

Central School District 51 Parent Teacher Organization (PTO) Bylaws

Article 1

Name and Purpose

Section 1 – Name

This organization shall be known as Central School District 51 Parent Teacher Organization (PTO).

Section 2 – Purpose

The mission of this organization shall be:

A. To involve parents and school personnel in a cooperative and sustained system of activities which will enhance the educational and social opportunities of children in the school. B. To improve school/home relationships by enabling parents and school personnel to work collaboratively.

Article 2

Policies

Section 1

The PTO shall be a non-commercial, non-sectarian, non-partisan entity. No commercial enterprise and no candidate shall be endorsed in their official capacities; shall be used in any connection with a commercial concern or with any partisan interest; or for any purpose other than the regular work of the organization.

Section 2

The PTO shall not seek to direct the administrative activities of the school or to control its policies.

Section 3

The PTO may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils; provided they make no commitment which binds their members' groups.

Article 3

Membership

Section 1 - Definition

All parents/guardians of students attending Washington Central School District 51 as well as the faculty/staff of the district's schools are members of Central School District 51 PTO.

Article 4
PTO Board

Section 1 – Definition

The PTO Board shall be defined as the President, Vice-President, Secretary, and the Treasurer, and the Chairperson(s) of the standing committees of Central School District 51 PTO.

Section 2 – Committee Chairperson(s)

The Committee Chairperson is an elected position to represent a standing committee and oversee the committee budget.

The Committee Chairperson(s) will report at regular PTO meetings.

There can be up to two Committee Chairperson(s) per Standing Committee.

Section 3 – Duties

The Duties of the PTO Board shall be:

- A. To guide the business and activities of the PTO,
- B. To transact the business of the organization,
- C. To approve the work plans of the standing committees,
- D. All PTO Officers and one of the Committee Chairperson(s) must attend at least one half of all scheduled PTO meetings.

Section 5 - Removal

Any PTO Board member may be removed by the PTO Board whenever it is in the best interest of the PTO. The method of removal shall be by 2/3 majority vote at a regular or special/emergency meeting at which a quorum is present.

Section 7 – Vacancy

In the event a vacancy occurs in a PTO Board during the school year, the PTO membership may appoint a PTO member to fill the vacancy for the remainder of the year. This will be approved by a 2/3 majority vote at a regular or special/emergency meeting.

Article 5
Officers and Roles

Section 1 – Definition

Officers shall be President, Vice President, Secretary, and Treasurer.

Section 2 – Eligibility

Eligible candidates shall be defined as those who are eligible PTO members.

Section 3 – Term Lengths

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Officers shall be voted on by the regular May PTO meeting for a term of one year commencing July 1.

Section 4 - Term Restrictions

No officer may be eligible for the same position for more than four consecutive years. No person may serve as an officer on the PTO Board for more than five consecutive years.

Section 10 – President

- A. The President shall preside at all PTO meetings.
- B. The President is an ex-officio member of all committees.
- C. The President will set the agenda for each meeting.
- D. The President will act as one of four authorized signers for PTO expenses.

Section 11 – Vice President

- A. The Vice-President shall act as an aid to the PTO President and shall assume all duties of the President in the event of the President's absence.
- B. The Vice-President shall collect all requests for yearly elections and create the candidate ballot.
- C. The Vice-President will act as one of four authorized signers for PTO expenses.

Section 12 – Secretary

- A. The Secretary shall record the minutes of all PTO meetings and submit a written record at the next month's meeting.
- B. The Secretary shall update the PTO webpage with the most recent meeting minutes and financial reports.
- C. The Secretary shall update the yearly teachers' favorites list.
- D. The Secretary will act as one of four authorized signers for PTO expenses.

Section 13 – Treasurer

- A. The Treasurer shall receive and distribute funds for the organization and keep an accurate account of all funds.
- B. The Treasurer shall present a monthly financial report to members at each meeting.
- C. The Treasurer shall keep an accurate record of receipts and expenditures.
- D. The Treasurer will conduct an annual Budget Meeting at the end of each school year to prepare the budget for the next school year.
- E. The Treasurer will act as one of four authorized signers for PTO expenses.
- F. The Treasurer will act as the default Authorized Agent for the 501c3. If they are unable to act as the authorized agent, another PTO Officer will be appointed by the PTO Board.
- G. The Treasurer will complete any required tax documentation to be filed.

Article 6

Officer & Chairperson(s) Elections

Section 1 - Candidate Slate

Prior to the regular March PTO meeting, all PTO Board members must report their intentions for continuing their role in the following school year to the PTO Vice-President.

Any open positions for the PTO Board will be posted on the PTO Website, Social Media, School Newsletter, & announced at the regular March PTO meeting.

Any Interested candidates for open, or currently held positions, can submit a written request to the PTO Vice-President prior to the regular April PTO meeting.

Section 2 - Standing Committees

After the Candidate Slate is known, and prior to the creation of the election ballot, the PTO Officers can evaluate the need to restructure the Standing Committees.

A change in the Standing Committees will be approved by a 2/3 majority vote at a regular or special/emergency meeting by the PTO Board.

Section 3 – Election

PTO Members shall vote on the candidate ballot at the regular April PTO meeting. A simple majority ballot vote of those PTO members present determines those elected. No vote may be cast by proxy. A tie shall be broken by drawing lots.

Section 4 - Ballot votes

All PTO Board positions will be voted on at the April election via ballot voting. In the event individuals are seeking election to position/s uncontested, PTO may utilize a 2/3rd majority vote in place of ballot voting.

Article 7

Meetings

Section 1 – Regular Meetings

PTO meetings are open to all interested parties. The PTO meetings shall be scheduled by the PTO Officers members prior to the beginning of the school year and posted on a public forum. Meetings will be held September through June of each year with a minimum of six meetings being held per school year to conduct business. PTO meetings for non-emergency matters may be rescheduled/canceled, as deemed necessary, by the president with 48 hours notice.

Section 2 – Special/ Emergency Meetings

Special /Emergency meetings may be called by one of the following:

- A. President

B. Two Officers

C. Four PTO Members submitting a request to the Vice-President.

Notice for a special/emergency meeting shall be sent to members at least 2 days prior to the meeting.

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Section 3 – Quorum

The presence of a majority of the members of the PTO Board shall constitute a quorum. (See Article 4, Section 1 for definition of PTO Board).

Article 8

Conduct of Business

Section 1 – Voting

Part A – Voting Definition

All members may cast one vote. No vote may be cast by proxy.

Part B - Method of Voting

Ballot Voting - Will be held in April of each year for elections of PTO Board positions both held and open positions. A simple majority determines the results of the election votes. In the event individuals are seeking election to position/s uncontested, PTO may utilize a 2/3rd majority vote in place of ballot voting.

$\frac{2}{3}$ Majority Vote - A motion will be presented by a PTO member for an item to be voted on, the motion will be seconded, and a 2/3rd majority will pass the vote.

Part C - Change in Method

The PTO Officers can switch a 2/3rd majority vote to a Ballot Vote with a simple majority outside of elections if needed.

Section 2 – Order of Business

The Order of Business shall include the below items at Regular PTO Meetings. The PTO Officers can determine the arrangement of the meeting.

- A. Meeting called to order by President
- B. Approval of the minutes of the prior meeting
- C. Presentation and approval of the treasurer's report
- D. Principals Update
- E. Committee reports
- F. Old Business
- G. New Business
- H. Public Comment
- I. Adjournment

Section 3 – Governing Rules

The rules contained in the current edition issue of [Robert's Rules of Order](#) shall govern all issues of this organization not covered by these Bylaws.

Article 9

Finances

Section 1 – Fiscal Year

The fiscal year shall align with the school year, starting July 1 and running to June 30 of the next year.

Section 2 - Yearly Budget

Part A- Creation

The yearly budget is created by the PTO Treasurer and presented at a budget meeting held after the final regular PTO meeting of the school year. The budget being presented will be for the following school year.

Part B- Approval of Budget

The budget will be voted on by the PTO Board at the yearly budget meeting with a 2/3rd majority vote.

Part C - Amendments to the Budget

Amendments to the yearly budget can be presented at any regular or special/emergency meeting, by any PTO Member, with a 2/3rd majority vote of the PTO Board.

Section 3 – Operating Funds

Part A - Minimum Balance

A minimum balance of \$1500.00 must be reserved in the PTO Treasury at the end of the school year as a general operating fund for the next school year. These monies can be kept under the Start Up budget line.

Part B - Use of Funds

Funds raised by the PTO shall remain in the PTO Treasury and shall be used for the benefit of the students, families, and staff of Central School District 51.

Funds raised/collected throughout the school year are saved to create the following school year's operating budget and are not to be used in the current school year.

Funds remaining in a budget line at the end of a school year do not roll over into the budget line the following school year, but are added to the PTO Treasury for the creation of the following school year's budget.

Part C - Sponsorship Funds

Sponsorship funds collected by the PTO to support a specific PTO event can be used within the same school year.

Section 4 – Check Policy

The PTO Treasurer may not issue a blank check.

All checks will be signed by two authorized signers.

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A. An authorized signer cannot be the recipient of a check they sign.

All PTO Officers will be authorized signers on PTO checks.

In order for a check to be written, a receipt or invoice must be presented with the appropriate funds request form to the PTO Treasurer.

When transactions occur:

- A. The amounts entered on each check should be verified with a receipt for the transaction and the amount paid.
- B. No transactions should be paid with cash.

Section 5 - Expense Approvals

Funds spent within a budget line of a standing committee are used within the discretion of the Committee Chairperson(s).

Funds being requested that are not allocated to a specific budget line to be allocated as outlined in the appendix.

Section 6 – Audit

At the close of the school calendar year the PTO Officers can select a minimum of 2 non-PTO Officers to conduct an internal financial audit. The PTO Treasurer will organize all required financial documents for the audit.

Section 7 – Taxes

The PTO Treasurer, along with the support of the other PTO Officers, will gather all required items to submit the yearly taxes at the close of the fiscal year.

Taxes will be submitted by the PTO Treasurer who functioned in that fiscal year. If there was a change in the person holding the position, the outgoing PTO Treasurer will submit the taxes with the support of the new incoming PTO Treasurer.

The submissions of taxes can be done internally or with the assistance of an outside accounting agency that has been budgeted for.

Charters & Cooperative Organizations

Section 1

Agreements that include chartering outside organizations or cooperative groups must be to the benefit of the students/ staff of Central School District 51.

Section 2

The agreements/ charters with organizations will be presented to the PTO at a regular or special/emergency meeting and require a 2/3rd majority vote by the PTO Board.

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Article 11

Amendments & Review

Section 1

These bylaws may be amended at any regular or special/emergency meeting of the PTO by a 2/3rd majority vote of the PTO Members, provided notice of the proposed amendment was given in writing at the previous regular PTO meeting.

Section 2

Every four years, the PTO will select/ volunteer three non-Officer members to review the Bylaws. The committee will report on their review at the regularly scheduled February PTO meeting. Based upon their review and recommendation, a 2/3rd majority vote of the PTO members would approve the reviewed/amended ByLaws to go into effect in the next school year. If not approved by a 2/3rd majority vote or requested, a special meeting can be called for further review.

Article 12

Dissolution

The PTO may be dissolved with previous notice (14 calendar days) and a 2/3 majority vote of all PTO members present at the meeting. In the case that the PTO may be dissolved, all remaining funds shall be used to pay any outstanding debt and, with membership approval, will be spent to benefit Central School District 51.

ByLaws Adopted in 2010

Reviewed: 2012

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