**WILLOW LANE ELEMENTARY PTO BYLAWS**

**Article I:**

**MISSION STATEMENT**

* Enhance children's education through volunteering and student enrichment.
* Enhance children's physical environment.
* Increase available children's literature. Supplement classrooms with current and new technology.
* Enhance education through theater, arts and field experience.
* Supplement additional classroom material support.
* Facilitate family, school, and community activities. Educate through speakers.
* Conduct fundraising.

**Article II:**

**ARTICLES OF INCORPORATION**

The name of this organization shall be Willow Lane Elementary Parent Teacher Organization, Inc. of School District #624, White Bear Lake, Minnesota (Herein referred to as PTO). It exists as an incorporated organization of its members. Its "Articles of Organization" are composed of these bylaws which may be amended.

1. The name of the organization or the names of any members in their official capacities shall not   
 be used in any connection with a commercial concern, with any partisan interest or for any   
 purpose not appropriately related to the promotion of the PTO’s objectives.

2. The PTO shall not directly or indirectly participate or intervene (including publishing or   
 distributing statements) in political campaigns in favor of or opposed to any candidate for  
 public office.

3. The PTO shall work with the school to provide quality education for all children and youth,   
 and shall seek to participate in the decision-making process establishing school policy;   
 recognizing legal responsibility to make decisions has been delegated by the Board of   
 Education of ISD #624.

4. The PTO may cooperate with organizations concerned with child welfare, but persons   
 representing the PTO shall make no commitments that bind the PTO unless instructed by the   
 PTO Executive Board.

5. The PTO may not distribute funds for any other purpose but to support the curriculum and the   
 students of Willow Lane Elementary School and its community.

6. The PTO shall be nonsectarian.

**Article III:**

**GENERAL MEMBERSHIP**

**Section 1**: The PTO General Membership shares full voting privileges and consists of:

1. All parents or guardians of children attending Willow Lane Elementary School

2. The faculty and staff members of Willow Lane Elementary School

**Section 2:** Willow Lane PTO Eligibility

All members of the Willow Lane PTO shall be eligible to participate in the business meetings or to serve in any elected or appointed positions. In the event of a tie vote during a paper vote in the General Business meeting, the President will have the duty to break the tie.

**Article IV:**

**EXECUTIVE OFFICERS AND BOARD**

**Section 1**: The Executive Officers

1. President(s), elected office

2. Vice-President(s), elected office

3. Secretary(s), elected office

4. Co-Treasurers, elected office

**Section 2:** Executive Board Meetings

Executive Board shall consist of the officers plus the Willow Lane Principal and one elected Teacher Liaison. Meetings are called by the President or by majority of the Executive Board members at least one week prior to the General Meeting. To approve a motion at least 51% of the Board must be present to vote.

**Section 3**: Executive Board Purpose and Duties

Purpose is to create meeting agendas, examine policies, projects and appropriations and serve as bylaw committee. Duties include:

1. Transact business between meetings in preparation for the General Meeting.

2. Create committees to promote the objectives of the PTO and oversee their plans.

3. Prepare reports and recommendations to the membership.

4. Prepare annual budget to submit at year-end meeting.

5. Submit annual calendar of events for the next school year in accordance with the Principal and District.

6. Recommend sub-allocation of funds within the following parameters: funds are in appropriate budget area, have not previously been sub-allocated and existing commitments have been honored.

7. Authorize emergency funds for time sensitive funding proposals requiring action before the next General Business meeting. At least four Board members must approve the emergency decision.

8. Review monthly bank statements and bills paid during the previous month and accept them as paid.

**ARTICLE V:**

**EXECUTIVE BOARD OFFICER ELECTIONS & REMOVAL**

**Section 1:** Term Limits

1. President, Vice-President or Secretary

a. One-year term with elections held annually.

b. No person may be elected to serve more than two consecutive one-year terms.

c. In the event the PTO General Membership requests a continuance beyond year two, a paper  
 vote would be held and 2/3 majority could make an exception on an annual basis.

2. Co-treasurer is a two-year term with elections held in alternating years.

3. A person may be elected to a previously held office after at least one year of non-service in   
 said office.

**Section 2**: Officer/Chairperson Removal

If it is determined an individual has not performed their duties or acted in the best interest of the PTO they may be removed by a two-thirds majority vote of the Executive Board and the General Members present at the next General Meeting. Results totaled by at least one Officer and the Principal and announced immediately.

**Section 3:** Executive Board Nominating Committee and Elections

The Nominating Committee shall consist of at least one Executive Officer and one General Member not seeking office. Nomination forms shall be made available at least two weeks prior to submission deadline. Late nominees may not be included on pre-printed official ballot. After deadline nominees will be contacted to verify acceptance of nomination. There is no limit to the number of candidates per office that may be placed on the official ballot. Candidates to be announced a minimum of two-weeks prior to elections. Nominations may be made prior to election from the floor as write-ins.

Vote by paper ballot if there is more than one person running for an office. Each officer shall hold only one office at a time. Proxy or absentee votes are not accepted.

1. Only one vote per PTO member per office. Votes tallied by the Secretary and witnessed by at   
 least one general member not seeking office. Results to be announced prior to meeting   
 adjournment.

2. New officers will assume their responsibilities at the end of the final General Meeting of the   
 year, with the option of shadowing the outgoing Executive Board for the last 1-2 months of the year if desired. The outgoing Executive Board will conclude their service and relinquish their duties; with the exception of Co-treasurers who shall relinquish their duties at the end of the fiscal year (June 30).

**Section 4:** Executive Board Vacancy

A vacancy occurring in an elected office will be filled as soon as possible. The Executive Board may accept nominations from General Membership or directly appoint successors. Position procedure in the event of vacancy:

|  |  |  |
| --- | --- | --- |
| **Position** | **Procedure in the event of vacancy** | **Action** |
| President | Vice President automatically succeeds and finishes term. | Must always be filled |
| Vice President | Board Appointed or unfilled and President assumes duties | May be vacant |
| Secretary | Board Appointed or unfilled and VP assumes duties | May be vacant |
| Co-Treasurer | Secretary assumes duty and finishes term. | Must always be filled |

**Article VI**:

**OFFICERS AND THEIR DUTIES**

Officers shall not serve as Chairperson of any committee unless the Executive Board is unable to find a Chair. Officers are not required but may serve as co-chair in the event no one from the General Membership comes forward. **Officers shall coordinate and transfer pertinent information upon relinquishing official duties to newly elected officer.**

**Section 1:** President Duties

The President will preside at all meetings of the PTO and perform other such duties as prescribed in these bylaws. The President will be an ex officio member of all committees except the Nominating Committee as well as coordinating the work of the officers and committees of the PTO. The President shall be responsible for ensuring that the monthly newsletter & website be published in accordance with the guidelines outlined in these bylaws.

**Section 2**: Vice-President Duties

The Vice-President will act as an aide to the President and perform duties in his or her absence or in the inability of that officer to serve. The Vice-President shall coordinate event Chairs, report to the board all planned activities and inform the General Members. The Vice-President shall act as the parliamentarian using Robert’s Rules of Order Revised as appointed by Executive Board.

**Section 3**: Secretary Duties

The Secretary shall keep accurate minutes of all meetings and distribute them to members at the next general meeting, keep files of PTO activities for the previous period of seven years, minutes, agendas, bylaws (Executive Board will review on odd years) and perform other duties designated by the Executive Officers. The Secretary will be responsible for coordination of elections and their results.

**Section 4**: Co-Treasurer Duties

The Co-Treasurers receive all monies of the PTO and act as only depositors of funds. They maintain a bank/checking account in good order; keeping an accurate record of receipts and expenditures; paying out funds as authorized by the PTO; presenting a statement of account at every PTO meeting and as requested. Together the Co-Treasurers responsibilities include:

1. Notify staff to turn in following year fund requests two weeks prior to the second-to-last   
 General Meeting.

2. Prepare preliminary draft budget to be presented at the final General Business meeting of the   
 year.

3. Ensure all withdrawals are made out to “Cash” and have written documentation.

4. Ensure all events have appropriate amount of funds needed for cash boxes.

5. Inform Committee Chairs of procedures for handling receipts or reimbursement requests prior   
 to and after event.

6. Provide accurate and timely financial information and reporting to the PTO. \*\*This is   
 information to be placed in the specific event file for future planning \*\*

7. Provide and coordinate the counting of cash boxes/receipts immediately after each event

8. Ensures cash is held and deposits are made per Article X Section 5 of these bylaws.

The specific duties of the Co-Treasurers’ will be split in such a way as to ensure that there is an established systems of checks and balances in the system that can be passed on from year to year.

1. In-coming Co-Treasurer shall be designated to be the primary signer on the checking account   
 and is responsible for the following:

a. Ensure checks are issued only for valid reimbursement requests that include original   
 receipts and that no checks are written without receiving a reimbursement request   
 form.

b. Write/distribute checks monthly and gain second signature of designated Executive Board Member (other than co-treasurer).

c. Maintain accurate and current record of all disbursements and receipts in the check   
 register.

2. The second-year Co-Treasurer may not be an authorized signer on the checking account. They   
 are responsible for ensuring the check register is accurate and current. Other duties include:

a. Keep financial records that are both accurate and current. To include a monthly year-  
 to-date income statement reflecting a budget comparison, ledger for each line item of   
 the budget and show the breakdown of income and disbursements within each budget   
 item.

b. Maintain filing system for both the receipt and check request forms.

c. Keep PTO financial records on a system outside of the school for a previous period of   
 seven years.

d. Receives all requests for reimbursement, verifies approved expenditures within the   
 budget and its classification. Only then is this request given to the primary signer to   
 write and distribute a check.

e. If funds for a particular budget classification have already been spent, then prior   
 approval is required before a check can be written. Additional funding requests need to   
 be taken to the Board and presented at the next General meeting for discussion and   
 approval by vote.

f. Reconcile the monthly bank statement with the check register that is maintained by the   
 primary signer of the checking account. The Executive Board must be notified of   
 major discrepancies.

g. Prepare financial statement reflecting income and expenses to date along with a budget   
 comparison. Present to the Executive Board monthly.

h. Facilitate preliminary budget preparation for the following school year for Executive   
 Board.  
i. Ensure that all necessary tax forms associated with the PTO's 501 (c) (3) status are   
 prepared and filed by November 1 for the previous fiscal year.

**Section 5:** Officer Attendance

All Executive Board officers are expected (within reason) to attend all Board & General Business meetings. They are encouraged to attend events. One officer must attend events receiving monies.

**Article VII:**

**CHAIRPERSONS AND THEIR DUTIES**

**Section 1**: Naming Committee Chairs

The Executive Board may create committees as it deems necessary to promote objectives and carry out the work of the PTO. The President shall be a member ex officio of all committees except the Nominating Committee. Committee work shall not be started without the consent of the Executive Board. Persons interested in becoming a committee chair should notify a board member. Chairs will be elected by majority vote of the Executive Board. In the event of a tie, the President casts the deciding vote.

**Section 2**: Committee Chairs Duties

The Chairs shall serve under the general direction of the PTO Executive Board and shall be responsible for:

1. Organizing event/ budget and present to Board for approval at least one month prior to event   
 date.

2. Any additional funds require a written request submitted for approval by the Executive Board   
 and requests exceeding $500 taken to the next General meeting for a simple majority vote.

3. Contact and partner with Volunteer Coordinator to request the required number of volunteers a   
 minimum of four weeks prior to the event. Contact all signed volunteers to describe their role.   
 If Volunteer Coordinator position is vacant, the event chair is responsible for finding   
 volunteers.

4. Hold committee meetings at times and days convenient for a majority of all committee   
 members, with parent participation being a main goal of the Chairperson.

5. Report on committee meetings, event changes or updates to Vice President or Executive Board   
 member. Changes must be approved by the Board and communicated to General Members.

6. The Chair is required to maintain a list of volunteers/duties and to assign a person to check-in  
 volunteers at the event. PTO Volunteer badges should be worn by all associated with the  
 event.

7. The Chair is responsible to submit a final report which may include pros and cons of the   
 events, changes that were made and future suggestions to the Executive Board at the next   
 General meeting following the event. Enter event details through the PTO electronic reporting   
 system.

**ARTICLE VIII:**

**MEETINGS OF THE MEMBERS**

**Section 1**: Meeting Dates and PTO Calendar

Meetings of the Members will be held monthly (minimum of six) September through June at a time and place determined by Executive Board. The PTO meeting and event calendar is determined prior to the end of school year by the Executive Board for the following school year and submitted to the district center for publication.

**Section 2**: Quorum

Six members excluding the President shall constitute a quorum for the transaction of business at any General meeting. If fewer than four general Members are present, the Executive Board (excluding the President and Principal) automatically inherits the ability to make motions and vote.

**Section 3**: Decision by Vote

All business decisions (unless noted otherwise in these bylaws) shall be determined by a simple majority of the Members present at the General Business meetings. The Board officers and the Principal, are not eligible to make motions (with exception of a quorum) in the event of a tie, the President will have the duty to cast the deciding vote.

**Section 4**: Meeting Cancellation

The President may cancel regular General Meetings due to unsafe weather conditions, school emergencies or failure to attain a quorum. The President shall immediately notify the Principal, Board and (to the extent possible) members.

**Section 5:** Rescheduling of Meeting

Rescheduling a cancelled meeting is not required as long as there are at least six annual meetings. The Executive Board (or Members acting at a regular meeting) may change a scheduled General Meeting date or schedule a Special Meeting of the members with a seven day minimum advanced notice. In emergency situations in which the notice cannot be satisfied, the Executive Board shall act for the General Membership in all matters required by the crisis and will inform the Membership of events as soon as practical.

**ARTICLE IX:**

**MEANS OF COMMUNICATION**

The President shall be responsible for ensuring the publication of the newsletter and website and/or request a General Membership to chair. If a Chair is assigned, information must be approved by the President (or another officer if the President is unable) prior to publishing. Any General Member may request to include information with the approval of the President. PTO materials needing to be copied /distributed shall be submitted to the school with two school days notice.

**Section 1**: Newsletter

Newsletter shall be published via Willow Window and contain various PTO activities, decisions, announcements, meetings times, etc.

**Section 2:** Website

PTO website should contain various PTO activities, decisions, meeting times, announcements, meeting minutes, calendar, lists of committees, events, fundraisers, financial statements, PDF of the newsletter, list of Executive Board members and any other information to promote the Mission Statement of the PTO.

**Section 3**: Communication Forms

All forms of communication sent to the parents, students, school staff or the community in general involving the business of PTO must be approved by an Executive Board member.

**Section 4**: Email

Email notifications may be sent to parents through the official PTO email system after parents supply their information.

**ARTICLE X:**

**FINANCE AND BUDGET**

The PTO shall operate on a cash basis system and requires income and expenses be recorded in the fiscal year received or spent. Accounts may be examined during the transitional period by an impartial auditor, possibly from the District Office, who when satisfied that the Treasurer's annual report is correct, signs a statement of the fact at the end of the report. The fiscal year for the PTO shall be July 1st through June 30th. All requested reimbursements must be received by May 31st to ensure complete financial information effective June 30th when the school year is complete. Exceptions may be made for any events that may take place after May 31st and before June 30th. The Members shall also vote on the appropriation of funds per individual request, as recommended by Executive Board.

**Section 1**: Revenue

Revenues from all sources are for the purpose of fulfilling the Mission Statement of the PTO. They shall be held in an account bearing the name of Willow Lane PTO and holds a balance of $5,000 at the end of each fiscal year. There must be two authorized signers with the primary signers being a Co-Treasurer. Authorized signers for the account must be on the Willow Lane PTO Executive Board (typically president) and a non-Willow Lane staff member excluding any individual(s) who have children attending Willow Lane Elementary and have been elected to the Executive Board to help avoid conflict of interests in spending funds for areas for which she/he could receive a direct benefit.

**Section 2:** Budget

The Executive Board will acquire a current list of needed items, draft a preliminary budget and determine appropriate allotments for individual funding areas. The Co-Treasurers will present it at the year-end General Meeting where a majority vote of members present is required for approval. The following year the Executive Board will submit the budget as final for vote by the General Membership at the first General Business meeting of the new school year. The following policy disbursement guidelines shall be observed.

1. Actual allocation of budget funds will follow a discussion with the requestor, Executive Board   
 recommendation, and majority vote approval of the Members present at the General meeting.

2. The Co-Treasurers will keep accurate records of any disbursements and bank account information.

3. A contingency reserve can be continually maintained in a savings or CD-type account. The purpose of these monies is to ensure the basic functions of the Willow Lane PTO for special long-range project fund raising, for example, playground replacement.

**Section 3**: Approval of Funds Requested by a Member(s)

1. Fund requests less than $500 may be moved, discussed and voted upon during a General   
 Meeting.

2. Fund request proposals greater than $500:

a. Shall be submitted to the Executive Board at least two weeks prior to a General   
 Meeting in order to be placed on the next General Meeting agenda.

b. Requestor should be present at the General Meeting if possible. Discuss, move and tabled until the   
 next General Meeting.

c. The motion must be published in the PTO minutes to inform members prior to vote.

d. The Executive Board will review and determine availability of funds prior to the vote.

e. At the next General Meeting funds greater than $500 may pass by a two-thirds majority

**Section 4**: Dispersing of Funds (Requests for Reimbursement)

1. All funds being requested must have prior approval by an Executive Board member and   
 Committee Chairperson operating within said Committee’s budget.

2. Two signatures shall be required on each check. Authorized signers shall be a designated Executive Board Member and treasurer.

3. PTO Check Request forms must be placed in the PTO mailbox in the school’s office. Checks   
 will be distributed monthly. The Co-Treasurers are responsible for mailing/distributing all   
 checks.

4. All individuals requesting reimbursement for funds must first fill out a “PTO Check Request”   
 form.

5. All requests must include original receipts attached to the PTO Check Request form.

6. Upon receiving the PTO Reimbursement Request, the Co-Treasurers will check financial   
 records to verify that the request is valid, pre-approved, and funds are available within that   
 budget classification. If pre-approval was not authorized or no funds are available for a   
 particular budget classification, approval must be received from the Executive Board and voted   
 on by the Members.

7. Receipts for reimbursement must be turned into the Co-Treasurers within 30 days of   
 conclusion of an event. All requests for reimbursement must be turned into the Co-Treasurers   
 before May 31st, with the exception of events held within the month of June, which have until   
 June 15th of that same fiscal year.

**Section 5:** Depositing of Funds (Handling Cash Receipts)

1. Event funds must be counted by two people. The PTO Cash form must have a signed and dated

tape with both signatures attached.

2. Deposit of funds must be completed no more than two business days from date funds were   
 received. If deposit cannot be made immediately after counting receipts, funds must be kept   
 with the treasurer. If the treasurer is not available, the funds must be signed for and kept by an   
 officer.

3. Deposits of receipts can only be made by the Co-Treasurers after a PTO cash form is filled out   
 and signed by two people, one of which must be an officer.

**ARTICLE XI:**

**AMENDMENTS**

These bylaws may be amended at any regular or special meeting, provided notice of the proposed amendment was given at the previous meeting and members notified by the Secretary. Amendments will be approved by a two-thirds vote of the members present at the General Meeting, assuming a quorum.

**ARTICLE XII:**

**DISSOLUTION**

**Section 1**: Dissolution of PTO

If the PTO chooses to dissolve, dissolution shall occur by a resolution stating a reason for such action. A motion must be presented, seconded and voted on to rescind the bylaws at a General Business meeting.

**Section 2**: Asset Disperse

Upon dissolution of the PTO assets will be spent on students currently enrolled per the direction of the Executive Board and majority approval of voters present at the General Business meeting. If funds remain, the Executive Board will recommend and direct the disbursement. In the event that the PTO votes to dissolve and reform in a different governing body, i.e. Parent Teacher Association, funds will be transferred to the new governing body upon approval at the General Business meeting.

**ARTICLE XIII:**

**PARLIAMENTARY AUTHORITY**

Robert’s Rules of Order Revised shall be a guideline to govern this organization in all cases to which they are applicable and in which they are not in conflict with these bylaws. The Vice-President shall act as the parliamentarian using Robert’s Rules of Order Revised as appointed by the Executive Board.