

BYLAWS
of
Lincoln Elementary School PTO

ARTICLE I – NAME, DESCRIPTION & PURPOSE

Section 1: NAME – The name of the organization shall be Lincoln Elementary School PTO. The PTO is located at Lincoln Elementary School at 1741 N. Wauwatosa Avenue in Wauwatosa, WI 53213.

Section 2: DESCRIPTION – The PTO is a non-profit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSE – The purpose of the PTO is to enhance and support the educational experience at Lincoln Elementary, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at Lincoln Elementary through volunteer and financial support.

ARTICLE II – MEMBERSHIP

Section 1: Membership shall be automatically granted to all parents and guardians of Lincoln Elementary students, plus all staff at Lincoln Elementary.

Section 2: There are no membership dues.

Section 3: Members have voting privileges, one vote per household.

ARTICLE III – OFFICERS

Section 1: EXECUTIVE BOARD – The Executive Board shall consist of the following officers: Past President, President, Vice President, Secretary, Treasurer and Member-At-Large. Officer positions can be shared.

Section 2: TERM OF OFFICE – The term of office for all officers is one school year, with a maximum of 3 consecutive renewals. The school year's Executive Board should be voted in at the final General Member Meeting at the end of the prior school year.

Section 3: QUALIFICATIONS – Any PTO member may pursue a position on the PTO Executive Board.

Section 4: DUTIES –

Executive Board – Develop the PTO’s annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, approve by majority vote of the Board unbudgeted expenditures of no more than \$1000.00.

Past President – Conduct annual financial review, send thank you notes to committee chairs, and provide a gift from the PTO for outgoing board members.

President – Preside at General PTO meetings and Executive Board meetings, serve as the official representative of the PTO, prepare agendas for official PTO meetings, coordinate weekly email communication to Members, and retain all official records of the PTO. Serve as Past-President following first term.

Vice President – Oversee the committee system of the PTO, assist the President and chair meetings in the absence of the President. Serve as President following first term.

Secretary – Record and distribute minutes of all Executive Board meetings and all General PTO meetings, post General Meeting Minutes to school website, distribute action items to Board Members prior to each meeting, and hold historical records for the PTO.

Treasurer – Serve as custodian of the PTO’s finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, facilitate an annual independent review, maintain Federal and State filings, keep insurance policies current, and hold all financial records.

Member-At-Large – Maintain PTO bulletin board with current information, identify, report and facilitate Sunshine Fund needs, and support other Board members as needed.

Section 5: BOARD MEETINGS – The Executive Board shall meet monthly during the school year, or at the discretion of the President.

Section 6: REMOVAL – An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 7: VACANCY – If a vacancy occurs on the Executive Board, the President shall recruit a PTO member to fill the vacancy, for the remainder of the officer’s term.

Section 8: MULTIPLE INTEREST – If more than one person volunteers for an open Executive Board position for the following school year, a Member vote at the final General Meeting of the school year will take place.

ARTICLE IV – MEETINGS

Section 1: GENERAL PTO MEETINGS – General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held bi-monthly during the school year or at the discretion of the Executive Board.

Section 2: VOTING – Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed.

Section 3 – QUORUM – Twelve (12) members of the PTO present and voting constitute quorum for the purpose of voting.

ARTICLE V – FINANCIAL POLICIES

Section 1: FISCAL YEAR - The fiscal year of the PTO begins July 1 and ends June 30 of the following year. The PTO Budget shall be approved by Member vote at the first General Meeting of the school year.

Section 2: BANKING - All funds shall be kept in a checking account in the name of Lincoln Elementary School PTO, requiring two signatories on record of the Executive Board and held at a local financial institution.

Section 3: REPORTING - All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The PTO shall arrange an independent review of its financial records each year.

Section 3: ENDING BALANCE - The organization shall leave a minimum of \$6,000.00 in the treasury at the end of each fiscal year.

Section 4: CONTRACTS - Contract signing authority is limited to the President or the President's designee.

ARTICLE VI – BYLAW AMENDMENTS

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. 2/3 approval of all members present and voting is required to adopt an amendment to the Bylaws.

ARTICLE VII - DISSOLUTION

In the event of dissolution of the PTO without a successor organization, such as a PTA, any funds remaining shall be donated to Lincoln Elementary School.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

The authority for this organization shall be loosely based on "Robert's Rules of Order Newly Revised."

These bylaws were adopted on September 21, 2016.