

BYLAWS
OF
WESCOTT PARENT TEACHER ORGANIZATION

(Revised 2016)

ARTICLE I – NAME

The name of this organization is Wescott Parent Teacher Organization (PTO).

ARTICLE II – PURPOSES

- Section 1. To foster the relationship between the parents and the school, so it results in a positive and beneficial learning environment for the students at Wescott School.
- Section 2. To coordinate and organize fundraising activities to provide for additional educational programs, equipment and other resources at Wescott School.
- Section 3. To encourage and promote an active and connected Wescott community through PTO sponsored events and activities.

ARTICLE III – POLICIES

- Section 1. The PTO shall be noncommercial, nonsectarian and nonpartisan.
- Section 2. The name of the PTO or the names of any members in their official capacities shall not be used in connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the purposes of the PTO.
- Section 3. The PTO shall not directly or indirectly participate or intervene, in any way, including the publishing and distributing of statements, in any political campaign on behalf of, or in opposition to, any candidate for public office.
- Section 4. The PTO shall cooperate with the school to support the improvement of education. The PTO shall not interfere with the administration of the school and shall not seek to control its policies.
- Section 5. The PTO may cooperate with other organizations and agencies concerned with child welfare, but persons representing the PTO in such matters shall make no commitments that bind the PTO.
- Section 6. In the event of dissolution of the PTO, its assets shall be distributed to Wescott School.
- Section 7. The Wescott PTO may cooperate with all other organizations within School District 30 with similar interests.

Section 8. Special monetary requests for non-budgeted items must be submitted to the Wescott PTO Executive Board for approval (majority vote required).

Section 9. The PTO is not obligated to expend all funds received in the year that the funds were received. The PTO may carry over a balance for future years or for specific long-term goals that have been approved.

Section 10. Accounting Procedures.

A. Expense Guidelines:

1. A Check Request Reimbursement Form must be completed and all supporting receipts/invoices are to be attached for approval and reimbursement. The forms will be available in the Treasurer's mailbox in the school office. All reimbursement checks will be placed in the PTO Committee mailbox.
2. Cash advances for events must be made in writing via email or by completing the Check Request Reimbursement Form. All cash should be placed in office safe prior to the event, along with a note indicating the total amount and intended use. When cash is removed from office safe, it should be counted and any discrepancies documented. Two people should always be present when cash is counted, transported, placed in safe or removed from safe.
3. Contracts entered into on behalf of PTO for amounts \$200 or more require the approval of one upper board member and should be communicated via email to the Treasurer. Contracts in the amount of \$400 or more require the approval of a majority of the upper board members and should be communicated via email to the Treasurer.
4. For any PTO committee that seeks to exceed its budget, prior to incurring any expenditures, it must get approval as follows:
 - a. If the excess is ten percent or less, than approval shall rest with one Co-President and the Treasurer;
 - b. If the excess is between eleven and twenty percent, then approval shall rest with both Co-Presidents and the Treasurer; and
 - c. If the excess is greater than twenty percent, then approval shall rest with a majority vote of the Upper Board members.

Any approvals shall be communicated via email.

B. Deposit Guidelines.

1. All monies raised for the Wescott PTO must be documented and immediately submitted to the Treasurer for deposit. In cases where immediate deposits cannot be made, cash should be counted by two people and placed in the school office safe.
2. The Wescott PTO will not accept cash contributions of \$25 and over for fundraisers prior to the event. Checks or money order are to be used. Exceptions will be made on a case-by-case basis. Approval is required by an Upper Board member and is to be communicated to the Treasurer via email.

ARTICLE IV – MEMBERSHIP

- Section 1. The staff of Wescott School and all parents/guardians of children at Wescott School are eligible for membership.
- Section 2. The membership year shall be from July 1 to June 30.
- Section 3. Only a dues-paying member of the PTO shall be eligible to participate in its business meetings, or serve in any of its elective or appointive positions.
- Section 4. The Principal of Wescott School shall be an honorary member of this organization.

ARTICLE V – DUES

The annual dues shall be reviewed and voted on at the final PTO meeting of the current school year.

ARTICLE VI – OFFICERS AND THEIR ELECTION

- Section 1. The executive offices of the PTO shall be two co-presidents, three vice-presidents, a secretary and a treasurer. The executive board is termed the upper board.
- Section 2. These officers shall be elected by ballot annually no later than March. If there is but one nominee for any office, the election may be conducted by voice vote.
- Section 3. These officers shall assume their official duties July 1 and shall serve for a term of two years.
- Section 4. No officer shall be eligible for the same office for more than two consecutive terms unless conditions beyond the PTO's control exist.
- Section 5. A nominee for executive office must have served at least one year on the lower board prior to nomination unless conditions beyond the PTO's control exist.

Section 6. The upper board shall choose the remaining lower board members after reviewing interest sheets submitted by the general membership prior to the start of the new school year.

ARTICLE VII – NOMINATING COMMITTEE

- Section 1. The nominating committee shall consist of seven members.
- A. The chairman shall be the Secretary, who shall serve as chairman for two consecutive years.
 - B. Four members and one alternate, not current serving on the upper board, shall be appointed by the chairman from applications submitted by the PTO meeting no later than the January meeting.
 - C. One member shall be appointed by the chairman from the upper board.
 - D. The teacher representative shall be a standing member of the committee.
 - E. No one may serve two consecutive years on the nominating committee, except the teacher representative.
 - F. No one who is being considered for an executive position may serve on the nominating committee. If, during the nomination process, a person serving on the nominating committee becomes nominated for an executive position, that individual must excuse him- or herself from serving on the committee and shall be replaced by the alternate.
- Section 2. The nominating committee shall select one person for each office and shall report the proposed slate to the membership not less than one month prior to the March PTO meeting.
- Section 3. Additional nominations from the floor shall be called for following the report of the nominating committee.
- Section 4. Only those persons who have consented to serve, if elected, shall be eligible for nomination either by the committee or from the floor.
- Section 5. The nominating committee shall follow the PTO Bylaws and Robert’s Rules of Order.

ARTICLE XIII – VACANCIES

A vacancy occurring in any office on the executive board shall be filled for the unexpired term by a person elected by a majority vote of the upper board, prior notice to such election having been given. When it is considered necessary for expediency, the co-presidents shall be so empowered to select a replacement for the vacancy. In the case the vacancy occurs in the office

of one of the co-presidents, the remaining co-president shall assume all duties of the office until a new co-president is appointed.

ARTICLE IX – DUTIES OF OFFICERS

- Section 1. The co-presidents shall preside at all meetings of the PTO and the executive board, be ex-officio members of all committees (except the nominating committee), appoint the chairman of the nominating committee; appoint special committees; appoint lower board chairs in the event a vacancy occurs during an unexpired term; appoint a qualified individual to audit the treasurer's books after year-end closeout, prior to July 31st of that year; perform other duties as may be assigned by the PTO or the executive board; and coordinate the work of the officers and the committees.
- Section 2. There are three vice-presidents. One vice-president oversees all special lunch days and ice cream days. The second vice-president oversees all fundraising committees and provides assistance for all fundraising event. The third vice-president oversees all technology needs of the PTO.
- Section 3. The secretary shall keep an accurate record of the minutes of all PTO meetings and all executive board meetings, and shall chair the nominating committee. The secretary also shall send out cards on behalf of the PTO to acknowledge major life events of staff and PTO members. The secretary shall consult with the co-presidents to determine when gifts are necessary. Gifts shall not exceed \$35.00.
- Section 4. The treasurer shall receive and deposit all monies of the PTO and keep accurate records of receipts and expenditures. The treasurer shall present a written financial statement at every PTO meeting. The books of the treasurer shall be closed annually on June 30. A qualified individual will perform an audit of the PTO finances and treasurer's books after the closeout of the books prior to July 31st of that year. This report shall be presented to the PTO membership at the first PTO meeting of the next school year. The treasurer shall consult with the principal and co-presidents to prepare each year's annual budget. The treasurer shall also provide funds to the principal for the families who meet the criteria as a family in need of financial assistance; refer to such addendum to these by-laws. The family's identity will be kept confidential; only the Wescott principal will have knowledge of which families meet these financial needs and will provide the monies for PTO services as specified in said addendum.
- Section 5. The immediate past president(s) shall serve as an ex-officio member of the executive board.
- Section 6. Each executive committee member shall be expected to attend all monthly PTO meetings, and all Wescott PTO functions, unless conditions beyond that individual's control exist.
- Section 7. All executive members shall serve as a liaison for one or more of the lower board committees. The co-presidents shall oversee the assignment of the liaisons with

the input and approval of all executive members. The upper board shall determine the liaison assignments prior to the beginning of the school year. The liaisons shall monitor the progress of all of his/her committees and serve as an intermediary between the committee chairs and the upper board. The liaison shall monitor and approve all budgets and communications by the committee to the community at large. The liaison shall ensure that the committee chairs pass down all necessary information to the succeeding chairs. The liaison shall consult with the co-presidents if issues arise in his/her assigned committees.

ARTICLE X – MEETINGS

- Section 1. Regular meetings of the PTO shall be held once every other month, unless otherwise agreed upon by the co-presidents and principal, and shall be calendared at the beginning of each school year. PTO meetings are open to all membership.
- Section 2. The co-presidents may call special meetings of the PTO with the approval of the executive board or by a majority of the upper board members, three days’ notice to the membership having been given.

ARTICLE XI – EXECUTIVE BOARD

- Section 1. The executive board shall consist of the elected officers and the principal.
- Section 2. The duties of the executive board shall be to transact necessary business in the intervals between PTO meetings. The executive board shall discuss the PTO’s annual gifts to the school.
- Section 3. Meetings of the executive board may be called by the co-presidents or by a majority of the members of the board, three days’ notice having been given.
- Section 4. Each member of the executive board shall maintain a procedure book and a file of official material and shall transfer that material to his/her successor when vacating that position.

ARTICLE XII – STANDING COMMITTEES AND SPECIAL COMMITTEES

- Section 1. All lower board committees, as are deemed necessary to promote the purposes and carry on the work of the PTO, shall be created by the membership. Chairs of committees shall be selected by the upper board. Chairs may serve one two-year term, unless conditions beyond the PTO’s control exist.
- Section 2. The chairs of each committee shall present plans of the committee’s work to the upper board for approval. No committee work shall be undertaken without such approval. Selection and/or changes in vendors shall be discussed and approved by the upper board.
- Section 3. Special Committees may be created by the co-presidents or the membership as the need arises.

Section 4. The co-presidents shall be ex-officio members of all committees.

ARTICLE XIII – AMENDMENTS

These bylaws may be amended at any regular meeting of the PTO by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at the previous meeting.