

**Watertown-Mayer Parent Teacher Organization  
Watertown-Mayer Public Schools, District #111  
Organization Bylaws**

**ARTICLE 1 – NAME**

The name of this organization shall be the Watertown-Mayer Parent Teacher Organization – Watertown-Mayer PTO.

**ARTICLE II – MISSION**

The goal of this organization is to support the educational wealth of children grades K-4 at Watertown-Mayer Elementary School. We welcome parents into a role of promoting their child/children's education and emotional growth by fostering relationships among the school, parents, teachers, administration and staff. We organize events throughout the year that raise funds for grant requests in forms of STEAM – Science, Technology, Engineering, Arts, and Mathematics, funding of field trips, new equipment, supplies, and additional needs foreseen by the organization.

**ARTICLE III – OFFICERS AND ELECTIONS**

**Section 1. Officers.** The officers shall be a President, Vice President, Secretary, Treasurer and PR/Communications.

- a. All officers should be personally committed to the mission of the organization willing to volunteer sufficient time and resources to help achieve the mission of the organization, and understand and fulfill their fiduciary responsibilities.
- b. Terms run from July 1 – June 30.

**Section 2. Officer Duties.**

- a. **President. 2 Year Term.** The president shall preside over the Watertown-Mayer Parent Teacher Organization. The president shall prepare the agenda; preside over meetings of the organization and executive board. The president shall serve as the primary contact for the principal and teachers, represent the organization at meetings and events outside the organization when necessary, serve as the official member of all committees and coordinate the work of all officers, committees, co-chairs so that the purpose of the organization is served. The president shall appoint committee chairperson (s).
- b. **Vice President. 2 Year Term.** The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve. The vice president shall serve as representative at meetings and events if the president is unable.
- c. **Secretary. 1 Year Term.** The secretary shall keep all records of the organization, take and record minutes, handle correspondence, and send notices of meetings to the board and organization members. The secretary also keeps a copy of the minute's book, bylaws, and brings them to meetings as well posts to website.
- d. **Treasurer. 2 Year Term.** The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the Executive Board. He or she will present a financial statement at every meeting and at other times of the



year when requested by the Executive Board, and make a full report at the end of the year.

- e. **PR/Communications. 1 Year Term.** PR shall be responsible for keeping all documents & filings for fundraising and event advertising. PR shall be responsible for social media operation, event flyers, and public advertisement.
- f. **Fundraising Director. 2 Year Term.** The fundraising director shall be in charge of all fundraising events. Director shall appoint event committees if needed, communicate to board

**Section 3. Fundraiser & Events Officers.** The position (s) of fundraiser and events officer (s) shall be a board position and may require a nomination and vote by two-thirds of members present.

**Section 4. Nominations and Elections.** If more than one person is nominated for an office, a ballot vote shall be taken. Nominations will take place in March, followed by elections in April.

**Section 5. Eligibility.** Any parents, guardian at Watertown-Mayer Elementary School Grades K-4 may be an officer as long as they agree to the commitment of the PTO.

**Section 6. Terms of Office.** Officers are elected for a two year term with a limit to two consecutive terms. Officers may serve consecutive terms if voted upon by the Executive Board and members. Each person elected shall hold only one office at a time. Once a board position has been completed, he or she is allowed to serve on the PTO as an active member.

**Section 7. Vacancies.** If there is a vacancy in the office of president, vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, executive officers will fill the vacancy by appointment or recommendation with approval of members at the next regular scheduled meeting.

**Section 8. Removal of Office.** Officers can be removed from office with or without cause by a two-thirds vote of those present at a regular meeting where a previous notice has been given.

#### **ARTICLE IV – MEMBERSHIP**

**Section 1. Members.** Any parent, guardian, for a student at the school may be a member. Membership and voting is subject to the completion of a WM PTO member form.

The principal and any teacher employed at the school may be a member and have voting rights. The PTO will be limited to 20 members. In a situation where memberships exceed openings, the Executive Board will determine membership based on the following:

- a. **Participation and Availability.** Members must be available to participate in five regular scheduled meetings and be able to volunteer for PTO events.
- b. **Interest in PTO Vision – Participation in PTO sponsored events,** is available to work at events such as open house table, conference table, movie night, and fundraiser events.



## **ARTICLE V. COMMITTEES**

**Section 1. Committee.** The President and organization as a whole shall create all committees, creative goals of the committee and tasks to be completed. Committees shall consist of members and boards members with the President acting as an ex officio of all committees and overseeing the operations and purposes of each committee.

**Section 2. Chairperson or Co-Chairpersons.** Each committee shall be lead by a Chairperson. Maximum of joint (2) Co-Chairs. Chairperson (s) shall update President and Vice-President of progress each month. The role of Chairperson is not considered a board position, but chairperson must attend meeting prior to event take place in which the committee holds tasks for. The purpose of the meeting is to update Executive Board and members of task at hand and to make sure that details are not overlooked.

**Section 3. Committee Meetings.** Committees will hold meetings according to the needs or purpose of the committee and the needs of the Parent Teacher Organization.

**Section 4. Standing Committees.** The following committees shall be held by organization of the Watertown-Mayer PTO:

- a. Fundraising/Family Events**
- b. PR/Communications**
- c. Yearbook**
- d. Cash for Trash**
- e. Teacher Appreciation**

Additional committees can be added at any time by the Executive Board

## **ARTICLE VI – MEETINGS**

**Section 1. Regular Meetings.** The regular meeting of the Watertown-Mayer Parent Teacher Organization shall be held on the first Monday of each month, September through May, during the school year at 7:00 p.m. in the Watertown-Mayer Elementary School Media Center. In the event of a holiday or other case, the president will take a vote on a different date, and will notify the board and members of the change, as well as publicly posting it on the school website and social media.

- a.** The president shall provide an agenda within a week prior to the meeting.

**Section 2. Special Meetings.** Special meetings may be called by the president, or any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by email or phone calls.

**Section 3. Executive Committee.** Executive Committee shall meet one time per month. One to two weeks prior to PTO meeting to compile treasurer report, agenda, and any other information needed for upcoming meeting.

**Section 4. Board Only Meetings.** Executive Board meetings will be held at least twice during the summer. This meeting will be called to order by the president and he or she will schedule according to availability of board members.

## **ARTICLE VII – FINANCES**

**Section 1. Non-Profit.** The Watertown-Mayer Parent Teacher Organization is a 501c3 non-profit organization.



**Section 2. Finance Committee.** The Executive Board and Principal will act as governing body of the Finance Committee.

**Section 3. Payments and Disbursements.** Any check payments or disbursements will be made by the treasurer only, after approval from the Executive Board.

**Section 4. Deposits.** Deposits will be made only by the treasurer so balance and receipts are properly kept.

**Section 5. Purchases.** Purchases can only be made by the Executive Board members unless otherwise approved. Tax-exempt forms must be obtained from the treasurer prior to purchase. This form is to be given to the retailer.

**Section 6. Reimbursements.** Receipts shall be submitted to treasurer no later than 10 days in order to receive reimbursement. Treasurer shall provide reimbursement within a timely manner. Purchaser will only receive reimbursement for the purchase amount, not sales tax.

**Section 7. Check Signers.** President and treasurer shall sign checks.

## **ARTICLE VIII – BUDGET**

**Section 1. Budget.** A tentative budget shall be drafted in April and voted on in May for the following school year and approved by a majority vote of the members present. The budget will act as a guideline to the organization with understanding that unexpected events and needs arise, the Executive Board may make minor changes to the budget if needed and depending on fundraising dollars made.

**Section 2. Treasurer.** The treasurer shall keep accurate records of any disbursements, income, and bank account records and information.

**Section 3. Expenses.** The Executive Board shall approve all expenses of the organization.

**Section 4. Financial Statements.** The Treasurer shall prepare a financial statement for each meeting. Also, prepare a year end financial statement at the end of year, to be reviewed by the organization.

**Section 5. Reserve.** The Watertown- Mayer Parent Teacher Organization Executive Board reserves the right to roll-over any specified amount of money in to the next school year. This amount depends on the success of the current fiscal school year. This amount must be allocated and will have a designated purpose either for fundraising expenditures and/or emergency needs.

**Section 6. Audit.** The fiscal year shall coordinate with the school year.

**Section 7. Non-Budget Purchases.** The Executive Committee shall have the right to approve non-budgeted purchases up to \$500 per fiscal year between PTO meetings.

## **ARTICLE IX – FUNDING AND GRANT REQUESTS**

**Section 1. Funding.** The Watertown-Mayer Parent Teacher Organization shall provide funding for the following items:

- a. Field Trip Supplement
- b. Classroom Materials & Tools
- c. Teacher Grants
- d. Fundraising / Special Event Materials and Costs



- e. Teacher Appreciation
- f. Teacher Support – In the event that a teacher or staff member becomes deceased, the organization can provide support to school staff and memoriam as approved by the executive board and members.

**ARTICLE X – PARLIAMENTARY AUTHORITY**

**Section 1. Roberts Rules of Order.** Roberts Rules of Order shall govern meetings when voting is to take place. A comfortable environment shall exist among meetings. The president shall keep timely discussions and agenda orderly.

**Section 2. Members and Guests.** Members and guests who wish to present, cast recommendation, speak, or file a verbal complaint must communicate with the president to be placed on the meeting agenda. If not on the current meeting agenda, person is allowed four minutes of open speaking time at the end of the meeting with out further comment or immediate action by the executive board. The subject will be open for review by the board and subject may be added to the agenda of the next regular scheduled meeting.

**ARTICLE XI – DISSOLUTION**

**Section 1. Dissolution.** The organization may be dissolved with previous notice of 14 calendar days, and two thirds vote of those members present. Any funds remaining shall be used to pay outstanding bills and spent for the benefit of the school.

**ARTICLE XII – AMENDMENTS AND BYLAWS**

**Section 1. Amendments.** The Watertown-Mayer Parent Teacher Organization bylaws can be amended at any regular or special meeting, providing that previous notice was given in writing prior to the meeting and then sent to all members of the organization by the secretary for review. Amendments will be voted on, approved by two-thirds vote of members present.

**Section 2.** The Watertown-Mayer Parent Teacher Organization bylaws will become effective and govern the committee once a majority vote has been reached by members present.

The bylaws representing the Watertown-Mayer Parent Teacher Organization have been approved and effective this day \_\_\_\_\_ by majority vote.

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Shannon Wetterlund, W-M PTO President

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Marnie Pauly, W-M Elementary Dean of Students

