

# **SCHROEDER ELEMENTARY SCHOOL**

## **PTO**

### **BYLAWS**

#### **ARTICLE I: NAME**

The name of this organization is the Schroeder PTO, also known as the Schroeder Parent Teacher Organization.

#### **ARTICLE II: ARTICLES OF ORGANIZATION**

The PTO exists as an unincorporated organization of its members. Its “Articles of Organization” comprise these bylaws.

#### **ARTICLE III: OBJECTIVES**

**Section 1:** The primary goal of the PTO is to support the Schroeder Elementary School Mission Statement emphasizing these objectives:

- a. To promote an environment where children can learn and grow to their full potential.
- b. To promote a close relationship between the home and the school so that parents and teachers may cooperate in the academic and emotional develop of each child.
- c. To promote understanding between the school and the community to promote maximum opportunity for the emotional, social, development, and the physical well-being of every child.

**Section 2:** The objectives of the PTO are promoted through collaborative efforts between parents, staff, and the community; are developed through conferences, committee projects, and educational programs; and are governed and qualified by the basic principles set forth in Article IV.

## **ARTICLE IV: BASIC PRINCIPLES**

The following are basic principles of the PTO:

- a. The PTO shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the PTO or the names of any members in their official capacities shall not be used in any connection with any partisan interest for any purpose not appropriately related to the promotion of the objectives of the PTO.
- c. The PTO shall remain neutral regarding legislation, issues, and elections. The PTO may encourage members as individuals to participate in the democratic process according to their own conscience.
- d. The PTO shall cooperate with schools to support the improvement of education in ways that will not interfere with the administration of the schools and/or personnel.
- e. The PTO may cooperate with other organizations and agencies concerned with child and youth welfare, but persons representing the PTO in such matters shall make no commitments that bind the PTO unless authorized by the PTO Board.

## **ARTICLE V: GENERAL MEMBERSHIP**

**Section 1:** Parents, legal guardians, and staff members of Schroeder Elementary School are members of the PTO subject only to compliance with the provisions of the bylaws. Membership in this organization shall be available without regard to race, color, creed, or national origin.

**Section 2:** Members of the PTO may attend PTO meetings and participate in discussions, vote at meetings, vote for elected officers of the PTO, serve in any of its elected or appointed board positions, and participate in the variety of activities sponsored by the PTO.

## **ARTICLE VI: PTO BOARD**

**Section 1:** The PTO Board shall consist of the Executive Board and Committee Chairpersons.

**Section 2:** Only those persons who have signified their consent to serve on the Board and have agreed to report their committee business at the scheduled meetings shall be eligible to be a Board Member.

**Section 3:** The duties of the PTO Board Members shall be:

- a. To transact the necessary business.
- b. To present a report of matters related to their particular committee at the PTO Meetings.
- c. To vote on PTO business and expenditures.
- d. To maintain a job description of their committee's annual responsibilities and activities.
- e. To encourage the ongoing participation of the Schroeder PTO membership in PTO activities.
- f. To participate in the process of determining the number of committee(s) and the number of chairperson(s) required to conduct the business of the PTO.

**Section 4:** Committee chairperson(s) shall volunteer, be recommended, or may be co-chairs in order to encourage broad participation.

**Section 5:** The term of a committee chairperson(s) shall be one year and no longer than two years in any one position, excluding Enrichment. In the event that no replacement can be identified for a chairperson who has completed their term, that person may remain in their Board position.

**Section 6:** In the case of a committee chairperson vacancy, the Executive Board shall oversee the recruitment and selection of a replacement.

**Section 7:** The President shall be a member ex officio of all committees except the Nominating Committee.

## **ARTICLE VII: OFFICERS AND THEIR ELECTION**

**Section 1:**

- a. The elected officers of the PTO shall consist of a President, Vice President, Secretary, and Treasurer.
- b. All non-staff members are eligible to serve as officers. Nominees for President shall have the additional requirement of having served at least one year on the PTO Board.
- c. Officers shall be elected by ballot as specified in Article XI, Section 2b. Ballots shall be issued to all Executive Board PTO members.
- d. Officers, except the Treasurer, shall assume their official duties on the day following the last official school day. Elected officers accept their position for a period of one year.
- e. A person shall not be eligible to serve more than three consecutive terms in the same office. In the event that no replacement can be identified for an Executive

Board member who has completed their term, that person may remain in their Board position.

**Section 2:**

- a. There shall be a Nominating Committee selected by the PTO Executive Board. This committee shall consist of one member from the PTO Board, one member from the General Membership, and one from the professional school staff.
- b. The Nominating Committee shall nominate at least one eligible person for each office to be filled. This slate shall be posted publicly at least three weeks prior to the election. Additional eligible candidates may be submitted by the General Membership to the Nominating Committee during this time.

**Section 3:**

- a. In the case of the occurrence of a vacancy in an elected office, the Secretary, or other designated officer, shall accept candidates from the PTO Board roster.
- b. The vacancy shall be filled by majority vote of the remaining members of the Executive Board.
- c. The newly elected officer shall complete the term and be subject to the election process at the end of that term.
- d. The Secretary shall serve notice of the results of any election.

**ARTICLE VIII: DUTIES OF ELECTED OFFICERS**

**Section 1:** The President shall preside at all meetings of the PTO Board and of the Executive Board and at PTO meetings; shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the PTO Board or by the Executive Board; and shall coordinate the work of the officers and committees of the organization in order that the objectives may be promoted.

**Section 2:** The Vice President(s) shall act as an assistant(s) to the President. The specific duties of the Vice President(s) shall be designated by the PTO Board.

**Section 3:** The Secretary shall record the minutes of all meetings of the PTO Board and of the Executive Board and shall perform such other duties as may be delegated to him/her.

**Section 4:** The Treasurer(s) shall have custody of all of the funds of the PTO Board; shall keep a full and accurate account of receipts and expenditures; and shall make disbursements in accordance with the approved budget or as authorized by the PTO Board and at other times when requested by the Executive Board; shall submit a full

report for the fiscal year. The Treasurer(s) shall be responsible for the maintenance of such books of account and records to conform to the requirements of these bylaws.

**Section 5:** All officers shall:

- a. Perform any additional duties delegated to them by the PTO Board.
- b. Deliver to their successors all official material on the day following the last official school day, excluding the Treasurer who shall deliver all official material to the successor on the first day of August.

## **ARTICLE IX: EXECUTIVE BOARD**

**Section 1:** The Executive Board shall consist of the elected officers, most recent past PTO President (Advisor), the principal of the school, and a teacher representative.

**Section 2:** The duties of the Executive Board shall be:

- a. To transact business as may be referred to it by the PTO Board.
- b. To create appointed committees.
- c. To approve the plans of work of the PTO Board Committees.
- d. To present a report at regular meetings of the PTO Board.
- e. To appoint an auditor or an auditing committee to audit the Treasurer's accounts annually.
- f. To serve as a budget committee to prepare and submit a budget to the PTO Board for approval for the fiscal year.

**Section 3:** The meetings of the Board may be called by the President or by a majority of the members of the Executive Board.

## **ARTICLE X: MEETINGS**

**Section 1:** PTO Meetings shall be held regularly throughout the school year. All PTO members may attend and participate in discussion and vote on business. Lectures, presenters, and guests who are not Schroeder PTO members shall give notice to the Executive Board at least three days prior to attending a meeting. A quorum shall consist of a majority of the PTO Board positions represented.

**Section 2:** PTO Board Meetings shall be held as designated by the Executive Board and shall be attended by the PTO Board and guests. All in attendance may participate in discussion; and vote on business. A quorum shall consist of a majority of the PTO Board positions represented.

**Section 3:** Executive Board Meetings may be called by the President or by a majority of the members of the Executive Board.

**Section 4:** The Secretary shall give no less than three days notice for the above meeting.

## **ARTICLE XI: PARLIAMENTARY AUTHORITY**

**Section 1:** Robert's Rules of Order shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

**Section 2:** The President shall call for a vote in matters requiring a consensus. The voting can take place in the following ways:

- a. Show of Hands – Members shall raise their hands in approval or disapproval of an issue.
- b. General Ballot – Prepared ballots shall be distributed to members who shall cast their vote and return that ballot for tabulation. Officers shall be elected in this manner.
- c. Anonymous Ballot – Each member shall submit their vote in writing and the results shall be tabulated by the President or designated PTO Board member. Any PTO Board member may request an anonymous ballot.

**Section 3:** A majority of the vote shall carry a decision. The President shall vote only in the case of a tie.

## **ARTICLE XII: FISCAL YEAR**

The fiscal year of the organization shall begin on July 1 and end on the following June 30.

## **ARTICLE XIII: AMENDMENTS**

**Section 1:** These bylaws may be amended by a majority vote of the members provided that notice of the proposed amendment(s) shall be given at the previous PTO Meeting.

**Section 2:** A committee may be appointed by the PTO Board every four years or as needed to submit a revised set of bylaws. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

#### **ARTICLE XIV: DISSOLUTION**

In the event of the dissolution of the PTO, its assets shall be distributed to the Troy School District for one more of the exempt purposes specified in Section 501 (c) (3) of the Internal Revenue Code of 1954.

Revised and Approved: March 1, 2016