

BYLAWS Of Prairie View Elementary Parent Teacher Organization (PV PTO); Holmen, WI 54636

ARTICLE I – NAME, DESCRIPTION & PURPOSE

Section 1: NAME – The name of the organization shall be Prairie View Parent Teacher Organization (or) Prairie View PTO (or) PV PTO. The PTO is located at Prairie View Elementary, 1201 Newport Ln. Holmen, WI, 54636.

Section 2: DESCRIPTION – The PTO is a non-profit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSE – The purpose of the PTO is to enhance and support the educational experience at Prairie View Elementary. We strive to develop a closer connection between school and home by encouraging parental involvement. Lastly, we aim to improve the environment at Prairie View Elementary through providing family-friendly events, supporting student-based needs requested by staff, and leading staff appreciation events.

ARTICLE II – MEMBERSHIP

Section 1: MEMBERSHIP – Membership shall be automatically granted to all parents and guardians of Prairie View Elementary, students, plus all staff at Prairie View Elementary. There are no membership dues. Members have voting privileges, one vote per household.

ARTICLE III – OFFICERS

Section 1: EXECUTIVE BOARD – The Executive Board shall consist of the following officers: President, Vice President, Secretary, and Treasurer. The School Principal, or his/her designee, is a voting member of the Executive Board.

Section 2: TERM OF OFFICE – The term of office for all officers is one year, beginning July 1st, and ending June 30th the following school year. There is an optional automatic renewal for a second year, based on board member interest.

Section 3: QUALIFICATIONS – Any PTO member in good standing may become an officer of the PTO.

Section 4: DUTIES –

Executive Board – Develop the PTO's annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, approve by majority vote of the Board unbudgeted expenditures of no more than \$100.00.

President – Preside at General PTO meetings and Executive Board meetings, serve as the official representative of the PTO, and retain all official records of the PTO.

Vice President – Oversee the committee system of the PTO, assist the President and chair meetings in the absence of the President.

Secretary – Record and distribute minutes of all Executive Board meetings and all General PTO meetings. Manage marketing for the PTO.

Treasurer – Serve as custodian of the PTO's finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, facilitate an annual audit, and hold all financial records.

Section 5: BOARD MEETINGS – The Executive Board shall meet monthly during the school year, or at the discretion of the President.

Section 6: REMOVAL – An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 7: VACANCY – If a vacancy occurs on the Executive Board, the President shall appoint a PTO member to fill the vacancy, for the remainder of the officer's term.

ARTICLE IV – ELECTIONS

Section 1: NOMINATIONS – The PTO members, officers, and staff may nominate individuals for open PTO office positions. Any PTO member (non-student) may be nominated. To nominate, simply email the PTO with the name, email, and phone number of the nominated party along with the position they are nominated for. Nominations must be submitted no later than 1 week prior to the May general membership meeting.

Section 2: VOTING – At the general membership meeting in May, a vote will be conducted by ballot with results shared that evening. Majority of votes win, if there's a tie, a second meeting will be scheduled to revote. Induction will take place at the June Executive Board meeting (there will be no general membership meeting in June, July, or August).

Section 3: VACANT BOARD POSITIONS – If there are board vacancies after the May general membership meeting, the current Executive Board holds the right to appoint officers (with majority vote) in June, July, or August at an Executive Board meeting. If vacant board positions remain after the September general membership meeting, the Executive Board may determine the future of the organization.

ARTICLE V – MEETINGS

Section 1: GENERAL PTO MEETINGS – General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board.

Section 2: VOTING – Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed.

Section 3 – QUORUM – Six (6) members of the PTO present and voting constitute quorum for the purpose of voting at general membership meetings. Three (3) members of the PTO present and voting constitute quorum for the purpose of voting at Executive Board meetings.

ARTICLE VI – FINANCIAL POLICIES

Section 1: FISCAL YEAR - The fiscal year of the PTO begins August 1 and ends July 31 of the

following year.

Section 2: BANKING - All funds shall be kept in a checking account in the name of Prairie View Elementary PTO, requiring two signatures of the Executive Board and held at a local financial institution.

Section 3: REPORTING - All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The PTO shall arrange an independent review of its financial records each year.

Section 4: ENDING BALANCE - The organization shall leave a minimum of \$2,000.00 in the treasury at the end of each fiscal year.

Section 5: CONTRACTS - Contract signing authority is limited to the President or the President's Designee.

Section 6: APPROVAL OF FUNDS - Expenditures exceeding two-hundred dollars (\$200.00) for any single expenditure (that are not annual line items) shall be discussed and submitted for approval by the Executive Board. Expenditures exceeding four-hundred dollars (\$400.00) for any single expenditure (that are not annual line items) shall be discussed and submitted for approval by the general membership.

ARTICLE VII – BYLAW AMENDMENTS

Section 1: AMENDMENTS – Amendments to the bylaws may be proposed by any PTO member. Amendments presented at PTO meetings shall be considered for voting at a subsequent meeting. 2/3 approval of all members present and voting is required to adopt an amendment to the Bylaws.

ARTICLE VIII - DISSOLUTION

Section 1: DISSOLUTION – In the event of dissolution of the PTO, any funds remaining shall be donated to Prairie View Elementary.

ARTICLE IX - PARLIAMENTARY AUTHORITY

Section 1: PARLIAMENTARY AUTHORITY – The authority for this organization shall be “Robert’s Rules of Order Newly Revised.”

These bylaws were adopted on (mm/dd/yy)_____.