

BYLAWS

BYLAWS OF WREN HOLLOW ELEMENTARY SCHOOL PARENT TEACHER ORGANIZATION (PTO)

ARTICLE I. NAME

The name of this organization is the Wren Hollow Elementary Parent Teacher Organization of the Parkway School District (hereinafter "Wren PTO").

ARTICLE II. ARTICLES OF ORGANIZATION

The Wren PTO exists as an unincorporated association of its members. Its Articles of Organization consist of these Bylaws, as amended from time to time. These Bylaws shall be deemed the Articles of Association.

ARTICLE III. OBJECTIVES

The Objectives of the Wren PTO are:

- To promote the welfare of our students in school, home and community.
- To secure adequate laws for the care and protection of our students.
- To bring into closer relation the home and the school, that parents and teachers may cooperate in the education of the students.
- To develop between educators and the general public a united effort to secure the best possible education of our students.
- To support staff and administration to teach each student, every day.
- To raise funds to provide programs, materials and beneficial materials to further the education of children and youth.
- To foster communication, cooperation, support, information and education with the Parkway School District, including District staff, parents and the general community.
- To support the school in improving education in ways that will adhere to administrative policy and the Parkway School District's mission, goals and beliefs.

ARTICLE IV. PURPOSE

The Wren PTO is organized exclusively for educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE V. POLICIES

The following are basic policies of this PTO:

- The PTO shall be non-commercial, non-sectarian, non-partisan, non-profit and autonomous.
- The name of the PTO or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the PTO.
- The PTO shall work with the school administration to provide quality education of our students and shall seek to participate in the decision making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the Parkway Board of Education.
- The PTO may cooperate with other organizations and agencies concerned with child welfare, but persons representing the PTO in such matters shall make no commitments that bind the PTO unless properly authorized.
- No substantial part of the activities of the PTO shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the PTO shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.
- No part of the net earnings of the PTO shall inure to the benefit of, or be distributed to, its members, officers, or other private persons except that the PTO shall be authorized and empowered to pay reasonable compensation of services rendered and to make payments and distributions in furtherance of the purposes set forth herein
- The PTO shall work with the school to provide quality education for all children and shall not attempt to set or control administrative policy for the school.
- No member shall engage in any act or activity while representing the PTO that would tend to create an unfavorable impression or unfavorable publicity or in any way be contrary to the general interest of the PTO.
- Only PTO Executive Board officers shall be authorized and empowered to pay reasonable compensation for services rendered to promote the PTO objectives.
- All voting will be done by those present. A secret ballot may be requested at any time. A simple majority of 51% carries the vote.
- Any PTO monies collected will be counted immediately following the event by at least two people (an Executive Board Member and a Committee Representative). Monies will be secured as soon as possible either at the school or in the bank.

-In no way shall one member, officer, or committee chairperson make policy, program, or expenditure decisions, or bind the Organization in any way, absent the consent of at least the Executive Board. When representing the Organization, any member, officer, or committee chairperson shall be aware of the authority extended by the Organization and shall not exceed such authority. ****

-Upon dissolution of the Organization, the Organization shall, after paying or making provisions for the payment of all the liabilities of the Organization, dispose of all the assets of the Organization by distributing the same to the Principal of Wren Hollow. Said Principal shall, upon the advice of the Wren Hollow teachers and administration, supervise the expenditure of said assets for essential educational materials and equipment. In the event that this is not possible, said assets shall be distributed to organizations as shall at the time qualify under Section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Organization's Executive Board shall determine, with preference to be given to the educational programs of the Parkway School District. Any assets not so disposed of shall be disposed of by the Court in the county of the principal office of the Organization.

ARTICLE VI: MEMBERSHIP AND DUES

Section 1. The membership of the Wren PTO shall consist of every parent who has at least one child attending Wren Hollow Elementary School and the entire faculty and staff of Wren Hollow Elementary. There shall be no annual membership dues;

Section 2. The membership year and the fiscal year will be July 1 to June 30.

ARTICLE VII: EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the officers of the Organization, the Principal of the School or his or her designated representative, and a member or members of the faculty. The faculty representative shall be selected annually by the Principal or by the faculty in whatever manner the faculty deems appropriate. Chairpersons of the standing committees and of then active special committees may be invited to attend Executive Board Meetings that pertain to their committee.

Section 2. The Executive Board shall have general charge and control of the affairs, funds, and properties of the Organization and shall maintain records of such in a central location, including current and prior budgets, check registers, governmental forms, committee reports, contracts and correspondence.

Section 3. The duties of the Executive Board shall be as follows: to transact necessary business in the intervals between Organization meetings; to approve chairpersons of standing committees and approve the plans of the standing committees; to interpret the bylaws, policies, and standing rules of the Organization; to present a report at the general membership (open) meetings of the Organization; to prepare a budget for the upcoming fiscal year; to approve routine bills within the limits of the budget; to appoint the nominating committee; to

appoint a committee to review Bylaws as needed; to appoint a committee of not less than two members, or an independent auditor or CPA, at least two weeks before the Annual Meeting to audit the treasurer's accounts; and to make budget adjustments as necessary, provided they do not individually exceed \$500.00. Any individual budget adjustment over \$500.00 requires the approval of the general membership.

Section 4. Every member of the Executive Board shall be entitled to one vote.

Section 5. Each standing committee chairperson shall present the committee's plans to the Executive Board prior to execution of the same. Any expenditure for such plans should be presented to the Executive Board for advance approval.

Section 6. Regular meetings of the Executive Board shall be held during the school year, as stated in the Standing Rules. The time, place and regularity of such meetings are to be fixed by the Executive Board at its first meeting of the year.

Section 7. Special meetings of the Executive Board may be called by the President, the Principal, or by a majority of the members of the Executive Board upon at least two days notice.

Section 8. All officers are required to attend all scheduled Organization meetings and are expected to attend a majority of Organization-sponsored events.

Section 9. On or before the first board meeting of the year, each officer shall be assigned to serve as a liaison and shall provide assistance to the identified standing or special committee chairs.

Section 10. A majority of the members of the Executive Board (including President(s)) must be present at the Executive Board meeting in order to conduct business. Unless otherwise provided herein, a simple majority of those present and voting shall be required for the passage of any motion, resolution, or other vote.

ARTICLE VIII: OFFICERS AND THEIR ELECTION

Section 1. The officers of this Organization shall include, at a minimum, a President, a Vice-President, a Secretary, and a Treasurer. Any office may be held by two persons so designated by the prefix "co-". These officers shall be elected every two years by ballot at the regularly scheduled spring general membership meeting by a majority vote of the membership present at that meeting. If the Executive Board includes a President-Elect, the office of President shall be filled by the prior President-Elect. Ballots should be counted by a committee of three persons to be appointed as provided in the Standing Rules. If there is but one candidate for any office, the election for such office(s) may be by voice, show of hands or slate approval.

Section 2. Officers shall assume their official duties at the close of the final meeting of the school year and shall serve for a term of two years or until their successors are elected and installed. No person shall serve more than two consecutive terms in the same office, unless determined by vote and majority approval of the Executive Board and General PTO population. Additional officers will be chosen according to the needs of the Organization and upon the approval of the Executive Board.

Section 3. Nomination of officers shall be made by a nominating committee comprised of members of the executive board, non-returning board members, general PTO members and the principal. The committee shall select its own chairperson. The nominating committee shall place in nomination at least one name for each office and present this slate via publication issued to the entire general membership at least four weeks prior to the spring election meeting. Independent nominations, with the consent of the nominee to serve, may be made in writing by at least five voting members, and must be received by the nominating committee at least two weeks prior to the spring election meeting. The membership must be notified of the amended slate at least one week prior to the spring election meeting. There shall be no nominations from the floor.

Section 4. Spouses may be elected and hold any of the offices as a couple provided that such spouses were nominated and elected as a couple. Spouses sharing an office only have one vote.

Section 5. A vacancy occurring in an office shall be filled by a majority vote of the Executive Board at their next regular meeting.

Section 6. Any officer absent from three consecutive meetings, i.e. Executive Board and Organization meetings, shall be deemed inactive unless absences are due to extenuating circumstances and the Executive Board receives notification of such. Any office having an inactive officer shall be declared vacant and shall be filled as provided herein. In addition, an officer failing to adequately participate or fulfill duties of the office may be subject to removal from office by decision of two-thirds of the Executive Board. Such officer is entitled to a written notification from the President or the Principal at least two weeks prior to the vote regarding removal.

IX. DUTIES OF OFFICERS AND COMMITTEE CHAIRPERSON

Section 1. The President (or Co-Presidents) shall:

- o preside at all meetings of the Organization and of the Executive Board;
- o be a member ex officio of all committees except the Nominating Committee;
- o be authorized to appoint any special committee necessary to conduct the work required for the annual report;
- o maintain the right to table discussions or voting, at his/her discretion, for such reasons as new agenda items, time constraints, or items that require additional information;
- o work with the Secretary to prepare the agenda for each meeting;

- o be an authorized cosignatory for all accounts of the Organization in the event there is only one elected treasurer;
- o work with the principal on designated duties and tasks;
- o attend District-wide meetings;
- o delegate the duties of any position that remains vacant; and
- o perform all other duties usually pertaining to the office and as assigned by PTO

Section 2. The President-Elect, if any, shall:

- o attend District-wide meetings;
- o compile and organize informational PTO pages for the school newsletter (monthly);
- o be an authorized cosignatory for all accounts of the Organization;
- o perform other duties as may be assigned to him/her by the Organization or Executive Board;
- o assist the President and perform such duties that the President may delegate; and
- o perform the duties of the President in the President's absence.

Section 3. The Vice-President(s) shall:

- o aide the President(s) and President-Elect;
- o perform the duties of the President and President-Elect in the absence of both officers;
- o oversee and serve as a resource for specific committees (to be determined at the Executive Board meeting immediately preceding the beginning of the school year); and
- o perform the duties of the Secretary or Secretaries in their absence.

Section 4. The Secretary (or Secretaries) shall:

- o record the minutes of all meetings of the Organization and of the Executive Board;
- o be responsible for all incoming and outgoing correspondence for the Organization;
- o report on all relevant correspondence at each Executive Board meeting;
- o aid the President(s) in preparing the agenda for all meetings;
- o make copies of the minutes of the prior meeting available to all members of the Executive Board before each meeting;
- o publish the Organization newsletter (if any); and
- o maintain a current copy of the Bylaws and Standing Rules, if any, as well as the records of all meeting minutes, a list of all committees and their members, and a list of the current members of the Organization.

Section 5. The Treasurer(s) shall:

- o receive all monies of the Organization;
- o keep an accurate record of receipts and expenditures and disburse funds as budgeted or approved by the Executive Board;
- o be responsible for the maintenance of the bank account and records of the Organization;
- o be responsible for the filing of any necessary financial and tax forms with the appropriate governmental authorities;
- o be responsible for the maintenance of all financial records of the Organization;
- o turn the financial books of the Organization over to an Audit Committee of not less than two members or an independent auditor appointed by the Executive Board at the end of the school

year for examination;

o present a statement of account at every meeting of the Organization and any other times as requested by the Executive Board; and

o maintain a file of the budget reports presented at Organization meetings.

Section 6. The Treasurer's accounts shall be examined annually by an Audit Committee of not less than two members or an independent auditor appointed by the Executive Board no later than July 10 of every year. When the Audit Committee or auditor is satisfied that the Treasurer's final report is correct, they shall sign a statement of that fact at the end of the report.

Section 7. All checks written must contain two authorized signatures to be considered valid.

ARTICLE X. STANDING COMMITTEES

Section 1. Standing committees are committees with on-going functions that continue throughout the year. The chairperson of each committee shall serve for a one year term. The incoming President, with the approval of the incoming Executive Board, shall appoint chairpersons of the standing committees after the spring election.

Section 2. The chairpersons of all standing committees shall mutually plan activities with the Executive Board, and no committee work shall be undertaken without the approval of the Executive Board.

Section 3. The Executive Board may create special committees as needed to promote the purposes and interests of the Organization. Special committees are directly responsible to the Executive Board. The President, with the approval of the Executive Board, shall appoint chairpersons of the special committees. Special committees shall be automatically dissolved upon completion of its assignment or upon decision by the Executive Board.

Section 4. An individual may serve unlimited terms as a committee chairperson, if appointed year to year.

ARTICLE XI. FISCAL POLICY

Section 1. The Executive Board shall see that a budget shall be presented for approval at the first general membership (open) meeting of the academic year. At that time, additional funds from the previous year are also allocated. The Board has authority to make budget adjustments during the year, provided they do not individually exceed \$500.00; the Board shall have no power to make the Organization liable for any debt(s) in an amount exceeding the cash assets of the Organization which have not been otherwise appropriated.

Section 2. Each committee chairperson has access to the budgeted funds for his/her committee during the current school year only. These funds will be disbursed by the Treasurer provided

the expense falls within the committee's budget and is substantiated by a purchase order or receipt.

Section 3. Any expenditure that requires carry-over or any anticipated expenditure occurring before the next year's budget is approved may be approved at the last meeting of the year.

XII. MEETINGS/VOTING

Section 1. There shall be regular general membership (open) meetings of the Organization, scheduled prior to the beginning of the school year. A regular meeting schedule may be established in the Standing Rules of the Organization. Special meetings of the general membership may be called by the President, Principal or by a majority vote of the Executive Board, five days notice having been given. Members shall be notified no later than five days in advance of the date of any rescheduled general membership meeting.

Section 2. Voting shall be determined by a simple majority of members present, except when changing or amending the Organization's Bylaws, when a two-thirds majority vote of members present must prevail. (President must be present.)

ARTICLE XII. PARLIMENTARY PROCEDURE

Section 1. Robert's Rules of Order (current edition) shall govern this Organization in all cases to which they are applicable and not in conflict with these Bylaws.

ARTICLE XIII. AMENDMENTS

Section 1. These Bylaws may be amended at any membership meeting of the Organization by two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall be given at the previous general membership meeting.

Section 2. A committee may be appointed to review the Bylaws, as revised and amended, every two year(s). The committee shall draft any proposed amendments for presentation to the membership as provided for in Section 1 of this Article.

ARTICLE XIV. STANDING RULES

The Executive Board may maintain a list of Standing Rules to serve as a further operating guide for the Organization. These Standing Rules should be revised yearly to reflect the procedures of the current Executive Board.

Rule 1. ARTICLE VIII. OFFICERS AND THEIR ELECTIONS

Section 1. The officers of the Organization for the 2018-2020-2016 term shall be Co-Presidents, Vice President, Co-Secretaries, Co-Treasurers, Ways & Means Coordinator, School Events Coordinator, Media Coordinator, and Past President. The Past President officer will serve a 1 year term. There may be up to four appointed board members who will be appointed from a slate of candidates from the Nominating Committee.

Revised April 2018.