

Woodbury Elementary School PTO By-Laws  
Origination November 1996  
Updated June 2016

Article 1 - Name

The name of the organization shall be the Woodbury Elementary School Parent Teacher Organization (PTO)

Article II - Purpose

The corporation, as stated in our articles of incorporation, is organized for the purpose of supporting the education of the students at Woodbury Elementary School by:

- Providing financial support to Woodbury Elementary School and staff
- Supporting community building events and programs
- Be responsible for committees at Woodbury Elementary

Article III - Members

Section 1 - Any family member or guardian of a student at the school may be a member. Any teacher employed at the school may be a member and have voting rights. The Principal has voting rights if there is a tie.. Departments, parents and students who submit requests to the PTO will be asked to abstain from voting on their requests.

Section 2 - The Organization shall be non-commercial, non-sectarian and non-partisan.

Section 3 - The names of the Organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related promotion of the Object of the Organization.

Section 4 - The Organization shall not directly or indirectly participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office.

Section 5 - No fees will be collected to participate for any member.

## Article 1V - Officers and Elections

Section 1 - Officers. The officers shall be President, Vice President, Secretary and Treasurer

- a. President. The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, may represent the organization at meetings outside the organization, may serve as an ex officio member of all committees except a nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.
- b. Vice President. The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve
- c. Secretary. The secretary shall keep all records of the organization, take and record minutes. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings. The secretary is the primary person responsible for checking the PTO e-mail account.
- d. Treasurer. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the membership. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year. The treasurer shall not count event revenue and prepare the deposit.

Section 2 - Nominations and Elections. Elections will be held at the next to last meeting of the school year. The nominating committee shall select a candidate for each office and present the slate at the meeting. At that meeting, nominations may also be made from the floor. Voting shall be done by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

Section 3 - Eligibility. Members are eligible for office if they are members in good standing with District 833.

Section 4 - Terms of Office. Officers are elected for one year. Each person elected shall hold only one office at a time. Officers may continue to serve in their position if vacancy is not filled. After year term, the officer, if re-elected shall continue to serve on a one year to one year basis.

Section 5 - Vacancies. If there is a vacancy in the office of President, the Vice President will become the President. At the next regularly scheduled meeting, a new Vice President will be

elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Section 6 - No member of this organization shall contract for or incur any debt or enter into any agreement or otherwise obligate the PTO except by authorization of the PTO Board members either verbally or written.

Section 7 - Removal from Office. Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

#### Article V - Meetings

Section 1 - Regular Meetings. The regular meeting of the organization shall be scheduled as needed on the second Tuesday of the month during the school year at 6:00 pm or at a time and place determined by the executive board at least five days before the meeting. The annual meeting is for receiving reports, electing officers and conducting other business that should arise.

Section 2 - Special Meetings. Special meetings may be called by the President, any two members of the executive board, or five general members submitting a written request to the President or Vice President. Previous notice of the special meeting shall be sent to the members at least five days prior to the meeting by list-serve and website notification.

Section 3 - Meetings for the Executive Board only may be closed during budgeting for the next year. This must clearly be stated on the Woodbury Elementary website under the PTO information and schedule.

#### Article VI - Executive Board

Section 1 - Membership. The Executive Board shall consist of the officers and principal.

Section 2 - Duties. 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 routine bills, and prepare reports and recommendations to the membership.

Section 3 - Meetings. Regular meetings shall be held as needed during the school year to be determined by the board. Special meetings may be called by any two board members with five days notice.

#### Article VII - Committees

Section 1 - Membership. Committees may consist of members and board members.

Section 2 - Standing Committees. The following committees shall be held by the organization: Parent Involvement Coordinator, Book Fair Coordinators, Carnival Coordinators and Fundraiser Coordinator.

Section 3 - Additional Committees. The board may appoint additional committees as needed.

Section 4 - The chair of each standing committee shall present a plan of work to the officers of the PTO for approval. No committee work shall be undertaken without the consent of the officers.

Section 5 - The President shall be a member ex officio of all committees except the nominating committee.

#### Article VIII - Finances

Section 1 - A tentative budget shall be drafted in the Spring for the following school year and approved by the majority vote of the members present.

Section 2 - The treasurer shall keep accurate records of any disbursements, income and bank account information.

Section 3 - The membership shall approve all expenses of the organization.

Section 4 - the Executive board shall transact necessary business in the intervals between meetings. When business requires a vote, such as requests for unbudgeted funds under \$250, that can not wait until the next membership meeting, a majority rule of the executive board will apply. In the event of a tie vote, or on any issue seen as controversial, the Principal will be included in the vote.

Section 5 - When any proposal is coming to the membership for  $\frac{1}{3}$  or more of the special request budget, written notification must be provided to the membership 5 days in advance.

Section 6 - Authorized signers shall be the President and Treasurer.

Section 7 - The treasurer shall prepare a financial statement at the end of the year to be reviewed by an audit of an Accountant.

Section 8 - Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

Section 9 - The fiscal year shall be July - June.

Section 10 - The treasurer shall enlist the Accountant to complete appropriate tax filings.