

Roscoe Parent Teacher Organization Bylaws

ARTICLE I

Name

(Section 1) The name of this organization is the Kinnikinnick District Parent Teacher Organization, otherwise known as the Roscoe PTO.

ARTICLE II

Purpose

(Section 1) The purpose of this organization shall be to promote the welfare of the schools within the Kinnikinnick District #131 and the students therein, to bring into closer relation the parents and the school, and to support the activities and programs of the school through financial and/or voluntary support.

ARTICLE III

Membership and Dues

(Section 1) Any parent or guardian with a child attending in Kinnikinnick District #131 and any person employed by Kinnikinnick District #131 are members with voting rights.

(Section 2) Only members of the organization shall be eligible to participate and vote in the general meetings or to serve in any of its elective or appointed positions.

(Section 3) If a member will benefit financially or professionally from a general PTO or an Executive Board decision, he/she must disclose such benefit to the organization. The member shall be precluded from voting on matters affecting his/her benefit and shall not be present when the vote occurs.

ARTICLE IV

Roscoe PTO Board

(Section 1) The PTO Board shall consist of the executive officers of the organization and the principals/superintendent of the schools or a teacher representative.

(Section 2) The duties of the PTO Board shall be a) to transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization; b) to create and/or approve standing and special committees; c) to approve the plans of work of the standing committees; d) to present a report at the regular meetings of the organization.

(Section 3) Regular meetings of the organization shall be held during the academic year. The annual schedule of meetings is to be presented at the first organizational meeting of the academic year. Special meetings of the organization may be called by the President or by a majority of the Board members. Notice of any special meeting shall be given at least 14 days prior to the special meeting.

ARTICLE V

Officers and Their Election

(Section 1) The officers of the organization shall be a President, Vice-President, Secretary, Treasurer, and Members at Large; who shall be chosen from among those who are members in good standing of the organization. All offices, with exception of the Treasurer, may be shared.

(Section 2) The Executive Board shall consist of the President, Vice-President, Secretary, Treasurer and Members at Large; the Executive Board may make decisions on an ad hoc basis between meetings. Any decisions made by the Executive Board shall be disclosed at the next general meeting.

(Section 3) These offices shall be held for one year. Elections shall take place each spring prior to the close of the academic year. Officers shall assume their duties on June 1 following installation, with the exception of the office of Treasurer who shall assume duties at the end of the fiscal year, on August 1. Officers shall be restricted to three consecutive terms in the office served. This limit may be waived if no other candidate has accepted the nomination for said position 14 calendar days prior to scheduled election.

(Section 4) The Executive Board shall publicly request nominations from membership for office positions prior to the last meeting of the academic year. They shall select someone for President who has been an active member of the organization for at least one year. Election and installation of officers shall be at the final meeting of the academic year. Additional nominations may be made from the floor and voting shall be limited to nominees. A person nominated from the floor for President must be able to demonstrate his/her one-year active membership in order to be considered an eligible candidate. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

(Section 5) All elections shall be by majority vote. Each member present to vote shall be entitled to one vote on each matter submitted to a vote of the members.

(Section 6) In the case of an extraordinary event where the majority of the membership is unable to vote in person, the board can decide to hold online elections.

(Section 7) Any vacancy may be filled by a majority vote of the Executive Board. The newly appointed officer would serve for the remainder of the current term.

(Section 8) The Kinnikinnick District #131 superintendent and principals of the schools included in the Kinnikinnick District #131 shall be ex officio members of the Executive Board.

(Section 9) Removal of officer(s) and/or PTO member(s): Any officer(s) or member(s) of the PTO may be removed at an Executive Board meeting by majority vote of the Executive Board, provided 14 days notice has been given to the officer/member in question. During the Executive Board meeting, the officer/member in question may request that the vote be put before the general PTO at a regularly scheduled general PTO meeting. The officer/member may be removed with proven cause by 2/3 majority vote at said general PTO meeting. Any officer/member who relinquishes his/her duties or a removed officer/member must provide all materials to the highest-ranking officer as soon as possible, not to exceed 7 days.

ARTICLE VI

Duties of Officers

(Section 1) The President(s) duties include:

- Serves on the Executive Board and attends monthly meetings
- Presides over meetings of the Executive Board and General PTO
- Coordinates work of all PTO members to ensure duties are being carried out
- Serves as liaison between PTO and Administration
- Regularly checks the PTO school mailboxes and responds to mail as needed
- Organizes general meetings
- Manages Teacher reps at each building

(Section 2) The Vice President duties include:

- Serves on the Executive Board and attends monthly meetings
- Assumes all responsibilities including volunteering when needed, as well as other duties as called on by the PTO President
- Works closely with the PTO President, in preparation for becoming the PTO President the following year
- Serves as the Assistant Treasurer when needed
- Steps in to lead and/or support any committee that hasn't been filled for the school year
- Ensures that PTO website is accurate and up to date with relevant information for parents and volunteers
- Assists PRD in coordinating all parent and staff volunteers

(Section 3) The Treasurer duties include:

- Serves on the Executive Board and attends monthly meetings
- Collects, deposits, and disburses all funds according to the budget
- Maintains a current record of income, expenditures, and assets
- Presents a financial report of income and expenses at each PTO Executive Board meeting and General meeting
- Prepares a year-end financial report, and files all required tax forms
- Knowledge of bookkeeping, finance, or accounting a plus

(Section 4) The Recording Secretary duties include:

- Serves on the Executive Board and attends monthly meetings

- Works with the President(s) to type up and share the agenda
- For general meetings:
 - Prepare the sign-in sheet
 - Prepare any materials needed for distribution or reference
 - Take minutes at meetings, type them up in google doc and share with board members
- Keep track of any unfinished business to be added to the agenda and discussed at the next meeting
- Maintain a complete file of all approved minutes, agendas, and materials distributed at any official PTO meeting

(Section 5) The Corresponding Secretary duties include:

- Serves on the Executive Board and attends monthly meetings
- Sends out reminders for upcoming meetings and events
- Build a relationship with local media outlets in your area and pass along interesting PTO news
- Create letterhead and prepare templates for notes of thanks, sympathy, inquiry, etc., as needed on behalf of the PTO and with approval of the executive board
- Reach out to new members with a welcome letter and pertinent materials
- Maintain a file of all your work, including photos of displays and samples of each document
- Manages the PTO social media accounts
- Organizes and oversees Grant Committee

(Section 6) The Public Relations Director duties include:

- Serves on the Executive Board and attends monthly meetings
- Oversees all communication efforts between the PTO and parents to ensure we are engaging and communicating with the school community as needed, and when opportunities for involvement arise
- Creates and maintains PTO monthly newsletter
- Coordinates all donations throughout the year for PTO events and fundraisers
 - Sends out letters and contacts businesses to try and get donations
 - Sends out thank you notes to each business or individual that donates any items or money
 - Responsible for all donated items and keeps inventory of donations
- Coordinates all parent and staff volunteers
 - Creates and maintains volunteer database
 - Manages PTO Sign Up Genius

(Section 7) The Member duties include:

- Serves on the Executive Board and attends monthly meetings
- Assists the Board in whatever capacity is needed
- Supports school events, committees, and programs whenever needed
- Learns the various roles of the Executive Board, in the hopes they take on a position the following year

(Section 8) There shall be a Teacher Representative, one from each of the schools in the Kinnikinnick School District, who shall act as a liaison between the Roscoe PTO, and their respective schools and who shall have voting privileges. Co-representatives are at the discretion of the Executive Board.

(Section 9) The Executive Board will perform duties described in the parliamentary authority in addition to those outlined in these bylaws and those assigned from time to time. All non-returning Executive Officers are to deliver all official material to the incoming Executive Officer or President no later than July 1. The exception being the Treasurer, which will deliver by August 1.

ARTICLE VII

Policies

(Section 1) This organization shall be a non-profit organization. The use of funds, dues, and proceeds derived by this organization shall be for the benefit and improvement of Kinnikinnick District #131. The funds may not be used to support any organized charitable drive without prior PTO Board approval and vote from the PTO membership.

(Section 2) This organization shall be non-commercial, non-sectarian, non-partisan, and non-political. The names of its members or officers shall not be used in any manner other than in the regular work of the organization.

(Section 3) This organization shall work with the schools to provide quality education for all children and youth, and shall seek to participate in the decision-making process of establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the Board of Education.

(Section 4) The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization in such matters shall make no commitments that bind the organization.

(Section 5) The Executive Board shall consider items for project purchase. These items should meet with the approval of the administration. The Board shall then make such recommendations as they see fit to the membership.

(Section 6) Regular nonprofit audits should be conducted in order to ensure financial security and transparency. The Auditor shall be appointed by the PTO Executive Board. PTO financial records shall be kept in compliance with state and federal tax laws.

(Section 7) In the event of the dissolution of the organization, a committee shall be immediately appointed by the organization to disburse all funds on hand within 30 days of the dissolution date. Such disbursement shall be for the benefit of the Kinnikinnick District #131.

ARTICLE VIII

Committees

(Section 1) Only members of the organization shall be eligible to serve in any elective or appointive position.

(Section 2) Committee chairs will be appointed by the Executive Board. Committee chairs should submit a completed chair packet at the conclusion of the event.

(Section 3) The President shall be a member ex-officio of all committees.

ARTICLE IX

Meetings

(Section 1) The organization will meet on a regular basis. The dates of the meetings shall be flexible so as to adjust to the academic calendar and announced in advance.

(Section 2) Members present at a duly called meeting shall constitute a quorum. Every effort should be made to notify the general PTO membership in advance of agenda items that will be voted upon at the upcoming meeting.

ARTICLE X

Fiscal Year

(Section 1) The fiscal year of this organization shall begin August 1 and end July 31.

ARTICLE XI

Amendments

(Section 1) These bylaws may be amended at any regular meeting of the organization by a 2/3 vote of the members present and voting, provided that notice of the proposed amendment shall have been given at least 30 days prior to the meeting at which the amendment is voted upon.

(Section 2) A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a general meeting of the organization. The requirements for adoption of a revised set of bylaws shall be given at least 30 days prior to the meeting at which the bylaws are voted upon.

ARTICLE XII

Parliamentary Authority

(Section 1) Robert's Rules of Order, Newly Revised, shall govern the organization in all cases in which they are applicable and in which they are consistent with these bylaws.

Presented for approval of Membership on _____ **Accepted** _____

First Witness _____ **Date** _____

Second Witness _____ **Date** _____