

# **By-Laws of the Raymond Parent Teacher Organization**

**2022/23 School Year  
Read**

## **Article I**

### ***Name, Origin and Office***

The name of this organization shall be Raymond Parent Teacher Organization of Raymond School, Raymond, Wisconsin, also known as PTO in these by-laws

## **Article II**

### ***Mission Statement***

The Mission Statement of the Raymond Parent Teacher Organization (PTO) shall be:

- 1) To encourage cooperation between parents, teachers and students in providing the best possible education for Raymond School children:
  - a) by promoting parents' interest in, and their understanding of, educational programs, method and materials used to teach their children
  - b) by promoting friendly relations between parents, student and school staff
  - c) by providing opportunities for parents, teachers and students to work together in school and PTO activities
- 2) To offer programs geared toward building unity and inclusive relationships with school families, teachers and the community
- 3) To promote patriotism and good citizenship at home and school through understanding and appreciation of our American heritage
- 4) To provide funds, through fund raising projects which build upon and enhance PTO objectives and to purchase equipment or programs for the school

## **Article III**

### ***Policies***

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

This organization shall cooperate with the school to support the improvement of education in ways that will not interfere with administration of the school and shall not seek to control school policies

This organization may cooperate with other organizations and agencies concerned with child welfare, but person representing this organization in such matters shall make no commitments that bind the organization

No part of the gross earnings of this organization shall inure to the benefit of any member, director, or officer, except that reasonable compensation may be paid upon authority of the Board for services

actually rendered. No member or Officer of the organization shall be entitled to share in the distribution of any of the assets upon dissolution of the organization

## **Article IV**

### ***Membership***

1. Membership in the Raymond Parent Teacher Organization (PTO) shall include and be limited to all parent or guardians of children currently enrolled at Raymond School and all Raymond School Teachers, Staff and Administration
2. Student members of the Raymond School Student may participate in activities of the PTO and are welcome to attend meetings, but may not vote
3. Voting privileges shall be extended to all PTO members
4. Interested persons within the Raymond School District community who are not members of the PTO are welcome to attend meetings and participate in organization activities, but may not vote

## **Article V**

### ***Meetings***

1. Regular meetings of the Raymond School PTO shall be scheduled monthly and occur typically during the second week of the month. The meetings shall be held at Raymond School or via a media platform to be provided to the public.
2. PTO members shall be notified of general membership meetings at least one week prior to the meeting date
3. Special PTO meetings shall be held upon giving notice by flyer, email and/or Social Media Platform to all PTO families, teachers, staff and administrators
4. Meetings shall be conducted in an orderly manner with formal parliamentary procedure
5. PTO Officers will be allowed to meet in order to plan events and/or the PTO yearly calendar without calling an all-member meeting. Minutes of those Officer meetings shall be made available to all PTO members

## **Article VI**

### ***Officers***

The Officers of the Raymond PTO shall be: President, Vice President, Secretary and Treasurer

## **Article VII**

### ***Officer Duties***

The President shall:

1. Preside at PTO meetings

2. At meetings of all PTO Officers, shall remind other Officers of their duties and call for their reports and/or activity updates
3. Be a second signature on the PTO checking account
4. Consult with the school administrator on all matters relating to the school
5. Invite and encourage teachers, staff, student council members and parents to participate as active members of the PTO
6. Assist the Secretary in preparing the agenda for meetings
7. Be responsible for notifying the membership of PTO meetings
8. Perform other duties as may be prescribed in these by-laws
9. Regularly check the PTO mailbox and route mail appropriately
10. Approve all PTO paperwork being send home through students
11. Know and follow the by-laws of the organization
12. Coordinate the work of the Officers and committees in order so that the PTO objectives may be promoted
13. Must be an active PTO member who has held an officer position and chaired an event or activity

The Vice President shall:

1. Act as an aid to the President
2. Preside at meetings and shall assume duties of the President during the absence of the President
3. Obtain names throughout the year of interested members wishing to volunteer for various PTO activities throughout the year
4. Serve as Volunteer Coordinator by providing appropriate names to Coordinators of activities and assist in the coordination of volunteer recruitment
5. Coordinate with members of the Raymond School Student Council to maintain active involvement in and collaboration with PTO activities
6. Perform other duties as prescribed in these by-laws

The Treasurer shall:

1. Act as the authorized agent for the PTO checking account
2. Make bank deposits and withdrawals, and pay out monies as approved and authorized
3. Report financial transaction and balances on hand at regular meetings
4. Keep an accurate and timely record of receipts and expenditures; record all PTO fund requests as submitted
5. Review all fund requests with School Administrator to determine whether appropriate for School funding or PTO funding
6. Communicate the decision on each fund request to the fund requestor
7. Maintain appropriate contact with the School Bookkeeper to reimburse the School for PTO expenditures
8. Coordinate annual income tax return preparation and timely filing
9. Prepare and timely file WI annual report
10. Prepare and timely file request for WI raffle license, if necessary, as part of fundraising efforts
11. Prepare and timely file any other financial or tax-related filings as necessary
12. Maintains detailed records of fundraising income and expenditures and other PTO projects as appropriate
13. Present, at such reasonable times as the President or majority of Officer Board may direct and upon leaving office, all financial records which may be in his/her possession
14. Perform other duties as may be prescribed in these by-laws

The Secretary shall:

1. Record the minutes of PTO meetings and report them at the next regular PTO meeting
2. Document and timely post said minutes to the school website
3. Assemble and preserve a record of the activities and achievements of the PTO. Such records will be the property of the PTO and may be used for public relations and to promote objectives of the PTO
4. Conduct and maintain all PTO correspondence, email and flyers. Keep a file of all newsletters, email and flyers
5. Maintain and update the by-laws and have a copy available at all meetings
6. Compile and maintain a list of contact information for all Officers, committee chairs and active committee members. This list is to be published annually, kept current and posted to school website
7. Invite School Administrator to provide reports as appropriate and relevant

## **Article VIII**

### ***Fundraising and Expenditure of Funds***

Fundraising:

Raymond PTO Officer Board shall provide regular updates to the organization, School Administrator and School Board plans for all fundraising activities to include the following:

1. The purpose and objectives of each fundraising activity
2. The procedures in which the funds will be raised
3. The bookkeeping procedure that will be used
4. Designation of a fiscal Officer of the organization who will be responsible for the accounting of funds
5. Assure that no fundraising proceeds be co-mingled with a student activity or Student Council activity account
6. Agreement that none of the activities involve the use of public funds

Updates of all fundraising plans will be provided in written form at all regular PTO meetings and be regularly posted to the school website

Expenditure of Funds:

1. Expenditure of funds for PTO projects may be authorized by the PTO Officers in an amount not to exceed \$1,500.00 for any project or event by majority vote. If there is a two-to-two split between Officers, the decision must go before the PTO members at the next regular meeting. Expenses exceeding \$1,500.00 must be presented and approved before the PTO members at the next regular meeting
2. All other expenditure of funds shall be approved by majority vote of the PTO members at a regular PTO meeting
3. Any equipment or materials approved by PTO for use in the school, on District property, or at a District-related event, shall be submitted to the Executive Board, prior to purchase, so it can determine the compatibility to District approved curriculum and evaluate whether the purchase could incur any liability by its use to the District

4. The School Administrator reserves the right to refuse to accept liability and thus deny the use of the equipment by students, teachers, staff or District employees
5. The Treasurer accounts shall be audited each June by one (1) staff member and one (1) PTO Officer, other than the Treasurer. Treasurer will have account expenditure available at the September PTO general meeting

## **Article IX**

### ***Election of Officers and Eligibility***

1. Eligibility for PTO Officers seat (Except President) is as follows:
  - Must be an active PTO member who has a minimum 60% (7 or more-this includes summer planning committee) meeting attendance during the current year/past 12 months.
  - Has held an Officer position and/or been a successful chairperson within the past 12 months.
2. Eligibility for PTO President is as follows:
  - Must be an active PTO member who has a minimum 60% (7 or more-this includes summer planning committee) meeting attendance during the current year/past 12 months.
  - Has held an Officer position AND been a successful chairperson within the past 12 months.
3. In the event that there are NO qualified persons/Nominees who meet any of the eligibility criteria the PTO Board may unanimously nominate a candidate to hold office.
4. PTO Officers shall be announced/nominated at the March meeting and elected by ballot at the April PTO meeting. There should not be less than one nor more than three nominees for each office. If there is but one nominee for any office, it shall be in order to move that the Secretary cast the elective ballot of the organization for the nominee.
5. In the event there is a nominee unable to be present at the time of election, they should contact the President and Secretary one (1) week prior to the election to advise their nomination. That nominee and intended Officer elect position will be announced prior to the election
6. All new nominees and/or current Officers are allowed to advocate/campaign for their (prospective) seat in a respectable manner highlighting their involvement and/or interest in the PTO.
7. Elected Officers shall hold office for one (1) calendar year starting May 1<sup>st</sup>.
8. All Officers shall pass on pertinent information and records to their respective successors to affect a smooth transition of office
9. No Officer shall hold more than one elected office at a time and no member shall service more than 4 consecutive terms in the same position without a majority approval by the Officer board
10. Mid-year vacancies of an Officer except President will be filled by Officer nominations and voted on at the next general PTO meeting. The vacancy of the President shall be filled by the Vice President
11. All Officers are to attend all Officer and general PTO meetings. A reason for absence should be personally reported to the President. If anticipated, a written report of information pertinent to the position should be given to the President prior to the absence.
12. Committee Chairpersons are required to attend general membership meetings or provide a written report to the President or Secretary in their absence.
13. If the general Membership and/or Board Officers feel the chairperson is not fulfilling their duties to standard, the Board may vote to remove and/or replace the chairperson.

14. An Officer and/or Chairperson may be removed from office for failure to comply with these by-laws by a majority vote of the Officer Board.
15. At the following general PTO meetings, the President shall present the elected PTO candidate; of not less than one nor more than three nominees for each office, after which eligible nominations from the floor shall be taken; not to exceed three for each office
16. Election shall be by ballot if multiple nominees, and the nominee for the given office receiving the highest number of votes shall be elected to that office. Write in nominees are not allowed on the ballot during the April election. Interested Nominees unable to attend the March meeting may contact the President and Secretary prior to the meeting to secure their name on the ballot.
17. In the case of a tie vote for first place, a second ballot for the tied name shall be cast
18. Immediately after the voting, the PTO Officers and/or Voting Committee shall count the votes and announce the election results

## **Article X**

### *Authority of the By-laws*

1. The provisions of these by-laws shall be the final authority on questions concerning PTO policy and/or procedure
2. Each Officer of the PTO shall retain a copy of these by-laws, and a reference copy shall be made available to the membership at all regular PTO meetings, by the Secretary

## **Article XI**

### *Revision of By-laws*

1. Proposed revisions shall be presented article by article at a regular PTO meeting or special Officer meeting if necessary, and accepted only by majority vote of the membership at that meeting or unanimous Board vote.
2. Upon authorization by majority of the membership at a regular PTO meeting, revisions of these by-laws shall be posted revisions, and shall be available at PTO meetings upon request
3. A current copy of the by-laws shall be posted to the school website in the appropriate folder
4. Annual review and revisions of By-Laws should be presented at the 1<sup>st</sup> general meeting of the new school year, in September.