

Bylaws of John Marshall PTO

Approved 6/2016

ARTICLE I: NAME, DESCRIPTION, & PURPOSE

Section 1: NAME—The name of the organization shall be John Marshall PTO. The PTO is located at John Marshall Elementary School, 1918 Lamont Street, Wausau, Wisconsin.

Section 2: PURPOSE— The PTO is an organization whose purpose is to enhance and support the educational experience at John Marshall Elementary, to develop a closer connection between school and home by encouraging parent involvement, and to improve the environment at John Marshall through volunteer and financial support.

ARTICLE II: MEMBERSHIP

Membership is open to all parents and guardians of John Marshall students, and is granted upon completion of a PTO Membership Form. All staff at John Marshall are automatically granted membership. Other interested adults are welcome to apply for membership to the PTO; these requests will be reviewed and approved or denied by the executive board. There are no membership dues.

ARTICLE III: OFFICERS

Section 1: EXECUTIVE BOARD—The Executive Board shall consist of the following officers: President, Vice President, Recording Secretary, Communications Secretary, and Treasurer. Officer positions can be shared. 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 1 and ending June 30 of the following year. Officers for the following year will be elected at the April meeting. No person shall be elected to an office without his or her consent.

Section 3: QUALIFICATIONS—Any PTO member in good standing may become a PTO officer.

Section 4: DUTIES

Executive Board: Develop the PTO's annual budget, establish and oversee committees to conduct the work of the PTO, and establish fundraising programs. The Executive Board may vote to allocate unbudgeted expenditures of no more than \$200.00 without bringing to the General meeting, not to exceed \$800.00 in a fiscal year. All members of the Executive Board have voting privileges.

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: Assist the President, oversee committees, and chair meetings in the absence of the President. Take and distribute meeting minutes when Secretary is absent. Organize childcare for PTO meetings.

Recording Secretary: Record minutes of meetings, submit minutes to president and principal for review. Minutes are available to members and general public via the PTO page on the John Marshall website.

Communications Secretary: Manage communications and marketing for the PTO, including but not limited to PTO newsletters, email broadcasts, social media posts, website, bulletin boards, etc.

Treasurer: Serve as custodian of the PTO's finances, collect revenue, pay authorized expenses, keep an accurate record of receipts and expenditures, follow all financial policies of the PTO, and hold all financial records. Monitor and renew tax-exempt status.

Section 5: EXECUTIVE BOARD MEETINGS—The Executive Board shall meet 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 find a willing PTO member to fill the vacancy for the remainder of the officer's term.

ARTICLE IV: 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— To have voting privileges, members must have a PTO Membership Form on file one week prior to the beginning of the meeting during which the voting is to occur. One vote per member. Members must be in attendance in order to vote. Absentee and proxy votes are not allowed. Motions are passed by a simple majority vote.

Section 3: QUORUM—Five (5) members of the PTO present and voting constitute quorum for the purpose of voting.

ARTICLE V: FINANCIAL POLICIES

Section 1: FISCAL YEAR—The fiscal year of the PTO begins July 1 and ends June 30 of the following year.

Section 2: BANKING—All funds shall be kept in a checking account in the name of John Marshall PTO. Two (2) members of the Executive Board must be on the account. All checks written from the account must have appropriate documentation (i.e. invoices, receipts, contracts, etc). Any checks written without appropriate documentation require two (2) signatures from the Executive Board.

Section 3: MONIES— Monies collected during PTO events or fundraisers must be counted by at least two (2) persons, each signing off on a Cash Collection sheet. Large amounts of coins may be counted by the bank.

Section 4: REPORTING—All financial activity shall be recorded in a computer-based or manual 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 5: ENDING BALANCE—The organization shall leave a minimum of \$2,000 in the treasury at the end of each fiscal year.

Section 6: CONTRACTS—Authority to sign contracts is limited to the President or the President's designee.

ARTICLE VI: BYLAWS AMENDMENTS

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. Two-thirds (2/3) approval of all members present and voting is required to adopt an amendment to the bylaws.

ARTICLE VII: DISSOLUTION

In the event of dissolution of the PTO, any funds remaining shall be donated to John Marshall Elementary.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

The authority for this organization shall be Robert's Rules of Order Newly Revised.

These bylaws were adopted June 14, 2016.