

Watertown-Mayer Middle School Parent Teacher Organization (WMMS PTO)

Watertown-Mayer Public Schools, District #111

By Laws

I. NAMES

The name of this organization is Watertown-Mayer District #111 Middle School Parent Teacher Organization (WMMS PTO). This council consists of representatives from Watertown-Mayer Middle School Staff, Watertown-Mayer Middle School Parents, Community Members, Student Council Representatives, and school board liaison.

II. MISSION STATEMENT

Our goal as WMMS PTO:

- 1.** To enhance and support the school curriculum through co-operative efforts of all its members.
- 2.** To aid and educate the parents through planned programs and projects which will be subject to the approval of the Student Council, Principal of the school, and Executive Board Members. To meet together for the interchange of ideas through discussion with educational specialists.
- 3.** To provide linkage between teachers, administrators and the community at large to ensure that every child at WMMS receives unsurpassed opportunities for learning.
- 4.** To make students aware of their obligation to building a stronger school community.
- 5.** To help students identify their own interests, strengths and leadership opportunities.

III. POLICIES

- 1.** This council shall be nondiscriminatory in regard to race, color, creed, religion, national origin or sex. It shall be non-commercial, non-sectarian and non-partisan.
- 2.** The council shall not, directly or indirectly participate or intervene in any political campaign.
- 3.** The council reports, findings and recommendations shall be available to the public.

4. All council meetings are open to program participants.
5. In the event of dissolution of the Watertown-Mayer Middle School PTO, all money held by the PTO will be donated to the Watertown-Mayer Public Schools, ISD #111, along with a request that the funds be allocated to the W-M Middle School budget. No part of the funds can be distributed to its members, officers or other private persons.

IV. OFFICERS

1. The officers of the WMMS PTO shall consist of the President, Vice President, Treasurer, Secretary and Public Relations. The Vice-President will assume the role of President at the end of their term.
2. Following a President's term, they have the option to remain on the PTO as a member at large and to serve in an advisory role, if needed.
3. The nomination of new officers shall be identified at the April meeting if possible.
4. Officers shall assume their official duties at the close of the May meeting and shall serve in each role for one year, except for the Treasurer's term, which shall be two years. Officers may not be elected for more than two consecutive terms, unless no other nominations are identified. All new and outgoing council will be present at the May Executive Board Committee meeting.
5. Mid-term vacancy occurring in an office shall be filled by a recommendation by the Principal, Executive Board Members and approved by general membership.

V. DUTIES OF THE OFFICERS

1. The President shall preside at all meetings of the membership. Monitor progress of committees and solicit reports from Chairs for Executive Board meetings. Be involved in all PTO functions and activities. Participate in all activities/fundraisers sponsored by PTO. Initiate a vote when needed. Be the liaison between the PTO and the Administrative staff at the school. Prepare and distribute the agenda for PTO meetings.
2. The Vice President shall act in an advisory and assistive capacity to the President. In the absence of the President shall conduct the presidential duties.

3. A member of the executive committee will attend one Student Council meeting per month prior to the regularly schedule WMMS PTO monthly meeting.
4. The Treasurer shall handle all funds of the organization and shall make a written report with copies available at the monthly meetings, as well as an annual report of all receipts, disbursements and all allocations. The Treasurer's Report will be an agenda item at each meeting. The treasurer will complete a yearly tax report to the Federal and State Government.
5. The Secretary will record all meeting minutes and submit them for approval from the Executive Board Members and the general membership within a week of the monthly meeting. All approved meeting minutes will be submitted to the school secretary to be posted to the school website. The Secretary shall write any letters of business necessary or handle any other correspondence. The Secretary's Report will be an agenda item at each meeting for approval of minutes.
6. The Public Relations Officer will be responsible for marketing for any WMMS PTO sponsored events (i.e. Newspaper, Facebook, City sign.) The Public Relations Officer maintains all social media accounts.
7. All resignations of officers shall be made in writing and presented to the Executive Board.

VI. MEMBERSHIP

1. All parents and/or guardians of children attending Watertown-Mayer Middle School and all teachers and members of the administrative staff of Watertown-Mayer Middle School are eligible for active membership in the organization.
2. Regular members shall have the right to attend and participate in all meetings and activities of the PTO, but shall not have the right to vote or to hold office.
3. Voting Members, who are current in the payment of annual dues, shall have the right to vote on all issues before the membership, shall be eligible to serve in any of its elective or appointed positions, and shall have the right to elect officers.

4. Dues for active membership will be \$10.00 per participant. No person or family should be denied membership due to economic hardship.
5. Changes to the annual dues amount may be recommended following appropriate determination and majority vote of Executive Board. The general membership must approve changes to the dues structure.
6. The membership year shall begin July 1 and end June 30 in conjunction with the school fiscal year.
7. Membership responsibility shall be determined by the Executive Board Members as needs arise.

VII. COMMITTEES

1. The Executive Board Members shall create all committees and shall define the purpose and tasks of each.
2. Committees shall meet according to the needs of the Watertown-Mayer Middle School.
3. Committee chairpersons shall submit updates and recommendations at meetings.

VII. MEETINGS

1. The WMMS PTO usually meets 8 times a year. The President may call a special meeting if necessary.
2. The Executive Board meets 9 times a year with first meeting being held in August.
3. Approximately 1 week prior to the general and Executive Board meetings, the President shall draft an agenda. The Executive Board will be sent copies and may request changes and/or additions. The approved agenda will be sent to all PTO members prior to the meeting.
4. Agenda items that require a vote, will be voted upon by present voting members, and will be approved with 2/3 majority of members in attendance.

5. Meetings shall be conducted informally, however, Robert's Rules of Order shall be instituted when approving purchases and when necessary for other program needs.

VIII. BUDGET

1. The Watertown-Mayer Middle School PTO is a 501C3 non-profit agency.

2. The WMMS PTO shall maintain a bank account at the Bremer Bank in Watertown, MN.

a. Signers- The PTO designates two officers (President and Treasurer) each year to be the signers on this account.

b. Deposits- The President and/or Treasurer may make a deposit to the account. All receipts are kept with the Treasurer's records.

c. Reimbursements/Purchases - If a PTO member plans to purchase items for program use, receipt shall be filed with the Treasurer. Receipts must be turned in within 7-10 business days of purchase. Reimbursement will be issued within 7-10 business days for reimbursement to be made. Again, no reimbursement will be made for sales tax.

d. Reserves - a minimum balance of five hundred (\$100) dollars will be maintained in the checking account to be held for emergency use. A majority vote by the PTO is needed to determine emergency need.

e. Budget - The Executive Board Members will draft a yearly budget, and will submit it to the full PTO membership each year for a vote. A budget is a guideline and if unanticipated activities arise, the Executive Board may propose small changes to the full council as needed.

f. Auditing - The Treasurer shall keep a Treasurer's Monthly Report, which will be kept in the Treasurer's notebook. At the end of each fiscal year, one member from the Executive Board and one non-member will review the monthly reports and conduct an informal audit of the books.

3. The Executive Board may approve non-budgeted purchases up to \$500 per fiscal year between scheduled meetings.

IX. BY-LAWS, APPROVAL, AND AMENDMENTS

1. The By-laws shall become effective upon their acceptance by a majority of the existing membership.
2. These By-laws may be amended at any meeting, provided that a written notice of the proposed changes is communicated to existing members prior to the meeting.

The By- Laws have been approved and adopted by a majority vote on _____
and witnessed by the following people:

Nick Guertin, Principal

Katy Jo Danielson, WMMS PTO President