

**Bylaws for Jefferson-Nicolet Elementary
Parent Teacher Organization (PTO)
Ratified: 7/18/2012**

Article I: Name

The name of this organization is the Jefferson-Nicolet Elementary Parent Teacher Organization (PTO).

Article II: Purpose

The Jefferson-Nicolet Elementary PTO is organized for the purpose of supporting the education and enrichment of students at Jefferson and Nicolet Elementary schools. The PTO is a volunteer group of parents, teachers and staff that is noncommercial, nonsectarian, nonpartisan and shall neither seek to direct the administrative activities of the schools nor to control their policies.

This organization is organized and operated exclusively for charitable and educational purposes within the meaning of 501(c)(3) of the Internal Revenue Code.

No substantial amount of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation and this organization shall not intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Article III: Objectives

The objectives of the organization are:

- A. To bring closer the relationship of home and school so that parents and teachers may cooperate in the education of the child.

- B. To enhance the educational opportunities for the students of Jefferson and Nicolet Elementary schools by providing a wide range of programs, opportunities and materials to benefit every child in some way each year.

Article IV: Members

Any parent, guardian, or other adult standing in loco parentis for a student at Jefferson or Nicolet Elementary may be a member and shall have voting rights. The Principals, teachers, paraprofessionals and support staff employed at

Jefferson and Nicolet Elementary schools may be a member and have voting rights.

Article V: Officers and Elections

Section 1. Officers

The officers shall be a President, President-Elect, Secretary and Treasurer.

- A. **President** – The President shall preside over meetings of the organization and Executive Committee, serve as primary contact for the principals, represent the organization at meetings outside the organization, and coordinate the work of all the officers and committees so that the purpose of the organization is served.
- B. **President-Elect** – The President Elect shall assume the duties of the President in the event of their absence.
- C. **Secretary** – The Secretary shall take minutes of the proceedings of the membership and the Executive Committee meetings. Minutes will be typed and distributed to all members within 7 days of the meeting. The Secretary will also handle all official correspondence of the PTO as requested by the President.
- D. **Treasurer** – The Treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance of the approval of the Executive Committee. He or she will present a financial report at every meeting and at other times of the year when requested by the Executive Committee, assist in preparing the annual budget, and make a full report at the end of the year.

Section 2: Nominations and Elections

Elections will be held at the last meeting of the school year. At that meeting, nominations will be taken from the floor. Only those persons who have signified their consent to serve, if elected, shall be nominated for or elected to office. Voting shall be by voice vote, or ballot vote if there is more than one candidate.

Section 3: Eligibility

Members are eligible for office if they are members in good standing at least 14 days before the election. All nominated officers must complete a volunteer application and reference checks and be approved by the Executive Committee. Due to the confidential nature of this information, details will not be released to the PTO members other than the named individual.

Section 4: Terms of Office

A new President-Elect shall be elected each year. The President-Elect shall serve one year as President-Elect and shall move to President the following year. Secretary and Treasurer are elected for two-year terms; Secretary and Treasurer elections shall be held in alternate years. Members may hold only one office at a time and may serve no more than two consecutive terms in the same office. Officers shall assume their official duties at the close of the current school year of their election.

Section 5. Vacancies

If there is a vacancy in the office of President, the President-Elect will become President. At the next regularly scheduled meeting, a new President-Elect will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Section 6. Removal from Office

Officers can be removed from office by a majority vote of the Executive Committee.

Article VI: Meetings

Section 1. Regular Meetings

Regular meetings shall be held monthly, typically on the same day and at the same time each month. Schedule will be determined prior to the beginning of the school year and communicated to the school secretaries for inclusion on the school calendar. The Secretary will notify members of the meetings in a flyer sent home with the students and/or email at least one week prior to the meeting.

Section 2. Special Meetings

The Executive Committee may call special meetings of the PTO.

Article VII: Executive Committee

Section 1. Membership

The Executive Committee shall consist of the officers of the organization, current committee chairs, and the Principals of Jefferson and Nicolet Elementary schools.

Section 2. Duties

The duties of the Executive Committee shall be to transact business between regular meetings, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3. Meetings

The Executive Committee will meet in person at least once prior to the beginning of the school year to plan for the coming year. Any Executive Committee members may request additional meetings throughout the school year as needed.

Article VIII: Committees

Committees may consist of members and Executive Committee members and are appointed as necessary throughout the school year.

Article IX: Finances

Section 1. A tentative budget shall be drafted in the fall for each school year and approved by majority vote of the members present.

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

Section 3. The Executive Committee shall approve all expenses of the organization.

Section 4. The Treasurer and President shall be the authorized signers on the Jefferson-Nicolet Elementary PTO bank accounts. Two signatures are required for each check greater than \$200.

Section 5. The Treasurer shall prepare a financial statement at the end of the year, to be reviewed by an independent auditor or audit committee appointed by the Executive Committee. Additionally, the Executive Committee may request to examine the PTO financial records at any time during the school year.

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

Section 7. Upon dissolution of this organization, its assets shall be disposed of exclusively for the purposes of the corporation or distributed to such organizations organized and operated exclusively for charitable purposes which

shall, at the time, qualify as exempt organization under section 501(c)(3), or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Section 8. No part of the net earnings of the corporation shall inure to the benefit of or be distributed to any director, employee or other individual, partnership, estate, trust or corporation having a personal or private interest in the corporation. Compensation for services actually rendered and reimbursement for expenses actually incurred in attending to the affairs of this organization shall be limited to reasonable amounts.

Article X. Parliamentary Procedure

A simplified version of Robert's Rules of Order (see below) shall govern meetings. (Reference: Robert's Rules of Order Newly Revised, 11th edition (2011))

Section 1: The President will be the facilitator of the meeting. In the President's absence, the President-Elect will fill in. The facilitator's duties include:

- A. Call the meeting to order on time
- B. Present the agenda for the meeting
- C. Process all motions
- D. Expedite business to ensure timeliness of meeting
- E. Remain neutral and refrain from making any motions
- F. Adjourn the meeting

Section 2: Motion Making Process

- A. A member makes a motion by stating "I move that.." Words should be specific and worded in positive language
- B. President asks "Is there a second to the motion?"
- C. Another member states "I second the motion"
- D. The President repeats the motion (if necessary) and opens the motion for debate. Debate should be limited to the impending motion. Only one person may speak at a time. The President is responsible for controlling the debate using time limits for each speaker and/or alternating whom is speaking.
- E. The President puts the motion to a vote. Those in favor say, "Yes"; All those opposed say "No".
- F. The President announces the results of the vote.

Article XI. Amendments

These bylaws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting, provided that advance notice of the proposed amendment had been provided to the membership prior to the meeting.