

PROPOSED

Wattles Elementary School

Parent/Teacher Organization Bylaws

Article I: Name

The name of this organization is the “Wattles School Parent/Teacher Organization”, hereinafter referred to as “PTO”.

Article II: Articles of Organization

The PTO exists as an unincorporated association of its members.

Article III: Purpose/Objectives/Mission Statement

Section 1

The PTO is organized exclusively for charitable and educational purposes, including, but not limited to, supporting and enhancing the academic, social, and emotional development of students through collaboration between parents, teachers, and the community. The organization operates in accordance with Section 501(c)(3) of the Internal Revenue Code or corresponding provisions of any future federal tax code.

The objectives of the PTO are:

- To foster a positive and enriching educational environment by providing resources, programs, and experiences that complement and enhance the school’s curriculum.
- To build strong relationships between parents, educators, and the community, creating a united network of support for student success.
- To advocate for the well-being of all children by promoting opportunities for academic excellence, social development, and lifelong learning.
- To encourage parental involvement and engagement in school activities, fostering a sense of connection and investment in the educational journey of every child.

Section 2

The objectives of the PTO are accomplished through educational and social programs designed for parents, guardians, caregivers, and staff (“Wattles Community”). These initiatives are developed and implemented through conferences, committees, projects, events, and programs. All PTO activities are governed and qualified by the basic policies set forth in Article V.

Article IV: Membership

Section 1

Any individual who subscribes to the objectives and basic policies of the PTO and is a part of the “Wattles Community” is a member of this PTO, subject only to compliance with the provisions of these bylaws. Membership in this organization shall be available without regard to sex, age, race, creed, color, or national origin.

Section 2

Members of the PTO shall be eligible to vote at its business meetings, or to serve in any of its elective or appointive positions.

Article V: Basic Policies

Section 1

The following policies govern the operation and conduct of the PTO:

- The PTO shall remain non-commercial, non-sectarian, and non-partisan in all its activities and affiliations.
- The name of the PTO or the names of its members in their official capacities shall not be used in connection with any partisan interest or for any purpose that does not align with the PTO’s mission and objectives.
- The PTO may engage in advocacy efforts related to legislation and policies that impact the education and welfare of children. However, the PTO shall not directly or indirectly participate in or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.
- The PTO shall work collaboratively with schools to support and enhance educational opportunities while respecting the authority of school administration and refraining from influencing school policies.
- The PTO may partner with organizations or agencies focused on child and youth welfare. However, individuals representing the PTO in such matters shall not make commitments on behalf of the PTO without authorization from the Executive Board.
- In the event of the PTO’s dissolution, its assets shall be distributed to one or more tax-exempt purposes as outlined in Section 501(c) of the Internal Revenue Code, as amended.
- No officer, committee member, or general member of the PTO shall receive compensation for their service. All contributions of time and effort shall be voluntary. Compensation includes both direct and indirect remuneration, as well as gifts and favors of substantial value. However, small tokens of appreciation valued at \$25 or less may be given to PTO members who have made significant contributions of time and effort in leading events and serving the community.
- The PTO shall secure bonding insurance when feasible and deemed necessary.

Section 2

Out-of-Budget (OAB) Purchases Protocol

At times, the PTO may need to allocate funds for expenses not included in the approved budget ("OAB Purchase"). In such cases, the following approval process shall be followed:

Purchases Under \$1500:

A majority vote of the PTO Executive Officers is required for approval.

Purchases Over \$1500:

The following steps must be taken to ensure proper approval:

- 1) Timeline Determination:
 - a) The President, or a PTO Executive Board member appointed by the President, will determine if there is enough time to:
 - i) Notify the Wattles Community.
 - ii) Present the item for a vote at the next scheduled PTO meeting.
 - iii) This decision will be made in collaboration with the principal, staff, and Wattles Community to assess the urgency and necessity of the purchase.
- 2) Community Notification:
 - a) If time permits, the President or an appointed Executive Board member will provide written notice to the Wattles Community at least 24 hours in advance, detailing the proposed purchase and the amount to be spent.
 - b) If the purchase cannot wait until the next PTO meeting, the President will first consult with the Executive Board for their positions.
- 3) Voting Process:
 - a) If the purchase aligns with the next scheduled PTO meeting, it will be voted on by all members present.
 - b) If the purchase is time-sensitive and cannot wait for a PTO meeting, the President will request a vote from the executive board, committee chairs, and teacher representative. This vote may take place in person, during an online meeting, or via electronic communication.
 - c) A majority vote is required to proceed with the purchase.

Article VI: Officers

Section 1

The Executive Board Officers of the PTO shall consist of the following:

- President/ Co-President
- 1st Vice-President
- 2nd Vice-President
- Secretary/ Co-Secretaries
- Treasurer/ Co-Treasurers

- 1) Officers shall be elected by ballot annually in the month of May, hereinafter referred to as Annual General Meeting. If there is only one nominee for any office, the Secretary will cast the elective ballot of the PTO for the nominee.
- 2) Officers, except the Treasurer, shall assume their official duties the day following the last official school day. The Treasurer shall assume his/her official duties on August 1.
- 3) All officers shall serve a term of one (1) year or until the election of their successors.
- 4) No individual may serve in the same officer position for more than three (3) consecutive years. After serving three consecutive terms in one position, an individual may serve in a different position on the Executive Board or as a committee chair. A minimum break of one (1) year is required before an individual may be re-elected or reappointed to the same position previously held for three consecutive terms.

Section 2

In a March communication to the Wattles Community, the PTO will ask for nominations for President, Vice Presidents, Treasurer and Secretary. At the April meeting, the PTO will take nominations for President, 1st and 2nd Vice Presidents, Treasurer and Secretary. Nominations will close at the end of the April PTO meeting. Following said meeting, the nominated officers shall be announced in an April communication to the Wattles Community. The officers will be voted upon at the May PTO meeting.

Only those persons who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

Section 3

A vacancy occurring in any office shall be filled for the un-expired term by a person elected by a majority vote of the remaining members of the Executive Board, notice of such election having been given. In case a vacancy occurs in the office of President, the Secretary shall call an Executive Board meeting for the purpose of filling this vacancy from the Board for the remainder of the term.

Section 4

If an Officer, Chairperson, or subcommittee Chairperson is believed to not be performing his/her duties by any member of the PTO, that member may notify the Executive Board. The Executive Board will investigate the claim and, if determined as necessary by a majority vote of the Executive Board, communicate a plan of improvement with the Officer or Chairperson at issue in a good faith effort to resolve the situation.

- 1) Any member of the PTO can make a motion to remove an Executive Board Officer, Chairperson or subcommittee Chairperson due to any of the following causes:

- a) Absenteeism: Absent from three (3) or more consecutive meetings (prearranged absences may be excused if approved by a majority vote of the remaining Executive Board Officers).
 - b) No confidence: Due to a person's failure to fulfill duties, a perceived diminished ability to fulfill duties, or conduct which the PTO determines to be distracting or harmful to their position, the school, the students, the Wattles Community or the PTO organization and its purposes.
- 2) The motion of removal of an Officer, Chairperson, or subcommittee Chairperson can be made at any regular or special meeting called for that purpose, however the vote on the motion must be held at a subsequent regular or special meeting.
 - 3) Any person subject to a motion of removal shall be entitled to written notice (via U.S. Mail using Certified Mail), at least five (5) calendar days prior to the meeting date at which such motion is to be voted upon and shall be entitled to appear before and be heard by the members present at that meeting.
 - 4) If a motion passes resulting in a person being removed from office all records, binders, and other materials, both physical and electronic, pertaining to the position shall be turned over to an Executive Board Officer at that time.

Article VII: Duties of Officers

Section 1

The President shall:

- Preside at all meetings of the PTO and of the Executive Board at which he/she may be present.
- Perform such duties as may be prescribed in these bylaws or assigned to him/her by the PTO or by the Executive Board.
- Coordinate the work of the officers and committees of the association in order that the Objectives may be promoted.
- Coordinate the efforts for the review of this document every three (3) years.
- Review Meeting Minutes within two days of receiving them after a meeting.
- Oversee OAB Purchase projects.

Section 2

The 1st and 2nd Vice Presidents shall:

- Act as aide(s) to the President. The specific duties shall be divided between them, but will include coordinating appreciation events (i.e. Staff Appreciation week, Principal appreciation, etc.)
- Preside over meetings in the absence of the President.

- Coordinate the nomination and ballot process for annual Officer elections.
- Oversee the updating and sharing of the committee folders in physical or electronic resources.
- Perform a monthly reconciliation of PTO bank accounts and Treasurer reports.
- Keep an inventory of all PTO merchandise in the PTO closet.
- Perform any such other duties as may be delegated to him/her.

Section 3

The Secretary/ Co- Secretaries shall:

- Record and post meeting minutes of all meetings of the PTO and of the Executive Board.
- Share proposed minutes for Executive Board review within ten (10) days after the meeting. Executive Board review(s) shall be completed with feedback returned to the secretary within the subsequent ten (10) days.
- Submit reviewed minutes to district website coordinator.
- Ensure the accuracy and/or approval of said minutes at the following month's PTO meeting.
- Assist Publicity Chair in posting minutes to PTO social media accounts.
- Perform any such other duties as may be delegated to him/her.

Section 4

The Treasurer(s) shall:

- Maintain custody of all the funds of the PTO.
- Keep a full and accurate account of receipts and expenditures.
- Make disbursements in accordance with the approved budget or as authorized by the PTO, or the Executive Board.
- Present a written financial statement at every meeting of the PTO and at every meeting of the Executive Board and shall make a full report at the end of the fiscal year ("Annual Report").
- Maintain the books of account and records as conform to the requirements of these Bylaws.
- Share bank account and accounting software login information with 1st Vice President for the purpose of monthly reconciliation of accounts.
- Comply with an annual examination of the accounts by a Certified Public Accountant ("CPA"). If a CPA is unattainable, two members of the Executive Board other than the Treasurer, will perform the annual examination. The findings of this examination, together with the Annual Report, will be reviewed by the Executive Board in August and shared with the PTO at the first meeting in September.
- File all required Federal and State income-generating reports by the deadline dates required and may elicit the assistance of a CPA for purposes of completing such forms.

- Shall keep a full and accurate account of receipts and expenditures and store for a minimum of 7 years.

Section 5

All Executive Board Officers shall:

- Follow Parliamentary Authority as indicated by Article XII of these Bylaws.
- Deliver to their successors all official material, including physical documents and materials and electronic resources via upload to the PTO's cloud storage on the day following the last official school day, except for the Treasurer's material that shall be delivered to his/her successor after completion of fiscal year reports, but no later than the first day of September.
- Compare fundraiser expenditures and profits on a year-by-year basis.
- Review budget reports and check register at monthly meetings.
- Transact necessary business in the intervals between PTO meetings.
- Create standing committees.
- Review and approve the plans of work of the standing committees.
- Review proposed meeting minutes.
- Present a report at the regular meetings of the PTO.

Article VIII: Executive Board

Section 1

The Executive Board shall consist of the officers of the PTO, the Principal of the school or his/her representative, and a teacher representative. The members of the Executive Board shall serve until the election of their successors.

Section 2

Meetings of the Executive Board shall be held as designated by the Executive Board. A majority of the Executive Board members shall constitute a quorum. Special meetings of the Executive Board may be called by the President or by a majority of the members of the Executive Board.

Article IX: Meetings

Section 1

Regular meetings of the PTO shall be held as designated by the Executive Board. Five (5) days' notice shall be given of change of date.

Section 2

The President or a majority of the Executive Board may call a Special General meeting or Executive Board meeting with three (3) days' notice having been given.

Section 3

There shall be an Annual General Meeting of the PTO in the month of May.

Section 4

One (1) more than 50% of Executive Board members present at a General meeting shall constitute a quorum for the transaction of business in any meeting of the PTO.

Article X: Committees

Section 1

The standing committees of PTO shall consist of the following:

1. Publicity
2. Fundraising
3. International Fair/Spring Carnival
4. Teacher Appreciation
5. Talent Show
6. Others as the Executive Board deems necessary

Section 2

The chairperson of each standing committee shall attend the 2 monthly PTO meetings leading up to their event and make a report on the status of the event. If the chairperson is unable to attend a meeting, they will arrange for a report to be given by someone else in attendance.

Section 3

The Publicity Chairperson(s) shall:

- Hold general responsibilities for publicizing school events through various means, including social media.
- Work with the PTO secretary and school secretary to ensure that minutes are posted both on the school website as well as on PTO social media.
- Approve and post submitted communications for the PTO within forty-eight (48) hours of the request.

Section 4

The Fundraiser Chairperson(s) shall:

- Plan Wattles fundraising events (ex: restaurant nights, fall fundraiser, etc.)
- Propose any fundraising events for Board approval.

Section 5

The International Fair/Spring Carnival Chairperson(s) shall:

- Coordinate and oversee all aspects of planning and executing the annual International Fair and/or Spring Carnival event

- Work with school administration and the PTO Board to select the event date, secure necessary permissions, and ensure alignment with school policies
- Work with school administration and the PTO Board to select the event date, secure necessary permissions, and ensure alignment with school policies
- Recruit and manage volunteers, including booth coordinators, activity leaders, and setup/cleanup crews
- Organize logistics such as food, entertainment, games, decorations, and cultural displays or performances
- Promote the event to families through flyers, social media, and other communication channels in coordination with the Publicity Chair
- Prepare a budget and submit expense requests for approval as needed

Section 6

The Teacher Appreciation Chairperson(s) shall:

- Coordinate events and activities that show appreciation for teachers and staff throughout the year (e.g., monthly treats, holiday gifts, etc.)
- Organize and oversee Teacher Appreciation Week, including themed days, meals, and any gifts or tokens of appreciation
- Communicate with the PTO Board and school administration to ensure efforts align with school guidelines and schedules
- Manage a volunteer team (if applicable) to assist in executing appreciation events

Section 7

The Talent Show Chairperson(s) shall:

- Organize and coordinate all aspects of the annual school Talent Show, including auditions, rehearsals, and the final performance
- Secure a venue, equipment, and any necessary permissions in coordination with school staff
- Communicate with students, parents, and teachers to promote participation and provide necessary information
- Work with volunteers to assist in various duties such as stage setup, supervision, and concessions (if applicable)

Article XI: Standing and Special Committees

Section 1

The President shall hold an advisory role to all committees.

Section 2

The Executive Board has the exclusive power to form special committees and appoint their members.

Section 3

The Executive Board may create such standing committees, as it may deem necessary, to promote the Objective and carry on the work of the PTO. The term of each Chairperson shall be one year.

Section 4

The Chairperson(s) of each standing committee shall present a plan of work to the Executive Board for approval. They will also maintain close communication with the Executive Board and attend the two (2) monthly meetings leading up to their event.

Article XII: Fiscal Year

The fiscal year for the organization shall begin on August 1 and end on the following July 31.

Article XIII: 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 XIV: Amendments

Section 1

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

Amended, June 2025

These by-laws have been reviewed and are the organizing and governing documents of the Wattles School Parent Teacher Organization.

President, Wattles PTO

Date

Secretary, Wattles PTO

Date

1 st Vice President, Wattles PTO	Date
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2 nd Vice President, Wattles PTO	Date
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Treasurer, Wattles PTO	Date
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