

BYLAWS
OF
DIXON ELEMENTARY SCHOOL PTO, INC.

Article I
Name

The name of the Wisconsin Nonstock Corporation shall be:

Dixon Elementary School PTO, Inc.

and it is sometimes referred to in these Bylaws as the PTO.

Article II
Objectives

The objectives of the PTO are to engage in the following activities to address the educational needs of the children who attend Dixon Elementary School:

(a) Facilitate communication and promote goodwill between the families of children who attend Dixon Elementary School and the administrators and faculty at Dixon Elementary School;

(b) Enhance the educational services and facilities at Dixon Elementary School in cooperation with the school's faculty and administration;

(c) Communicate to school faculty and administrators issues of concern to the families of Dixon Elementary School; and

(d) Provide for the payment of the costs of the above programs through corporate sponsorships and fundraising campaigns.

The PTO is not formed for pecuniary or financial gain, and no part of the assets, income, or profit of the PTO is distributable to, or inures to the benefit of its officers except to the extent permitted under Chapter 181 of the Wisconsin Statutes and section 501(c)(3) of the Internal Revenue Code.

Article III
Basic Policies

The following are basic policies of the PTO:

(a) The PTO shall be noncommercial, nonsectarian, and nonpartisan.

(b) The PTO shall not participate in or be connected with any commercial concern or partisan interest, including political campaigns.

(c) The PTO shall not seek to direct the administrative activities of Dixon School.

(d) Should the PTO be dissolved, the assets of the PTO shall be distributed proportionately to the organizations that replace it, or shall be distributed for one or more of the exempt purposes specified in section 501(c)(3) of the Internal Revenue Code.

Article IV
Meetings

1. **Frequency.** General meetings of the PTO (meetings of the Members) shall be held monthly during the school year unless modified as necessary by the Officers.

2. **Notice of Meetings.** The Secretary shall cause to be delivered to each Member a notice of each meeting of the Members, at least five days prior to such meeting, stating the purpose thereof as well as the time and place where the meeting is to be held. The notice must also state whether any financial matters will be voted upon and if so, the nature and approximate amount of matter.
3. **Quorum.** Six members present shall constitute a quorum for the transaction of business at a general meeting.

Article V Members

1. **Membership.** The PTO's membership shall consist of the parents and legal guardians of the children who attend Dixon Elementary School, and the staff of Dixon Elementary School.
2. **Voting.** The majority vote of the Members at any meeting of the Members duly called shall be binding upon the PTO.

ARTICLE VI Finances

1. **Budget.** The budget shall be drafted by the Treasurer and the Finance Committee, in consultation with the other Officers, and approved by the Members at the first PTO meeting of the new school year. The budget must contain an end of the year minimum balance, set by the committee, and subject to member approval, to ensure that the PTO has sufficient funds to cover expenditures at the start of the following school year.
2. **Audit.** The Treasurer's accounts shall be examined annually by an auditor or an auditing committee of not less than three Officers, who, satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The auditing committee shall be appointed by the President.
3. Contracts or commitments made on behalf of the PTO that are greater than \$1,000 shall require advance, written approval of the Treasurer.
4. Non-budgeted expenditures and any spending that could result in a specific line item being 5% over its budgeted amount shall require approval by a majority vote of the Officers to be placed on the agenda. Such requests for approval shall be presented to the Officers in writing. If approved, such requests shall then be submitted to the members for a vote at the next PTO meeting.

Article VII Officers

1. **Officer Positions.** The principal officers of the corporation shall be a President, an Executive Vice President, a Vice President of Committees, a Secretary, and a Treasurer. In addition, the Members may add additional officer positions as may be appropriate, each of which shall have such authority and perform such duties as the Members may from time to time determine.
2. **Appointment and Term of Office.** At a Membership meeting held in Spring, likely in May, the Members, by majority vote, shall appoint the principal officers and any additional officers. The officers shall assume their official duties following the close of the school year and shall serve for a term of one year, with the exception of the Treasurer and Executive Vice-President. Due to the extensive training and banking transfers involved with the succession of the treasurer position, the Treasurer shall be a 2-year term, which is NOT renewable. The Executive Vice-President shall have a 2-year commitment, serving the first year as Executive Vice-President and the second year as President.
3. **Removal.** Any officer may be removed, either with or without cause by a majority vote of the Members cast at a general meeting of the PTO.
4. **Vacancy.** A vacancy occurring in any office shall be filled for the unexpired term by a majority vote of the Members.

5. **Voting.** Each Officer shall be entitled to cast one (1) vote. The affirmative vote of a majority of the Officers shall be binding upon the PTO.

6. **Qualifications and Duties of Officers.**

- (a) The President shall preside at all meetings of the PTO; shall perform such other duties as may be prescribed in these Bylaws or assigned to the President by the Members and shall coordinate the work of the officers and committees of the PTO in order that the purposes may be promoted.
- (b) The Executive Vice President shall aid the President, train under the President, perform the duties of the President in the absence or disability of the President, and shall perform such other duties as may be prescribed in these Bylaws or assigned to the Executive Vice President by the President. The Executive Vice-President shall assume the office of the President in the following year.
- (c) The Vice President of Committees shall supervise, recruit, train and communicate with the chairs of the PTO Committees and shall perform such other duties as may be prescribed in these Bylaws or assigned to the Vice President by the President.
- (d) The Secretary shall record the minutes of all meetings of the PTO and shall perform such other duties as may be prescribed in these Bylaws or assigned to the Secretary by the President. Meeting minutes must be given to the school prior to or at the same time as the agenda for the next regularly scheduled PTO meeting.
- (e) The Treasurer shall have custody of all of the funds of the PTO; shall keep a full and accurate account of receipts and expenditures; and shall make disbursements in accordance with the approved budget. The Treasurer shall present a financial statement at every meeting of the PTO and at other times when requested by the Officers and shall make a full report of the previous year at the first PTO meeting of the new school year. The Treasurer shall be responsible for the maintenance of such books of account and records as conform to the requirements of the Bylaws.
- (f) All officers shall:
 - (i) Perform the duties prescribed in the parliamentary authority in addition to those outlined in these Bylaws and those assigned from time to time.
 - (ii) Deliver to their successors all official material not later than the end of the school year.

**Article VIII
Amendments**

These Bylaws may be amended, repealed, or altered in whole or in part by a two-thirds (2/3) vote of the Membership.

Revised and approved: 10/1/1999; 6/7/2007; 4/30/2012, 2/21/2019