BYLAWS of Huntley Elementary PTO

ARTICLE I – NAME, DESCRIPTION & PURPOSE

Section 1: NAME – The name of the organization shall be Huntley Elementary PTO. The PTO is located at 2224 Ullman Street, Appleton, Wisconsin 54911.

Section 2: DESCRIPTION –The Huntley Elementary PTO is a non-profit organization that exists with a primary purpose of supporting the education of students at Huntley School. We fundraise in Outagamie, Calumet & Brown Counties in Wisconsin solely for the purpose of our organization only.

Section 3: PURPOSE – The purpose of the Huntley Elementary PTO is to enhance and support the educational experience at Huntley Elementary, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at Huntley Elementary through volunteer and financial support.

ARTICLE II – MEMBERSHIP

Section 1: Membership shall be automatically granted to all parents and legal guardians of Huntley Elementary students, plus all staff at Huntley Elementary. There are no membership dues. Members have voting privileges, one vote per member.

ARTICLE III – OFFICERS

Section 1: EXECUTIVE BOARD– The Executive Board shall consist of the following officers: President, Vice President, Secretary, and Treasurer. Officer positions can be shared. The School Principal & Assistant Principal, or his/her designee, is a voting member of the Executive Board. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve all expenses of the organization, and prepare reports and recommendations to the membership. Quorum is half the members of the Executive Board plus one (1). Each office is considered "one", even if shared.

Section 2: TERM OF OFFICE – The term of office for all officers is one year, beginning June 1st, and ending upon officer election the following school year on May 31st. Officers may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time.

Section 3: QUALIFICATIONS – Any PTO member in good standing may become an officer of the PTO.

Section 4: DUTIES –
President – Preside at General PTO meetings and Executive Board meetings, serve as the official representative of the PTO, fulfill duties as prescribed in these bylaws, coordinate committee chair assignments and communication, sign and review monthly bank statements and retain all official records of the PTO.

Vice President – Oversee the committee system of the PTO, respond and notate status of HELP fund requests, assist the President and chair meetings in the absence of the President.
Secretary – Record and distribute minutes of all General PTO meetings, hold a current copy of the bylaws, prepare agendas for official PTO meetings, and manage communications and marketing for the PTO including, but not limited to PTO newsletters, bulletin boards, website, parent room historical records (including minutes, treasurer's reports & budget), etc.
Treasurer – Serve as custodian of the PTO's finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, facilitate an annual audit, and hold all financial records.

Section 5: NOMINATIONS & ELECTIONS - Elections will be held at the May meeting during the school year. The nominating committee shall select a candidate for each office and present the slate at a meeting held one (1) month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote. If more than one person is running for an office, a ballot vote shall be taken.

Section 6: BOARD MEETINGS – The Executive Board shall meet monthly during the school year at a time determined convenient by board members.

Section 7: 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 8: VACANCY – If a vacancy occurs on the Executive Board, the President shall appoint a PTO member to fill the vacancy, for the remainder of the officer's term, with the majority approval of the Executive Board Members. If there is a vacancy in the office of the president, the vice president will become the president.

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 on the second Tuesday of each month (no Dec or June meeting) at rotating times (6 pm and 11:30 am) or at the discretion of the Executive Board. Notice of regular meetings shall be posted on the PTO website and bulletin board at least one (1) week in advance.

Section 2: VOTING – Each member in attendance at a PTO meeting is eligible to vote, one vote per member. Absentee or proxy votes are not allowed.

Section 3: SPECIAL MEETINGS - Special meetings may be called by the President, any two members of the executive board, or five members submitting a written request to the Secretary. Notice of the special meeting shall be posted on the PTO website and bulletin board at least 10 days prior to the meeting.

Section 4: QUORUM – Three (3) members of the PTO present and voting constitute quorum for the purpose of voting. Executive Board members are included in the quorum count.

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 Huntley Elementary PTO, requiring two signatures of the Executive Board and held at a local financial institution. Each check distributed shall have 2 signatures from Executive Board members.

Section 3: REPORTING - All financial activity shall be recorded in a manual or computer-based 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. Copies of monthly bank statements shall be provided to the President.

Section 3: ENDING BALANCE - The organization shall leave a minimum amount of money in the treasury at the end of each fiscal year to cover fall expenses.

Section 4: CONTRACTS - Contract signing authority is limited to the President or the President's designee. All contracts must be approved by either the Executive Board or general PTO membership.

ARTICLE VI – BYLAW 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. 2/3 approval of all members present and voting is required to adopt an amendment to the Bylaws.

ARTICLE VII - STANDING RULES

Standing rules may be approved by the Executive Board and the secretary shall keep a record of the standing rules for future reference.

ARTICLE VIII - DISSOLUTION

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

ARTICLE IX - PARLIAMENTARY AUTHORITY

The authority for this organization shall be "Robert's Rules of Order Newly Revised."
These bylaws were adopted on _____ (date).

Authorized Signatures:

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_____ _____
_____ _____