

# **Viking Elementary PTO Bylaws**

## **ARTICLE I: NAME**

SECTION A: This organization shall be known as the Viking Elementary Parent Teacher Organization (Viking Elementary PTO).

SECTION B: This organization shall be noncommercial, nonsectarian, and nonpartisan.

## **ARTICLE II: OBJECTIVE (MISSION STATEMENT)**

SECTION A: The Viking Elementary PTO is committed to fostering a collaborative partnership between parents, educators, and the community. Our mission is to support and enhance the educational experience of all students by encouraging parental involvement, advocating for academic excellence, and providing resources that nurture a positive and inclusive learning environment. Through volunteerism, fundraising, and open communication, we strive to empower families and educators to work together for the success and well-being of every child at Viking Elementary School.

SECTION B: The Viking Elementary PTO slogan will be “supporting our school community”.

## **ARTICLE III: MEMBERSHIP**

SECTION A: Parents and Guardians with a child or children attending Viking Elementary School, regardless of grade, shall be eligible for membership in this organization.

SECTION B: All school staff shall be eligible for membership in this organization.

## **ARTICLE IV: DUES**

SECTION A: A mandatory dues collection will not be made. Families can support the Viking Elementary PTO through volunteer hours, fundraising efforts and/or monetary or non-monetary donations.

## **ARTICLE V: OFFICERS**

SECTION A: The elected officers of this organization shall be President, Vice President, Treasurer, Secretary, and Volunteer Coordinator.

SECTION B: No person shall serve more than four (4) consecutive terms in any one office with the exception of filling in for an incomplete term. Current officers must be reelected annually according to Article VII.

SECTION C: The positions of President and/or Vice President can be shared.

SECTION D: The term of office is June 1 through May 31.

## **ARTICLE VI: DUTIES OF OFFICERS**

SECTION A: The President shall organize and preside over all Viking Elementary PTO meetings and Executive Board meetings. He/she shall prepare the meeting agendas for Viking Elementary PTO meetings and Executive Board meetings. He/she shall also be the PTO's executive head and have general supervision over all affairs of the organization and responsibility for co-signing checks for the organization.

SECTION B: The Vice President shall assume responsibilities of the President in his/her absence. The Vice President shall assist the President in their role as determined necessary by the President.

SECTION C: The Secretary shall prepare the minutes of the Viking Elementary PTO meetings and Executive Board meetings. He/she will maintain meeting minutes for a minimum of two (2) calendar years. The Secretary will oversee the printing of documents needed for meetings with the appointed school administrative assistant, as well as the uploading of meeting minutes to the Viking Elementary PTO website. He/she will maintain and update the Viking Elementary PTO Facebook page with relevant content about events, meetings, volunteer opportunities, fundraisers, and school highlights.

SECTION D: The Treasurer shall be custodian of all monies of the organizations. He/she shall prepare and present an annual budget. He/she will keep ledgers correct, up-to-date, and available for audits and/or public viewing. In addition, he/she will report the current balance of all accounts as well as any upcoming expenditures at the Viking Elementary PTO meetings. He/she will provide an annual ledger report at the close of the fiscal year. The Treasurer will prepare and submit any annual Federal and/or State tax documents. He/she shall disburse and withdraw the funds in accordance with Article X.

SECTION E: The Volunteer Coordinator, at the request of Viking Elementary PTO members organizing a PTO function or fundraiser, will contact and organize the number of volunteers needed and assign them to the duties requested for the function and/or to the organizer in charge of the function or fundraiser. He/she will obtain a volunteer list from Viking Elementary staff and/or from a volunteer interest survey conducted by the Viking Elementary PTO. He/she will maintain the list of volunteers, and will not distribute or use the personal information for reasons other than volunteering for a Viking Elementary PTO function or fundraiser.

SECTION F: The Past President may be an advisor for the current President.

## **ARTICLE VII: ELECTIONS**

SECTION A: At the Viking Elementary PTO meeting in April, nominations may be submitted from the floor. Elections are held at the Viking Elementary PTO meeting in May. If there is more than one (1) candidate for an office, then a vote shall be taken by ballot in May. If there is only one (1) candidate for an office, an oral vote can be taken.

SECTION B: Induction shall take place at the Viking Elementary PTO meeting in May following the election with term beginning as stated in Article V.

## **ARTICLE VIII: VACANCIES**

SECTION A: If for any reason, the President is unable to continue with his/her duties, the Vice President will assume the duties of President. If he/she declines, then a motion will be made for the general membership to elect another President.

SECTION B: In the event of a vacancy in any other office, the Executive Board shall appoint a member to fill the unfinished term.

## **ARTICLE IX: EXECUTIVE BOARD**

SECTION A: The Viking Elementary PTO Executive Board shall consist of the President, Vice President, Secretary, Treasurer, Volunteer Coordinator, and the Viking Elementary Principal. In order to conduct business a quorum of four (4) members is required.

SECTION B: The Executive Board shall approve all business policies, be responsible for the business affairs of the organization and approve and/or submit funds for approval by the general membership in accordance with Article X.

SECTION C: The Executive Board may meet monthly during the school year or as deemed necessary.

## **ARTICLE X: APPROVAL OF FUNDS**

SECTION A: An annual budget will be prepared by the Treasurer and present at the Viking Elementary PTO meeting in May. The budget must be voted upon and approved by the majority at said meeting. Any budget expenditures will be reported in the monthly treasurer's report at each Viking Elementary PTO meeting.

SECTION B: All non-budget funds requests over \$200 (or \$200 difference from the budgeted amount) will be presented during the monthly general meeting and voted on at that time. The

Executive Board has authorization to approve any non-budgeted fund requests under \$200 or if the funding request is of a nature where the funding decision must be made prior to the next PTO meeting.

SECTION C: All checks, written for disbursement to pay expenses and are greater than \$200, must be cosigned by both the President and Treasurer.

SECTION D: No funds shall be used as compensation for service as a Board Member, general member or trustee for the Viking Elementary PTO. The organization shall be authorized to render reasonable compensation for services provided to the Viking Elementary PTO.

SECTION E: Upon dissolution of this organization, after paying and providing for debts and obligations, the remaining assets shall be entrusted to the Viking Elementary School Principal for use in improvement of school programs.

SECTION F: The ledger and accounts of the organization are available upon request to be audited at any time.

## **ARTICLE XI: COMMITTEES**

SECTION A: The Fundraising Committee manages all fundraising efforts by the Viking Elementary PTO. This committee shall be overseen by an appointed Executive Officer. General Members, Parent Volunteers, and additional Executive Officers will make up the committee. Duties and responsibilities will be coordinated by the appointed Executive Officer.

SECTION B: The Family Events Committee manages all events related to family engagement. This committee shall be overseen by an appointed Executive Office. General Members, Parent Volunteers, and additional Executive Officers will make up the committee. Duties and responsibilities will be coordinated by the appointed Executive Officer.

SECTION C: The Teacher Appreciation Committee manages all efforts to establish acts of appreciations for the staff of Viking Elementary. This committee shall be overseen by an appointed Executive Officer. General Members, Parent Volunteers and additional Executive Officers will make up the committee. Duties and responsibilities will be coordinated by the appointment Executive Officer.

## **ARTICLE XII: MEETINGS**

SECTION A: The Viking Elementary PTO general meetings are held the second Tuesday of the months September through May at 6:30pm at the Viking Elementary Library Media Center (LMC) unless otherwise stipulated by the President and/or School Administration. There will be no meeting in December.

SECTION B: General members or the organization may petition for a meeting by submitting a written request signed by a minimum of ten (10) members at least five (5) days prior to the proposed meeting and submit the petition to the President.

SECTION C: All necessary business decisions and issues will be voted upon at the general meeting. A majority will be considered 51% of the voting membership present at the meeting. A quorum consists of four (4) PTO members.

SECTION D: Special meetings may be called by the President. An announcement for such a meeting will be posted on the Viking Elementary PTO Facebook page no less than five (5) days prior to the scheduled meeting.

### **ARTICLE XIII: AMENDMENTS TO BYLAWS**

SECTION A: The bylaws of Viking Elementary PTO may be amended as conditions arise by the majority of affirmed votes of the organization members who are present at a general membership meeting. Suggested changes must be submitted at a prior meeting before being acted upon at the next general membership meeting. The President shall notify and make available to all board members of the proposed changes.

SECTION B: Viking Elementary PTO bylaws are to be posted on the Holmen School District website.