

Ixonia Parent Teacher Organization, Inc. – Bylaws

Adopted 06/04/2009

Amended 05/2010; 06/2011; 10/2011; 1/2012; 2/2013; 03/2015, 02/2016

ARTICLE I – Name

The name of this incorporated organization shall be Ixonia Parent Teacher Organization, Inc. (Ixonia PTO, Inc.) of Ixonia, Wisconsin.

ARTICLE II – Purpose

The purpose of Ixonia PTO, Inc. is to enhance the educational experiences for students at Ixonia Elementary by:

- Encouraging participation in, volunteering for, creating, and supporting activities that are provided for the students.
- Facilitating communication between administration, staff, and parents so that all members feel informed, involved, and equipped to become active participants in school activities.
- Facilitating opportunities for students and parents with varied interests and talents to become involved in school activities.
- Providing support for the staff and students by giving of our time, talents, and financial support when necessary and available.
- Providing financial support so that programs, activities, equipment, and opportunities that might not otherwise be available may become a reality.
- Building community through offering family activities that all Ixonia Elementary families can participate in.

ARTICLE III – Location

The principal office of Ixonia PTO, Inc., at which the general business of the organization will be transacted and where the records of the organization will be kept, shall be in the Town of Ixonia, Wisconsin, as may be determined from time to time by the PTO Board.

ARTICLE IV – Membership

Section 1.

The structure will be composed of a Board and general Membership.

Section 2.

Any parent, guardian, or other adult standing in the place of a parent for a student at Ixonia Elementary may be a member and shall have voting rights. The principal and any teacher or staff employed at Ixonia Elementary may be a member and have voting rights. Membership status is recorded with the PTO Secretary. Attendance at any PTO meeting, board or general, establishes membership and the right to vote on all issues. Membership voting status is completed for each new school year without regard to past attendance in prior school years.

Section 3. Dues

No dues shall be collected.

ARTICLE V – Officers and Elections

Section 1. Officers

The officers shall be a president, vice president, secretary, treasurer and volunteer coordinator.

- a. President. The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, 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 in the general supervision of the organization and shall perform the duties that may be assigned by the President. She/he shall assume the duties of the President in her/his absence. The Vice President shall further serve as liaison to the Volunteer Coordinator for the organization, and assist with recruiting and keeping a list of volunteers, as well as referring volunteers to Ixonia Elementary and/or PTO projects in which volunteer assistance is needed. Should the Volunteer Coordinator position not be filled, the Vice President shall assume the duties outlined below.
- c. Secretary. The secretary shall keep all records of the organization, take and record minutes, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings. The secretary also provides minutes to school to post to the PTO website. The Secretary shall maintain a file of essential records and transfer them to her/his successor in office and perform such other duties as they may commonly pertain to the office.
- d. Treasurer. The Treasurer shall be responsible for collecting and depositing all income; and shall make payments in accordance with the budget approved by the membership; shall maintain the fiscal records of the organization; and shall present a financial statement at every regular meeting. At the May meeting each year, the

Treasurer shall present a full financial report and the proposed budget for the upcoming year.

e. Volunteer/**Communications** Coordinator. **This position** shall be responsible for recruiting and keeping a list of volunteers, as well as referring volunteers to Ixonia Elementary and/or PTO projects in which volunteer assistance is needed. **This position shall also be responsible for managing email and social media communications regarding PTO events, including, but not limited to, monthly emails to parents and staff, and Facebook event postings and updates.**

Section 2. Nominations and Elections. The list of candidates will be presented by the board at a meeting held one month prior to the election (April). At that meeting, additional nominations may also be made from the floor. The slate of candidates will be posted on the PTO website after the April meeting. Elections will be open for a 2-week period and held electronically using Survey Monkey (or similar), with results announced at the second to last meeting of the school year (May).

Section 3. Eligibility. Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate. A member in good standing means they have attended at least one meeting in the current school year.

Section 4. Terms of Office. Officers are elected for one year and may serve consecutive terms in the same office. Each person elected shall hold only one office at a time. Terms shall coincide with the fiscal year of the organization (July 1 – June 30).

Section 5. Removal from Office. Officers can be removed from office with or without cause by a two-thirds vote of those present at a regular meeting where previous notice has been given.

Section 6. Compensation

No compensation shall be paid to any PTO Board member for their duties as a board member.

ARTICLE VI – Meeting of Members

Section 1. Place of Meetings

Meetings of the membership shall be held at Ixonia Elementary or at such other suitable place as may be designated by the PTO Board.

Section 2. General Meeting Schedule

The regular meeting of the organization shall be on the first Thursday of each month during the school year at 6:00pm, or at a time and place determined by the executive board at least one month before the meeting.

Section 3. Special Meetings. Special meetings may be called by the president, any two members of the executive board, or five general members by submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 2 weeks prior to the meeting, by email, flyer, by posting on the PTO website, and/or by posting on the PTO Facebook page.

Section 4. Presiding Officer

The President of Ixonia PTO, Inc. will be the presiding officer of all meetings of the membership. In the absence of the President, the Vice President shall preside. In the absence of both persons, the meeting must be rescheduled.

Section 5. Notice of Regular Meetings

It shall be the duty of the Secretary to see that all members:

1. are notified of the first general meeting of each year at least two (2) weeks before the meeting;
2. make available a schedule of all meetings during the school year;
3. notify all members at least one (1) week before any special meeting that may be scheduled, when possible.

Section 6. Quorum

The voting membership present shall constitute a quorum.

Section 7. Members' List

The Secretary shall maintain a list of all voting members and shall make that list available at any meeting on request. The Secretary will maintain communication with the school district to insure that a list of potential membership is available for mailings of notification of meetings or other special purposes.

Section 8. Procedural Issues

Robert's Rules of Order will be the authority for all questions and procedures at any meeting of the board or general membership of Ixonia PTO, Inc.

ARTICLE VII – Executive Board

Section 1. Membership. The Executive Board shall consist of the officers and any standing committee chairs.

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 for the membership.

Section 3. Meetings. Special meetings of the board may be called by any board member as needed with at least 3 days notice.

Section 4. Quorum. Half the number of board members constitutes a quorum.

ARTICLE VIII – Committees

Section 1. Membership. Committees may consist of members and/or board members.

Section 2. Standing Committees. The board may appoint Standing Committees as needed.

Section 3. Additional Committees. The board may appoint additional committees as needed, and dissolve/revise existing committees as needed.

Article IX – Finances

Section 1. Budget. The Board shall generate a tentative budget for the coming year based upon a review of the budget of the previous fiscal year, the expenses of the current fiscal year, and input from the school staff. The budget shall be used as a spending guide and as a means of informing the General Membership of the intended disbursement of Organizational revenues.

The budget for the following fiscal year shall be presented by the PTO Board no later than the April Meeting of the current fiscal year and upon the Board's approval, shall be consigned to the incoming Board for consensus. The approved budget shall be presented for ratification by a vote of the general Membership at the May Monthly Meeting.

The budget may be amended by the Board as circumstances dictate.

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

Section 3. The board shall approve all expenses of the organization.

Section 4. Authorized signers shall be the president or treasurer. No check shall be signed by a person to whom the check is payable.

Section 5. The treasurer shall prepare a financial statement at the end of the year.

Section 6. Upon the dissolution of the organization, any remaining funds should first be used to pay any outstanding bills and dissolution procedures outlined in Article XI followed.

Section 7. The fiscal year shall be July 1 through June 30.

Section 8. IRS Form 990 (annual information return) shall be filed by the treasurer with the assistance of the President by November 15th according to federal law.

Section 9. PTO funds shall not be used to purchase alcoholic beverages/liquor at PTO-sponsored events.

Section 10. A vote by quorum is required for financial expenditures exceeding \$1,000.00. Other expenditures can be approved at the discretion of the PTO board.

Article X – Standing Rules

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

Article XI – Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

Per the rules and regulations of an exempt organization, upon dissolution of Ixonia PTO, Inc., its assets shall be disposed of exclusively for the purposes of Ixonia PTO, Inc. or distributed to such organizations organized and operated exclusively for charitable purposes which shall, at the time, qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article XII – Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may also be given by postal mail or e-mail. Amendments will be approved by a two-thirds vote of those present,

assuming a quorum.