

# BYLAWS of BRF PTO

## ARTICLE I – NAME, DESCRIPTION & PURPOSE

**Section 1: NAME** – The name of the organization shall be BRF PTO.

**Section 2: PURPOSE** – The purpose of the PTO is to enhance and support the educational experience at Forrest Street, Third Street, Gebhardt Elementary and Black River Falls Middle School, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at our elementary schools through volunteer and financial support.

## ARTICLE II – MEMBERSHIP

Section 1: Membership shall be automatically granted to all parents and guardians of (our school) students, plus all staff at (our school). There are no membership dues. Members have voting privileges.

## ARTICLE III – OFFICERS

**Section 1: EXECUTIVE BOARD**– The Executive Board shall consist of the following officers: President, Vice President, Secretary, and Treasurer. Officer positions can be shared. The School Principal is a voting member of the Executive Board.

### **Section 2: DUTIES –**

#### Executive Board –

- Establish a budget and calendar of events
- Transact necessary business in the intervals between organization meetings and as referred to them by the organization
- Create committees as deemed necessary to carry out the objectives of the organization
- Approve the plans and coordinate the efforts of committees
- In the case of conflict on any of the duties of the Executive Committee all members present carry the power of one vote, except the president. In the event of a tie, the President will be the deciding vote. This will be the only time the president will be allowed to vote twice.
- A majority of the Executive Committee members shall constitute a quorum
- Special meetings of the Executive Committee may be called by any member of the Executive Board.

President – Preside at General PTO meetings and Executive Board meetings, serve as the official representative of the PTO, and retain all official records of the PTO.

Vice President – Oversee the committee system of the PTO, assist the President and chair meetings in the absence of the President.

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 the meetings.

Treasurer – 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. 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 3: BOARD MEETINGS** – The Executive Board shall meet at the discretion of the President.

**Section 4: QUALIFICATIONS** – Any PTO member in good standing may become an officer of the PTO.

**Section 5: TERM OF OFFICE** – The term of office for all officers is one year, based on the fiscal year, and may serve no more than two (2) consecutive terms in the same office.

**Section 6: NOMINATIONS and ELECTIONS** - Elections will be held at the second to last meeting of the school year. At the election meeting, nominations may also be made from the floor. Only persons who have signified their consent to serve if elected shall be nominated for or elected to such office. A ballot vote will be taken.

**Section 7: 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 8: VACANCY** – If a vacancy occurs on the Executive Board, the President shall appoint a PTO member to fill the vacancy, for the remainder of the officer's term.

## **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 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. Absentee or proxy votes are not allowed.

**Section 3 – QUORUM** – A majority of the Executive Board shall constitute a quorum.

### **ARTICLE V - STANDING AND SPECIAL COMMITTEES**

**Section 1: COMMITTEE CREATION** - The Executive Board may create such standing committees, as it deems necessary to promote the objectives and carry on the work of the organization. The power to form special committees and appointment of its members rests with the organization and the Executive Board. The President or his designated representative shall be a member ex-officio of all committees.

**Section 2: COMMITTEE DUTIES** - The chairman of each standing committee will update the Executive Board as needed. The chairman of the committee has the authority to create their committee and determine necessary duties and responsibilities for each of its members.

### **ARTICLE VI – FINANCIAL POLICIES**

**Section 1: FISCAL YEAR** - The fiscal year of the PTO begins August 1 and ends July 31 of the following year.

#### **Section 2: BANKING -**

- a. All funds shall be kept in a checking account in the name of BRF PTO, requiring **two** signatures of the Executive Board plus one principal signature and held at a local financial institution. The two signatures shall include the Treasurer and one of the following: the President, Vice President or Secretary. The signature on any check cannot be the payee. In the case of the treasurer needing reimbursement, the check must be completed by another signer.
- b. There must be a minimum of \$200.00 in the PTO checking account at all times.
- c. A debit card will be given to the signers on the account. Point of Sale transactions over \$500 will need at least 24 hour bank officer approval. No ATM withdrawals or cash back on a point of sale is permitted.
- d. All PTO financial and other pertinent records must be turned over within 10 business days of the beginning of the fiscal year. The incoming and outgoing signers on the checking account must make themselves available to sign and record the transfer of bank accounts. Financial records would included: bank account records, outstanding debt records, history of all transactions, receipts and tax information. Other pertinent records include: tax exempt forms, state gambling forms.
- e. A letter will be written of checks that are written to the PTO and returned for insufficient funds. The letter will contain a copy of the returned check, a request for the written amount and the fees charged to the PTO by the bank for the check. The check will be returned to the payee upon receipt of cash, money order or certified check.

**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. A budget will be determined by the President and Treasurer prior to the first general meeting each school year. The budget will be discussed at the first meeting and must be

approved at the second general meeting. All expenditures within the realm of the approved budget are authorized expenditures.

**Section 4: DEPOSITS** - At the end of an event where monies have been collected, a cash control slip will be filled out by two members of the Board or Committee. Both members should count the money, sign and date the slip. One copy will go to the President and one copy kept with the deposit slip by the Treasurer. Deposits should be made by next business day of the event.

**Section 5: ENDING BALANCE** - The organization shall leave a minimum of \$1,500.00 in the treasury at the end of each fiscal year.

**Section 6: AUDITS** - A financial review committee, appointed by the President and approved by the board, shall review the PTO books annually before the books are turned over to the new board. The committee should consist of at least one outgoing, or current board member and one incoming board member, along with at least one other current member in good standing. the committee may not include either the outgoing or incoming treasurer. This committee will match every financial request with every receipt. The committee's report will be submitted to the Board at the first general meeting of the new school year.

#### **ARTICLE VII – BYLAW AMENDMENTS**

Bylaws will be reviewed on an annual basis. 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 VIII - DISSOLUTION**

In the event of dissolution of the PTO, any funds remaining shall be donated to each Elementary and Middle school, divided equally amongst the four.

#### **ARTICLE IX - PARLIAMENTARY AUTHORITY**

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

**These bylaws were adopted on June 27, 2013.**