

Walter C. Polson Middle School Parent Teacher Organization ByLaws

ARTICLE I: NAME

The name of this organization shall be Walter C. Polson Middle School Parent-Teacher Organization ("Polson PTO"). This document represents the bylaws of the organization ("Polson PTO Bylaws").

ARTICLE II: OBJECTIVE

The objective of the Parent Teacher Organization ("PTO") shall be to create a closer relationship between home and school, to enhance the learning environment, to provide and maintain an open network of communications between the school and community, and to foster parent/guardian involvement in the educational process.

ARTICLE III: POLICIES

The organization shall operate for charitable, educational, nonpartisan, non-sectarian, and non-commercial purposes and shall not discriminate based on age, sex, creed, or national origin.

The organization shall be supportive of the educational program and shall be developed through volunteer services, and supplemental educational programs.

The organization shall seek neither to direct the administrative activities of the school, nor control its policies.

The organization shall direct any grievances pertaining to the faculty, staff or educational programs through the proper channels of communication as established by the Madison Board of Education ("BOE").

The organization may cooperate with other organizations and agencies active in child education and welfare, such as conference groups or coordinating councils; provided its representatives make no commitments that bind the group it represents.

No profits shall proceed to any officer or member of the organization.

The name of the PTO and the names of its members in their official capacities shall not be used in connection with a commercial concern or political interest or for any purpose not appropriately related to the mission of the PTO.

The policies of the Polson PTO are established to maintain a tax-exempt status as defined by the Section 501(c) 3 of the Internal Revenue Code.

ARTICLE IV: MEMBERSHIP

Membership in this organization is open to all staff, parents, and legal guardians of students attending Walter C. Polson Middle School ("Polson") who agree to abide by the rules and regulations described in the bylaws of this organization.

Designation of membership on the annual Polson PTO Volunteer form is required to be a member in the Polson PTO.

- The question shall state: "Would you like to be a member of Polson PTO?"

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Name of Member(s): _____

- Membership in the Polson PTO does not create any obligations on the part of the member(s) but does entitle the member(s) to participate in the activities and functions described in Article IV of the Polson PTO Bylaws.

The incoming Executive Board will establish suggested donation amounts in June, and any change from the previous year will be voted on by the Executive Board. Donations are not required to be a member in the Polson PTO.

Term of membership shall be from July 1-June 30.

All members shall be entitled to:

- Nominate persons for the Executive Board by submitting names of candidates to the Nominating Committee.
- Submit policy and action proposals to the Executive Board for resolution by the Board.
- Vote for members of the Executive Board.
- Vote to remove a member of the Executive Board.
- Hold office as a member of the Executive Board.
- Vote on resolutions and other business as is conducted at the annual or special meetings.
- Any other privileges determined by the Executive Board.

Only members of this organization shall be eligible to hold office, make motions, and vote on the motions as described in these Polson PTO Bylaws.

One family unit represents one PTO vote.

ARTICLE V: FISCAL YEAR

The fiscal year of this organization shall be July 1-June 30.

ARTICLE VI: MEETINGS

General PTO Meeting:

There shall be a minimum of four meetings annually.

The annual meeting shall be held in May or June of each year, at which time election of officers shall take place.

Notification of the annual meeting shall be sent to the general membership at least ten (10) days in advance of the meeting date.

Special meetings of the membership may be called for any purpose at any time by the Co-Presidents, a majority vote action of the Executive Board, or the action of any ten (10) or more members. Notification of any special meeting shall be sent to the general membership ten (10) days in advance of the meeting. If necessary or advisable for the Executive Board to take action on any particular matter between regularly scheduled Executive Board meetings, any member may initiate a motion via email, provided that the email motion is sent to all Executive Board members. Executive Board members shall have twenty-four (24) hours to second the motion and vote on the matter.

It shall be the duty of any outgoing officers and committee chairpersons to submit written reports to the new officers to insure effective transition of responsibilities.

Quorum at regular PTO meetings shall be a simple majority (50% plus 1) of PTO members who are present.

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Polson Administrator shall be represented whenever practicable, by one delegate at each PTO meeting.

Polson Faculty shall be represented whenever practicable, by one delegate at each PTO meeting.

ARTICLE VII: OFFICERS AND THEIR ELECTIONS

Officers: The officers of this organization are the Executive Board.
The Executive Board shall consist of:

- Co-Presidents
- Tri-Vice Presidents
- Secretary
- Treasurer

The Co-Presidents and Treasurer shall be elected for a two-year term. The Tri-Vice Presidents, Secretary shall be elected for a one-year term.

The Tri-Vice Presidents shall represent each grade in attendance at Polson. They will contact their 'represented grade' guidance counselor monthly and act a liaison between PTO and the Polson Guidance Department.

Whenever possible, one Co-president should be elected annually such that one Co-President is serving their first term while the other Co-President is serving their second. Whenever possible, the succession plan should include Vice Presidents moving up to Co-President. No office shall be held for more than two consecutive years. Exceptions can be made under special circumstances for an Officer to serve for an additional one year term. Exceptions must be recommended by majority vote for approval by the Nominating Committee.

Nominations:

The Nominating Committee will be convened annually in the spring. The committee shall be comprised of one Polson Principal and two PTO members.

The first order of business shall be to elect a chairperson. The chairperson shall not be the Polson Administrator. The chairperson shall ascertain if any Nominating Committee member wishes to run for one of the elected offices; if so, that member shall be replaced on the Nominating Committee to avoid a conflict of interest.

The Nominating Committee shall, after soliciting nominations from families registered to attend Polson the next year, prepare a slate of officer candidates to be presented at the annual meeting. Each candidate shall be approved by a majority of the Nominating Committee.

The Secretary shall notify the membership at least ten (10) days prior to the annual meeting.

Vacancy:

A vacancy occurring in an office shall be filled by a candidate selected by the Executive Board.

Elections:

At the annual meeting, a nominating committee shall bring forth the nomination slate for election. Each member of the organization and each family registered to attend Polson the next school year shall be able to cast one vote to approve or deny the slate presented.

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Installation of Officers:

The Executive Board shall convene a meeting for the installation of new officers, following the annual elections, but prior to the close of the school year. Outgoing officers, officers-elect, and the Polson Administrator shall be notified of this meeting by the outgoing Secretary.

The outgoing Co-President(s) shall turn over the Polson Bylaws and records of the organization to the Co-President(s)-elect. At this meeting, the newly elected officers become the official Executive Board for the organization for the next school year.

ARTICLE VIII: DISCIPLINE

Charges of professional dishonesty, working against the principles and purpose of the organization, and/or injuring the professional standing of another member may be filed in a written statement, signed by five (5) members and submitted to the Executive Board.

The accused member shall be notified in writing of all allegations and shall have the privilege of being present at a special meeting of the Executive Board, at which time the charges will be considered.

A member shall be suspended from the organization by a simple majority of the Executive Board, subsequent to the execution of the procedures set forth above in this Article.

ARTICLE IX: RULES OF ORDER

The meetings of the organization shall be run according to the rules contained in *Robert's Rules of Order, Newly Revised*.

ARTICLE X: DUTIES OF OFFICERS

General Duties and Responsibilities:

Each Officer is expected to attend Executive Board and PTO Meetings; assist in the nomination of incoming Chairpersons of the Standing Committees; read these Bylaws at the start of their term; act in the best interest of the Polson PTO.

No Officer or PTO Member may be compensated by the PTO for their service.

Co-President:

Meetings, Committees and Activities: The Co-Presidents will preside at all meetings of the organization. They shall preside at all meetings of the Executive Board. They shall create committees with the approval of the Executive Board and appoint a chairperson or co-chairpersons for each committee for a one year term. The Co-Presidents shall appoint a Nominating Committee and any other committees they deem necessary. They shall at no time serve on the Nominating Committee. They serve as ex-officio members of all committees, except the Nominating Committee. The Co-presidents shall be responsible to perform the necessary duties that are needed for the benefit of the PTO. They shall receive written reports and make reports available to new officers and committee chairpersons and oversee all standing committees. The Co-Presidents shall keep in constant communication with one another and with the chairpersons of their standing committees. The Co-Presidents will approve events and event dates prior to submittal to the Polson Administrator for authorization. In the event of the absence of both the Tri-Vice Presidents at a general meeting, the Co-Vice Presidents shall chair the meeting.

Financial: The Co-Presidents shall coordinate the preparation of the annual budget in cooperation with the Treasurer and other members of the Executive Board. One Co-President shall be co-signer (in addition to the Treasurer) on the Polson PTO bank accounts. If, for any reason, the Treasurer is unable to pay bills for budgeted PTO activities or for the expenditures approved by a

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majority vote of the PTO at a regular or special meeting, Co-Presidents shall have the authority to do so.

Tri-Vice Presidents:

The Tri-Vice Presidents shall be prepared to perform any or all of the duties of the Co-Presidents in the absence of the Co-Presidents, or when called upon to do so, assume the appointment of Co-President in the event of a Co-Presidents' resignation or inability to serve. Tri-Vice President, as grade representatives, shall maintain communication with grade level guidance counselors, give report during Executive Board meetings, oversee communication for delegated Standing Committees and communicate with committee Chairperson regarding specific activities/events for their assigned Standing Committees. They shall also vote to approve the Chairpersons of all Standing Committees.

Secretary:

The Secretary shall record the minutes of all general meetings. The Secretary shall handle the correspondence required by the Polson PTO or as directed by the Co-Presidents and/or Executive Board. The Secretary shall perform such other duties as may be delegated to him/her.

Treasurer:

The Treasurer shall receive all monies of the Polson PTO, shall keep an accurate record of receipts and expenditures, and shall pay out funds only as authorized by the Polson PTO and/or Executive Board. The Treasurer shall assure that he/she and the Co-Presidents and Secretary are co-signatories on all Polson PTO bank accounts. The Treasurer shall present a statement of account at every Executive and General Polson PTO meeting and submit a full report in July. The Treasurer shall be responsible for assisting the elected successor with the preparation of the following year's budget. The Treasurer will work with an accountant, who is designated by the PTO, to complete and file necessary paperwork.

ARTICLE XI: OPERATING BUDGET

The operating budget is to be established by the incoming Co-Presidents and Treasurer with assistance from the outgoing Co-Presidents and Treasurer. The budget shall be approved by a simple majority vote of members present at the last PTO meeting of the school year. Committees must follow the budget guidelines as established by the PTO and directed by the Treasurer. The Treasurer will not reimburse for unbudgeted or unapproved items or items submitted without original receipts.

The Co-Presidents may approve additional expenditures of up to \$250, which are not in the operating budget after verification of available funds with the Treasurer. Additional expenditures which are not in the operating budget may be approved by a majority vote of the Executive Board between regular meetings or at a regular PTO meeting by a simple majority vote of members present at a PTO meeting.

ARTICLE XII: AMENDMENTS TO THE POLSON BYLAWS

The Polson Bylaws shall be reviewed every other year by the Executive Board. They may be amended at any time by the Executive Board by an affirmative vote of two-thirds of all members, as defined by Article VI, in attendance at any General meeting, Annual meeting or Special meeting of the Polson PTO convened for the purpose of amending these Bylaws. Notice of the proposed amendments shall be available to all members at least ten (10) days prior to a vote.

ARTICLE XIII: DISSOLUTION

In the event of the dissolution of the organization, the net assets after payment of debts will proceed directly to the Walter C. Polson Middle School, or in the event that the school is no longer operating, to other Madison school Parent Teacher Organizations where Polson students will be attending, divided proportionally based on student enrollment.

ARTICLE XIV: CONFIDENTIALITY

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All officers and members of the Polson PTO are required to abide by the confidentiality policies outlined in the Madison Board Of Education (BOE) policies and in these Bylaws. BOE Policy Section 5180 defines what student information is protected. It is the goal of Polson PTO to respect all student information and to maintain a high degree of integrity with students, parents, staff and administration.

Executive Committee members are permitted access to certain protected information during the course of the year, on an as-needed basis. Executive Committee members are entrusted with student, school and district information that is not public information and are expected to treat this information with the same confidentiality as outlined in the BOE policies.

Any written, spoken or otherwise translated 'protected' information, without proper consent, is a breach of the BOE policy and Polson PTO Bylaws and should not occur.

Violations of this policy can result in disciplinary action as per Article VIII.

ARTICLE XV: MISCELLANEOUS

Any situation not specifically defined in the aforementioned articles shall be resolved by a simple majority vote of members present at a PTO meeting.

These Bylaws were adopted by the Walter C. Polson Middle School PTO (Polson PTO) by a majority vote during an Executive Board meeting properly called on April 19th, 2019 and shall take effect immediately.