

Bylaws of the Deerfield Elementary School Parent Teacher Organization

Adopted 2008/2009 School Year

- I. **Name.** The name of the organization shall be Deerfield Elementary PTO. Hereinafter referred to as DES-PTO. DES-PTO shall operate in the Village of Deerfield, in the County of Dane, in the State of Wisconsin.
- II. **Purpose.** The purpose of the DES-PTO shall be to aid the students, faculty, and staff of Deerfield Elementary School in their educational needs. Through fund-raising and family activities, we will promote open communication between the administration, faculty, parents and the community to enhance our children's educational environment. DES-PTO is organized exclusively for educational purposes such as those organizations that qualify as exempt under section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. Furthermore, DES-PTO shall not participate in nor fund propaganda, nor otherwise attempt to influence legislation. DES-PTO shall not participate in, nor intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. At PTO meetings, issues directly related to the educational experience of the children of Deerfield School District may be discussed, however, DES-PTO shall not take any official position nor encourage any specific action on the part of its members. Notwithstanding any other provision of these Bylaws, DES-PTO shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance to the purposes of this organization.
- III. **Membership.**
 - a. General Membership. All parents and/or legal guardians of students who currently attend Deerfield Elementary School shall be eligible for membership in the DES-PTO. Regular Members shall have the right to attend and participate in all meetings and activities of the DES-PTO and have the right to vote on all issues before this organization.
 - b. Faculty Membership. All faculty and staff who currently are employed at Deerfield Elementary shall be eligible for membership in the DES-PTO. Faculty Members shall have the right to attend and participate in all meetings and activities of the DES-PTO. Faculty Members shall have the right to vote on all issues before the membership, to elect officers, and to hold the designated Teacher Representative position.
- IV. **Meetings.**
 - a. Regular PTO Meetings. At least six (6) Regular Meetings of the DES-PTO shall be held during each school year. At Regular PTO Meetings, normal business of DES-PTO shall be conducted. The time and place of the meetings shall be announced at least seven (7) days prior to the meeting.
 - b. Special PTO Meetings. Additional meetings of the DES-PTO may be called, either by a vote of the Officers or by petition of at least ten (10) of the Regular Members. The time, place, and purpose of all Special PTO Meetings shall be announced at least seven (7) days prior to the meeting.

The only business to be conducted during Special PTO Meetings shall be directly related to the purpose stated when the meeting was announced and consists of business that cannot wait until the next regularly scheduled meeting.

- c. Officers Meetings. Officers Meetings shall be called as needed by the Officers to vote on PTO business or take other action that cannot wait until a Regular PTO Meeting. Officers Meetings shall be authorized to be conducted via electronic means, with the Secretary keeping a hard-copy record of any votes taken. Only the Officers shall be eligible to vote at Officers Meetings. Regardless of the number of Officers Members in attendance or participating at an Officers Meeting, the vote of at least Three (3) Officers shall be required to take action on behalf of DES-PTO. Results of the Officers Meeting shall be reported at the next Regular PTO Meeting.
- d. Quorum. Two (2) Members of the Officers present at any scheduled DES-PTO meeting shall constitute a quorum necessary for the transaction of the business of the DES-PTO.
- e. Voting. A majority vote of the Regular Members and Faculty Members present at any meeting shall be required for all action to be taken by the DES-PTO. In the event of a tie the Officers will vote. If the result is still a tie, no action will be taken.
- f. Meeting Procedure. Rules contained in Robert's Rules of Order Newly Revised shall govern the DES-PTO in all cases in which they are applicable, and in which they are not in conflict with these Bylaws. Meetings will include the following information:
 - i. Welcome of Members
 - ii. Call to Order
 - iii. Approval of minutes of the previous meeting
 - iv. Treasurer's Report
 - v. Committee Reports
 - vi. Principal's Report
 - vii. Teacher's Report
 - viii. New Business
 - ix. Old Business
 - x. Announcements
 - xi. Adjourn

V. Officers. The officers of the DES-PTO shall consist of Co-Presidents, Secretary, and Treasurer. The Officers of DES-PTO shall consist solely of the Officer Positions listed above. Each member of the Officers is expected to attend DES-PTO Meetings.

- a. Co-Presidents. The Co-Presidents shall be the principal officers of the DES-PTO and subject to the control of the Officers and the direction of the membership, and shall jointly supervise and control all of the activities of the DES-PTO. The Co-Presidents shall preside at all meetings of the Officers and all meetings of the membership. The Co-Presidents shall seek general member volunteers as the chair persons and shall be an ex-officio member of all committees of the DES-PTO. The Co-Presidents shall create the DES-PTO Newsletter, make copies for distribution and assist in making copies of the PTO flyers for PTO sponsored events for placement in teacher's mailboxes. The Co-Presidents shall serve as the primary contacts for the Principal. The Co-Presidents shall serve a Two (2) year

term with each election to occur on opposite years. The Co-Presidents shall serve as authorized signatories of all DES-PTO checks.

- b. Secretary. The Secretary shall be a member of the Officers. The Secretary shall keep accurate minutes of the proceedings at all formal DES-PTO meetings and distribute them to all Officers and the Principal within two weeks of the meeting. The Secretary shall keep a log of attendance for the meeting. The Secretary shall distribute the Bylaws to all Officer Members and other interested parties. The Secretary shall see that all notices are duly given in accordance with these Bylaws, and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the Co-Presidents or the Officers. The Secretary shall be responsible for publicity for general meetings and all events of the DES-PTO and shall act as a liaison between the school and the media. The Secretary position shall be a Two (2) year term elected at the end of the even-numbered school years.
- c. Treasurer. The Treasurer shall be a member of the Officers. The Treasurer shall have charge of and be responsible for all funds of the DES-PTO and shall receive and give receipts for monies due payable to the DES-PTO from all sources and shall deposit such funds in such banks or other organizations as are selected by the Officers. The Treasurer shall make disbursements as authorized by the Co-Presidents, Officers, or Membership in accordance with the budget adopted by the membership. The Treasurer must keep an accurate record of all receipts and expenditures and maintain accounts. The Treasurer shall present a written financial report at each General Membership Meeting of the membership and at other times as requested by the Officers. The Treasurer shall provide books to be audited annually by an auditing committee of three (3) or by an external auditor. The books shall be turned over to the Treasurer with a signed statement that the books are in order. The auditing committee or external auditor shall be recommended by the general membership. The Treasurer shall keep an annual record of the activities of the DES-PTO. The Treasurer shall serve as an authorized signatory of all DES-PTO checks. The Treasurer position shall be a Two (2) year term elected at the end of odd-numbered school years.
- d. Teacher Representative. The Teacher Representative will act as an advisor and liaison between the other Teachers/Staff and the DES-PTO. This position is voluntary and/or may be assigned by the school Principal; this is not an elected position and is not considered an Officer and shall typically be held for two consecutive years.
- e. Principal. The DES Principal retains final approval or veto power of any function, if said function will interfere with procedures, policy and/or the best interest of Deerfield Elementary School. The Principal can NOT be an authorized signatory to DES-PTO checks.

VI. Duties of the Officers.

- a. General Powers. The affairs, activities, and operation of the DES-PTO shall be managed by the Officers. The Officers shall transact necessary business during intervals between the meetings of the membership and such other business as may be referred to it by the membership or these Bylaws. It may create Standing and Special Committees, approve the plans and work of the Standing and Special Committees, present reports and recommendations at the meetings of the membership, prepare and

submit a budget to the membership for approval, and in general, conduct the business and activities of the DES-PTO.

- i. The Officers have the authority to reassign specific job duties as required.
 - ii. The Officers shall establish the objectives of the organization and determine the policy for the development of the objectives.
 - iii. No member shall hold the office of Co-Presidents and Treasurer at the same time.
 - iv. The Officers shall seek general member volunteers as Chairpersons of the committees created. These vacancies will be announced at General Member Meetings.
 - v. Special meetings of the Officers may be called by the Co-Presidents or by any member of the Officers if needed. There must be seven (7) days notice given to all Officers unless all approve of location, date, and time.
 - vi. The Officers can remove an officer from his/her position according to Section VII.f. herein these Bylaws.
 - vii. The Officers shall review the Bylaws every year to make revisions if necessary. Approval of these revisions will be needed in a General Member Meeting.
- b. Quorum. Two (2) members the Officers shall constitute a quorum for the transaction of business. Any business occurring between Regular PTO meetings shall require approval by Three (3) Officers.

VII. Elections.

- a. Procedure. The election of officers shall take place during the May General Membership Meeting each year. All General and Faculty Members of the DES-PTO may participate in the election. The General Membership shall make nominations from the floor. The election slate, if non-contested, may be by voice vote. Any contested election shall be by written ballot.
- b. Term of Office. The term of each officer shall be two (2) years. Any person holding a position is eligible to run for the same office again and as long as they have a child in Deerfield Elementary School for the duration of the term they are seeking. Any officer not renewing their terms must make it known to the General Membership no later than the April meeting.
- c. Nominations. Nominations will be made by the General Membership during the May meeting. The selection process will begin immediately.
- d. Selection. A majority of the votes cast by the General and Faculty Members shall be necessary for election. In the event there is a tie, the Officers will vote to determine a majority. If there is still a tie, a drawing of the names will occur.
- e. Vacancies. Any vacancy in office because of death, resignation, or inability to serve shall be filled for the un-expired term during the next General Membership meeting following the vacancy. The guidelines will follow those listed in Section VII.
- f. Removal from Office. The removal of any officer or parent representative shall be for gross incompetence, intentional neglect, misconduct, or failing to meet the clearances required by the school. An officer or parent representative may be removed from office if absent from two (2) consecutive meetings, or by a majority vote of the membership for failure to fulfill the duties of their office. An officer or parent representative can also

be removed by a majority vote of the membership for not having the school's best interest in hand.

VIII. Finances.

- a. Budget. The Treasurer shall present to the membership at the first Regular Meeting of the year a budget of anticipated revenue and expenses for the year as determined by the General Membership at the close of the previous year. This budget shall be used to guide the activities of the Officers during the year. Any deviation from the budget of more than 10% must be approved in advance by the membership.
- b. Obligations. The Officers may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of DES-PTO. The Officers shall not have the authority, however, to enter into such agreements on behalf of Deerfield Elementary School or the Deerfield School District, nor should they hold themselves out as having such authority.
- c. Financial Prohibitions. As a volunteer organization, DES-PTO shall not pay or provide any remuneration to the Officers of the Officers, Committee Chairpersons, Committee Members, Parent Representatives, or any other member of the organization for their volunteer service to the organization. There shall be no commingling of DES-PTO funds with personal, professional, or business accounts of any individuals, groups, or businesses.
- d. Loans. No loans shall be made by the DES-PTO to its officers or its members.
- e. Designated Funds. A designated fund account is for money put aside for a specific purpose. Any money put into a designated fund account shall only be used for that purpose. It cannot be used for other activities or be voted upon to be moved to fund other activities.
- f. Commercial Paper. One authorized signature shall be required on all checks. Authorized signatures will be the Co-Presidents and the Treasurer.
- g. Reimbursements. No reimbursements will be made without valid receipts unless approved by General Membership.
- h. Bank Deposits. The Treasurer shall deposit all funds of the DES-PTO to the credit of the DES-PTO in such banks, trust companies, or other depositories as the Officers may select and shall make such disbursements as authorized by the Officers in accordance with the budget adopted by the membership.
- i. Financial Report. The Treasurer shall present a financial report at each Regular Meeting of the DES-PTO and shall prepare a final report at the close of the school year. The Officers shall have the report and the accounts examined by an external auditor or an informal auditing committee consisting of Three (3) General Members, who, if satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.
- j. Fiscal Year. The Fiscal year shall be from September 1 through August 31st of the following year.
- k. Dissolution. In the event of DES-PTO dissolving for any reason, the following shall dictate how remaining assets shall be disbursed. The Treasurer shall be responsible for ensuring all outstanding debts are paid off and adequate time to clear has passed. The Treasurer shall present an inventory of all remaining assets to the Officers. The Officers shall

determine how to distribute these assets for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of, shall be disposed of by a court of competent jurisdiction of the county in which the principal office of DES-PTO is then located, exclusively for such purposes or to such organization or organizations, as a court shall determine, which are organized and operated exclusively for such purposes.

IX. Amendments.

- a. These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by the General Membership at any Regular PTO Meeting or Special PTO Meeting. All changes in the Bylaws have to be approved by the General Membership.
- b. Any General Member may submit a proposed Amendment to these Bylaws. This submittal shall be in writing and submitted to a Co-President at least forty-eight (48) hours prior to a scheduled Regular PTO Meeting.
- c. The Co-Presidents shall be required to bring the proposed Amendment forward at the next scheduled Regular PTO Meeting. At this meeting a full reading of the proposed Amendment shall occur. Discussion of the proposed Amendment is encouraged at the first reading; however no vote will be taken.
- d. A second reading of the proposed Amendment and a vote shall be taken either at the next scheduled Regular PTO Meeting or a Special PTO Meeting. If the vote is to occur at a Special PTO Meeting, it shall be scheduled and widely publicized in accordance with the provisions of Section IV.b. of these Bylaws.
- e. At the second meeting, a full reading and discussion of the proposed Amendment shall occur. When the Co-Presidents have decided discussion has completed, a vote shall be taken immediately.
- f. The vote will be taken by a show of hands. A majority vote of the General and Faculty members present shall be required for the amendment to pass.
- g. If the proposed Amendment passes, the Secretary shall ensure the change is incorporated into these Bylaws at the earliest opportunity.
- h. If the proposed Amendment is defeated, it or any similar proposed Amendment shall be ineligible to be brought to a Regular PTO Meeting for at least Six (6) months from the date of the defeating vote.
- i. The definition of a similar proposed Amendment shall be at the discretion of the Co-Presidents and the Principal.
- j. Exemption to the Amendment Procedure. As a special exemption to the procedure specified in this Section, if the proposed Amendment is brought to the Co-Presidents prior to the next-to-last or last scheduled Regular PTO Meeting of the year, the Co-Presidents may table the proposed Amendment until the first Regular PTO Meeting of the next year. This is intended to ensure both reading and the vote occur within a reasonably short period of time, and within the same year.

X. Authority.

- a. If any part of these Bylaws shall conflict with the decisions, policies or procedures adopted by the Deerfield School Board, they shall be deemed null and void and the decision of the Deerfield School Board shall, in all cases, control.

These Bylaws were adopted by the membership by a majority vote during a Regular PTO Meeting properly called on September 8, 2008, and shall take effect immediately.