

THREE LAKES PARENT TEACHER ORGANIZATION (TL PTO) BYLAWS

Article I

MISSION STATEMENT

To enhance and support the 4K-8th grade educational experience at Three Lakes Elementary School, to develop a closer connection between school and home by encouraging parent involvement, and to strengthen the environment at Three Lakes Elementary School through volunteer and financial support.

Article II ARTICLES OF INCORPORATION

The name of this corporation is the Three Lakes Parent Teacher Organization, (TL PTO), of Three Lakes, Wisconsin. The PTO exists as an incorporated organization of its members. Its "Articles of Organization" are composed of these bylaws, which may be amended.

- 1.) The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern, with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the PTO.
- 2.) The PTO shall not directly or indirectly participate or intervene (in any way, including by the publishing or distributing of statements) in any political campaign, on behalf of, or in opposition to, any candidate for public office.
- 3.) The PTO shall work with the school to provide quality education for all 4K-8th grade children and youth, and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the Board of Education of the Three Lakes School District.
- 4.) The PTO may cooperate with other organizations and agencies concerned with child welfare, but persons representing the PTO in such matters shall make no commitments that bind the PTO, unless instructed by the PTO Executive Board.
- 5.) The PTO may not distribute funds for any other purpose but to support the curriculum and the students of Three Lakes School and its community.
- 6.) The PTO shall be nonsectarian.

Article III GENERAL MEMBERSHIP

Section 1: The General Membership of the Three Lakes PTO is open to all interested adults of the Three Lakes Community. There are no membership dues. Members have voting privileges, one vote per member.

Section 2: Three Lakes PTO Eligibility

All members of the Three Lakes PTO shall be eligible to participate in the business meetings. All members are eligible to serve in any elected or appointed positions.

Article IV EXECUTIVE COMMITTEE

Section 1: The Executive Board Officers shall consist of:

1. President (or Co-Presidents), elected office
2. Vice-President, elected office
3. Secretary, elected office
4. Treasurer (or Co-Treasurer), elected office
5. Up to two Faculty/Staff representatives

Section 2: Executive Board Meetings

Executive Board meetings are recommended to be called monthly by the President(s) or by a majority of the Executive Board members. Executive Board meetings may be canceled or rescheduled by a majority of the Executive Board members. Executive Board meetings are open for anyone to attend, but only Executive Board members have a vote.

Section 3: Executive Board Purpose

The purpose of the Executive Board is to create the agenda for the General Business meeting, examine policies, projects and appropriations. They also serve as the bylaws committee.

Section 4: Executive Board Duties

- 1.) To transact necessary business in the intervals between PTO General Business meetings, and carry out other business as may be referred to it by the organization.
- 2.) To create standing committees and monitor their plans to be approved by the General Membership. The Executive Board may create committees, as it may deem necessary, to promote the objectives and carry on the work of the PTO.
- 3.) To present a report at each General Business meeting of any Executive Board proceedings, which have occurred since the previous meeting.
- 4.) To recommend an annual budget and calendar of activities for the following school year in accordance with the Principal and School District's guidelines.
- 5.) To recommend sub-allocation of funds within the following parameters: the funds are in an appropriate budget area and the funds have not previously been sub-allocated for specific

purposes, provided that existing commitments have been honored. Any requests of funds in addition to those already allocated should be presented to the PTO Officer(s) in writing. The Officer(s) will bring requests to the Executive Board for their review and recommendation to the General Membership at the next regularly scheduled General Business meeting for Membership approval. All changes shall be reflected in the monthly financial statement.

6.) In the event that a time sensitive funding proposal requires action before the next scheduled General Business meeting and is \$200 or less of requested funds, the Executive Board shall have the authority to make an emergency decision with 4 elected member's approval of the Board. This decision shall be reported at the next General Business meeting.

7.) To review bills paid during the previous month and accept them as paid. The Treasurer will present a list of all checks written during the previous month – who the check was paid to, amount of check and purpose of the check within the specific budget classification.

ARTICLE V EXECUTIVE BOARD OFFICER ELECTIONS & REMOVAL

Section 1: Term of Office

The term of office for all officers is one year, beginning August 1st and ending July 31st of the following year.

Section 2: Officer/Chairperson Removal

An Officer or Chairperson of the Three Lakes PTO may be removed from office for failure to fulfill his/her duties, after reasonable notice, by the majority vote of the Executive Board.

Section 3: Executive Board Nominating Committee

A. The Nominating Committee will:

- Consist of at least one Executive Officer and two General PTO Members, not to exceed 5 members.
- Have its Chairperson and members selected at the March General Business meeting.
- Solicit other committee members
- There is no limit to the number of candidates for each office that will be placed on the official ballot.

B. The Nominating Committee will use the following procedures to determine the proposed slate:

- A list of candidates will be compiled from any interested party that has been solicited
- Nominees will be contacted to verify the willingness of the nominee to run for the specified office.
- The nominees for each position will be communicated
- All nominees who agree to run for a specified office will make up the Nominating Committee's slate for that office.

- At the General Business meeting in April the candidates will be presented. Only one vote is allowed for each member, for each office. The voting will occur at the May General Business meeting. (Executive Board members seeking re-election or election for a different office may not vote for the position they are seeking.)
- The votes will be tallied by the Secretary and witnessed by any member who chooses to at the May General Business meeting and then the results of the voting will be announced before the close of the meeting and published in the meeting minutes or other venues following the General Business meeting.
- New officers will assume their responsibilities at the next General Business meeting, acting in conjunction with the existing officers who after approving the previous month's minutes will conclude their service and introduce the new Executive Board and relinquish their duties at the end of the fiscal year.

Section 4: Executive Board Vacancy

If a vacancy occurs on the Executive board, the president shall appoint a PTO member to fill the vacancy for the remainder of the officer's term.

Article VI OFFICERS AND THEIR DUTIES

Section 1: President Duties

The President (or Co-Presidents) will preside at all meetings of the PTO and perform other such duties as prescribed in these bylaws. The President will be an ex officio member of all committees except the Nominating Committee as well as coordinating the work of the officers and committees of the PTO. The President will also retain all official records of the PTO.

Section 2: Vice-President Duties

The Vice-President oversees the committee system of the PTO, assists The President, chair meetings in the absence of The President, and assume the duties of the President in a vacancy in that office.

Section 3: Secretary Duties

The Secretary shall keep accurate minutes of all meetings and make them available to members prior to the next general meeting. Keep files of PTO activities in a designated location for the previous period of seven years, including minutes, agendas, and bylaws. Perform other duties designated by the Executive Officers. The Secretary will be responsible for coordination of elections and their results.

Section 4: Treasurer (Co-Treasurer) Duties

The Treasurer(s) receive all monies of the Three Lakes PTO. They are responsible for maintaining a bank account/checking account in good order; keeping an accurate record of receipts and expenditures; paying out funds as authorized by the PTO; presenting a statement of account at every meeting of the PTO and at other times when requested.

The Treasurer(s) are responsible to communicate and outline to all Committee Chairs monetary acceptance and deposit procedures outlined in these bylaws. The Treasurers accounts may be examined during the transitional period by an impartial auditor, who when satisfied that the Treasurer's annual report is correct, signs a statement of the fact at the end of the report. The Treasurer will also be responsible for preparing a draft budget that will be presented at the May General Business meeting, edited, and voted on with a simple majority approval at that time. The Treasurer shall be designated to be the primary signer on the checking account and is responsible for the following items:

- a.) To ensure checks are written only for valid requests for reimbursement, including original receipts. No checks may be written unless or until the form requesting reimbursement is completed.
- b.) To accurately record all disbursements and receipts in the check register
- c.) To keep check register account current
- d.) Keep a set of financial records that is both accurate and current.
- e.) Have some sort of filing system for both the receipt and check request forms
- f.) The PTO's financial records should be kept on a system outside of the school's accounting system/computers or paper file for a previous period of seven years
- g.) All requests for reimbursement should be approved expenditures prior to distribution of funds.
- h.) Reconcile the monthly bank statement with the check register. If there is a major discrepancy in the accounting, the Executive Board must be notified.
- i.) A financial statement reflecting income expenses to date.
- j.) Facilitate preliminary budget preparation for the following school year with the remaining members of the Executive Board.
- k.) Ensure that all necessary tax forms associated with the PTO's 501 (c) (3) status are prepared and filed by November 1 for the previous fiscal year.
- l.) Informing all Committee Chairs of procedures for handling of any receipts or reimbursement requests prior to and after each event. Work with the Chairs to ensure that they are given accurate and timely financial information that can be reported back to the Membership of the PTO event being chaired.

****This is information to be placed in the specific event file for future planning. ****

- a.) Providing and coordinating the counting of cash boxes/receipts for each event. This needs to be done before and immediately after the event ends.
- b.) Ensuring that all receipts are in a secure location if deposit cannot be made immediately.

c.) Coordinating the depositing of funds to appropriate PTO bank account.

Section 5: Officer Attendance

All Executive Board officers are expected (within reason) to attend all Executive Board meetings and General Business meetings and are encouraged to attend all events. One elected PTO Board officer must attend events receiving monies.

Article VII CHAIRPERSONS AND THEIR DUTIES

Section 1: Naming Committee Chairs

The Executive Board may create such committees, as it may deem necessary to promote the objectives and to carry on the work of the organization. The President shall be a member ex officio of all committees except the Nominating Committee. No committee work shall be undertaken without the consent of the Executive Board.

Members interested in chairing a committee shall be appointed by the Executive Board.

Section 2: Committee Chairs Duties

The Chairs shall serve under the general direction of the PTO Executive Board. Committee Chairs shall be responsible for the following:

- 1.) The Chair shall organize respective fundraiser and/or event.
- 2.) The Chair shall promote programs and activities that enhance the educational experience of Three Lakes students, inclusion of parents, community relations and demonstrate the importance of community involvement to students at Three Lakes School.
- 3.) The Chair shall also be responsible for soliciting and appointing additional members to the Committee. The Chair will be required to contact all interested volunteers.
- 4.) The Chair will be obligated to hold committee meetings at times and days convenient for a majority of all parties who are interested in serving on said committee.
- 5.) The Chair shall be expected to and be responsible for reporting at the Executive Board meeting and/or the General Business meeting while their committee is in service. The Chair or a committee member shall be responsible to communicate any meetings, changes or updates to the Vice-President or a member of the Executive Board if unable to inform Vice-President.
- 6.) Committee Chairs will be given a budget and are expected to perform within that allotment. If the Committee Chair requires additional funds she/he may request, prior to spending funds, from the Executive Board. Inquire of funds must be made in writing. The Executive Board officers approve the request with a simple majority vote of the Executive Board
- 7.) The Chair will provide the Executive Board with an outline of their event one month prior to their event date. This is to keep open communication with the Board and community.

8.) The Chair is responsible to submit a final report which may include pros and cons of the events, changes that were made and future suggestions to the Executive Board, no later than the second General Business meeting following the event.

ARTICLE VIII MEETINGS OF THE MEMBERS

Section 1: Meeting Dates

General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the Executive board.

Section 2: Quorum

Eight members (including the Executive Board, excluding the President) shall constitute a quorum for the transaction of business at any General meeting. If fewer than 7 general Members are present, the Executive Board (excluding the President & Principal) automatically inherits the ability to make motions and vote.

Section 3: Decision by Vote

All business decisions (unless noted otherwise in these bylaws) made by the General Membership shall be determined by a simple majority of the Members present and voting at the General Business meetings. The Board officers, including the Principal, are eligible to make motions. In the event of a tie, the President will have the duty to cast the deciding vote.

Section 4: Meeting Cancellation

The President may cancel regular General Business meetings due to unsafe weather conditions, school emergencies or failure to attain a quorum of more than 8 Members (including the Executive Board, excluding the President & Principal). In the event of cancellation, the President shall notify the Principal, the Executive Board, and (to the extent possible through public broadcast media) the General membership.

Section 5: Rescheduling of Meeting

Cancelled meetings do not have to be rescheduled, as long as the number of meeting is at least 4. The President may reschedule a cancelled meeting. The General Membership shall receive timely written notice of the rescheduled meeting date.

ARTICLE IX MEANS OF COMMUNICATION

Section 1: Website

The Three Lakes PTO may utilize the Three Lakes School District website for any means of communication deemed necessary by the Executive Board.

Section 2: Communication Forms

All forms of communication sent to the parents, students, school staff or the community in general involving the business of PTO must be approved by an Executive Board member. All forms of communication shall contain the TL PTO name.

ARTICLE X AMENDMENTS

These bylaws may be amended at any meeting of the PTO members, at which a quorum is present, by the affirmative vote of two-thirds of the members attending and voting at the General Business meeting, provided notice of the proposed amendment has been given at the previous meeting and has been published by the Executive Board.

ARTICLE XI FINANCE AND BUDGET

The Three Lakes PTO shall operate on a cash basis system. The cash basis system requires that income and expenses be recorded in the fiscal year received or spent. It is recommended to have the PTO accounts audited annually by the Executive Board. A required audit of accounts must be done by the District or an outside accounting agency in alternating years; an annual audit is recommended. The fiscal year for the PTO shall be August 1st through July 31st. Therefore, all requested reimbursements must be received by the last scheduled day of school. Exceptions may be made for any events that may take place after the last scheduled day of school and before July 31st.

Section 1: Fiscal Year

The fiscal year of the PTO begins August 1 and ends July 31 of the following year.

Section 2: Funds

Revenues from all sources are for the purpose of fulfilling the Mission Statement of Three Lakes PTO. All funds shall be kept in a checking account in the name of The Three Lakes PTO requiring two signatures of the Executive Board and held at a local financial institution.

Section 3: Approval of Funds

A written request for Funds should be submitted to a board member one week prior to the next scheduled general membership meeting. Moneys equal to or less than \$200 may be spent or allocated to be spent if there exists a unanimous yes vote by four officers, if the expenditure must reasonably be made before the next scheduled meeting and if the expenditure is in keeping with the purposes and goals of this organization. The membership must be informed of such expenditures or debt obligations at the next regular meeting of the organization.

Section 3: Ending Balance

The organization shall leave a minimum of \$1000 in the treasury at the end of each fiscal year, with the exception of the year of incorporation.

ARTICLE XII DISSOLUTION

In the event of dissolution of the PTO, any funds remaining shall be donated to the Three Lakes Elementary School.

ARTICLE XIII PARLIAMENTARY AUTHORITY

Robert's Rules of Order Revised shall be guideline to govern this organization in all cases to which they are applicable and in which they are not in conflict with these bylaws. The Vice-President shall act as the parliamentarian using Robert's Rules of Order Revised as appointed by the Executive Board.