

# BY-LAWS

## KATE WICKHAM ELEMENTARY PARENT TEACHER ORGANIZATION

### Article I – Name

The name of this organization shall be the Kate Wickham Elementary Parent Teacher Organization. It shall be commonly known as the “Wickham PTO.”

### Article II – Purposes and Objectives

The primary purpose of this organization shall be to continually promote and provide assistance to the quality educational programs at Wickham Elementary School. The objectives outlined below are set forth to support this purpose.

**Section 1.** The PTO shall be an autonomous, independent decision-making group. The PTO shall work cooperatively with Wickham staff, the District-wide Parents’ Organization (DPO), and the Iowa City Community School District.

**Section 2.** The PTO shall support and encourage active participation of parents and staff.

**Section 3.** The PTO shall provide a broad-based source of information on matters of mutual interest to parents.

**Section 4.** The PTO shall provide an opportunity for all parents and staff to share ideas relating to school matters/functions and to the education of children.

**Section 5.** The PTO shall work cooperatively with staff and students to enhance the students’ academic, cultural, physical, and social development.

**Section 6.** The PTO shall work cooperatively to provide financial assistance for activities and services beyond those provided by the school district, and in accordance with current accepted ICCSD Board policy.

### Article III – Membership

Membership shall consist of all parents or guardians of students enrolled at Wickham Elementary School and shall have voting rights. The principal and any staff employed at the school may be a member and have voting rights.

**Section 1. Duties.** Members are encouraged to serve on one of the standing or special (ad hoc) committees of the PTO.

### Article IV – Officers and Elections

**Section 1. Officers.** The officers of the PTO shall be no more than two (2) Presidents (i.e. Co-Presidents), no more than two Vice-Presidents (i.e. Co-Vice Presidents), President-Elect, Secretary, and Treasurer. All officers will begin his or her office term on July 1 following the spring election. Following election and prior to July 1, it is recommended the newly elected officers participate in any Executive Committee meetings.

#### **Section 2. Duties.**

a. **President/Co-President.** The President/Co-Presidents shall begin her/his/their term of office on July 1 following the spring election. Shall preside over meetings of the organization and executive board, serve as the primary contact and liaison between school administration and parents, represent the organization at meetings outside the organization, serve as an ex officio member of all committees, except the nominating committee, and shall perform such other duties as may be prescribed in these bylaws or assigned to her/him by

the Executive Committee; and shall coordinate the work of the officers and committees, in order that the purpose of the organization is served.

b. **Vice President/Co-Vice Presidents.** The Vice President/Co-Vice Presidents shall begin her/his/their term of office on July 1 following the spring election and serve on the Executive Committee. Shall act as an aid to the President/Co-Presidents and in their designated order perform the duties of the President/Co-President/s in the absence or inability to serve, and shall perform such other duties as requested by the Executive Committee or the President/Co-Presidents.

c. **President-Elect.** The President-Elect shall begin her/his term of office on July 1 following the spring election and serve on the Executive Committee. Shall learn the duties of the President/Co-Presidents as required by the Executive Committee and perform other duties as requested.

d. **Secretary.** The secretary shall begin her/his term of office on July 1 following the spring election and serve on the Executive Committee. Shall keep all records of the organization, take and record minutes at general PTO Meetings. Minutes from these meetings shall be printed and distributed to the membership within a reasonable length of time or posted on PTO website for 1 year; old minutes shall be maintained electronically for a total of 3 years.

e. **Treasurer.** The treasurer shall begin her/his term of office on July 1 following the spring election and serve on the Executive Committee. Shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and shall pay out funds in accordance with the approval of the Executive Committee. He/she will present a financial statement at every meeting and at other times of the year when requested by the Executive Committee, and make a full report at the end of the school year.

**Section 2. Nominations and Elections.** Elections will be held annually at a spring PTO meeting. Nominations may be made through the membership or through self-nomination for any office. A slate of officers will be approved by a 2/3 majority vote of members present. Shall the need arise, mid-year elections may be approved by a 2/3 majority vote of members present and with previous notice given at the prior meeting. Following election, officers should review the By-Laws."

**Section 3. Eligibility.** To be eligible for President, the nominee shall have previously served the PTO as an officer or active member of a committee, unless otherwise approved by the Executive Committee.

**Section 4. Terms of Office.** Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. If there is an uncontested office, and the incumbent is willing to continue to serve beyond 2 years, the Executive Committee can approve extending the term of office and present to members for acclamation. Each person elected shall hold only one office at a time.

**Section 5. Vacancies.** The Executive Committee is responsible for nominating and approving individuals for any vacancies still remaining after the open process is concluded and after publicly announcing the vacancy and soliciting interest.

**Section 6. Removal From Office.** Officers can be removed from office with cause by a 2/3 majority vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

## **Article V – Executive Committee**

**Section 1. Membership.** The Executive Committee shall consist of the elected officers and the principal. The Executive Committee may also be known as The Executive Board.

**Section 2. Duties.** The Executive Committee shall supervise the general affairs and expenditures of the organization and provide direction for the organization.

**Section 3. Meetings.** Regular meetings shall be held monthly, on the same day and at the same time each month, to be determined by the Executive Committee. Special meetings may be called by any two board members, with 24 hours notice.

**Section 4. Quorum.** Half the number of board members plus one constitute a quorum.

## **Article VI – Meetings**

**Section 1.** General meetings of the membership shall be called monthly by the Executive Committee unless by a 2/3 majority vote of its members decide to dispense with a meeting due to a lack of business to conduct. There shall be at least one annual meeting of the membership of the PTO in the spring to present the annual budget, and elect officers.

**Section 2. Special Meetings.** Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by flyer, electronically and/or phone calls.

**Section 3. Quorum.** The quorum at all general meetings shall consist of 5 members (not including officers).

**Section 4. Meeting Guidelines.** All meetings (General and Executive Committee) are open to the public. At all meetings, the current Robert's Rules of Order shall be the Procedural Rules.

## **Article VII – Committees**

**Section 1. Membership.** Committees may consist of members and board members, with the President/Co-President/s acting as an ex officio member of all committees.

**Section 2. Standing Committees.** The standing committees of the PTO shall consist of the following (as examples): Fundraising, Teacher Appreciation, Landscaping, Playground, Safety, Family Activities, Community Outreach, and Volunteer Coordinator. The list of committees can be changed by a vote of the Executive Committee.

**Section 3. Additional Committees.** The Executive Committee may appoint additional committees as needed.

**Section 4. Removal From Committees.** Committee members can be removed from any position with a 2/3 majority vote of the Executive Committee.

## **Article VIII – Finances**

**Section 1.** The Executive Committee shall prepare the annual budget each spring for the following school year and present it to the membership for approval by majority vote during the annual spring meeting.

**Section 2.** The treasurer shall keep accurate records of any disbursements, income, and bank account information.

**Section 3.** The Executive Committee shall supervise the general affairs and expenditures of the organization and approve all expenses of the organization.

**Section 4.** The Executive Committee shall have the authority to make decisions regarding policies or authorize non-budgeted expenditures under \$100. Non-budgeted requests exceeding \$100 will be brought before the membership after a public announcement and will require a 2/3 majority vote at a future general meeting.

**Section 5.** Two authorized signatures shall be required on each check over the amount of \$500. Authorized signers shall be the president and treasurer.

**Section 6.** The treasurer shall file tax Form 990 by the IRS deadline, currently November 15 of each year.

**Section 7.** The fiscal year shall coordinate with the school year (July 1<sup>st</sup> through June 30<sup>th</sup>)

**Section 8.** Upon dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

### **Article IX – Parliamentary Authority**

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

### **Article X – Endorsements and Objections**

Endorsements or objections to any issue, policy, or law shall be adopted by the approval of 2/3 of the members voting at any general meeting of the PTO.

### **Article XI – Amendments**

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by secretary. Notice may be given by postal mail, e-mail, or website contact. Amendments will be approved by a 2/3 majority of the members voting at any general meeting of the PTO. Time to discuss the By-Laws changes or additions will be allowed at the PTO meeting before a vote is taken.

### **Article XII – Disillusion**

The PTO may be dissolved by a 2/3 majority vote of the membership present and voting at a general meeting. Notification of the disillusionment vote shall be sent to all members two weeks prior to the vote. Any remaining PTO funds shall be given to Wickham Elementary School to be used for any educational purpose they choose unless a new parent-teacher organization will be formed within one year. In this case, all funds shall be given to that organization.

### **Article XIII – Adoption of Bylaws**

These By-Laws shall supersede any previous PTO Constitution and/or By-Laws. The By-Laws shall be reviewed and revised by the Executive Committee every 5 years and presented at subsequent regular meetings for PTO member approval. The By-Laws shall become effective immediately upon adoption by 2/3 majority vote of the PTO members at its general meeting.

- \* Originally approved By-Laws 5-19-97
- \* Revised and approved 4-3-01
- \* Revised and approved 3-11-08
- \* Revised and approved 4-19-23