

BY-LAWS FOR THE SPRING ROAD ELEMENTARY PTO

ARTICLE I: Name, Description and Purpose

- A. The Name of this Organization is the Spring Road Parent Teacher Organization hereafter referred to as the Spring Road PTO.
- B. The Spring Road PTO is a nonprofit organization that exists for charitable, educational and scientific purposes, including the making of distribution to organization that qualify as exempt organization under section 501(c)(3) of the Internal Revenue Code.
- C. The purpose of the Spring Road PTO is to enhance and support the educational experience at Spring Road Elementary School, to develop a closer connection between school and home by encouraging parent involvement, and to improve the environment at Spring Road Elementary through volunteer and financial support.

ARTICLE II: Articles of Organization

The Spring Road PTO exists as an unincorporated organization of its members. Its "Articles of Organization" comprise these By-laws, as from time to time amended.

Article III: Mission of the Organization

The Spring Road PTO mission is to facilitate a relationship between home and school in which parents and teachers cooperate in united efforts to bring the best available educational, physical, social and thought provoking opportunities to all the students of Spring Road Elementary. This relationship shall be promoted through fundraising, providing services to special events and extra-curricular activities, open communication and encouraging student, parent and administration/teacher involvement in social functions.

Article IV: Policies of the Organization

- A. The Spring Road PTO shall be noncommercial, non-sectarian, and nonpartisan.
- B. The name, Spring Road PTO or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of objects of the association.
- C. The Spring Road PTO shall not, directly or indirectly, participate or intervene in a political campaign in on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

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- D. The Spring Road PTO shall cooperate with the Neenah Joint School District and specifically the Spring Road Elementary school to support the improvement of the education system in ways that do not interfere with the administration of the schools and shall not seek to control their policies.
- E. The Spring Road PTO may cooperate with other organizations and agencies concerned with child welfare.
- F. The binding commitments of resources (i.e. financial or service) of the Spring Road PTO can only be made by majority vote of the members present at the regular meeting or by a majority vote of the officers at an Executive Committee meeting.

Article V: Membership

- A. Any individual who subscribes to the Mission Statement and policies of this organization may become a member.
- B. Membership in the Spring Road PTO shall be available without regard to race, creed, color, national origin or disability.
- C. Any parent and/or guardian of a student enrolled at Spring Road Elementary or Employee of Spring Road Elementary is open to membership in this organization and is encouraged to participate fully within our organization.

Article VI: Finances

- A. The fiscal year shall run from July 1 to June 30.
- B. At the June meeting, a tentative budget shall be submitted by the Treasurer for approval by the membership. This budget shall be finalized after the close of the fiscal year and receive final approval **prior to** the September meeting by a majority vote of the Executive Committee. The budget shall be approved annually.
- C. The Executive Committee shall approve all expenses of the organization
- D. Two authorized signatures shall be required on each check over the amount of \$500. Authorized signers shall be the treasurer and principal.
- E. The treasurer shall prepare a financial statement summary of the previous school year and present the summary at the last meeting of the school year.
- F. The Spring Road PTO shall leave a minimum of \$2,000 in the treasury at the end of each fiscal year.

Article VII: Officers and Elections

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- A. Executive Committee of the Spring Road PTO shall consist of the President, Vice President, Recording Secretary, Coordinating Secretary, and a Treasurer. Officer positions can be shared. The Spring Road Principal, or his/her designee, is a voting member of the Executive Committee.
- B. Terms of office for all officers is one year, beginning July 1 and ending June 30, with the month of June devoted to transitioning the officer position from current to incoming person, as necessary.
- C. Elections will be held annually at the last meeting of the school year. At the second to last meeting of the school year, current officers will be expected to state their intent on continuing their duties for the following school year. Following this meeting, but prior to the last meeting of the school year, all members of PTO will be asked to nominate individuals for office. At the last meeting of the school year, nominations for office may also be made from the floor.
- D. All nominations shall be considered.
- E. Voting shall be by voice vote if a quorum is present, or if more than one person is running for a specific office, a ballot vote shall be taken. However, if there is but one nominee for any office, it shall be in order to move that the Recording Secretary cast the elective ballot of the Spring Road PTO for the nominee.
- F. Officers shall be elected at a meeting.
- G. Only those who consent to their name on the ballot shall be placed on it.
- H. In order to hold an election, a minimum of half of the Executive Committee and four members shall constitute a quorum for the purpose of voting.
- I. In order to cast a vote during an election, a member must be present at the election meeting.
- J. The person that receives the highest percentage of votes shall be the winner.
- K. If a vacancy occurs during the term of an officer, a nominee shall be elected by a majority vote of the members present at a meeting. Notice of an election must be given at least 2 weeks in advance. In the case of a vacancy occurring in the office of the President, the Vice-President shall serve the notice of open nominations for President.
- L. Officers may withdraw from the PTO by delivering to the Principal, President, or Secretary a written resignation or by giving a verbal resignation at a regular PTO meeting. Such notice of the resignation shall be recorded in the official meeting minutes.

ARTICLE VIII: Officers and Duties

- A. The **Executive Committee** duties include but are not limited to:
- a. transact business between meetings in preparation for the general meeting;
 - b. transact emergency business in intervals between organization meetings and such other business as may be referred to it by the organization;
 - c. create standing and temporary committees;
 - d. approve plans of work to standing committees;
 - e. appoint an auditor or auditing committee;
 - f. prepare the budget prior to the start of each school year and approve by majority vote of the Executive Committee;
 - g. approve by majority vote of the PTO emergency expenditures outside the normal limits of the budget not exceeding the amount of \$100.00;
 - h. approve by majority vote of the PTO unbudgeted items of no more than \$100;
 - i. call a special meeting of the PTO
- B. The **President** (a) shall preside at all meetings of the Organization and the Executive Committee at which he/she must be present; (b) shall be a member ex officio of special committees except for extenuating circumstances; (c) shall perform such other duties as may be prescribed in these By-laws or assigned to him/her by the organization.
- C. The **Vice President** shall act as an aide to the President and shall perform the duties of the President in the absence or inability of that officer to act. In the event there are Co-Presidents, the office of the Vice President shall not be filled.
- D. The **Recording Secretary** shall keep and records of the organization, take and record minutes, and handle correspondence. The Recording Secretary also keeps a copy of the meeting minutes' binder, by-laws, rules, membership list, and any other necessary supplies and brings them to meetings.
- E. The **Coordinating Secretary** is responsible for coordinating public relations of the organization, including but not limited to, publish a Spring Road event calendar, oversee the committee system of the PTO, work with the Treasurer to draft the budget, and shall perform such other duties as may be deemed necessary. Shall fill in for the Recording Secretary to record the minutes of all meetings of the Spring Road PTO and of the Executive Committee
- F. The **Treasurer** shall have custody of all of the funds of the Spring Road PTO; shall keep a full and accurate account of receipts and expenditures; and shall make disbursements in accordance with the approved budget, as authorized by the statement at every meeting of the Spring Road PTO and other times when requested by the executive committee. The Treasurer shall be responsible for the maintenance of the accounts and account records.
- G. An auditor shall examine the Treasurer's accounts at the request of the executive committee, or an auditing committee of not less than three members, who when satisfied with the reports presented to them, shall sign a statement of the fact of satisfaction.

Article IX: Executive Committee

- A. Regular meeting of the Executive Committee shall take place at least annually in order to set a proposed budget to be voted on at a meeting time set by the Executive Committee.
- B. Executive Committee meeting minutes must be made available upon request.
- C. A majority of Executive Committee Members shall constitute a quorum.
- D. The President may call Executive Committee meetings with or without public notice. However, must include the principal of the school or a representative appointed by the principal.
- E. Executive Committee shall adopt or amend policy by a two-thirds (2/3) vote of all members of the Executive Committee and subsequent ratification by a simple majority of votes cast in a regular meeting.

Article X: Meetings

- A. The Spring Road PTO shall have a minimum of 4 regular meetings per school calendar year. The Executive Committee may call special meetings as deemed necessary.
- B. All members have voting rights at all regular and special PTO meetings. Only the Executive Committee has voting privileges at Executive Committee meetings.
- C. Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee and proxy votes are not allowed.
- D. Half of the Executive Committee and four members shall constitute a quorum for the purpose of voting.

Article XI: Standing and Specials Committees

- A. The Spring Road PTO may create such standing committees, as it may deem necessary.
- B. Committees may consist of members and Executive Committee members, with the President acting as an ex officio member of all committees.
- C. Standing Committees – The following committees shall be held by the organization: Fundraising, Book Fair and Teacher Appreciation.
- D. Additional Committees – The Executive Committee may appoint additional committees as needed.

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- E. All committees shall keep records of business conducted throughout the year. Notes shall be kept and reported at official PTO meeting, or given to the Recording Secretary to report at meetings.
- F. Committee chairs will adhere to their budgets. Expenditures beyond amounts that are not approved in advanced by the Executive Committee will not be reimbursed. Committee members will be held responsible for all expenditures.
- G. No reimbursements will be issued without a detailed receipt.
- H. All committees funding and profits are part of the Spring Road PTO. These funds are to be disseminated and used at the discretion of the Spring Road PTO by virtue of a general vote. No committee may exceed their budget without the consent of the Executive Committee.

Article XII: Parliamentary Authority

Robert's Rules of Order Revised shall govern the Spring Road PTO.

Article XIII: Standing Rules

Standing rules may be approved by the Executive Committee and the Recording Secretary shall keep a record of the standing rules for future reference.

Article XIV: Amendments

- A. Public notification of the proposed by-laws or amendments and the planned date of ratification shall be made at least thirty days prior to the vote. This notification shall be included in the school newsletter. During this period, the proposed by-laws or amendments shall be posted in the school office. Hardcopies shall be made available in the school office as well.
- B. Thirty of more days after the public notification, the proposed by-laws or amendments can be ratified by two-thirds (2/3) affirmative vote of the members present at any regular or special meeting of the Spring Road PTO.

Article XV: Dissolution

The Spring Road PTO may be dissolved in the following manner:

- A. The Executive Committee shall give notice to entire membership that dissolution is being considered by publishing the Articles of Dissolution.

- B. At least two (2) weeks following the special notice, a special meeting shall be called to discuss the dissolution proposal and to vote.
- C. Dissolution requires approval of the Articles of Dissolution by two-thirds (2/3) of the members present by written vote.
- D. Dissolution shall take effect when specified by the articles of Dissolution.
- E. Upon dissolution of this organization, after paying or adequately providing for debts and obligations of this PTO, the remaining assets shall be distributed as per IRC section 501(c)(3) or any other corresponding section of federal tax code, or shall be distributed to Spring Road Elementary School. If Spring Road Elementary is no longer in existence, the funds are distributed to the Neenah Joint School District.

Article XVI: Conflict of Interest

- A. The purpose of the conflict of interest policy is to protect the Spring Road Elementary PTO's (Organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or member of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.
- B. Financial Interest: No officer, or member of the Organization shall participate in the selection, award, or administration of a transaction or arrangement with a vendor where, to his/her knowledge, any of the following has a financial interest in that transaction or arrangement:
 - a. The officer or member;
 - b. Any member of their immediate family;
 - c. Their partner;
 - d. An organization in which any of the above is an officer, director or employee;
 - e. A person or organization with whom any of the above individuals is negotiating or has an arrangement concerning prospective employment.

The officers and members of the Organization should neither solicit nor accept gratuities, favors, or anything of monetary value from vendors.

A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Board decides that a conflict exists.

- C. Disclosure: Any possible conflict of interest must disclose the existence of the financial interest and be given the opportunity to disclose all material facts by the person or persons concerned. All relevant facts concerning the possible conflict of interest will be brought to the attention of the Board and members of the Organization considering the transaction or arrangement.
- D. Board Action: When a conflict of interest is relevant to a matter requiring action by the PTO Board, the interested person(s) shall call it to the attention of the Board and said person(s) shall not vote on the matter. In addition, the person(s) shall not participate in the final decision or

related deliberation regarding the matter under consideration. When there is a doubt as to whether a conflict exists, the matter shall be resolved by a vote of the Board, excluding the person(s) concerning whose situation the doubt has arisen.

- E. Record of Conflict: The official minutes of the Board shall reflect that the conflict of interest was disclosed and the interested person(s) did not participate in the final decision or vote and did not vote on the matter.

Article XVII: Adoption of By-laws

Approved by the membership on October 20, 2016 (MO/DAY/YR) as witnessed by,

PTO Co-President _____

PTO Co-President _____

Recording Secretary _____

Ratified: