondence and all notices pertaining to meetings and events of the organizations and shall perform such other duties as may be delegated.

Section 4. The Treasurer shall receive all monies of the organization and shall keep an accurate record of receipts and expenditures. The Treasurer shall present a financial statement

at every meeting of the organization and at other times when requested by the Executive Committee and shall make a full financial report at the September meeting.

The Treasurer's accounts shall be examined annually by an Auditing Committee of not less than two members who, satisfied that the Treasurer's financial report is correct, shall sign a statement of that at the end of the report. The Auditing Committee shall be appointed by the Executive Committee at the May meeting. The Auditing Committee shall complete its duties by the September meeting and present a signed report.

All checks shall be signed by the Treasurer or President.

Section 5. The building principal shall assist the Executive Committee in supporting the PTO's efforts to better our school and children. The building principal should make himself/herself available to the Executive Committee and PTO for input, suggestions, and guidance dealing with issues pertaining to the school.

Section 6. All officers shall:

- A. Perform the duties prescribed in the parliamentary authority in addition to those outlined in these by-laws and those assigned from time to time.
- B. Deliver to their successors all official material within two weeks following the meeting at which they are elected.
- C. The Executive Committee has the authority to spend not over \$150 between meetings of the PTO, provided funds are available, without the consent of the PTO members, and will report such expenditure(s) at the next PTO meeting.
- D. The Treasurer is authorized to spend \$25 over the approved budget amount without prior approval.

ARTICLE VII – MEETINGS

Section 1.

- A. Regular meetings of this organization shall be held on the third Wednesday of each month from September through May at 4:00 p.m., unless otherwise provided by the organization or by the Executive Committee.
- B. Special meetings may be called by the Executive Committee, three days' notice having been given.
- C. The Annual Meeting shall be in May.
- D. Ten members in attendance at a regular meeting shall constitute a quorum.

ARTICLE VIII – EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the officers of the organization and the principal of the school or his/her appointed representative. The members of the Executive Committee shall serve until their successors are elected.

Section 2. The duties of the Executive Committee shall be:

- A. To transact necessary business in the interval between organization meetings and such other business as may be referred to it by the organization.
- B. To create standing committees.
- C. To approve the plans of work in the standing committees.
- D. To present a report of any Executive Committee meetings to the organization.

ARTICLE IX – STANDING AND SPECIAL COMMITTEES

Section 1. Such standing committees shall be created by the Executive Committee as may be deemed necessary to promote the objectives and carry on the work of the organization. The Chairperson of the standing committees shall be selected by the President of the organization. Their term shall be one year.

Section 2. The chairperson of each standing committee shall present a plan of work to the Executive Committee for approval. No committee work shall be undertaken without the approval of the Executive Committee.

Section 3. The power to form special committees and appoint their members rests with the organization unless by-laws make other provisions or unless this power is delegated by the organization to the Executive Committee or the President. 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.

Section 4. The President shall be an ex-officio member of all committees except of the Nominating Committee.

ARTICLE X – PARLIAMENTARY AUTHORITY

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

ARTICLE XI – AMENDMENTS

These by-laws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting, provided written notice of the proposed amendment shall have been given and posted at the school at the previous meeting.

A committee may be appointed to submit a revised set of by-laws as a substitute for these by-laws only by a majority vote at a meeting of the organization, or by a two-thirds vote of the Executive Committee.

The by-laws may be examined at any time.