



Parent Teacher Organization (PTO) By-Laws

Article 1: Name and History

The name of the organization is Woodland Heights School PTO (WHS PTO).

Article 2: Mission

To support and assist Woodland Heights Elementary School to Educate, Enrich, and Empower children to learn, dream and live as responsible world citizens.

Article 3: Purpose

The purpose of the organization is to

- Involve parents to assist with various school activities/functions/services.
- Provide financial assistance where needs are identified.
- Foster a community atmosphere.
- Support the mission and vision of the school district.

Article 4: Membership

Any current WHS parent or legal guardian of a student currently enrolled in the school, the principal, and all faculty members of the school are considered qualifying members of the PTO. Members must sign in at meetings or when newly enrolled to be considered a registered member, which affords that member voting privileges.

Article 5: General Policies

The WHS PTO name or the names of any members in their official capacities shall not be connected to any commercial concern, any partisan interest, or for any purpose not directly related to the promotion of WHS PTO's interests.

The WHS PTO is a non-commercial, non-sectarian, non-partisan organization.

The WHS PTO shall work with the school to provide quality education for all children, and shall seek to support the mission and vision of the school, recognizing that the legal responsibility to make decisions has been delegated by the people to the boards of education.

The WHS PTO officers shall work with the principal to plan set dates for PTO activities and meetings. All proposed fundraiser activities shall be submitted to the principal for approval prior to undertaking any activity for such fundraiser.

The WHS PTO shall make no commitments on behalf of the PTO unless specifically designated by the PTO board.

Article 6: Officers

The board should consist of the following:

Chair and Co-Chair

Treasurer

Principal

Secretary

Teacher Rep (2 if possible)

Fundraiser/Volunteer Coordinator

Member-at-Large (2024-2025)

Members of the Board, excluding the principal, will serve no more than three years consecutively in the same position. Exception: if the person is voted in by write-in then they may serve. The Board will have the authority to approve up to \$1,000 expenditure by a simple majority of the Board and up to \$5,000 unanimously.

Elected Officers:

Chairperson

- Works with the principal coordinating PTO activities with school needs to include the meeting schedule for the year.
- Attends all meetings.
- Can serve as the second signature on the checking account for the organization.
- Is a parent representative.
- Shall prepare a summary for the weekly school newsletter.
- May call additional meetings at his/her discretion.
- Has the authority to limit discussions on a specific topic for one meeting.
- Approves the agenda for the Board meeting, gathers input from the principal, and other PTO members. The agenda should be distributed to the Board members one week prior to the meeting.

Co-Chair

- Shall act as an aide to the Chairperson.
- Performs the duties of the chairperson in his/her absence.
- Can serve as the second signature on the checking account.

Secretary:

- Record the minutes of the meetings.
- Disperse the minutes to all board members within one week of the meeting.
- Shall notify members of general PTO meetings at least one week prior.
- Maintain current and past records for 5 years.
- Check the WHS PTO email regularly and report to the Board.
- Updates important information to the WHS PTO website.
- Drafts agenda for Board to approve.

Treasurer:

- Has custody of all funds for the WHS PTO.
- Keeps a full and accurate account of receipts and expenditures.
- Make disbursements as authorized by the Board in accordance with the budget.
- Shall bring a financial report to **all** meetings.
- Has checks signed by 2 persons if the check is over \$100.

- At the end of his/her term- assist the incoming treasurer and chairperson in review of the books.

Teacher Representative

- Shall act as a liaison between the WHS PTO and WHS Staff members.
- Shall assist the principal in the presentation of funding requests on the behalf of the staff.
- Shall report PTO activities at staff meetings when necessary.

Principal

- Act as an advisor and represent Woodland Heights School

Fundraising/Volunteer Coordinator:

- Gather and research potential fundraisers.
- Propose fundraisers to the Board for approval.
- Oversees and coordinates fundraising committees and volunteers.
- Assists treasurer in accounting for all fundraising revenue.
- Meets regularly and works closely with the school administration staff to plan the volunteer program.
- Discusses the needs of the school and circulates teacher request forms to determine volunteer needs if necessary.
- Arranges for publicity and recruitment
- Sets up a calendar showing dates for volunteer activities.
- Contacts volunteers for all activities.
- Makes sure all volunteers know how to sign in when volunteering and keeps track of volunteer hours.
- Arranges for recognition of volunteers' services.
- Arranges for recognition of staff appreciation and teacher appreciation days.

Article 7: Elections

- An election will be held yearly to select the Board of the PTO.
- In March the Chairperson will call for nominations for upcoming open positions on the Board. Nominations will continue to be accepted until three weeks prior to the final PTO meeting of the school year.
- A notice will also appear in a March school weekly newsletter seeking nominations of individuals interested in serving on the Board or Committee Chair. This notice will also appear on the school website. A nomination form detailing job descriptions will also appear in the school newsletter.
- The chairperson will prepare the ballot to be distributed at the final PTO General Meeting. Votes will be cast by secret ballot.
- A plurality shall constitute an election.
- One vote per member of the organization.
- Votes must have been present at a minimum of 3 PTO meetings during the school year.

Assuming duties following elections:

- Officers elected shall assume their official duties following the close of the year's final meeting and shall serve for a term of one year and not to exceed 3 years consecutively in the same position. (Exception: unless voted in by write-in)
- Outgoing officers will meet with newly elected officers before the end of the school year to discuss responsibilities of the office and turn over any records and/or pertinent information regarding the position and/or organization.
- A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Board, notice of such election having been given to the general assembly. In case a vacancy occurs in the office of Chairperson, the co-chairperson shall serve in this position until the next election.

Article 8: Finances

- All funds raised by the PTO shall be placed in an account designated by the Board. PTO checks will be signed by the Treasurer and on other Board member if over \$100.00
- An amount of money will be left in the account at the end of each year to cover any unpaid expenses and obligations plus a reserve amount of at least \$750 for each grade level for field trips. There will also be \$200 reserved for Pre-K and \$500 for 5th grade to use for Promotion celebratory expenses. The treasurer shall report field trip expenses at PTO meetings monthly.
- ALL expenses shall be voted on by the Board.

Article 9: Meetings

- Meetings shall be held the third Wednesday of each month at 6:30 PM unless voted on by the Board to change the meeting. The chairperson may call extra meetings at his/her discretion.
- *All items to be discussed at the meeting shall be presented as an agenda item and put on the school's website at least one week before the meeting.*
- A 10% of the membership will constitute a quorum. This body of the membership shall be sufficient in taking action on items presented at general meetings.
- A majority vote of the quorum shall be required to take action on items presented at general meetings.

Article 10: Amendments

The by-laws may be amended by a majority vote of the entire Board at any regular PTO meeting.

Each member of the board shall keep a copy of the by-laws. The by-laws shall also be posted on the WHS PTO website.

Adopted: September 1, 2011

Last Updated: August 10, 2023