

# McFarland EC-5 PTO Bylaws

## Article I. Name and Purpose

Section 1.01 Name. This organization shall be known as the McFarland EC-5 PTO.

Section 1.02 Purpose. The purpose of the organization is to support the education of students attending the 4K program, the Conrad Elvehjem Early Learning Center ("CEELC"), McFarland Primary School ("MPS") and Waubesa Intermediate School ("WIS") by fostering positive relationships among the schools, parents, and teachers and providing 4K, CEELC, MPS, and WIS with additional funds as needs arise.

## Article II. Membership

Section 2.01 Eligibility. Any parent or guardian of a student at the 4K program, CEELC, MPS or WIS may be a member and shall have voting rights. The principal and any teacher employed at the 4K program, CEELC, MPS or WIS may be a member and shall have voting rights.

Section 2.02 Membership Dues. No dues shall be charged for membership in this organization.

## Article III. Advisory Committee

Section 3.01 Members. The Advisory Committee shall consist of the organization's officers and a minimum of four (4) Members-At-Large.

Section 3.02 Ex-Officio Member. The Immediate Past President shall be an ex-officio, non-voting member who does not count towards meeting Advisory Committee quorums. The Immediate Past President shall be the person who served as President in the prior school year. The term of the Immediate Past President shall last twelve (12) months after completion of the term as president. The Immediate Past President is eligible to serve on the Advisory Committee after completion of the term as Immediate Past President, but must be re-elected using channels outlined in Section 3.06.

Section 3.03 Eligibility. Individuals are eligible to be on the Advisory Committee if they are members of the organization.

Section 3.04 Duties. The duties of the Advisory Committee shall be to transact business between meetings in preparation for organizational meetings, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, set the agenda for the current school year, prepare reports and recommendations to the membership.

Section 3.05 Meetings. Regular Advisory Committee meetings shall be held monthly, at a time convenient to Advisory Committee members, to be determined by the Advisory Committee. Special meetings may be called by any two (2) Advisory Committee members with 24-hours notice.

Section 3.06 Nomination and Election of Advisory Committee Members. Advisory Committee members shall be elected at the organization's annual meeting held at the regularly scheduled May PTO meeting. A final slate of candidates shall be developed by the Advisory Committee and provided to the membership fourteen (14) days prior to the annual meeting and available on the organization's website.

Section 3.07 Terms of Advisory Committee Members. Advisory Committee Members are elected to 2-year, staggered terms, and serve until their successors are elected at the assigned annual meeting. Members-at-Large one and two will be elected in May of year 1, and Members-At-Large three and four will be elected in May of year 2. Additional Members-At-Large, if any, will be assigned terms, as needed. In the event that an Advisory Committee Member-At-Large is

appointed mid-way through a term due to a vacancy, that member's term will end at the regularly scheduled term end.

Section 3.08 Vacancies. If there is a vacancy in the Advisory Committee, the position will be opened to all members of the organization without a general election. The Advisory Committee shall appoint a replacement from among those expressing interest, who shall serve until the end of the term.

Section 3.09 Removal from Office. Advisory Committee members may be removed from the Advisory Committee for cause by a two-thirds (2/3) approval from the Advisory Committee, and two-thirds (2/3) approval from those attending a regular or special meeting where a quorum is met and where fourteen (14) days notice has been given.

#### **Article IV. Officers**

Section 4.01 Officers. The officers of the organization shall be the President, Secretary, and Treasurer.

Section 4.02 Eligibility. Individuals are eligible for office if they are members of the organization.

Section 4.03 Duties of Officers.

- (a) President. The President shall preside over meetings of the organization and the Advisory Committee, serve as the primary contact for the school principals, represent the organization at meetings outside the organization unless calling upon a substitute, serve as an ex-officio member of all committees, and coordinate the work of all officers and committee chairs so that the purpose of the organization is served.
- (b) Secretary. The Secretary shall keep all records of the organization, take and record minutes, prepare agendas, handle correspondence, and send notices of meetings to the membership. The Secretary shall keep a copy of the minutes book, bylaws, articles of incorporation, rules, membership list, and any other necessary supplies and bring them to meetings.
- (c) Treasurer. The Treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds as approved by the Advisory Committee. The Treasurer shall present a financial overview at every meeting and a financial statement at other times of the year or when requested by the Advisory Committee and shall make a full financial report at the end of each school year. .

Section 4.04 Terms of Officers. Each officer will serve a two (2) year term as specified in Section 3.07. The President and the Treasurer's terms will begin in alternating years. The President and Secretary can be re-elected to the same position for one additional consecutive term. All officers can be elected to the same officer position for additional non-consecutive terms. Members may be elected to one officer position after completion of a term of office for a different officer position.

Section 4.05 Nomination and Election of Officers. The officers shall be elected at the organization's Annual Meeting held at the regularly scheduled May PTO meeting. A final slate of candidates shall be developed by the Advisory Committee and provided to the membership fourteen (14) days prior to the annual meeting and available on the organization's website.

Section 4.06 Vacancies. If there is a vacancy in any officer position, the position will be opened to any existing Advisory Committee member without a general election. The Advisory Committee will select the new officer by majority vote from among interested Advisory Committee members. If the officer position is not filled in thirty (30) days from within the Advisory Committee, the Advisory Committee shall solicit candidates from the general membership and appoint a replacement who shall serve until the end of the term.

## **Article V. Membership Meetings**

Section 5.01 Regular Meetings. Regular meetings of the organization shall be held a minimum of four (4) times per school year. Any change to the time and place shall be determined by the Advisory Committee and communicated to members via public notice. The Secretary shall coordinate notification of all meetings to members giving public notice using communication channels, outlined in Section 5.03, at least one week prior to each meeting. The Annual Meeting shall be held in May. The Annual Meeting is for presenting final financial and activity reports, electing officers and other Advisory Committee members, and conducting other business that should arise.

Section 5.02 Special Meetings. Special meetings may be called by the President, any two members of the Advisory Committee, or ten (10) general members submitting a written request to the Secretary. Notice of the special meeting shall be sent to the members at least ten (10) days prior to the meeting, by using public notice as outlined in Section 5.03.

Section 5.03 Communication Channels. Notice of PTO meetings is official when notification is sent to parents through intra-district email (e.g. Infinite Campus or any subsequent replacement). Public notification may also include school marquees, school newsletter, social media and the PTO website.

Section 5.04 Quorum. At all regular and special meetings, a quorum is reached by attendance of one-half (1/2) of the Advisory Committee members (rounded down to the nearest whole number) plus one, seven (7) general members, and one (1) school administrator.

Section 5.05 Rules. The latest edition of Robert's Rules of Order shall govern meetings when not in conflict with the organization's Bylaws.

Section 5.06 Standing Rules. Standing rules may be approved by the Advisory Committee, and the Secretary shall keep a record of the standing rules for future reference.

## **Article VI. Committees**

Section 6.01 Standing Committee. The Advisory Committee is the organization's Standing Committee.

Section 6.02 Advisory Committee Designates. The Advisory Committee shall designate all non-standing committees, define their duties, and approve chairpersons.

Section 6.03 Membership. With the exception of the Standing Committee, committees shall consist of program and event chairs and members, with the President acting as an ex-officio member of all committees.

Section 6.04 Quorum. A quorum for all committees is reached by attendance of one-half (1/2) of the members, rounded down to the nearest whole number, plus one.

## **Article VII. Finances**

Section 7.01 Budget. A budget shall be drafted and available for review at the first general PTO meeting of the school year. Whenever possible, Principals at each school serviced by the organization shall submit written requests for funds at least five (5) business days prior to their anticipated use so that the Advisory Committee may consider requests and make informed decisions.

Section 7.02 Treasurer. The Treasurer shall be responsible for the organization's bank accounts, prepare the budget; keep accurate records of any disbursements, income, and bank account information. Additionally, the Treasurer shall maintain financial records, legal records and create routine backups of these documents and shall share that data with the Secretary.

Section 7.03 Advisory Committee. The Advisory Committee shall review and approve all unbudgeted expenses over \$25 of the organization. The Advisory Committee shall review committee expenses and approve all expenses in excess of budgeted amounts.

Section 7.04 Signatories. Two (2) authorized signatures shall be required on each check over the amount of \$500 for a single expense. Authorized signatories shall be the Treasurer, Secretary and President.

Section 7.05 Financial Statement. The Treasurer shall prepare a financial statement at the end of the year to be reviewed by the Advisory Committee. A copy of the statement shall be made available to any member upon request.

Section 7.06 Fiscal Year. The organization's fiscal year shall run from July 1 to June 30.

Section 7.07 Dissolution. Upon dissolution of the organization, any remaining funds shall be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the schools.

### **Article VIII. Dissolution**

Section 8.01 Dissolution Procedure. The organization may be dissolved at a special dissolution meeting providing the following conditions are met:

- a) Notice of intent to dissolve the organization is provided a minimum of fourteen (14) days prior to the dissolution meeting, and such notice was made available to the full membership of the organization via the official communication channel outlined in Section 5.03 of these Bylaws; and
- b) Two-thirds (2/3) of the Advisory Committee votes to dissolve the organization at an Advisory Committee meeting held at least fourteen (14) days prior to the dissolution meeting; and
- c) Attendance at the dissolution meeting includes, at a minimum, two-thirds (2/3) of the Advisory Committee, ten (10) general members and one (1) school administrator; and
- d) Two-thirds (2/3) of those present at the dissolution meeting vote to dissolve the organization.

### **Article IX. Amendments**

Section 9.01 Amendment Procedure. These Bylaws may be amended at any regular or special membership meeting, providing the following conditions are met:

- (a) Notice of intent to amend the Bylaws is provided in writing at least fourteen (14) days prior to the membership meeting at which the amendments will be considered, and such notice was made available to the full membership of the organization via the official communication channel outlined in Section 5.03 of these Bylaws; and
- (b) Two-thirds (2/3) of the Advisory Committee vote to approve the proposed amendments at an Advisory Committee meeting held at least fourteen (14) days prior to the membership meeting at which the amendments will be considered; and
- (c) A quorum under Section 5.04 of these Bylaws is present at the membership meeting at which the amendments will be considered; and
- (d) Two-thirds (2/3) of those present at the membership meeting vote to approve the amendments.