

# *Wattles School PTO*

## *Bylaws*

### ARTICLE 1: NAME

The name of this incorporated organization is the "Wattles School Parent Teacher Organization," hereinafter referred to as the PTO.

### ARTICLE II: ARTICLES OF ORGANIZATION

#### Purpose Clause-

The Wattles PTO is organized exclusively for educational purposes under section 501©(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

#### Dissolution Clause-

Upon the dissolution of the Wattles PTO, assets shall be distributed for one or more exempt purposes within the meaning of section 501©(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

### ARTICLE III: OBJECTIVES

#### Section A

1. To promote the welfare of children and youth in home, school and Community.
2. To bring into closer relationship the home and school so that parents and Teachers may cooperate in the education of children.
3. To develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental and social education.

#### Section B

1. The objectives of the PTO are promoted through an educational program directed toward parents, teachers and the general public; are developed through conferences, committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article IV.
2. The PTO Mission Statement is: The mission of the Wattles PTO is to assist and support our educators with our individual and collective time, talents and finances, to maximize the education and social development of our children.

## ARTICLE IV: BASIC POLICIES

1. The PTO shall be noncommercial, nonsectarian and nonpartisan.
2. The name of the PTO or the names of any members, acting in their official capacity, shall not be used in any connection with any partisan interest or for any purposes not appropriately related to the promotion of the objectives of the PTO.
3. The PTO may engage in activities which influence legislation and matters which affect the welfare and education of children. The PTO shall not directly or indirectly participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office.
4. The PTO shall cooperate with the school to support the improvement of education in ways that will not interfere with the administration of the school and shall not seek to control their policies.
5. The PTO may cooperate with other organizations and agencies concerned with child and youth welfare. Persons representing the PTO in such matters shall make no commitments that bind the PTO unless authorized by the Executive Board.

## ARTICLE V: OFFICERS AND ELECTIONS

### Section A

1. The officers of the PTO shall consist of a President or Co-Presidents, 1st Vice-President, 2nd Vice President, Secretary and Treasurer. This group shall be the Executive Board. One teacher representative, the principal of the school and a past president shall be advisors to the Board.
2. If the Past President is unavailable to hold this position, this position shall be filled by another retiring officer (i.e., 1st Vice President, 2nd Vice President, Secretary or Treasurer).
3. Officers shall be elected by ballot annually in the spring, hereinafter referred to as the "Annual Meeting". However, if there is but one nominee for any office it shall be in order that the Secretary cast the elective ballot for the nominee.
4. Officers, except for the Treasurer, shall assume their official duties the day following the last day of the school year. The Treasurer shall assume his/her official duties on August 1 following the last day of the school year. All officers shall serve for a term of one year (or until the election to determine successors).
5. A person shall not be eligible to serve more than three consecutive terms in the same elective office.

## Section B

1. There shall be a nominating committee selected by the PTO, composed of one person from the Executive Board, one from the general membership, and one from the professional school staff. A nomination form shall be sent to all members in March prior to the annual meeting.
2. The nominating committee shall verify all nominations received and report its nominees to the general membership at least one month prior to the Annual Meeting. In addition, the committee shall create the ballots with the nominees. Additional nominations may be taken from the floor at the Annual Meeting; the names will be added as write-in on the ballots.
3. Only those persons who have indicated a willingness to serve if elected shall be nominated for an office.

## Section C

A vacancy occurring in any elective office shall be filled for the unexpired term by a person elected by the general membership. The Board will serve notice of the election. Notice of the election shall be given one month in advance.

# ARTICLE VI: DUTIES OF THE OFFICERS

## Section A: The President or Co-Presidents

1. Shall prepare an agenda and preside at all meetings of the PTO and of the Executive Board and post the agenda in the school lobby (7) days prior to general and special meetings. In addition, when possible, the agenda will be sent electronically to the Wattles community or posted on the PTO web site.
2. Shall perform such other duties as may be prescribed by these Bylaws or assigned to him/her by the PTO or by the Executive Board.
3. Shall coordinate the work of the officers and committees of the PTO.
4. Shall not vote at meetings of the membership at large or of the Executive Board, except to break a tie.
5. Shall have his/her own name on the Wattles PTO checking account. In the event of Co-Presidents, both names shall be on the Wattles PTO checking account.
6. Shall attend PTO Council Presidents Meetings as a representative and spokesperson for Wattles School.
7. Shall sign and send all correspondence relating to PTO business, or delegate to another member of the PTO or Wattles Elementary Staff.

#### Section B: 1st and 2nd Vice President

1. Shall act as an aide to the President.
2. Shall act as a public relations liaison to membership at large.
3. Shall perform the duties of the President in the absence or disability of that officer to act.
4. Shall verify (by his/her signature) all bank statements and treasurer reports at the monthly Board meetings.
5. Shall keep an inventory of all PTO purchased merchandise. All merchandise shall be stored in the PTO closet.
6. Shall perform such other duties as may be delegated to him/her.

#### Section C: Treasurer

1. Shall have custody of all of the funds of the PTO.
2. Shall keep a full and accurate account of receipts and expenditures and store for a minimum of 7 years.
3. Shall at the start of the school year prepare a proposed written annual budget as outlined by the Executive Board.
4. Shall make disbursements as authorized by the Executive Board or the membership at large.
5. Shall present financial statements at every Board meeting and all meetings of the PTO and whenever requested by the Executive Board.
6. Shall honor expenditures in the approved budget; all other expenditures must have prior approval by the membership at large, with the exception to the Executive Board emergency fund (see #7). A (7) day notice shall be given, prior to the vote, to the general membership explaining the expenditure.
7. Shall honor emergency expenditures outside the approved budget up to \$250, per fiscal year, upon the authorization of the Executive Board.
8. All funds disbursed will be disclosed in the treasurer report at the following PTO meeting.
9. Shall prepare at the end of the school year an annual written year end financial report of income expenditures and any remaining balance to be carried forward. The Treasurer's accounts shall be examined at the end of each year (July 31) by auditor and presented at the first Board Meeting in September. The auditor shall be appointed by the Executive Board, not have any affiliation with the treasurer and approved by the membership at large at the Annual meeting.

#### Section D: Secretary

1. Shall record the minutes of all meetings of the PTO and of the Executive Board.
2. Shall perform such other duties as may be delegated to him/her.

Section E: All Officers

1. Shall perform the duties prescribed in the parliamentary authority in addition to those outlined in these bylaws and those assigned from time to time.
2. Shall deliver to their successor all official material no later than the day following the last day of the school year. The Treasurer is excluded from this and shall deliver all official material to his/her successor on August 1.
3. Shall not be the sole chairperson on any event.
4. Shall compare fundraiser expenditures and profits on a year-by-year basis.
5. Shall as a group, review budget reports and check register on a monthly basis.

ARTICLE VII: MEETINGS

1. Regular meetings of the PTO or the Executive Board shall be held as designated by the President. Public notice of each meeting shall be given. Meeting agendas must be posted in the school lobby (7) days prior to general and special meetings. In addition, when possible, the agenda will be sent electronically to the Wattles community or posted on the PTO web-site.
2. Special meetings may be called by the President or by a majority of the elected members with seven (7) days notice having been given. Discussions shall be limited to agenda items only.
3. There shall be an annual meeting of the PTO in the spring.
4. Order of Business for regular meetings:
  - a. Call to order
  - b. Reading and approval of minutes
  - c. Report of Treasurer
  - d. Reading of communications
  - e. Unfinished Business
  - f. New Business
  - g. Announcements
  - h. Adjournment
5. Voting is done by raised hands. If a vote by closed ballot is requested, it will be honored. Ballot votes are to be counted out loud by the president. The secretary will verify the count, announce and record the result, immediately.
6. Executive Board meeting voting shall be held by closed ballot.
7. Majority vote shall carry unless noted otherwise within these bylaws.

ARTICLE VIII: FISCAL YEAR

The fiscal year of the PTO shall begin on August 1 and end on the following July 31.

## ARTICLE IX: PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Revised, shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these Bylaws.

## ARTICLE X: AMENDMENTS

### Section A

1. These Bylaws may be amended at any regular meeting of the PTO by a two thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at the previous meeting of the PTO.
2. A committee may be appointed to submit a revised set of Bylaws by a majority vote at a meeting of the PTO. The requirements for adoption of a revised set of Bylaws shall be the same as in the case of an amendment.

## ARTICLE XI: MEMBERSHIP

Membership in the Wattles Parent Teacher Organization shall be made available to any individual who has a child enrolled at Wattles, or who is a Wattles Staff member. These individuals shall also subscribe to the Purpose and Basic Policies of the organization. Membership shall not be denied on the basis of race, color, creed or national origin.

1. All members of the organization shall be eligible to participate in the business meetings, or to serve in any of its elective or appointive positions.
2. The membership year shall follow the Troy School District calendar.

## ARTICLE XII: COMMITTEE RESPONSIBILITIES

1. A summary record shall be completed and filed for each function. This summary should be filed in the folder (kept in the office) for the event within 2 weeks after the event.
2. Money from any fundraiser or event is to be counted promptly and turned into the Wattles office safe. You must sign the office log sheet to leave money in there. The Treasurer must sign this sheet to remove any money from the building. All money counts will be done by two individuals. A PTO member should avoid taking money home if at all possible and only after it has been counted.

Revised: Feb 1999, May 2004, Nov 2005, March 2011  
Amended By: Donna Munch  
Date: June 2013