

SUMMIT VIEW PARENT TEACHER ORGANIZATION BY-LAWS

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ARTICLE I-NAME

The name of this organization is the Summit View Parent Teacher Organization, Waukesha, Wisconsin.

ARTICLE II -PURPOSE

Summit View Parent Teacher Organization is organized for the purpose of supporting the education of children at Summit View Elementary School by fostering relationships among the school, parents and teachers.

ARTICLE III - BASIC PRINCIPLES

- A. This organization will be non-commercial, nonsectarian and non-partisan and not-for-profit.
- B. This organization may cooperate with other organizations and agencies active in child welfare, providing its representatives make no commitments that are binding on the Summit View Parent Teacher Organization.
- C. This organization shall promote its objectives through activities directed to enhance the involvement of teachers, students and parents/stepparents/guardians.
- D. In the event of dissolution of this organization, the assets of the Summit View Parent Teacher Organization shall be turned over to the administration of said school, to be used for educational purposes.
- E. The Summit View Parent Teacher Organization will accomplish these goals through communication between school and home, fundraising endeavors and special programs/events.
- F. This organization is organized exclusively for educational purposes under section 501(c) (3) of the Internal Revenue Code.

ARTICLE IV - MEMBERSHIP/ FUNDS

- A. All Summit View School parents/stepparents/guardians, administrators and teachers are members of this organization.
- B. There will be no fees or dues collected.
- C. Other than basic operating expenses, all funds of the Summit View Parent Teacher Organization shall be used for the improvement or enhancement of the educational environment for Summit View students, teachers and parents/stepparents/guardians.
- D. An annual budget will be prepared and approved by the currently seated executive board. The budget must be presented for approval at a spring Parent Teacher Organization general business meeting.
 - 1. There will be a proposed budget presented by the Executive Board by May 15th.
 - 2. Each member present shall have one (1) vote with the exception of the President who will vote only in the event of a tied vote.
 - 3. The budget must be voted and passed by 2/3 vote of the general members and board members present at the meeting.
 - 4. The Executive Board will screen requests outside of the approved budget and submit their recommendations to the Parent Teacher Organization at the next

- organizational business meeting.
5. Budget adjustments above \$500.00 must be announced at a previous meeting and presented for approval at a general business meeting. Adjustments will pass only with a 2/3 vote of the general and board members present.
 6. The Executive Board may approve, by a 2/3 vote of the Executive Board, up to \$500.00 or no more than 2% of the annual budget for unexpected expenses.
- E. At the end of the fiscal year, any funds raised during the year that were not spent, shall be allocated to special projects. If there is a deficit for the year, any funds spent in excess of funds raised for the year will reduce the subsequent years funds allocated to special projects.
1. To determine what the special project funds will be used for, members of the organization will have the opportunity to present special projects they would like the Parent Teacher Organization to fund at a general business meeting.
 2. The general business meeting must take place no later than May 15th to determine the special project for the upcoming year(s).
 3. Members should present their proposed project along with an approximate cost.
 4. After all potential projects are presented a summary will be prepared of all projects presented and their approximate cost which will be sent home in Friday folders and also given to teachers along with a form to vote for the project each member would like to see as the next special project.
 5. Each member shall receive one vote.
 6. The project that receives the majority of the votes will be the project that special project funds are allocated to the next year.
 7. If the cost for the chosen project does not utilize all the previous funds allocated to special projects, the project with the second most votes will be funded after the first project is complete.
 8. The project and the status of raising funds for the special project shall be reviewed at least annually by no later than May 15th at a general business meeting.
 9. Upon completion of raising funds for a special project, a committee shall be immediately formed to obtain quotes and/or direct the Executive Board on how to specifically expend the funds raised and to work toward completion of the project. The committee shall provide an update at each general business meeting as to the status of the project.
 10. The only way to change the specific project that special project funds are allocated to is to go through the process laid out in E.1-6 above.
- F. A disbursement report that provides details on all disbursements made for the month shall be prepared by the treasurer and presented to the President and/or Vice President. This report must be approved by the President or Vice President by the end of the following month.
- G. An auditing committee of 1 Executive Board member other than the treasurer and 1 of the general membership shall convene once a year to review the treasury account and report out at the next membership meeting.

ARTICLE V - OFFICERS AND THEIR DUTIES

- A. The officers of this organization are President (one, no more than two), Vice-President (one, no more than two), Secretary (one, no more than two), Treasurer (one) and Teacher Liaison (one, no more than two). Declared teams must be clearly announced on the ballot.
- B. The officers will assume their duties at the close of the school year and serve for a term of one year, except for the Treasurer who will serve for a term of two years, and/or until their successor(s) are elected or appointed. A person is not eligible to serve more than two consecutive terms in the same office except for the office of treasurer and/or teacher liaison who may serve longer.
- C. Each office will hold 1 vote
- D. The duties of the officers are:
 - 1. President: Shall preside at all meetings of the organization of the board and will be member ex-officio of all committees with the exception of the nominating committee; appoint chairpersons of standing committees and special committees; approve all orders drawn on the treasury; and perform all other duties usually pertaining to the office.
 - 2. Vice-President: shall perform the duties of the president in the absence of that officer and will act as an aide to the president. Shall serve as consultant to all standing committees. In addition, the Vice-President shall take minutes in the absence of the Secretary.
 - 3. Secretary: shall record the minutes of all meetings of the organization and of the board and its officers and perform such other duties as may be delegated.
 - 4. Treasurer: shall account for all cash receipts and disbursements made on behalf of the organization as directed by the order of the board. The treasurer will present a financial statement at every meeting of the organization and as requested by the board or its officers. A full report will be submitted at the end of the fiscal year, June 30. An audit report and year end statement shall be presented to the new Executive Board at their first meeting. Additional responsibilities will include preparation of the Federal Form 990, related State of Wisconsin filings, and all other applicable tax related matters to maintain the organization's non-profit, tax exempt status which can be hired out if approved as part of the annual budget.
 - 5. Teacher Liaison: to communicate information to the Summit View staff directly related to the PTO. This person will also speak on behalf of the staff at officer meetings and general meetings. Additional duties may include arranging for teacher representation at all meetings, coordinating with committee chair people, and soliciting feedback and information from school staff to be shared with the PTO and perform all other duties usually pertaining to this office.

ARTICLE VI – ELECTIONS

- A. There will be a nominating committee of (3-5) members, with at least one selected from the board and two selected from the membership.
- B. The nominating committee will be formed in March.
- C. The nominating committee will promote the upcoming election, explain the requirements for

- the elected positions, reach out to potential candidates, accept nominations, and manage the actual election process.
- D. Final ballots and any platform information will be announced 2 weeks prior to election.
 - E. Elections shall be conducted during May of each year.
 - F. The election will be conducted using a secret paper ballot at the membership meeting in May. There will be no absentee voting.
 - G. A member may be self-nominated or nominated by someone else. If the nominee is nominated by someone else, the nominee must agree to the nomination before their name is put into consideration.
 - H. The duties of officers shall be assumed at the close of the school year.
 - I. There shall be a joint-meeting of the incoming and outgoing executive board members at the end of the school year in addition to the regularly scheduled monthly general membership meetings. As a condition precedent to assuming their elected roles, each newly elected board member shall attend the meeting. This meeting shall be run by the new executive board, with the former board at their side to advise and provide any requested guidance. The purpose and intent of said meeting is provide guidance to the new executive board as to procedure and policies. All current and new committee chairs shall attend. Current committee chairs shall provide a written report on their event with advice and guidance for that event next year's committee chair.
 - J. Vacancies in offices shall be filled by appointment of the executive board. Appointment should be 2/3 vote of the executive board.
 - K. Removal of officers must be done by a 3/4 vote of the general membership at a special meeting called by the executive board or general membership.

ARTICLE VII - EXECUTIVE BOARD

- A. The executive board shall consist of the officers of this organization.
- B. The duties of this board shall be to transact necessary business between general organizational meetings.
- C. Meetings of the executive board may be called by the president or a majority of the board.

ARTICLE VIII - MEETINGS

- A. Regular executive board meetings of this organization shall be held as designated by the executive board.
- B. General membership meetings are open to all parents, step-parents, guardians and teachers of Summit View School.
- C. General membership meetings will be held on a regular basis at the scheduling of the executive board to conduct business of this organization.
- D. An allocation meeting will occur in the Spring to determine how the funds will be spent in the next school year.
- E. Ten people in attendance will constitute a quorum for the transaction of business in any general membership meeting.
- F. Special meetings may be called by the executive board, two-week notice having been given.

ARTICLE IX – COMMITTEES

- A. The structure and formation of Committees will vary and be based upon the budget. Suggested standing committees may consist of the following, but are not limited to:
1. Wellness
 2. Walk-a-thon
 3. Chair-ity Auction
 4. Breakfast With Santa
 5. Holiday Shop
 6. Book Fair
 7. Scrip
 8. Bingo Family Night & Chili Cookoff
 9. Box Tops For Education
 10. School Dance
 11. Spirit Wear
 12. Culvers Night
 13. Grandparents Day
 14. School Supplies
 15. Teacher Appreciation
 16. School Directory
 17. Newsletter/Calendar
- B. To encourage greater participation among members, committee chairpersons shall serve no more than two (2) consecutive terms unless approved by a 2/3 vote of the executive board.
- C. All standing committee chairpersons shall communicate with the executive board at least 1 month prior to an event or at the beginning of the term of the executive committee, if it is an ongoing committee, to review the budget and details of the event.
- D. The president is a member ex-officio of all committees except the nominating committee.
- E. The executive board must approve with a two-thirds vote the addition of any committee presented as needed by the executive board.

ARTICLE X – CONFLICT OF INTEREST POLICY

- A. **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 or director 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.
- B. **Definitions:**
1. Interested Person -Any director, principal 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.
 2. 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 B2, 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.

C. Procedures:

1. 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.

2. 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.

3. 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 directors 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.

4. 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.

D. Records of Proceedings:

The minutes of the governing board and all committees with board delegated powers shall contain:

1. 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.
2. 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.

E. Compensation:

1. 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.
2. 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.
3. 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.

F. Annual Statements:

Each member of the executive board shall as a condition precedent to assuming their elected role, sign a copy of the bylaws which affirms that such person has read the conflict of interest policy, understands the policy, has agreed to comply with the policy and understands that the organization is charitable and that in order to maintain its federal exempt status it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

ARTICLE XI – AMENDMENTS

- A. These by-laws may be amended at any regular meeting of the organization by a 3/4 vote of the members present and voting, provided notice of the proposed amendment shall have been given at the previous meeting.
- B. A committee may be appointed to submit a revised set of by laws as a substitute for these by-laws only by a majority vote at a meeting of the organization or by a two-thirds vote of the executive board.
- C. The procedure for action on amendments in Section A should be followed.
- D. By-law reviews will take place every three (3) years or sooner if needed.
- E. Every Executive Board member, as a condition precedent to assuming their elected role, will review and sign the by-laws to acknowledge acceptance and understanding of these by-laws.

ARTICLE XII-PARLIMENTARY AUTHORITY

Roberts' Rules of Order Revised shall govern this organization. Below is the general process to bring a motion before the executive board:

Be recognized – It's important that a member first have the floor before presenting a motion or new order of business. This is typically done simply by the raise of a hand and recognition by the president or chair.

Motion is presented – The proper language is, "I move that we..." An example of the correct language is simply, "I move that we do a roadside cleanup for our community service project."

Motion is seconded – The proper language is, "I second," or "I second the motion." Seconding a motion simply means the individual wants to move the item to discussion, seconding a motion does not necessarily indicate support.

Motion is discussed – Only motions that have been properly moved and seconded should be discussed.

Vote is taken on motion – After an appropriate period of discussion, the president or chair should call for a vote for the motion on the floor. Voting can be conducted in several ways, a voice vote ("aye" or "nay"), by raising of hands, or by roll call.

PTO ORGANIZATIONAL CHART

Summit View School/General Membership
(Parents, Step-parents, Guardians, Teachers, Students, Administrators)
(Why the PTO exists)

Executive Board
(officers)

Auditing Committee Committee Chairs Nominating Committee

These Bylaws, as written above, have been approved by the Summit View Parent Teacher Organization General Membership on the ____ day of _____ in the year of _____.

Summit View Elementary Parent Teacher Organization

 Signature

 Date

 Print - President

 Signature

 Date

 Print -President

 Signature

 Date

 Print - Vice-President

 Signature

 Date

 Print - Vice-President

 Signature

 Date

 Print - Treasurer

 Signature

 Date

 Print - Secretary

 Signature

 Date

 Print - Secretary