

Article I – Name

The name of the organization shall be the Wesmere Elementary PTO (Parent Teacher Organization).

Article II – Purpose /Objectives

The corporation is organized for the purpose of supporting the education of children at Wesmere Elementary by fostering relationships among the parents, teachers, administration, and community.

Objectives:

1. To promote the welfare of the children and youth in the home, school and community.
2. To strive to enrich the lives of the children.
3. To support adequate laws for care and protection of children and youth.
4. To bring closer relations for the care and protection of children and youth.
5. To develop the relationship between educators and the general public in united efforts that will secure children the highest advantages of educational, physical, mental, emotional, social and moral development.

Article III – Members

Section 1. Any parent, or guardian of a student at the school may be a member and shall have voting rights. The Principal, Assistant Principal and any teacher/staff member employed at the school may be a member and have voting rights.

Section 2.

Dues will be established by the executive board. A member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights.

Article IV – Officers and Elections

Section 1. Officers: All interested PTO members wishing to run for an executive board position must be a parent, guardian, or staff member of Wesmere Elementary school. A member must have paid his or her dues at least 14 calendar days before the election. In the event of a tie in voting, school administration will be the tie breaker vote.

a. President: The President shall preside over all meetings of the organization. He or she shall act as ex-officio member of all committees. He or she shall approve all committee chairpersons and shall keep an accurate roster of names and contact information of officers and chairs. The President shall have access to bank accounts and payment processes.

b. Co-President: The Co-President shall preside over all meetings of the organization. He or she shall act as ex-officio member of all committees. He or she shall approve all committee chairpersons and shall keep an accurate roster of names and contact information of officers and chairs. The Co-President shall have access to bank accounts and payment processes.

c. 1st Vice President: The 1st Vice President shall preside in the absence of the President, Co-President, or another exec board member. In the case that the President and/or Co-President cannot fulfill his or her term of office, the Vice President will assume the role of President and/or Co-President for the remainder of the unexpired term.

d. 2nd Vice President: The 2nd Vice President shall serve as an aide to the President and/or Co-President. He or she shall assist the 1st Vice President as needed.

e. Secretary: The Secretary shall keep the minutes of the organization. He or she shall send copies to the school webmaster for prompt posting and communication with the community. He or she shall keep paper copies on file in a binder.

f. Treasurer: The Treasurer shall have charge of all funds belonging to the organization. He or she shall collect and keep account of all monies of organization and present a detailed report at each meeting of all banking transactions. The Treasurer shall present reports at the request of the Executive board and provide the organization's accountant with forms/records for yearly tax submission. The books of the Treasurer shall be turned over to the new Treasurer when a new Treasurer is elected. This should occur by the end of the school year. The Treasurer is an ex-officio member of the budget planning committee.

g. Staff Liaison(s): Advisory Position (appointed by board)

Section 2. Nominations and Elections: Elections will be held at the April meeting of each school year. Nomination forms will be made available and must be submitted by the due date on the form in order to take part in the board position election. If more than one person is running for an office, a ballot vote shall be taken.

Section 3. Eligibility: Members are eligible for office if they are members in good standing at least 14 calendar days before the April meeting, and are a parent, guardian, or staff member of Wesmere Elementary.

Section 4. Terms of Office: Term of Board position will be for 1 school year. Board Officers may not run for the same position for more than a 2 year term.

Section 5. Vacancies: If a vacancy becomes available during the school year, the board shall seek a member to fill said position. If the President is no longer available to hold office, the 1st Vice President shall serve the remainder of the term.

Section 6. Removal from Office: Failure to complete responsibilities of a position can result in termination of the position with Executive Board approval.

Article V – Meetings

Section 1. Regular Meetings: The regular meeting of the organization shall be held on a day decided by each board. The annual voting meeting will be held at the April regular meeting.

Section 2. Special Meetings: Special meetings may be called on occasion.

Section 3. Quorum: The quorum shall be 5 members of the organization. All present Executive Board PTO members are included in this total.

Article VI – Executive Board/Executive Board Meetings

Section 1. Membership: The Executive Board shall consist of the officers.

Section 2. Duties: The duties of the Executive Board shall be to transact business between meetings in preparation for general meetings, create standing rules and policies, uphold current bylaws, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills and prepare reports and recommendations for the membership.

Section 3. Meetings: Regular meetings shall be held monthly. Special executive board meetings may be called.

Section 4. Voting: Voting may be done in person at meetings or by proxy via the PTO President.

Section 5: The executive board will have authority to award certificates of appreciation and/or recognition.

Article VII – Committees/Chairpersons

Section 1. Membership: Committees may consist of members and board

members, with the President acting as an ex-officio member of all committees. Each committee will have a Board Leader to use for guidance. Each committee shall have an approved Chairperson that is selected by vote of the Executive Board.

Section 2. Standing Committees: Will be decided by the executive board.

Section 3. Committee Reports: A final Committee report shall be given during regular monthly PTO meetings.

Section 4. Terms of Office: The term of a Chairperson position will be for 2 school years. Chairpersons may not hold the same position for more than a single 2-year term.

Article VIII – Finances

Section 1. A tentative budget shall be drafted in the Fall for each school year and approved by a majority vote of the members present.

Section 2. The Treasurer shall keep accurate records of all disbursements, income and bank account information.

Section 3. The board shall approve all expenses of the organization.

Section 4. Authorized signers shall be the President and Treasurer.

Section 5. The Treasurer shall prepare a financial statement at the end of the year, to be provided to the accountant.

Section 6. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

Section 7. The fiscal year shall coordinate with the school year.

Section 8. All money handling will be done in school. No money may leave school.

Section 9. All Committee chairpersons will be provided access to a

guidebook. A copy of committee procedures can be found in the Appendix to the Bylaws.

Section 10. Committee chairpersons will be provided a budget for their activity. This budget cannot be exceeded without direct approval of the Executive Board.

Section 11. Removal from Office: Failure to complete the responsibilities of a position can result in termination of position with Executive Board approval.

Article IX – Parliamentary Authority

Organizational process for meetings will occur per direction of the Executive Board.

Article X – Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

Article XI – Amendments

Section 1. Amendment Requirements: These bylaws may be amended at any regular or special meeting providing that prior notice was given at the previous month's PTO meeting and is noted in said month's minutes. Amendments will be approved by a two-thirds vote of those present, assuming a quorum has been met at that meeting.

Section 2. Amendment Process: Amendments may be suggested by an Executive Board member. If a paid PTO member wishes to amend a section of the bylaws, they shall request and submit to the President the "Bylaw amendment form" a week prior to the monthly PTO meeting. The

member must present the proposed change at the Executive Board meeting prior to the general PTO meeting.

Appendix

Chairperson Procedures

Standard Event Timeline

Dates Duties	
5 weeks (or more) before Event	<ul style="list-style-type: none"> • Reach out to Board Leader and volunteers • Book any vendors needed for the event/obtain and submit a certificate of insurance. • Discuss the cost of the event with the Board Leader. Must have Board approval. • Purchases over \$150-even when within budget need Board Leader approval.
3-4 weeks before Event	<ul style="list-style-type: none"> • Attend the PTO meeting immediately prior to your event to provide a report on your planning progress. If you cannot attend, please reach out to your leader so they can give a report on your Behalf. <ul style="list-style-type: none"> • Plan any food items, etc...

	<ul style="list-style-type: none"> • Create an informational flier. • Send to Board leader for approval • Then disperse to School via backpack/email or both. • Complete Special Program Application form/Custodial Form.
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2 weeks prior to Event	<ul style="list-style-type: none"> • Confirm vendors
1-2 weeks prior to Event	<ul style="list-style-type: none"> • Connect with custodial department for set up plan • Plan volunteers during event • Think through a plan B for event if needed
Day of Event	<ul style="list-style-type: none"> • Have fun! You worked hard. Thank you so much!
After Event	<ul style="list-style-type: none"> • All receipts/bills/check requests must be turned into Treasurer by 2 weeks after the event • Send a list of your volunteers to the PTO President by the week following your event so that we may invite them to our PTO Volunteer appreciation luncheon. • Please keep a list of any businesses that provide discounts or donations so that the PTO can recognize the contribution. It is good business practice to reach out to these donors following your event to thank them for their assistance.

Offsite Events

Offsite venue locations must be communicated to the PTO Board as soon as secured.

Custodial Form and Gym Special Program Application Form are not needed for offsite activities.

Onsite/School Events

For any activities that take place during the school day and would potentially include food, chairpersons must reach out school administrators for approval. If approved, the school nurse must be notified 3-4 weeks prior to the activity with an ingredients list to ensure that he/she can provide it to all families with allergies. This would include drinks during parties or events.

For after school events that include food, please be sure to have ingredient lists accessible (for parents to view) at the event for students with allergies. (Approval by school nurses is not required for these events.)

If there is an in-school event that includes a physical contact activity that may incur injury (e.g. bouncy house), permission forms must be distributed and returned in advance of the event.

Bylaws approved with a quorum vote during scheduled PTO meetings on 4-6-2022.

