

SCHROEDER ELEMENTARY SCHOOL PTO

BYLAWS

ARTICLE I: NAME

The name of this organization is the Schroeder PTO, also known as the Schroeder Parent Teacher Organization.

ARTICLE II: ARTICLES OF ORGANIZATION

The PTO exists as an unincorporated organization of its members. Its "Articles of Organization" comprise these bylaws.

ARTICLE III: OBJECTIVES

Section 1: The primary goal of the PTO is to support the Schroeder Elementary School Mission Statement emphasizing these objectives:

- a. To promote an environment where all Schroeder students can learn and grow to their full potential.
- b. To promote a close relationship between the home and the school so that parents and teachers may cooperate in the academic, social, and emotional development of each child.

Section 2: The objectives of the PTO are promoted through collaborative efforts between parents, staff, and the community; are developed through conferences, committee projects, and educational programs; and are governed and qualified by the basic principles set forth in Article IV.

ARTICLE IV: BASIC PRINCIPLES

The following are basic principles of the PTO:

- a. The PTO shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the PTO or the names of any members in their official capacities shall not be used in any connection with any partisan interest for any purpose not appropriately related to the promotion of the objectives of the PTO.
- c. The PTO shall remain neutral regarding partisan legislation and elections. The PTO may encourage members as individuals to participate in the democratic process according to their own conscience.
- d. The PTO shall cooperate with school staff to support the improvement of education in ways that will not interfere with the administration of the schools and/or personnel.

ARTICLE V: GENERAL MEMBERSHIP

Section 1: Parents, legal guardians, and staff members of Schroeder Elementary School are members of the PTO subject only to compliance with the provisions of these bylaws. Membership in this organization is free and shall be available without regard to race, color, creed, or national origin.

Section 2: Members of the PTO may attend PTO meetings, participate in discussions, and volunteer in PTO sponsored activities. Members can vote at PTO meetings.

ARTICLE VI: PTO EXECUTIVE BOARD

Section 1: The PTO Executive Board shall consist of the elected officers as set forth in Article VII Section 1a, the Principal and designated staff.

Section 2: Only those persons who have consented to serve on the PTO Executive Board shall be eligible to be a PTO Executive Board Member.

Section 3: The general duties of the PTO Executive Board Members shall be:

- a. To transact and vote on the necessary business and expenditures.
- b. To create appointed committees.
- c. To approve the plans of work of the PTO Committees.
- d. To present a report at PTO meetings.
- e. To appoint an auditor or an auditing committee to audit the Treasurer's accounts annually.
- f. To serve as a budget committee working with the Treasurer to prepare and submit a budget to the PTO Executive Board for approval for the fiscal year.
- g. To encourage the ongoing participation of the Schroeder PTO membership in PTO activities.
- h. To coordinate the PTO chairperson positions.

ARTICLE VII: OFFICERS AND ELECTIONS

Section 1:

- a. The elected officers of the PTO Executive Board shall consist of one President, up to two Vice Presidents, one Secretary, and up to two Treasurers.
- b. All non-staff PTO members are eligible to serve as officers. Nominees for President shall have the additional requirement of having served at least one year on the PTO Executive Board.
- c. Officers shall be elected as specified in Article X, Section 2b.
- d. Officers, except the Treasurer, shall assume their official duties on the day following the last official school day. Elected officers accept their position for a period of two years.
- e. A person shall not serve more than two consecutive years in the same office; however, in the event that no replacement can be identified for a PTO Executive Board member who has completed their term, that person may remain in their position for a third year with a majority vote by the PTO Executive Board.

Section 2:

- a. There shall be a Nominating Committee selected by the PTO Executive Board. This committee shall consist of one member from the PTO Executive Board, one member from the General Membership, and one from the professional school staff.
- b. The Nominating Committee shall nominate at least one eligible person for each office to be filled. This slate will make up the ballot and shall be posted publicly at least three weeks prior to the election.

Section 3:

- a. In the case of the occurrence of a vacancy in an elected office, the Secretary, or other designated officer, shall accept candidates from the PTO Executive Board.

- b. The vacancy shall be filled by majority vote of the remaining members of the PTO Executive Board.
- c. The newly elected officer shall complete the term and be subject to the election process at the end of that term.
- d. The Secretary shall serve notice of the results of any election.

ARTICLE VIII: DUTIES OF ELECTED OFFICERS

Section 1: The President shall preside at all PTO meetings; in the event the President cannot attend such meetings, a Vice President or another Officer will assume such role; shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the PTO Board; and shall coordinate the work of the officers and committees of the organization in order that the objectives may be promoted.

Section 2: The Vice President(s) shall act as an assistant(s) to the President. The specific duties of the Vice President(s) shall be designated by the PTO Executive Board.

Section 3: The Secretary shall record the minutes of all meetings of the PTO and shall perform such other duties as may be delegated to him/her.

Section 4: The Treasurer(s) 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 or as authorized or requested by the PTO Executive Board; shall submit a full report for the fiscal year. The Treasurer(s) shall be responsible for the maintenance of such books of account and records to conform to the requirements of these bylaws.

Section 5: All officers shall:

- a. Perform any additional duties delegated to them by the PTO Executive Board.
- b. Deliver to their successors all official material on the day following the last official school day, excluding the Treasurer who shall deliver all official material to the successor in August or prior to the first day of school.
- c. Elected officers are requested to attend all PTO functions and volunteer as needed.

ARTICLE IX: MEETINGS

Section 1: PTO Meetings shall be held regularly throughout the school year. All PTO members may attend and participate in discussion and vote on business. Lecturers, presenters, and guests who are not Schroeder PTO members shall give notice to the PTO Board at least three days prior to attending a meeting.

Section 2: A quorum shall consist of a simple majority of the PTO Executive Board members.

Section 3: PTO Meetings may be called by the President or by a majority of the members of the PTO Executive Board.

Section 4: The Secretary shall give no less than three days' notice for the above meeting(s).

ARTICLE X: PARLIAMENTARY AUTHORITY

Section 1: The President shall call for a vote in matters requiring a consensus. A quorum must be present as defined in Article IX, Section 2. The voting can take place in the following ways:

- a. Show of Hands – Members shall raise their hands in approval or disapproval of an issue.
- b. General Ballot – Prepared ballots shall be distributed to PTO members physically present at PTO meeting who shall cast their vote and return that ballot for tabulation. Officers shall be elected in this manner.

Section 3: A simple majority of the vote shall carry a decision. The President shall vote only in the case of a tie.

ARTICLE XI: FISCAL YEAR

The fiscal year of the organization shall begin on July 1 and end on the following June 30.

ARTICLE XII: AMENDMENTS

Section 1: These bylaws may be amended by a simple majority vote of the PTO Executive Board and PTO General Members present, provided that notice of the proposed amendment(s) shall be given at the previous PTO Meeting. A vote will be counted for only those attending in-person.

Section 2: A committee may be appointed by the PTO Executive Board to submit a revised set of bylaws. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

ARTICLE XIII: DISSOLUTION

The organization may be dissolved with notice of two-thirds vote of those present at the meeting. In the event of the dissolution of the PTO, its assets shall be distributed to Schroeder Elementary School for one more of the exempt purposes specified in Section 501 (c) (3) of the Internal Revenue Code of 1954.

ARTICLE XIV: CONFLICT OF INTEREST POLICY

Section 1: Purpose. The purpose of the conflict of interest policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a PTO Executive Board Member.

Section 2: Duty to Disclose. In connection with any actual or perceived conflict of interest, the PTO Board Member must disclose the existence of financial interest to the PTO Executive Board considering voting on the proposed transaction or arrangement.

Section 3: Violations of the Conflict of Interest Policy. The PTO Executive Board members shall use their discretion in determining appropriate action or non-action.

Revised and Approved: February XX, 2023