

DROUGHT SCHOOL PTO

ARTICLES OF ASSOCIATION AND BYLAWS

ARTICLE 1: NAME, PHILOSOPHY, MISSION AND OBJECTIVE

Section 1: NAME - The name of this organization shall be the Drought School Parent Teacher Organization (PTO). The PTO is located at 21016 7 Mile Road in Franksville, Wisconsin.

Section 2: PHILOSOPHY - It is the shared belief of the members of the PTO that a child requires a nurturing atmosphere to achieve his/her full potential. This can only be accomplished through an active partnership between parents, faculty, staff and the administration of Drought School.

Section 3: MISSION - The Drought School PTO will seek to establish and maintain open communication with the:

1. Faculty, staff and administration
2. Parents
3. Drought School District
4. Community that supports the district

Section 4: OBJECTIVE - The Drought School PTO will coordinate volunteer activities for PTO related events and hold fundraisers to support the school's social, academic, athletic and aesthetic growth. These fundraising activities are in addition to the annual school budget and are intended to augment the established curriculum.

ARTICLE 2: MEMBERSHIP

Section 1: MEMBERSHIP - General membership: All parents and/or legal guardians of students currently attending Drought School; all alumni and faculties of this school shall be considered members of this organization. General members have the right to attend and participate in all general meetings and events of the organization.

ARTICLE 3: OFFICERS, DUTIES, TERMS & QUALIFICATION

Section 1: OFFICERS -

PRESIDENT: The President shall be the principal executive officer of the PTO. The President shall preside at all meetings of the PTO. He/she shall perform such other duties as may be prescribed in these bylaws and maintain a professional atmosphere at all meetings and events.

VICE PRESIDENT: The Vice President shall act as an aide to the President and shall perform the duties of the President in the absence or inability of that officer to act.

SECRETARY: The Secretary shall record the minutes of all meetings of the organization, creation and distribution of flyers, newsletters and other communications as necessary. The secretary will also perform other duties as requested.

TREASURER: The Treasurer shall have custody of all funds of this organization; shall keep a full and accurate account of receipts and expenditures; and shall make the disbursements in accordance with the approved budget, as authorized by this organization. The Treasurer shall present a financial

statement at every meeting of this organization and at other times when requested by the committee. The Treasurer's monthly account of revenues, expenditures and account balances will also be submitted to the school office and President prior to each monthly meeting.

Section 2: DUTIES - All officers shall:

1. Perform the duties prescribed in the parliamentary authority in addition to those outlined in these bylaws and those assigned to them from time to time.
2. Deliver to their successors all official material and related information no later than 10 days following the close of their term.

Section 3: TERMS OF OFFICE - The term of office for all officers is one year, beginning immediately upon election in April, and ending upon officer election of the following school year.

Section 4: QUALIFICATIONS - Any PTO member in good standing with a minimum of 50% attendance at meetings in the current election cycle is eligible to run for an officer position. Attendance records will be kept at each meeting.

Section 5: DISQUALIFICATIONS - Any board member not attending three consecutive meetings may have their position revoked upon vote by the PTO.

ARTICLE 4: ELECTIONS

Section 1: ELECTIONS -

1. Written notification for nominations will take place in February or the meeting before the nominations are to take place. Notification will be done via newsletter and/or meeting agenda.
2. Nominations for elections will be taken at the regular monthly meeting in March.
3. Members may only be nominated if they are present during the March meeting or the meeting at which nominations take place. If a member would like to be nominated for office and knows that they are unable to attend the meeting, that member should notify the PTO President in writing that they will accept a nomination. No verbal communication will be accepted. Acceptable communication would include email from the member wanting a nomination or a signed written communication that shall be delivered to the school office.
4. In the event a quorum is not present at the March meeting, nominations will take place no more than one week later.
5. Nominees are encouraged to present a letter of intent and will be allowed five minutes maximum to campaign at the nomination meeting.
6. Members must have a minimum of 40% attendance during the PTO calendar year to be eligible to vote for officers.
7. Elections for all offices shall be held at the regular monthly meeting in April of each year for the following PTO year.
8. A quorum of 50% (determined by the membership roster) must be present at the time an election is to be held.
9. In the event a quorum is not present at the regular April meeting, an election will take place no more than one week later.
10. Elections shall be by ballot, unless unopposed.
11. In the event the offices of President, Vice President or Treasurer cannot be filled by a qualified member of the PTO (as previously defined) nominations will be open to non-qualified members.

12. In the event there is a vacant office, positions may be combined or changed (upon a vote by the active PTO members) as needed to fill offices. For example, the combining of Vice President and Secretary or the Secretary and Treasurer position, or other combinations may be allowed if there are not enough qualified members (as previously described) willing to take on the positions.
13. There will be no specified term limit for any office.
14. In the event there are not enough active members for PTO offices, elections will not be held. Present officers will remain in place and previously stated qualifications will apply.
15. In the event of a tie for elections, the school liaison will be the tie breaking vote.
16. Absentee ballots for elections will be accepted from eligible members no later than one day prior to the April meeting or the meeting at which elections will be held.

ARTICLE 5: MEETINGS

Section 1: GENERAL PTO MEETINGS - General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held on the second Wednesday of the month 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.

ARTICLE 6: FINANCIAL POLICIES

Section 1: VOTING - A vote shall be taken whenever a monetary amount in excess of \$100 is to be decided upon. All members present at the meeting are eligible to vote on expense payments.

Section 2: EXPENSES -

1. In the event of an unexpected expense, an email shall be sent to all active members for the purpose of obtaining approval. Members should respond within 48 hours if they object to the expense. If a response is not received, non-response will be taken as an approval.
2. When an expense is approved at a meeting and later turned in to the Treasurer, the Treasurer has 24-48 hours to make repayment. This gives the Treasurer time to check receipts thoroughly and make sure the expense was approved.
3. If there is any question about an expense, another board member will be notified. The Treasurer will then look in to the expense and determine whether it is a valid expense incurred and report back to the board member.
4. If there is an expense that has not been previously approved at a PTO meeting or by email vote, the Treasurer has the authority to wait until the next PTO meeting to bring up the expense at the meeting for discussion. The expense will be either approved or rejected by the PTO.
5. If the Treasurer needs repayment for an item he/she has purchased with personal funds, they may not reimburse themselves. The other board member with authorized signature on the checking account will reimburse the Treasurer for the expense.
6. When PTO members have expenses, they should contact the Treasurer, as it is their job to disburse payments. The Treasurer will handle the reimbursement according to the policy above. If there are any questions about delays or repayment time, please ask the Treasurer first.
7. If there are any questions about expenses there will always be a time to take explanations of expenses/receipts.
8. For any event an inventory in and inventory out needs to be done at the time of the event. If there are any receipts to be turned in, they need to be turned in to the Treasurer no later than

six weeks after the event. If receipts are turned in later than six weeks after the event, reimbursement will not be issued.


9. In the event of a tie the school liaison will be the tie breaking vote.

ARTICLE 7: BYLAW AMENDMENTS

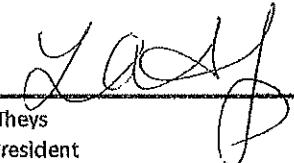
Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting.

1. Amendment discussions will be started at the April meeting and will be limited to two meetings (April and May if those meetings are held).
2. Bylaw revisions will be finalized and signed at the June meeting (if held, or the third meeting that bylaws are discussed).

Those members present at the June 11, 2014 meeting, at which the finalized revisions were accepted, have signed below.

X 

Tad Powalisz
President

X 

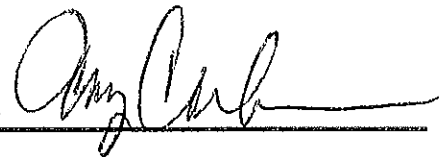
Lynn Theys
Vice President

X

Michele Kling
Treasurer

X 

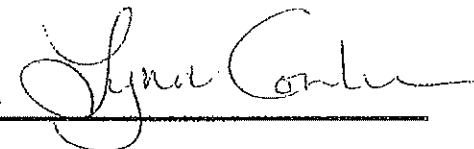
Secretary
Sherry Powalisz

X 

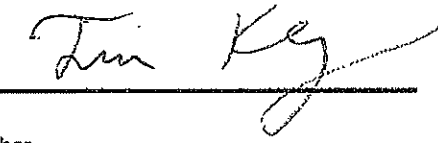
Member

X 

Member

X 

Member

X 

Member