

# Eagle Elementary PTO Bylaws

## Article I – Name

The name of this organization shall be the Eagle Elementary Parent Teacher Organization Inc., an independent, non-profit organization affiliated with Eagle Elementary School.

## Article II – Purpose

The PTO is organized for the purpose of supporting the education of children at Eagle Elementary School by fostering relationships among the school, parents, and teachers.

## Article III – Members

Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal and any staff member employed at the school may be a member and have voting rights.

- a. Each voting member has the right to one vote.
- b. Each voting member has the right to propose motions and serve on committees.
- c. Motions are passed by a simple majority vote.

## Article IV – Officers and Elections

**Section 1: Officers.** The officers shall be a president, vice president, secretary, and treasurer. In addition to these duties listed below, each officer will also perform other such duties as applicable to the office as prescribed by the parliamentary authority of this organization.

**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, serve as an ex officio member of all committees except the nominating committee, 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 and carry out the president's duties in his or her absence or inability to serve. The vice president shall assist the secretary and carry out the secretary's duties in his or her absence or inability to serve. The vice president will perform a monthly audit of the treasurer/s accounting and all PTO related financial activity. The vice president shall also oversee all committees of this organization.

**c. Secretary.** The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.

**d. Treasurer.** The treasurer shall act as custodian of funds and perform all banking activities of the PTO. The treasurer shall receive all funds of the organization, keep an accurate record of

receipts and expenditures, and pay out funds in accordance with the approval of the executive board. The treasurer will perform the complete and timely filling of all federal and state tax returns as well as other financial reports, pertaining to the PTO's 501(c)3 status, as applicable; and maintain accurate records of such. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year.

**Section 2: Nominations and Elections.** Elections will be held at the second to last meeting of the school year. The nominating committee shall select a candidate for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

**Section 3: Eligibility.** All elected officers must be a parent, guardian, or relative of a child currently enrolled at Eagle Elementary School or be a staff member currently employed at Eagle Elementary School. A spouse, partner or member of the same household is ineligible to be on the board at the same time as their spouse or partner.

**Section 4: Terms of Office.** Officers are elected for two years and may serve no more than two consecutive terms in the same office. Each person elected shall hold only one office at a time.

**Section 5: Vacancies.** If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

**Section 6: Removal from Office.** Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

**Section 7: Contracts and Purchases.** No member shall secure and contract in the name of the PTO without approval to do so without vote or 2/3 approval. Any approved purchases must be made within the budgetary restrictions.

## **Article V – Meetings**

**Section 1: Regular Meetings.** The regular meeting of the organization shall be on the first Thursday of each month during the school year at a time and place determined by the executive board at least one month before the meeting. The annual meeting will be held at the May regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise. The secretary will notify the members of the meetings in a flyer sent home with the students at least one week prior to the meeting.

**Section 2: Special Meetings.** Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by flyer and phone calls.

**Section 3: Quorum.** The quorum shall consist of three members of the executive board and two general members of the organization.

#### **Article VI – Executive Board**

**Section 1: Membership.** The Executive Board shall consist of the officers, the school liaison, and the principal.

**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 to the membership.

**Section 3: Meetings.** Executive Board Meetings shall be held no less than quarterly on a date mutually agreed upon by the Officers. At least one meeting shall be held during the summer break for the purposes of preparing for the next school year. One meeting will also be held to balance and propose a budget by the last meeting of the year.

#### **Article VII – Committees**

**Section 1: Membership.** The board may appoint committees as needed. Committees may consist of members and board members, with the vice president (president if there is no standing vice president) acting as an ex officio member of all committees.

**Section 2: Standing Committees.** The following committees shall be held by the organization; Monster Mash, Parent Prom, School Dances, Product Fundraising, 5<sup>th</sup> Grade Graduation, Color Run/Last Day of School, and Staff Appreciation.

**Section 3: Additional Committees.** The board may appoint additional committees as needed.

#### **Article VIII – Finances**

**Section 1:** A tentative budget shall be drafted in the spring for the following school year and approved by a majority vote of the members present at the last meeting of the school year.

**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:** The president and treasurer shall review and verify bank statements via signature and date on a monthly basis.

**Section 5:** The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Audit Committee. The Audit Committee shall consist of one member of the executive board and one or two general members.

**Section 6:** Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

**Section 7:** The fiscal year shall coordinate with the school year.

**Section 8:** Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the PTO Treasurer. Reimbursements should be submitted to the treasurer and reimbursed in 30 days.

**Section 9:** All funds received will be counted and accounted for by no less than two people. In most cases the treasurer will lead this with the help of another member. If treasurer is not available, any two others members can count the funds.

#### **Article IX – Parliamentary Authority**

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws. A copy of these rules shall be held by the secretary and be made available at each meeting.

#### **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. They are attached as an amendment to the bylaws.

#### **Article XI – Dissolution**

**Section 1: Procedure.** The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

**Section 2: Funds.** The funds remaining in the Treasury at the time of dissolution shall be dispersed as permitted by the Amended Articles of Incorporation, on file with the State of Wisconsin.

#### **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. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

#### **Article XIII – Conflict of Interest Policy**

**Section 1: Purpose.** The purpose of the conflict of interest policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

**Section 2: Definitions.**

**a. Interested Person.** Any officer or member of a committee with governing board-delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

**b. Financial Interest.** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- i. An ownership or investment interest in any entity with which the organization has a transaction or arrangement;
- ii. A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement; or
- iii. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement. "Compensation" includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Section 3b, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

**Section 3: Procedures.**

**a. Duty to Disclose.** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board-delegated powers who are considering the proposed transaction or arrangement.

**b. Determining Whether a Conflict of Interest Exists.** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide whether a conflict of interest exists.

**c. Procedures for Addressing the Conflict of Interest.**

- i. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- ii. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

iii. After exercising due diligence, the governing board or committee shall determine whether the organization can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

iv. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested officers whether the transaction or arrangement is in the organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

**d. Violations of the Conflict of Interest Policy.**

i. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

ii. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines that the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

**Section 4: Records of Proceedings.** The minutes of the governing board and all committees with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest; the nature of the financial interest; any action taken to determine whether a conflict of interest was present; and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement; the content of the discussion; including any alternatives to the proposed transaction or arrangement; and a record of any votes taken in connection with the proceedings.

**Section 5: Compensation.**

a. A voting member of the governing board who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.

b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.

c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the

organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

**Section 6: Annual Statements.** Each officer and member of a committee with governing board-delegated powers shall annually sign a statement which affirms that such person:

- Has received a copy of the conflict of interest policy;
- Has read and understood the policy;
- Has agreed to comply with the policy; and
- Understands that the organization is charitable and that in order to maintain its federal tax exempt status it must engage primarily in activities which accomplish one or more of its tax exempt purposes.

**Section 7: Periodic Reviews.** To ensure that the organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, is based on competent survey information, and is the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or an excess benefit transaction.

**Section 8: Use of Outside Experts.** When conducting the periodic reviews as provided for in Section 7, the organization may, but need not, use outside advisers. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring that periodic reviews are conducted.

#### **Article XIV: Policies**

**Section 1:** The PTO shall not, directly or indirectly, participate or intervene in any way, including the publishing or distribution of statements, in any political campaign on behalf of or in opposition to, a candidate for public office.

**Section 2:** The PTO shall be non-commercial, non-sectarian, and nonpartisan.

These bylaws have been submitted to the Eagle Elementary PTO General Membership for approval on

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