

# **BY-LAWS OF THE SEQUOYAH ELEMENTARY PARENT-TEACHER ORGANIZATION (PTO)**

## **ARTICLE I- NAME:**

The name of the organization shall be the Sequoyah Parent Teacher Organization (SPTO) of the Chippewa Valley School District.

## **ARTICLE II- PURPOSE:**

SECTION 1: The purpose of this organization shall be:

- a. To promote and support positive Teacher-Parent involvement on a social level with various programs.
- b. To promote the welfare of children and youth in the school and the community.
- c. To help develop a closer relationship between home and school for the benefit of the children.
- d. To develop between educators and the general public united efforts that will secure for every child an advantage in physical, mental and social education.
- e. Fundraising- fun projects which will benefit a worthy objective.

SECTION 2: This organization shall be non-commercial, non-sectarian and non-partisan.

SECTION 3: This organization shall not seek to direct the administrative activities of the school.

## **ARTICLE III- MEMBERSHIP:**

SECTION 1: The general membership of the SPTO shall include all parents and legal guardians of the children attending Sequoyah Elementary and members of the staff thereof.

SECTION 2: Active membership shall include all parents and teachers who regularly attend meetings and/or actively participate in PTO sponsored events. Active members shall have a right to make motions, participate in debates, chair and serve on committees of the organization.

SECTION 3: The board shall consist of four officers: President, Vice-President, Secretary, Treasurer. Principal/teachers will be ex-officio members.

SECTION 4: Upon dissolution of the Sequoyah PTO, remaining funds shall be used to pay any outstanding bills and the balance will be transferred Sequoyah Elementary until such a time a new Executive Board is elected.

SECTION 5: If any position is vacant once a three-year term has been fully served, the incumbent member will be authorized to continue service of that position until January of the next school year.

## **ARTICLE IV- ELECTIONS (see Amendment):**

SECTION 1: Officers of the Board shall be determined each year in the following manner:

- a. An announcement and request for nominations shall be sent to all parents (including those of in-coming kindergarten students) in March.
- b. The list of nominees will be presented at the regular meeting in April.
- c. Officers will be elected in an open election, held at the regular May meeting. Four officers will be elected.
- d. No person shall serve more than two consecutive terms in the same position unless there is no opposition at the time of the election.
- e. To qualify for the offices of President or Treasurer, one must be an active member of the Sequoyah PTO.

- f. In order to be eligible to be nominated for a position on the Executive Board a person must have attended a minimum of four (4) prior meetings during that school year. If an Executive Board position is not filled by the October PTO meeting, the President may waive the four (4) meeting requirement.

SECTION 2: All officers shall serve one year terms beginning at the conclusion of the June meeting.

SECTION 3: If a vacancy occurs on the Board during the school year, the position shall be filled by a vote of the active membership at the next regular meeting. Notice of special election must be given to all members prior to the meeting.

## **ARTICLE V- DUTIES OF OFFICERS:**

SECTION 1: The duties of the Board shall be to transact necessary business of the organization.

SECTION 2: It is the duty of the board to attend all meetings. When a member has been absent from two meetings in a term year, the President shall contact that member regarding attendance. Upon the third absence, the Board shall vote on removing that person from the Board.

SECTION 3: The authorized expenditure of the board shall not exceed \$250.00 without membership approval.

SECTION 4: **The duties of the President shall be:**

- a. To preside at all meetings of the organization and Board.
- b. To be a member ex-officio of all committees of the organization.
- c. To call all special meetings and appoint all special committees.
- d. To sign checks with the Co-President or Secretary or Treasurer mandated in the Financial Procedures.
- e. To check over and initial the financial statements of the organization.
- f. To pay out funds as authorized by the organization in the absence of the Treasurer.

SECTION 5: **The duties of the Vice-President shall be:**

- a. To act as an aide for the President.
- b. To perform the duties of the President in his/her absence.
- c. To sign checks with the President or Secretary or Treasurer as mandated in the Financial Procedures.

SECTION 6: **The duties of the Secretary shall be:**

- a. To keep accurate records of all meetings of the organization.
- b. To provide a summary of the minutes posted at the school. (a copy will be placed in the school PTO file as a permanent record.
- c. To advise members of meetings and special meetings.
- d. To provide correspondence of the organization as directed by the Board.
- e. To sign checks with the President, Vice-President or Treasurer as mandated in the Financial Procedures.

SECTION 7: **The duties of the Treasurer (see Amendment) shall be:**

- a. To receive all monies of the organization.
- b. To pay out funds as authorized by the organization.
- c. To keep accurate records of receipts and expenditures.
- d. To present a statement of account at every meeting of the organization and at other times as requested by the Board.
- e. To sign checks with the President, Vice-President or Secretary as mandated in the Financial Procedures.
- f. To present to membership at the September meeting a line by line budget to be reviewed and approved by the membership.
- g. Reconcile the bank account.
- h. Cannot Chair any events.

- i. Must abide by the community support group procedures manual as mandated by the district business office.

Section 8: **Transition of Officers:**

- a. The checkbook must be reconciled by June 30<sup>th</sup>. All new officers must be authorized on the account by July 15<sup>th</sup>. The books of the organization will be reviewed by an independent auditor on a bi-annual basis. Independent auditors cannot have any relation to a PTO Board officer or school employees.

**ARTICLE VI- MEETINGS:**

SECTION 1: Regular meetings of the organization shall be held monthly during the school year unless otherwise directed by the organization. Dates and times of regular meetings of the organization shall be determined at the beginning of the school year by the Principal and the PTO Board. Name tags will be provided at all meetings for the officers and membership.

SECTION 2: Special meetings of the organization or the Board may be called by the President or upon the request of two members of the Board.

SECTION 3: All meetings of the organization shall be open to the public.

SECTION 4: A transition meeting will be held. All Board members both out-going and newly designated shall attend along with the principal.

SECTION 5: The quorum for voting at any meeting shall be those active members present. A simple majority of all active members (SEE ARTICLE III, Section 2) present is needed to approve and/or pass all non-financial proposals. Financial matters need 2/3 votes of active members present.

SECTION 6: Roberts Rules of Order, revised, shall govern this organization in all cases in which they are applicable.

SECTION 7: All forms and communications to parents and legal guardians shall be approved by a PTO officer and the school Principal before distribution.

**ARTICLE VII- DUTIES OF THE COMMITTEES:**

SECTION 1: All committees shall operate as sub committees of the PTO and shall be regulated by PTO by-laws. Each committee shall appoint a chairperson.

SECTION 2: Each committee chairperson will keep records of the committee functions performed throughout the year, including its correspondence, list of workers or any other information which can be passed on to his/her successor.

- a. Budget forms (Committee Chairperson Information Sheet) for all events must be completed by the chairperson(s) or committee and be submitted at the next PTO meeting following the event.
- b. Start-up funds for the school events will be allocated after a budget is established and voted on by the membership for the activity.
- c. A cash receipt journal must be maintained for each event. All funds must be verified by TWO people and only a board officer is authorized to take funds out of the building for deposit.
- d. Be represented at all PTO meetings by at least one committee member.
- e. Leave one copy of original paperwork (forms) in PTO mailbox before distribution.
- f. Sign all correspondence with committee name and/or list all committee names.

SECTION 7: **The duties of the Sunshine Committee:**

- a. To send cards or gift packets to students or staff with extended illnesses.
- b. To send congratulations for new babies, sympathy cards, etc.
- c. To sign cards- **Sequoyah PTO**

**ARTICLE VIII- BY-LAWS:**

SECTION 1: These by-laws may be amended at any regular meeting.

**ADOPTED OCTOBER 26, 2006**  
**THE BY-LAWS COMMITTEE OF SEQUOYAH ELEMENTARY**  
**SECRETARY MARIA BELL**

**AMENDMENT 1:**

PURSUANT to Section 7 of Article 5, the title of Co-Treasurer shall be added. The duties/responsibilities of the two positions shall be shared between the two said parties. The Co-Treasurers may not be related to each other. (i.e.; Husband and Wife or Family Members) (approved at General Members Meeting on March 19, 2008)

**AMENDMENT 2:**

PURSUANT to Section 7 of Article 5, the position of Co-Treasurer shall be removed. (Approved at General Members Meeting on March 13, 2012)

**AMENDMENT 3:**

PURSUANT to Section 1 of Article 4, no officer shall serve more than a total of 3 consecutive terms (years) in any position. (Approved at General Members Meeting on March 13, 2012)

**AMENDMENT 4:**

PURSUANT to Section 5 of Article 3, interim service authorized for vacant board position after three-year term has been served. (Approved at General Members Meeting on May 20, 2014)