

Riveredge Outdoor Learning Elementary School PTO Bylaws

ARTICLE I:

Name: The official name of the Parent Teacher Organization is Riveredge Outdoor Learning Elementary School Parent Teacher Organization (ROLES PTO)

ARTICLE II:

Purpose: The purpose of the ROLES PTO is to support the children, staff, and volunteers of the Riveredge Outdoor Learning Elementary School (ROLES) and help enhance the learning and social environment at ROLES.

Function: The function of the ROLES PTO is to raise funds and promote involvement in school activities through the following means:

- A. Recruiting active members and encouraging participation
- B. Planning and conducting special events and activities
- C. Raising funds to support the faculty, staff, and students of ROLES as needed
- D. Communicating accurate district and school information to the group
- E. Providing input to the school leaders regarding various aspects of the school; operations, programs, and communications
- F. Responding to individual concerns
- G. Producing information for the weekly school bulletin
- H. Arranging for speakers on topics of interest

ARTICLE III:

General Policies

Section 1. The PTO shall be noncommercial, nonsectarian, and non partisan.

Section 2. The name of the 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 promotion of the objectives of the PTO.

Section 3. The PTO shall not directly or indirectly participate or intervene in any way, including the publishing or distribution of statements, in any political campaign on behalf of, or in opposition to, any candidate for public office or devote more than an unsubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

Section 4. The PTO shall cooperate with the schools to support the improvement of education in ways that will not interfere with administration of the school and shall not seek to control school policies.

Section 5. This PTO may cooperate with other organizations and agencies concerned with child welfare, but persons representing this PTO in such matters shall make no commitments that bind this PTO.

Section 6. In the event of the dissolution of this PTO, its assets shall be distributed for one or more of the exempt purposes specified in Section 501(c)(3) of the Internal Revenue Code of 1954 as from time to time amended.

ARTICLE IV:

Membership:

Section 1. Any parent or guardian with children attending ROLES and any ROLES Staff who are interested in the mission of the ROLES PTO, and who are willing to uphold its basic policies and subscribe to its Bylaws is a member. A ROLES Staff representative shall be present at all meetings.

Section 2. The PTO shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

Section 3. The membership year shall be from July 1 to June 30.

Section 4. Only members of the PTO shall be eligible to participate and vote in the General PTO and Special PTO Meetings or to serve in any of its elected or appointed positions.

Section 5. The Lead Teacher and each member of the faculty and staff of ROLES shall be automatically awarded membership in the PTO.

ARTICLE V:

Officers:

Section 1. The PTO Executive Board (Executive Board) shall consist of five offices: President, Vice President, Recording Secretary, Communications Secretary, and Treasurer.

Section 2. The Executive Board shall transact necessary business, and such other business as may be referred to it by the PTO membership and as authorized under these Bylaws, during intervals between General PTO Meetings.

Section 3. The Executive Board shall act for the PTO when an immediate decision is required, as long as the decision requires action that does not exceed a financial cap of \$500. No action taken shall be in conflict with any decision, action, or purpose of the PTO.

Section 4. During the months that the PTO does not meet, the Executive Board shall act for the PTO when an immediate decision is required, as long as the decision requires action that does not exceed a financial cap of \$500. No action taken shall be in conflict with any decision, action, or purpose of the PTO.

Section 5. The Executive Board officers shall be elected annually pursuant to the procedures described in Article VIII – Nominating committee.

Section 6. Officers shall be elected for one-year terms at the April meeting, to begin transition in May, by a majority vote of the members present. The officers shall assume their official duties on July 1 and shall serve for a term of one year.

Section 7. If no one volunteers for one of the Officer positions and the current officer does not continue to serve, the Executive Board will mutually agree on the reallocation of the duties of the unfilled Officer position. It is recommended, but not required, that the Vice President step into the President position the following term. Terms shall run from July 1st – June 30th.

Section 8. No officer shall serve in the same position for more than three consecutive years, except in those instances when the Nominating Committee is unable to slate a qualified successor and may be extended by majority vote.

Executive Board:

Section 1. The Executive Board shall consist of the Officers, Teacher Liaison, and chairpersons of PTO committees. All PTO Board members must be members of the PTO.

Section 2. An officer or chairperson may resign at any time upon written notice to the Executive Board. An officer or chairperson may be removed with or without cause by a two-thirds vote of the Executive Board vote.

Section 3. A vacancy occurring in any officer or chairperson position shall be filled for the unexpired term by a person elected by a majority vote of the members present at a General PTO Meeting.

Section 4. The control and management of the affairs of the PTO shall be vested in the PTO Board.

Section 5. Meetings of the Executive Board may be called by the Teacher Liaison, President or by the majority of the Board.

Section 6. The Executive Board, by the beginning of the school year, shall establish a list of goals to be accomplished during the school year and present it at the first PTO meeting for approval. A budget shall be established for the following school year in April and voted upon at the May PTO meeting.

Vacancies:

A position is declared vacant upon resignation. A vacancy, except office of the President (which shall be filled by either Vice President), shall be filled by appointment of the remaining Board members, and approved by the entire PTO.

ARTICLE VI:

Duties of Officers:

President: Preside at general PTO meetings, serve as the official representative of the PTO, and retain all official records of the PTO.

Vice President: Oversee the committee system of the PTO, assist the President, and chair meetings in the absence of the President.

Recording Secretary: Record and distribute minutes of all general PTO meetings, prepare agendas for official PTO meetings, and hold historical records for the PTO.

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

Treasurer: Serve as custodian of the PTO's finances, collect revenue, pay authorized expenses, follow all financial policies of the PTO, and hold all financial records.

ARTICLE VII:

Standing Committees

Section 1. All committee chairpersons are members of the PTO Board and shall report to the Vice President. The chairpersons shall perform duties as stated in the Bylaws.

Section 2. A committee may be created or dissolved by the PTO Executive Board to promote the purposes and interests of the PTO. These Committees shall review and present plans/options to the ROLES PTO and designate sub-committees pertaining to their separate functions.

Section 3. These Committees shall make initial decisions relating to their function; however, no decision shall be acted upon without the approval of the Executive Board or the voting membership.

Section 4. ROLES PTO shall have Standing Committees for fundraising, activities, and any other committees as the ROLES PTO deems appropriate. All Standing Committees shall cease to exist on the last day of each school year.

ARTICLE VIII:

Nominating Committee

Section 1. The chairperson of the Nominating Committee shall be the Communications Secretary. The Communications Secretary presides over the meetings but does not have voting power in decisions of the Nominating Committee. In the event of the Communications Secretary is interested in running for the Office of the President, the Communications Secretary shall step down and be replaced by another PTO Officer.

Section 2. The Nominating Committee will consist of the Communications Secretary, and a minimum of three members appointed by the Executive Board, with oversight from the Lead Teacher. Every attempt shall be made to have the members of the Nominating Committee represent different geographic areas. The committee shall meet by March 1 to slate officers for the next school year.

Section 3. The Nominating Committee shall publicly make a call for individuals interested in serving as officers or committee chairpersons. Interested parties shall be directed to contact the Communications Secretary. The Nominating Committee may also identify and contact potential candidates. All nominations shall be received by April 1.

Section 4. The Nominating Committee shall determine a slate of Executive Board officers to be voted on by all members. The ballot indicating a simple yes or no vote for the entire slate shall be sent to all PTO members and shall be collected by the end of April. The

Communications Secretary shall count the ballots, and if the majority of the ballots turned in decide a yes vote, the slate shall be confirmed at the May General PTO Meeting.

Section 5. The Nominating Committee, in conjunction with the Executive Board, shall select chairpersons for all the PTO Board committees. Best efforts shall be made to fill these positions before the Old Board/New Board Meeting in June.

Section 6. All matters of the Nominating Committee shall remain confidential.

Section 7. The Communications Secretary shall retain a list of contact information for all the newly elected Executive Board and committee chairpersons.

ARTICLE IX:

Meetings

Section 1. Executive Board Meetings will be held when needed prior to the General PTO Meeting, to discuss issues of the PTO and set the agenda for the monthly General PTO Meeting. Special Meetings of the Executive Board may be called at the discretion of the president or by two of the Executive Board officers. In the event an Executive Board Meeting cannot be held before the next General PTO Meeting, a meeting may be held electronically.

Section 2. General PTO Meetings shall be held monthly during the school year at times and dates determined at the beginning of the school year and posted for the membership. Changes to the posted dates or times shall require notice at least seven days in advance.

Section 3. Special PTO Meetings may be called by the President or any two Executive Board officers, provided notice is given with the meeting time and purpose.

Section 4. An Old Board/New Board Meeting shall be held in the month of June, in place of the June General PTO Meeting, for the following purposes: to adopt Executive Board Slate; Approve gifts/ school requests; discuss goals for the upcoming year; to address other business as needed; and to submit a preliminary budget for the next fiscal year.

ARTICLE X:

Voting

Section 1. Any item requiring a vote shall be provided to the Executive Board prior to the General PTO Meeting each month. Any item not provided to the Executive Board prior to the General PTO Meeting shall be voted on at the discretion of the Executive Board.

Section 2. A vote at a General PTO or Special PTO Meeting is required for, but not limited to, the following items:

- 1: The budget and any changes thereto
- 2: expenditures outside the approved budget
- 3: gifts to school requests
- 4: any changes to PTO dues
- 5: appointment or dissolutions of committees
- 6: minutes of General PTO Meetings and the Treasurer's report
- 7: authorization of any Executive Board Officer or agent of the PTO to enter into any contract on behalf of the PTO
- 8: the appointment of an independent auditor for an annual financial examination of the PTO Books as deemed necessary
- 9: any other item as deemed necessary by the PTO Executive Board.

Section 3. A simple majority of PTO members in attendance shall carry all motions, unless otherwise stated in the Bylaws, for the transaction of business in any General PTO or Special Meeting.

ARTICLE XI:

Bylaws

The President, Treasurer, and Recording Secretary (the Bylaws Committee) shall review these bylaws biannually to ensure they remain applicable and current.

ARTICLE XII:

ROBERT'S RULES OF ORDER REVISED shall govern the PTO in all cases in which they are applicable and are not in conflict with these Bylaws.

ARTICLE XIII:

Financial Controls

- A. ROLES PTO Fiscal Year is defined as starting on July 1, XXXX and ending on the following June 30, XXXX.

- B. There shall be a minimum of \$1000 in the ROLES PTO bank account at the end of the fiscal year to fund immediate costs of next year.
- C. Mailing address on bank account will be Riveredge Outdoor Learning Elementary School mailing address: Riveredge Nature Center 4458 City Hwy Y, Saukville, WI 53080
- D. There shall be NO ATM or debit cards issued on any ROLES PTO accounts.
- E. All checks will require TWO signatures to be valid. Checks will be imprinted with "Requires Two Signatures to be Valid". Signatures must include the Treasurer along with the President or Vice President.
- F. All deposits must be submitted using a ROLES PTO Bank Deposit Form.
 - a. Two people must be present at all times when cash initially collected and counted.
- G. All requests for payment must be submitted on applicable forms:
 - a. Petty Cash Paid Out Form
 - b. General Requisition Form
 - c. Reimbursement Claim Form
- H. The Executive Board can vote and authorize expenditures on non-budgeted requests of \$300 and under. These expenditures shall be viewed in the fall to see how much money is being spent outside of the budget.
- I. Non-budgeted expenditure requests over \$300 must be presented at monthly PTO meetings and voted on by the general PTO membership. These expenditures shall be viewed in the fall to see how much money is being spent outside of the budget.
- J. PTO Treasurer and a member of the Executive Board will reconcile the bank statements monthly. These statements should be compared to monthly financial results reported by the PTO.
- K. Annual audit to be conducted in August. A report on the findings are to be presented at one of the first PTO meetings of the new school year.

ARTICLE XIV:

Amendments

These bylaws may be amended at any regular meeting of the organization by having a majority vote of those present, providing notice of the proposed amendment was given at the previous meeting.