Lakeshore Elementary

Parent-Teacher Organization By-Laws

(Reinstated: August 2012)

Article 1: Name and Objective

This organizations name shall be the “Lakeshore Parent Teacher Organization” – PTO. The purpose shall be to promote the welfare and advancement of Lakeshore Elementary School students, at school, home, and the community. The PTO will work toward developing cooperation among teachers, parents and the community to aid in the education of Lakeshore students. The PTO will assist the Lakeshore staff in providing Lakeshore students an atmosphere conducive to learning and socializing. The PTO is a non-profit organization and does not contemplate the distribution of gains, profits or dividends to its members.

Article 2: Membership

1. Parents or legal guardians with a child or children attending Lakeshore Elementary School, regardless of grade, shall automatically be granted membership in the PTO.
2. Lakeshore faculty and staff shall be granted membership in the PTO.
3. Members shall be accepted at any time and shall be allowed to participate in meetings, vote, and hold an office, as defined in Article 4 herein.

Article 3: Policies

1. General Policies
2. The PTO shall not promote, endorse or engage in and religious or political enterprise or campaign.
3. The PTO name or names of any of its officers, as defined in Article 4 herein, in their official capacity shall not be used for any purpose except in connection with the regular work of the PTO.
4. The PTO shall not seek to direct the technical activities of Lakeshore nor completely control its policies.
5. The PTO may cooperate with other organizations and agencies concerned with child welfare, but persons representing the PTO in such matters shall make no commitments that bind the PTO.
6. Finance Policies
   1. The PTO’s annual budget will be determined by the Officers. The proposed budget shall be based on the prior school years project and program expenditures. The officers will consider any changes deemed necessary to the prior school year’s planned events, fundraisers or committee spending when finalizing the budget.
   2. The budget must be approved by a majority vote of the PTO general membership present at the month in which it is presented at the PTO meeting.
   3. PTO funds may remain in the treasury for greater than one year.
   4. All disbursements to staff or committee members must be accompanied by a receipt for service or goods provided. Prepayments will be allowed but settlement with Treasurer must be completed by the end of the school year.
   5. PTO checks must be cashed within the fiscal year given or will be voided.
   6. Non-budgeted request for funds must be submitted in written form to the PTO President at least two weeks prior and presented by the requestor at the next scheduled PTO meeting. Such requests must be approved by a majority of the general membership present at the next scheduled PTO meeting. Funds may not be expended before obtaining a majority vote. \*\* If time doesn’t permit, a vote can happen with a membership quorum ( see Article 6) This is an exception and not meant to replace main policy.\*\*
   7. The PTO fundraisers necessary to cover approved budgetary expenses for the following school year shall be approved by the end of the current school year. Additional fundraisers may be approved when necessary.

Article 4: Officers and elections of officers

1. Officers
   * 1. All officers shall have student currently enrolled at Lakeshore or be a Lakeshore faculty or staff member.
     2. The officers of this PTO shall be the President, Vice-President, Secretary, Treasurer, and Communications Officer.
     3. The officers’ term begins at the May PTO meeting and shall run for a term of 1 year.
     4. If a vacancy on the board occurs midterm, the remainder of the term shall be filled by a person approved by the general membership at the next PTO meeting.
2. Elections/Nominations
   * 1. By February 28, the PTO shall include in the Lakeshore Newsletter information regarding the election of next year’s officers.
     2. Only those persons who have consented to serve as an officer shall be eligible of nomination.
     3. The nominating committee comprised of 2 members will manage the election process.
     4. All officers shall be elected by a majority vote of the general membership present at the April PTO meeting in which the vote is held.
     5. A majority vote is required for officer elections. In the event of a tie, a re-vote will occur and be completed within 2 weeks.

Article 5: Position Responsibilities

1. President
   1. Shall preside and keep order at all meetings of the PTO and of the Officers.
   2. Shall prepare meeting agenda, determine if a quorum is present, be familiar with and follow parliamentary procedures and by-laws.
   3. Shall coordinate the work of the officers and oversee the committees, in order to promote the objectives of the PTO.
   4. Shall perform other duties as assigned by the organization.
2. Vice-President
   1. Shall act as an aid to the President.
   2. Shall act as president in the absence of the president or in the event that the President position becomes vacant during the current school year.
   3. If the Vice-President is unable to serve as President, the board shall fill the vacancy from among the officers.
   4. Shall be familiar with parliamentary procedures and by-laws.
3. Secretary
   1. Shall keep an accurate record of all PTO meetings and maintain a record of past meeting for a minimum of 3 calendar years.
   2. Shall distribute minutes to all officers within 2 weeks following a PTO meeting. Minutes may also be available to general membership via a newsletter.
4. Treasurer
   1. Shall serve as authorized signatory on all PTO accounts.
   2. Shall deposit all monies of the PTO within 2 weeks of receipt.
   3. Shall disperse funds in accordance with the approved budget as authorized by the PTO.
   4. Shall prepare and submit the proposed annual budget for consideration at a spring PTO meeting.
   5. Shall keep the ledgers accurate, up-to-date and available for public viewing. An annual audit should be performed by the end of the fiscal year by a vote approved non-board member of the PTO.
   6. Shall create a monthly report of the financial status of the PTO and bring it to the monthly PTO meetings.
   7. Shall keep the PTO funds in a financial institution in the name of the Lakeshore PTO and subject to withdrawal by check.
5. Communications Officer
   1. Provide all necessary correspondence.
   2. Manage and maintain web-based email account and any other social media sites. ( ie: Facebook)
   3. Manage and maintain a volunteer database.
   4. Communicate with Lakeshore Media Specialist to update and maintain the PTO section of the Lakeshore School website.
6. Administrator- Principal
   1. Shall act as advisor and liaison between district, staff, and PTO.
   2. The principal retains final approval or veto power of any function that will interfere with procedures, policies or the best interest of Lakeshore.
7. Partnership Coordinator
   1. Shall act as a liaison between staff, students and PTO: seek and encourage communication between staff, student and PTO.
   2. When available, shall share school news and requests as listed in the agenda.
   3. Will schedule staff representation at the PTO meetings.

Article 6: Meetings

1. PTO meetings shall be held monthly at the direction of the officers based on a schedule determined at the end of the previous school year and shall last one hour.
2. An agenda shall be prepared by the President and distributed no later than one week prior to the general PTO meeting.
3. All meetings of the PTO shall be open to any parent or legal guardian of any Lakeshore student and any member of the faculty or staff of Lakeshore.
4. Meetings of the officers shall be held as called for by the President with no voting power.
5. A quorum of at least 5 members, including 2 officers, is needed to transact business and vote at a regular meeting.
6. The PTO meeting order of business shall be as follows:
   * 1. Introduction
     2. Secretary’s report and approval
     3. Treasurer’s report and approval
     4. Principal’s report
     5. Committee reports
     6. Unfinished business
     7. New business
7. During the course of a PTO meeting, when issues arise that require a vote of the PTO general membership, the voting procedure shall be as follows:
   * 1. Open topic for discussion
     2. Motion to approve
     3. Motion seconded
     4. Vote taken ( in favor/opposed)

Article 7: Fiscal Year

1. The fiscal year of the PTO shall be July 1st through June 30th.

Article 8: Amendments

1. Amendments to this document may be proposed by active members of the PTO at any PTO meeting.
2. One month after the amendment(s) has been proposed, it may be adopted by a two-thirds majority vote of the PTO general membership present at the meetings.

Article 9: Dissolution

1. Upon a vote to dissolve the Lakeshore Parent Teacher Organization, any funds remaining after all obligations have been satisfied will be disbursed as follows:
2. Funds will be given to Lakeshore Elementary via the Eau Claire Area School District.
3. If disbursement of funds listed in Article 9, #1 is not accepted, then the Lakeshore PTO will meet and vote on donating funds to non-profit, educational, child orientated organizations.