

# **By-Laws of the Yorkville School PTO, Inc.**

**Amended December, 2010**

## **Article I: *Name, Origin and Office***

The name of this organization shall be Yorkville School PTO, Inc. of Yorkville School, Yorkville, Wisconsin, also known as PTO in these by-laws

## **Article II: *Mission Statement***

To promote cooperation, communication and support among parents, school staff and community to provide educational enrichment activities and items for the students of Yorkville Elementary School. Specifically, promote friendly relations between parents, students, school staff and community; provide opportunities for parents, teachers and students to join together in activities; and conduct fundraising to support educational enrichment focus.

## **Article III: *Policies***

The name of this organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the objectives of the PTO.

This organization shall cooperate with the school to support the improvement of education in ways that will not interfere with administration of the school and shall not seek to control school policies.

This organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing this organization in such matters shall make no commitments that bind the organization.

No part of the gross earnings of this organization shall inure to the benefit of any member, director, or officer, except that reasonable compensation may be paid upon authority of the Board for services actually rendered. No member or Officer of the organization shall be entitled to share in the distribution of any of the assets upon dissolution of the organization.

Upon dissolution of the organization, any assets remaining shall be conveyed to Yorkville Elementary School.

## **Article IV: *Membership***

1. Membership in the Yorkville PTO shall include and be limited to all parents or guardians of children currently enrolled at Yorkville School and all Yorkville School Teachers, Staff and Administration.

2. Student members of the Yorkville School Student Council body may participate in activities of the PTO and are welcome to attend meetings, but may not vote.
3. Voting privileges shall be extended to all PTO members.
4. Interested persons within the Yorkville School District community who are not members of the PTO are welcome to attend meetings and participate in organization activities, but may not vote.

#### **Article V: Meetings**

1. Regular meetings of the Yorkville School PTO shall typically be held the third Tuesday of each month throughout the school year (with the exception of December) and shall typically be held at Yorkville School at 6:30 p.m.
2. PTO members shall be made aware of meeting dates in e-mailed newsletters. A copy of the current month newsletter will be posted in the PTO display case at Yorkville School.
3. Meetings shall be conducted in an orderly manner with formal parliamentary procedure.
4. PTO Officers will be allowed to meet to plan events and/or the PTO yearly calendar without calling an all-member meeting.

#### **Article VI: Officer Eligibility and Elections**

The Organization shall have a board consisting of a President, Vice President, Secretary, Treasurer and Consultant (the "Officers" or singularly an "Officer"). Officers shall be elected by a majority vote and all shall serve a term of twelve (12) months commencing June 1<sup>st</sup> and ending on May 31<sup>st</sup>. Treasurer shall stay involved in a consultative role through August 31<sup>st</sup>.

##### Eligibility

1. Only one member of an immediate family shall be an Officer
2. The Officers of the Organization shall consist solely of parents or legal guardians of registered students of Yorkville Elementary School. Full-time, part-time, substitute or temporary employees of Yorkville Elementary School, while encouraged to be members of the Organization, are not eligible to be Officers. If at any time an Officer becomes an employee of Yorkville Elementary School, they are no longer eligible to serve as an Officer and will be required to step down.

##### Elections

1. Nominations of candidates shall occur at the March general meeting. Only those persons who have consented to serve, if elected, shall be eligible for nomination.
2. A list of all candidates shall be published and notice of the upcoming elections shall be given to all members prior to the April general meeting.
3. Election of officers shall take place during the April general meeting.
4. Officers shall be limited to serving two consecutive one-year terms per office.
5. PTO Officers shall be elected by ballot at the regular April PTO meeting. 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
6. Election shall be by ballot if there are multiple nominees; the nominee for the given office receiving the highest number of votes shall be elected to that office.

7. At the general PTO meetings, the President shall present the elected PTO candidate(s); of not less than one or more than three nominees for each office, after which nominations from the floor shall be taken; not to exceed three for each office.
8. In the event there is a nominee unable to be present at the time of election, they should contact the President and Secretary one (1) week prior to the election to advise of their nomination acceptance. That nominee and intended Officer elect position will be announced prior to the election.
9. Immediately after the voting, the PTO Officers shall count the votes and announce the election results.
10. Incoming Officers shall shadow predecessors after the April meeting through May 31.
11. All Officers shall pass on pertinent information and records to their respective successors to effect a smooth transition of office.
12. All Officers are to attend all Officer and general PTO meetings. A reason for absence should be personally reported to the President. If anticipated, a written report of information pertinent to the position should be given to the President prior to the absence. Committee Chairpersons are required to attend general membership meetings or provide a written report to the President or Secretary in their absence
13. An Officer may be removed from office for failure to comply with these by-laws by a majority vote of the Officer Board.

#### Vacancy

A vacancy occurring in any office shall be filled for the remainder of the term by a person elected by majority vote of the PTO present at the general meeting. In case of the vacancy of the President, the Vice-President shall assume office of President for the remainder of the term. An election shall be held for the Vice-President.

### **Article VII: *Officer Duties***

#### The President shall:

1. Act as official representative of the Organization
2. Preside at PTO meetings
3. Prepare the agenda for the meeting
4. Remind all Officers of their duties and call for their reports and/or activity updates at meetings
5. Prepare communications materials such as newsletters, flyers and e-mail to PTO members
6. Not be a voting member of the Board
7. Invite and encourage teachers, staff, student council members and parents to participate as active members of the PTO
8. Be responsible for notifying membership of PTO meetings during school year
9. Participate in annual budget development along with other Officers
10. Participate in all budget decisions
11. Be a second signature on the PTO checking account
12. Approve all PTO paperwork being send home through students and email
13. Provide Committee Chair/event over site along with Vice-President
14. Consult with Administrator in all matters pertaining to the PTO/school
15. Invite School Administration to provide reports/input to PTO as desired

16. Attend School Board meetings and report back to PTO at next meeting
17. Regularly check the PTO mailbox and route mail appropriately
18. Know and follow the by-laws of the Organization
19. Perform other duties as may be prescribed

The Vice President shall:

1. Act as aid to the President
2. Preside at meetings and shall assume duties of the President during the absence of the President or takeover Presidency in the event that the President is unable to fulfill the term of office
3. Obtain names in the fall of each new school year of members wishing to volunteer for various PTO activities throughout the year
4. Serve as Volunteer Coordinator by identifying Committee chairs and assist chairs with finding volunteers to help
5. Provide Committee Chair/event over site as delegated by the President
6. Participate in annual budget development along with other Officers
7. Coordinate with members of the Yorkville School Student Council to maintain active involvement in and collaboration with PTO activities
8. Know and follow the by-laws of the Organization
9. Perform other duties as prescribed in these by-laws

The Treasurer shall:

1. Act as the authorized agent for the PTO checking account
2. Make bank deposits and withdrawals and pay out monies as approved and authorized
3. Report financial transaction and balances (treasurer's report) at monthly meetings
4. Keep an accurate and timely record of receipts and expenditures; record all PTO fund requests as submitted
5. Determine process by which teachers, others may request dollars and communicate process to them
6. Communicate the decision on each fund request to the fund requestor
7. Maintain contact with the School Bookkeeper to reimburse School for PTO expenditures
8. Coordinate and/or prepare annual income tax return preparation and timely filing
9. Prepare and timely file request for WI raffle license, if necessary, as part of fundraising
10. Be responsible for providing tax documentation to those providing donation(s)
11. Prepare and timely file any other financial or tax-related documents as necessary
12. Maintain detailed records of fundraising income/expenditures and other PTO projects
13. Provide cash boxes for PTO sponsored events and be responsible for counting/ reconciling money at conclusion of PTO sponsored events
14. Participate in annual budget development along with other Officers
15. Present, at such reasonable times as the President or majority of Officer Board may direct and upon leaving office, all financial records which may be in his/her possession
16. Know and follow the by-laws of the Organization
17. Perform other duties as may be prescribed

The Secretary shall:

1. Record the minutes of PTO meetings and report them at the next regular PTO meeting.  
Provide minutes to members present at meeting within a week after meeting
2. Document and timely post said minutes to the PTO display case in Yorkville School
3. Assemble and preserve a record of the activities and achievements of the PTO. Such records will be the property of the PTO and may be used for public relations and to promote objectives of the PTO
4. Keep a file of all PTO newsletters, minutes, flyers, correspondence, e-mails and budget.
5. Participate in development of annual budget along with other Officers
6. Compile and maintain a list of contact information for all Officers, committee chairs and active committee members. This list is to be published annually, kept current and posted in the PTO display case in Yorkville School
7. Maintain and update the by-laws as agreed and have a copy available at all meetings
8. Know and follow the by-laws of the Organization
9. Perform other duties as may be prescribed

The Consultant shall:

1. Be a member of the preceding Board in order to guarantee that each new Board will have at least one veteran member
2. Offer a viewpoint to past PTO endeavors and the communications process with School Administration in an effort to allow the current Board to work efficiently from the beginning of their term by ensuring a smoother transition
3. Not be a voting member of the Board
4. Know and follow the by-laws of the Organization
5. Perform other duties as may be prescribed

### ***Article VIII: Fundraising and Expenditure of Funds***

Fundraising:

Yorkville PTO Officer Board shall provide regular updates of plans for all fundraising activities to the organization and School Administrator and the School Board:

1. The purpose and objectives of each fundraising activity
2. The procedures in which the funds will be raised
3. The bookkeeping procedure that will be used
4. Designation of a fiscal Officer of the organization who will be responsible for the accounting of funds
5. Agreement that none of the activities involve the use of public funds

Updates of all fundraising plans will be included in the PTO monthly newsletter.

Expenditure of Funds:

1. PTO monetary expenditures to be determined based on majority vote typically at general meetings except in instances where majority vote by board members is necessary to complete endeavors on a timely basis or in situations where the issue refers solely to Officers.

2. Any equipment or materials approved by PTO for use in the school, on District property, or at a District-related event, shall be submitted to the Administration Board, prior to purchase, so it can determine the compatibility to District approved curriculum and evaluate whether the purchase could incur any liability by its use to the District
3. The School Administrator reserves the right to refuse to accept liability and thus deny the use of the equipment by students, teachers, staff or District employees
4. The Treasurer accounts shall be audited each July by one (1) staff member and one (1) PTO Officer, other than the Treasurer. Treasurer will have account expenditure available in advance of the August Board meeting

#### **Article X: *Authority of the By-laws***

1. The provisions of these by-laws shall be the final authority on questions concerning PTO policy and/or procedure
2. Each Officer of the PTO shall retain a copy of these by-laws, and a reference copy shall be made available to the membership at all regular PTO meetings, by the Secretary

#### **Article XI: *Revision of By-laws***

1. Proposed revisions shall be shared with membership prior to next general meeting. Revisions will be voted on at meeting and accepted by majority vote.
2. Upon authorization by majority of the membership at a regular PTO meeting, revisions of these by-laws shall be posted, and shall be available at PTO meetings upon request