

Island Avenue Elementary School Parent Teacher Organization By-Laws

As Accepted on May 29, 2015

ARTICLE I: NAME

The name of this organization shall be Island Avenue School Parent Teacher Organization (IAS PTO).

ARTICLE II: OBJECTIVE

The objective of the Parent Teacher Organization (PTO) shall be to create a closer relationship between home and school, to enhance the learning environment, to provide and maintain an open network of communications between the school and community, and to foster parent/guardian involvement in the educational process.

ARTICLE III: POLICIES

The organization shall be non-commercial, non-sectarian, non-partisan and non-profit. It shall not endorse a commercial enterprise or candidate.

The organization shall be supportive of the educational program and shall be developed through volunteer services, supplemental educational programs and fundraising projects.

The organization shall seek neither to direct the administrative activities of the school, nor control its policies.

The organization shall direct any grievances pertaining to the faculty, staff or educational programs through the proper channels of communication as established by the Board of Education (BoE).

The organization may cooperate with other organizations and agencies active in child education and welfare, such a conference groups or coordinating councils, provided its representatives make no commitments that bind the group it represents.

No profits shall proceed to any officer or member of the organization.

Notwithstanding any other provisions of these articles, the PTO shall not carry on any other activities not permitted to be carried on (1) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (2) by any organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

ARTICLE IV: MEMBERSHIP

Membership in this organization is open to all staff, parents, and legal guardians of students attending Island Avenue Elementary School (IAS) who agree to abide by the rules and regulations described in the by-laws of this organization.

The IAS faculty shall be represented by one delegate at each PTO meeting.

Payment of dues is required to be a member in good standing in the PTO. The incoming executive board will establish dues in June, and any change from the previous year will be voted on by the membership at an August or September meeting.

Term of membership shall be from July 1-June 30.

All members in good standing shall be entitled to:

Nominate persons for the Executive Board by submitting names of candidates to the Nominating Committee.

Submit policy and action proposals to the Executive Board for resolution by the Board.

Vote for members of the Executive Board.

Vote to remove a member of the Executive Board.

Hold office as a member of the Executive Board.

Vote on resolutions and other business as is conducted at the annual or special meetings.

Any other privileges determined by the Executive Board.

Only members in good standing of this organization shall be eligible to hold office, make motions, and vote on the motions as described in these By-Laws.

One family unit represents one PTO vote.

ARTICLE V: FISCAL YEAR

The fiscal year of this organization shall be July 1-June 30.

ARTICLE VI: MEETINGS

There shall be a minimum of four to six meetings annually.

The annual meeting shall be held in May of each year, at which time election of officers shall take place.

Notification of the annual meeting shall be sent to the general membership at least ten days in advance of the meeting date.

Special meetings of the membership may be called for any purpose at any time by the Co-Presidents, a majority vote action of the Executive Board, or the action of any ten or more members in good standing.

It shall be the duty of any outgoing officers and committee chairpersons to submit written reports to the new officers to insure effective transition of responsibilities.

Four members of the Executive Board shall constitute a quorum.

Quorum at regular PTO meetings shall be a simple majority (50% plus 1) of PTO members in good standing who are present.

ARTICLE VII: OFFICERS AND THEIR ELECTIONS

Officers:

The officers of this organization are the Executive Board. The Executive Board shall consist of:

Co-Presidents

Co-Vice Presidents

Secretary

Treasurer

The officers shall be elected for a one-year term except Co-President and Treasurer, which are two-year terms. Whenever possible, one Co-President should be elected annually such that one Co-President is serving their first term while the other Co-President is serving their second. No office shall be held for more than two consecutive terms except when approved by the Nominating Committee.

Nominations:

The Nominating Committee will be convened annually in February. The committee shall be comprised of the Administrator of the IAS and four PTO members in good standing. The latter shall consist of at least one Executive Board member and three members at large.

The first order of business shall be to elect a chairperson. The chairperson shall not be the Administrator of the IAS. The chairperson shall ascertain if any Nominating Committee member wishes to run for one of the elected offices; if so, that member shall be replaced on the Nominating Committee to avoid a conflict of interest.

The Nominating Committee shall, after soliciting nominations from families registered to attend the IAS the next year, prepare a slate of officer candidates to be presented at the annual meeting. Each candidate shall be approved by a majority of the Nominating Committee.

The Secretary shall notify the membership at least ten days prior to the annual meeting.

Vacancy:

A vacancy occurring in an office shall be filled by a candidate selected by the Executive Board.

Elections:

At the annual meeting, election of officer candidates who run unopposed may be by hand vote. Where there are two or more candidates for one office, elections may be by secret ballot.

Each member in good standing of the organization and each family registered to attend the IAS the next school year shall be able to cast one vote for each of the six elected officer positions.

Installation of Officers:

The Executive Board shall convene a meeting designed for the installation of new officers, following the annual elections, but prior to the close of the school year. Outgoing officers, officers-elect, and the Administrator of the IAS shall be notified of this meeting by the outgoing secretary.

The outgoing Co-President(s) shall turn over the By-Laws and records of the organization to the Co-President(s)-elect. At this meeting, the newly elected officers become the official Executive Board for the organization for the next school year.

ARTICLE VIII: DISCIPLINE

Charges of professional dishonesty, working against the principles and purposes of the organization and/or injuring the professional standing of another member, may be filed in a written statement, signed by five members in good standing, and submitted to the Executive Board.

The accused member shall be notified in writing of all allegations, and shall have the privilege of being present at a special or regular meeting of the Executive Board, at which time the charges will be considered.

A member shall be suspended from the organization by four of the six members of the Executive Board, subsequent to the execution of the procedures set forth in Sections One and Two of this Article.

ARTICLE IX: DUTIES OF OFFICERS

Co-Presidents:

Meetings, Committees and Activities: The Co-Presidents will preside at all meetings of the organization. They shall preside at all meetings of the Executive Board. They shall represent IAS PTO at the BoE or any other town or district meetings where requested to do so. They shall create committees with the approval of the Executive Board and appoint a chairperson or co-chairpersons for each committee for a one year term. The Co-Presidents shall appoint a Nominating Committee and any other committees they deem necessary. They shall at no time serve on the Nominating Committee. They serve as ex-officio members of all committees, except the Nominating Committee. As Chief Executives of the organization, the Co-presidents shall be responsible to perform the necessary duties that are needed for the benefit of the PTO. They shall receive written reports and make reports available to new officers and committee chairpersons, and oversee all standing committees. The Co-Presidents shall keep in constant communication with one another and with the chairpersons of their standing committees. The Co-Presidents will approve events and event dates prior to submittal to the IAS Principal for authorization. In the event of the absence of both the Co-Presidents at a general meeting, the Co-Vice Presidents shall chair the meeting.

Financial: The Co-Presidents shall coordinate the preparation of the annual budget in cooperation with the Treasurer and other members of the Executive Board. The Co-Presidents shall be co-signers on the IAS PTO Bank accounts. If, for any reason, the Treasurer is unable to pay bills for budgeted PTO activities or for the expenditures approved by a majority vote of the PTO at a regular or special meeting, Co-Presidents shall have the authority to do so.

Co-Vice Presidents:

The Co-Vice Presidents shall be prepared to perform any or all of the duties of the Co-Presidents in the absence of the Co-Presidents, or when called upon to do so. They shall also vote to approve the Chairpersons of all Standing Committees. Keep a list of Grade 1 – 4 PTO members. Coordinate room coordinator selection and conduct an informational meeting on the responsibilities of a room coordinator for the room coordinators. Perform as the liaison for the Room Coordinators to the PTO Executive Board and notify room coordinators of upcoming PTO meetings and encourage them to attend. Oversee publication of a student/class directory.

Secretary:

The Secretary shall record the minutes of all general meetings. The Secretary shall handle the correspondence required by the PTO, or as directed by the Co-Presidents and/or Executive Board. The Secretary shall perform such other duties as may be delegated to him/her.

Treasurer:

The Treasurer shall receive all monies of the PTO, shall keep an accurate record of receipts and expenditures, and shall pay out funds only as authorized by the PTO and/or Executive Board. The Treasurer shall assure that he/she and the Co-Presidents and Secretary are co-signatories on all PTO bank accounts. The Treasurer shall present a statement of account at every executive and general PTO meeting and submit a full report in July. The Treasurer shall be responsible for assisting the elected successor with the preparation of the following year's budget. The Treasurer will work with an accountant, who is designated by the PTO, to complete and file necessary paper work.

One representative from the Board shall attend the monthly Parent's Representative Council (PRC) meetings.

ARTICLE X: OPERATING BUDGET

The operating budget is to be established by the incoming Co-Presidents and Treasurer with assistance from the outgoing Co-Presidents and Treasurer. The budget shall be approved by a simple majority vote of members present at the last PTO meeting of the school year. Committees must follow the budget guidelines as established by the PTO and directed by the Treasurer. The Treasurer will not reimburse for unbudgeted or unapproved items or items submitted without original receipts

Written approval must be obtained in advance from the Executive Board for any budgeted expenditure in excess of \$500 for a single item or event.

The Co-Presidents may approve additional expenditures of up to \$250, which are not in the operating budget after verification of available funds with the Treasurer. Additional expenditures of up to \$500 in available funds, which are not in the operating budget, may be approved by a majority vote of the Executive Board between regular meetings. All other unbudgeted expenditures must be approved by a simple majority vote of members present at a PTO meeting

ARTICLE XI: RULES OF ORDER

The meetings of the organization shall be run according to the rules contained in "Robert's Rules of Order", Revised.

ARTICLE XII: AMENDMENTS TO THE BY-LAWS

These By-Laws shall be reviewed every other year. They may be amended by an affirmative vote of two-thirds of all members, in good standing, at any regular meeting of the organization, annual meeting, or special meeting convened for the purpose of amending these by-laws. Notice of the proposed amendments shall be available to all members at least ten days prior to a vote.

ARTICLE XIII: DISSOLUTION

In the event of the dissolution of the organization, the net assets after payment of debts will proceed directly to the IAS, or in the event that the school is no longer operating, to other Madison school parent-teacher organizations where IAS students will be attending, divided proportionally based on student placement.

ARTICLE XIV: CONFIDENTIALITY

All officers and members of the IAS PTO are required to abide by the confidentiality policies outlined in the Madison Board Of Education (BOE) policies and in these By-Laws. BOE Policy Section 5180 defines what student information is protected. It is the goal of IAS PTO to respect all student information and to maintain a high degree of integrity with students, parents, staff and administration.

Additionally:

Executive Committee members are permitted access to certain protected information during the course of the year, on an as-needed basis. Executive Committee members are entrusted with student, school and district information that is not public information and are expected to treat this information with the same confidentiality as outlined in the BOE policies.

Room Coordinators and Committee Chairs/members may also come into contact with confidential information, i.e. class lists, student addresses, phone number(s) and personal/medical information, etc., all of which is considered confidential information and protected under BOE policies.

Any written, spoken or otherwise translated 'protected' information, without proper consent, is a breach of the BOE policy and IAS PTO By-laws and should not occur.

Violations of this policy can result in disciplinary action as per Article VIII.

ARTICLE XVI: MISCELLANEOUS

Any situation not specifically defined in the aforementioned articles shall be resolved by a simple majority vote of members present at a PTO meeting.