

WILSON K-8 PTO PARENT/TEACHER ORGANIZATION BY-LAWS

Identification

- The name of the organization is Wilson K-8 PTO
- This organization is non-profit, nonsectarian, interracial, and nonpolitical

Purpose

The purpose of the Wilson K-8 PTO is to promote Wilson School spirit and pride; to support family fun and improve the relationships between home, school, and community in a safe, fun, and learning environment.

The Wilson K-8 PTO provides funds that support teachers and staff, providing for students and school wide enrichment activities to enhance our children's learning experiences. These activities will create lasting memories for our students here at Wilson School.

PTO Members

a) Officers

i) President

- (a) This position should be filled at minimum.
- (b) Term (1 year) - In the event that a position can NOT be filled for the year term, the term may be changed by approval of PTO.
- (c) Responsibilities - Presides at all meetings and maintains order. Is the contact person for officers, parents, teachers, and principal. Monitor's follow-through of events. Develop flyers.

ii) Vice- President

- (a) A Vice-President may be selected but isn't required to be filled.
- (b) Term (1 year) – In the event that a position can NOT be filled for the year term, the term may be changed by approval of PTO.
- (c) Responsibilities - Assist President with their responsibility. Presides at all meetings and assist in maintaining order. Run the meeting in absence of President.

iii) Treasurer

- (a) Term (1 year) - – In the event that a position can NOT be filled for the year term, the term may be changed by approval of PTO.
- (b) Responsibilities - Keep an accurate account of all funds received and disbursed. Pay all debts

and obligations promptly as authorized by the PTO. Report balance and account activity at each PTO meeting. Payout financial requests. Deal with delinquent claims, bounced checks, problems. Run the meeting in absence of President, Vice-President and Secretary.

iv) Secretary

(a) Term (1 year) - In the event that a position can NOT be filled for the year term, the term may be changed by approval of PTO.

(b) Responsibilities - Record proceedings of all meeting and type them up for documentation. Run the meeting in absence of President and Vice-President.

v) Vacant Position

(a) If there is a vacant officers position and an interested party [with no child(ren) currently enrolled] who is familiar with Wilson school K-8 PTO and wants to volunteer for that vacant position, they may fill the position with approval of the PTO for one year.

vi) Election of Officer

(a) If possible, the election of officers shall occur by September 1st, of the following school year

b) Teachers

i) Teachers may vote on issues when present at meetings.

c) Parent(s)

i) Any parent or guardian may be a member and vote when present.

Duties of the PTO

- Fundraising to purchase non-budgeted items.
- Parent perspective on school issues (i.e. lunch program).
- Forum to address public concerns.
- Communication bridge between parents and staff.
- Encourage support for kids and staff.
- Increase parent involvement.
- Recognize excellence.
- Organize family fun nights.
- Organize/provide information/resources for parents.

PTO Meetings

- PTO meetings will be conducted according to Robert's Rules of Order, the Modern Edition.
- Regular PTO meetings will be held monthly at a time and location determined by the President.
- Meetings are open to the public.

- Notification of meetings shall be done in writing no less than one week prior to the meeting date.
- A quorum of at least 4 members must be present to vote.

Special PTO Meetings

- May be called by the President.
- Notification of special meetings shall be given with as much advance notice as possible.

Nondiscrimination Policy

The Wilson K-8 PTO admits students/parents of any race, color, national, and ethnic origin to all the rights, privileges, programs and activities generally recorded or made available to students/parents at Wilson School and K-8 PTO. It does not discriminate on the basis of race, color, national and ethnic Origin.

Parliamentary Authority

The rules contained in the Modern Edition of Robert's Rules of Order shall govern the Board in all cases where they are not inconsistent with these bylaws and any special rules of order the Wilson K-8 PTO may adopt.

Amendments to the Bylaws

These bylaws may be amended at any regular or special meeting of the Wilson K-8 PTO by a two-thirds vote of voting members present.