



# Pittsville PTO Inc. ByLaws

*Supporting the Pittsville School District's Teachers, Staff & Students*

5459 Elementary Avenue • Pittsville, WI 54466

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## I. Entity

- A. The name of this body is Pittsville PTO, Inc. herein referred to as PTO.
  1. Per Article 8 of the **Pittsville PTO Inc Articles of Incorporation** filed on October 22, 2010: *Pittsville PTO Inc is a charitable organization formed for the purpose of promoting communication between parents and the schools within the Pittsville School District and to organize volunteers activities and fundraiser events to assist the School and the children it serves. No part of the organization's assets or income shall be distributed to or inure to the benefit of private persons except to pay reasonable compensation for services rendered and to make payment and distributions in furtherance of the purposes of the organization. In case of dissolution, the assets of the Pittsville PTO Inc, In. will be given to the Pittsville School District.*
  2. PTO is an abbreviation of Parent Teacher Organization.
- B. The PTO is a partner organization to the Pittsville School District. The Pittsville School District is herein referred to as PSD.
- C. The PTO is a fully volunteer organization and does not have any paid staff.

## II. Mission, Vision, Values

- A. The Mission of the Pittsville PTO is to enrich student's education and growth through funding educational opportunities, coordinating volunteers, and creating connections between parents, Pittsville School District staff, and community members as a non-political, non-profit, charitable organization.
- B. The Vision of the Pittsville PTO is to foster a community of collaboration and open communication between students, parents, school district staff, and community members to enhance student learning, growth, inclusion, and opportunities.
- C. The Values of the Pittsville PTO are *partnership, support, recognition, and volunteerism.*

## III. Officer Roles

- A. Prior to holding office, a Pittsville School District volunteer application must be submitted and approved.

- B. All officers must complete the IRS Maintaining 501(c)(3) Tax Exempt Status training prior to August 1 of the year of taking office. In the event of filling a vacancy mid term, the officer must complete within 60 days of taking office.
1. <https://www.stayexempt.irs.gov/home/existing-organizations/maintaining-501c3-tax-exempt-status>
  2. Certificate of Completion shall be kept on file for the duration of the time an officer holds office.
- C. The President
1. Presides at all meetings of the organization.
  2. Consults with sub-committees and advise them of their duties.
  3. Make other committee appointments as are needed in order to engage in the goals and objectives of the PTO.
  4. Generally oversee the business of the PTO.
  5. Manages PTO communication, Facebook Page, Website, and email.
    - a) Meeting minutes are stored on the website.
  6. Name is on the bank account and maintains the ability to make purchases for the PTO.
    - a) Provide meeting minutes showing new officer election to the bank in order to have the bank change names on account.
  7. Maintains a “need to know” document for the next officer to reference.
  8. Aids and assists in a smooth transition to the next officer.
  9. Prepares agenda for meetings.
  10. Acts as volunteer coordinator.
  11. Is familiar with PTO/PSD MOU.
- D. The Vice-President
1. This is a position that is at times needed and not needed based on membership levels. The need for this position will be decided based on majority vote by members at a member meeting.
  2. Assist the President in the general supervision of the PTO and shall perform the duties that may be assigned by the President.
  3. Assumes the President’s duties in his/her absence.
  4. Vice-President serves as the volunteer coordinator by recruiting and keeping a list of volunteers as well as referring volunteers to projects in which volunteer assistance is needed.
  5. Aids and assists in a smooth transition to the next officer.
  6. May act as volunteer coordinator to supplement the president.
  7. Is familiar with PTO/PSD MOU.
- E. The Secretary
1. Maintains a written record of the proceedings of the organization.

- a) Meeting minutes are stored electronically in the PTO Drive, Minutes Folder.
  - 2. Maintains a file of essential records.
    - a) Keeps a copy of the bylaws available at all times.
    - b) Keeps a copy of officer's Certificate of Completion of IRS Maintaining 501(c)(3) Tax Exempt Status training.
    - c) Keeps copies of Volunteer's Waiver.
    - d) Keeps copies of officer signed Conflict of Interest Policy.
  - 3. Reviews bank statements for audit minimum of twice annually in December and April.
  - 4. Performs other such duties as they may pertain to the office.
  - 5. Maintains a "need to know" document for the next officer to reference.
  - 6. Aids and assists in a smooth transition to the next officer.
  - 7. Is familiar with PTO/PSD MOU.
- F. The Treasurer
- 1. Collects and deposits all income.
  - 2. Make payments in accordance with the budget and/or approved expenditures by the membership.
  - 3. Completes IRS trainings: Unrelated Business Income (<https://www.stayexempt.irs.gov/home/existing-organizations/unrelated-business-income>) and Required Disclosures (<https://www.stayexempt.irs.gov/home/existing-organizations/required-disclosures>)
  - 4. Maintains fiscal records of the organization.
    - a) Stores records in PTO Drive, Expense Folder
  - 5. Presents a financial statement at every meeting.
    - a) At the May meeting, the Treasurer shall present a full financial report and propose a budget for the upcoming fiscal year.
  - 6. Name is on the bank account and maintains the ability to make purchases for the PTO.
    - a) Provide meeting minutes showing new officer election to the bank in order to have the bank change names on account.
  - 7. Maintains a "need to know" document for the next officer to reference.
  - 8. Aids and assists in a smooth transition to the next officer.
  - 9. Is familiar with PTO/PSD MOU.

#### **IV. Officer Terms and Vacancies**

- A. Officer term is June 1, odd year through May 31, odd year.

1. Current officers must transfer information and documents prior to June 1 to the successor officer. In the event of a vacancy and mid term filling of position, transfer must occur within 30 days.
- B. Election of officers will take place in May of odd years for the following term.
  1. Members with intent to be considered for office shall be present and express intent at April, odd year, meeting.
  2. Only members are eligible for officer positions.
- C. The officers of the PTO shall be a President, Vice President (if enough members are active), Secretary and Treasurer.
- D. Each officer will hold a two year term and may tenure office for eight years.
  1. Tenure is counted as each office held combined. (If one person holds Treasurer for two years and President for six years, tenure has been met.)
  2. Partial terms served due to special election or appointment due to previous officer step down do not count towards tenure.
    - a) Partial terms combined with elected terms must not exceed 10 year tenure.
- E. Vacancies may be filled by special election or appointment by the President.
- F. Any officer may step down at any time.
  1. The President or Vice President shall cover duties of vacant positions until filled.
    - a) If the President has stepped down, the Treasurer, if there is no active Vice President, shall cover the Presidential duties until filled.
  2. Upon the officer's step down, voting or appointment to fill the position shall take place at the next regularly scheduled meeting.
    - a) Partial terms served to to special election or appointment due to previous officer step down do not count towards tenure.
      - (1) Partial terms combined with elected terms must not exceed 10 year tenure.
- G. Officers may be removed from office upon evidence of one or more of the following and a majority vote of present at meeting members.
  1. Failure to abide by bylaws.
  2. Misconduct of office power.
  3. Discovered conflict of interest.
  4. New arrest or conviction.
- H. One person may serve in up to two officer positions concurrently.
- I. One person may serve in various officer positions consecutively up to the maximum combined tenure of eight years.

1. Partial terms served due to special election or appointment due to previous officer step down do not count towards tenure.
  - a) Partial terms combined with elected terms must not exceed 10 year tenure.

**V. Membership**

- A. Membership of the PTO shall be granted to those fully qualified according to the following criteria:
  1. One of the following:
    - a) Parent or guardian of Pittsville School District student(s).
    - b) Faculty or employee of Pittsville School District.
    - c) Interested community member who passed a background check and is an approved PSD volunteer.
  2. and all of the following:
    - a) Endorse the mission, vision, and values of the PTO.
    - b) Attends a minimum of two PTO meetings per school year.
    - c) Volunteers a minimum of two hours per school year for the PTO or PSD.
      - (1) PSD staff are exempt from volunteer requirements due to assisting the PTO in other capacities such as in school fundraisers.
    - d) Has signed a Pittsville PTO Inc Waiver and Release of Liability and Publicity Release.
- B. Meeting minutes will be sent to all current members via email (unless hard copy requested)
  1. Printed in the Pittsville Record and the district newsletter when proper.
- C. There are no membership dues.
- D. Membership ends if meeting attendance ends in the following school year or if a member expresses verbal or written intent to end membership.
- E. Membership is informally tracked and monitored.

**VI. Volunteers**

- A. While PSD volunteers, PSD staff, and PTO volunteers may intersect roles, this section refers to PTO volunteers **ONLY**. Any intersecting roles with PSD staff and volunteers are defined in PSD/PTO MOU.
  1. PTO may coordinate PSD volunteers but they are PSD volunteers and not PTO volunteers while volunteering at PSD for PSD. This is addressed in MOU as well.
- B. All PTO volunteers must sign the PTO Liability Waiver and Publicity Release Form.
- C. PTO volunteers are not bound to confidentiality (FERPA) due to PTO activity being separate from school district activity.

- D. Volunteer gifts and rewards shall not consist of cash, gift cards, or other taxable benefits.
  - 1. Slide 16:  
[https://www.stayexempt.irs.gov/se/files/downloads/EmploymentIssues\\_Print.pdf](https://www.stayexempt.irs.gov/se/files/downloads/EmploymentIssues_Print.pdf)

## **VII. Meetings**

- A. The PTO will meet monthly at the designated place, day and time determined by the membership. No regular meetings will be scheduled for June, July, and December.
- B. Special meetings may be called at the discretion of any officer.
- C. Officer only meetings may occur as needed at discretion of the officers for PTO administrative organizational needs that require a decision be made prior to next regularly scheduled meeting (example: insurance, taxes, legal, ect),
  - 1. Officers may not override decisions previously decided upon by membership.
  - 2. Previously membership decisions may only be amended or overridden by membership agreement/voting.
- D. Members will be notified one week prior to the regular meeting via email.
- E. Voting during a PTO meeting requires a majority vote of those members present.
- F. Meetings will be run utilizing Robert's Rules of Order when membership and attendance exceeds 15. When membership and attendance is under 15, meetings may be informal. Officer's must ensure everyone present has an opportunity to contribute.
  - 1. Voting must be formal regardless of number of attendees.
    - a) Motion, seconded, voice vote

## **VIII. Sub-Committees**

- A. Sub-committees, established by the full membership, shall meet as determined necessary by committee chair to complete projects.
- B. Some examples of sub-committees may include, but are not limited to:
  - 1. Parent-Teacher Conference meals and bake sale.
  - 2. Spirit wear Sale
  - 3. Fundraising
  - 4. Funshine (Teacher Appreciation Week, 100<sup>th</sup> Day of School, etc)
  - 5. Book Fair
  - 6. Mom and Pop Shop
  - 7. Vision and Hearing Screening Day
  - 8. Picture Days
- C. Sub-committee Chairpersons will notify the President of any meetings.
- D. The Chairperson or delegate will report committee progress at the general membership meetings.

- E. All sub-committees shall keep records and reports of all pertinent information, which shall be transferred to their successors.

**IX. Conflict of Interest**

- A. All officers must review and sign the Conflict of Interest Policy.
- B. No officer may also serve as a school district staff member or board member.
- C. Member's must disclose if they have a conflict of interest in a particular decision and abstain from voting in said decision.
- D. Officers are not eligible for any volunteer rewards or gifts.

**X. Financial Management**

- A. PTO will operate with the fiscal year October 1 through September 30.
- B. The Treasurer shall provide the Secretary with bank statements for audit a minimum of twice annually (December and April) and upon request.

**XI. Amendments**

- A. Adoption of amendments of the bylaws shall be by a majority vote of the active members at a membership meeting.

**XII. Insurance**

- A. PTO must maintain a minimum of the following insurance:
  - 1. General Liability Insurance \$1,000,000/\$2,000,000
  - 2. Directors and Officers Liability \$1,000,0000
  - 3. Accident Medical \$25,000
- B. If PTO annual income meets or exceeds \$25,000 PTO must purchase Bonding Insurance.
- C. If PTO physical assets meet or exceed an estimated value of \$5,000 PTO must purchase Property Insurance.

**XIII. Memorandum of Understanding**

- A. PTO must maintain a current MOU with Pittsville School District
- B. PTO Officers (President, Vice President, Treasurer, Secretary) must review and agree to MOU.

**XIV. Publicity of Bylaws**

- A. Current active bylaws shall be posted to the PTO Website housed within the Pittsville School District website.

**XV. Bylaw review**

- A. Bylaws shall be reviewed to ensure no changes are needed at minimum annually at the May meeting.