

Bylaws for Van Hise Elementary School Parent-Teacher Organization

Article I – Name

The name of this organization is the Van Hise Elementary School Parent Teacher Organization (PTO or VHEPTO).

Article II – Objectives

The objectives and purposes of the organization are:

- A. To be a volunteer support group for Van Hise Elementary School.
- B. To promote fellowship along with communication between children, parents, school and community.
- C. To be kept informed of and supportive to the programs, purposes and philosophies of the Madison Metropolitan School District (MMSD) to provide the best education possible for all students.
- D. To represent the school and students before the school administration, district administration and committees, and the school board.
- E. To develop united efforts among faculty, parents, students and the general public to provide for every child the highest advantages in physical, mental and social education.

Article III – Policies

The following are basic policies of this organization:

- A. The organization shall be noncommercial, nonsectarian and nonpartisan.
- B. No individual or committee shall take public action nor shall any person represent himself/herself as speaking in the name of the organization unless so authorized by the executive board or the general membership.
- C. The organization shall not – directly or indirectly – participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign 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.
- D. The PTO shall cooperate with the school in its efforts to provide quality education for all children and shall participate in the decision-making process as appropriate.
- E. The officers of the PTO shall use past practices and procedures as guidelines for responding to situations and planning or sponsoring events.
- F. No part of the net earnings of the PTO shall inure to the benefit of or be distributed to its members, directors, officers, or other private persons, except that the PTO shall be authorized and empowered to pay as compensation for their volunteer services

rendered or for goods purchased in furtherance of the PTO's mission and related business.

- G. Upon the dissolution of this PTO, after paying or adequately providing for the debts and obligations of the PTO, the remaining assets shall be distributed to the school (a public non-profit organization) or other non-profit funds, foundation, or organization.

Article IV – Articles of Organization

The PTO exists as an unincorporated association of its members. The “articles of organization” are these bylaws, as from time to time amended. A current copy of the bylaws will be maintained at the School office.

Article V – Membership and Dues

- A. Membership shall consist of all parents and legal guardians of children currently enrolled in Van Hise Elementary and the faculty and staff of this school.
- B. All members have voting rights at all general meetings.
- C. Dues policy may be set at the discretion of the executive board. Donations are encouraged.

Article VI – General Meetings

- A. Meetings of the PTO shall be held when there is any pertinent business to come before the membership during the school year, unless otherwise proved by the PTO or by the Executive Board. A minimum of two (2) meetings will be held during the school year.
- B. Executive Board meetings may be called by a majority of the Executive Board or with written request of seven (7) members. If reasonably possible, twenty-four (24) hour notice shall be given. Only Executive Board members present will be entitled to vote.
- C. Generally, written notice of meetings of the general membership will be published in advance in the school newsletter. At times, special informational meetings of the general membership may be necessary on an urgent basis, in which case notification will still be sent home with the children as soon as reasonably practical.
- D. No quorum shall be necessary to conduct business as long as members are notified of the meeting in advance. A vote of at least a simple majority of the members voting shall be required for action at the meetings.

Article VII – Executive Board

- A. The Executive Board of the organization shall consist of these officers: President, President-elect, Secretary, Treasurer, and members at large (not to exceed five(5)) as well as the school principal and a Faculty representative (optional). However, the Principal and Faculty representative Board members shall be non-voting positions.

- B. Officers shall assume their official duties at the beginning of the fiscal year, in June; and shall serve for terms of one (1) year and/or until their successors are elected or upon their resignation.
- C. A person shall not be eligible to serve more than two (2) consecutive terms in the same office, and are limited to serving not more than four (4) consecutive years as a member of the Executive Board.
- D. The outgoing treasurer shall have until June 30 to complete the financial transactions for the year.
- E. Vacancy in the office of the president shall be filled by the president-elect. Any other vacancy will be filled by a nominee of the executive board upon approval of the general membership.
- F. There may be co-holders of any board position and each is entitled to his/her own vote.
- G. Only the executive board members can vote at the executive board meetings. The Principal and Faculty representative Board members shall have no voting rights.

Article VIII – Duties of the Board Members

- A. The president shall preside at all meetings of the organization; coordinate the work of the officers and committees; have the power to sign checks in the absence of the treasurer; and perform all other duties pertaining to the office as required.
- B. The president-elect shall act as an aide to the president; perform the duties of the president in the absence or disability of that officer to act; perform other duties as required; and succeed to the presidency the following year.
- C. The past-president shall provide continuity and be available for consultation as required by the Executive Board.
- D. The secretary shall record the minutes of all the meetings of the organization; have custody of all books and records pertaining to the business of the organization with the exception of the financial records; conduct the correspondence of the organization; prepare notice of future meetings; and perform other duties as required.
- E. The treasurer shall be responsible for all funds of the organization; keep a full and accurate account of the receipts and expenditures; make disbursements in accordance with the approved budget and/or authorized by the organization or executive board. The treasurer shall prepare a proposed budget for approval by the executive board at the beginning of the year. The treasurer will submit a minimum of two financial reports at the two general meetings and additional financial reports as requested by the president or executive board.
- F. The principal shall represent the MMSD as to its board and administrative policies and guidelines.
- G. Any Faculty representative shall represent the MMSD as to its teacher's union policies, faculty and staff viewpoint, and curriculum guidelines.

Article IX – Duties of the Executive Board

The duties of the executive board shall be to:

- A. Have general supervision of the affairs of the organization
- B. Transact necessary business in the intervals between general meetings of the organization
- C. Oversee the functions of the organization's committees
- D. Establish a budget for the fiscal year and to monitor bills within the limits of the budget
- E. Authorize, without a vote of the organization, expenditures within general budget guidelines
- F. Authorize needed expenditures not allocated in the annual budget
- G. Review financial records of the treasurer at least once a year
- H. Not act in conflict with any action taken by the general membership
- I. Executive Board meetings shall be held as needed at the date and time determined by the president. A quorum shall consist of a majority of the Board Members present at any meeting. Regular and special board meetings are open to the general membership.

Article X – Committees

- A. Executive Board members shall establish and appoint members to committees when necessary.
- B. At least one Executive Board member shall be appointed to act as liaison to every committee.
- C. Ideally, committee chairs and co-chairs are recruited in the spring at the same time as the executive board members. Co-chairs are encouraged to assume chairmanship the following year after serving a one-year apprenticeship.
- D. Ideally, committee chairs will prepare a status report at the conclusion of the committee work or at the end of the school year. The PTO Secretary keeps the status reports in a permanent committee file for reference. Status report templates can be obtained from the Secretary.
- E. Chairpersons are authorized to make expenditures up to the amount approved in the annual budget. Additional expenditures require approval by the executive board or the general attendance.

Article XI – Nominations and Elections

- A. During the Executive Board Meeting in January, a nominating committee shall be appointed to recruit committee chairs and board member candidates. At a minimum, the president-elect, and volunteer chair are automatically included on the committee.
- B. The nominating committee will then:
 - 1. Place an article in the February or March newsletter to solicit nominations for the Executive Officer positions. Nominations may be made anonymously and will be accepted through the end of March.
 - 2. Compile the nominations submitted
 - 3. Assure only the committee and those nominated will have access to the names of individuals nominated for any Executive Officer positions
- C. There is no limit to the number of candidates for each office that will be placed on the official ballot
- D. The Nominating Committee will use the following procedures to determine the proposed slate:
 - 1. A list will be compiled of nominations for each office
 - 2. In the event of no nominations from the general membership, it will be the responsibility of the committee to actively recruit one nominee for each office.
 - 3. Finally, nominees will be contacted to verify the willingness of the nominee to run for the specified office.
- E. At the General Meeting in April the candidates will be presented. Ballots will be sent home in the Friday folders following the general meeting. A space will be provided on the ballot for write-in candidates. The membership has two weeks to return their ballots. Only one vote is allowed for each member. Signatures must accompany each ballot. The votes will be tabulated in the presence of the Van Hise Elementary Principal, and/or faculty/staff representative. In the event of a tie, a special general meeting will be held and a simple majority vote will be taken of those in attendance to break the tie.
- F. The results of the voting will be announced at the May Executive Board meeting and in the school newsletter. New officers shall attend the May meeting and will assume their responsibilities in June

Article XII – Parliamentary Authority

Roberts Rules of Order, Newly Revised (1990) shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

Article XIII – Amendments and Ratification

The Bylaws of this organization may be ratified or amended at any Executive Board meeting of the organization by a two-thirds vote of those present and voting, provided that notice of

the proposed amendment has been published and copies of the amendment are made available at least two weeks prior to the meeting.

Article XIV – Statement of Liability

The organization is a group of parents, faculty and staff working together to support the educational efforts of the school. However, parents remain accountable for their own actions and their children’s safety when attending or participating in functions and programs sponsored by the organization.

Article XV – Conflict of Interest

When voting on all matters relative to the business of the organization, the members shall avoid conflict of interest in all situations. Conflict of interest is a term used in connection with a member of the organization, their responsibilities, and their relationship to matters of private interest or gain to them. In the event of a conflict of interest, the member of the organization shall abstain from participating in the vote on that matter.