

# BYLAWS Of Washington Middle School PTSO

## **ARTICLE I – NAME, DESCRIPTION & PURPOSE**

**Section 1: NAME** – The name of the organization shall be WASHINGTON MIDDLE SCHOOL PTSO (Parent Teacher Student Organization). The PTSO is located at Washington 811 Washington Road, Kenosha, WI 53140.

**Section 2: DESCRIPTION** – The PTSO is a non-profit organization that exists for the promoting of the welfare of the schools' children in the home, school and community.

**Section 3: PURPOSE** – The purpose of the PTSO is to enhance and support the educational experience at WASHINGTON, to develop a closer connection between school, home and community by encouraging parental involvement, and to improve the environment at WASHINGTON through volunteer and financial support.

## **ARTICLE II – MEMBERSHIP**

**Section 1:** Membership shall be automatically granted to all parents and guardians of fulltime WASHINGTON students, the student body, and all staff at WASHINGTON. There are no membership dues. Attending members have voting privileges, one vote per household.

## **ARTICLE III – OFFICERS**

**Section 1: EXECUTIVE BOARD**– The Executive Board shall consist of the following officers: Director, Co-Director of Finance and Co-Director of Groups/Tasks. Officer positions can be shared. The School Principal, or his/her designee, is a voting member of the Executive Board.

**Section 2: TERM OF OFFICE** – The term of office for all officers is one year, beginning immediately upon election, and ending upon officer election the following school year.

**Section 3: QUALIFICATIONS** – Any PTSO member in good standing may become an officer of the PTSO.

### **Section 4: DUTIES –**

**Executive Board** – Develop the PTSO's annual budget, establish and oversee committees to conduct the work of the PTSO, establish fundraising programs, approve by majority vote of the Board unbudgeted expenditures of no more than \$100.00.

**Director**– Preside at General PTSO meetings and Executive Board meetings, serve as the official representative of the PTSO, and retain all official records of the PTSO.

**Co-Director Groups/Tasks** – Oversee the committee system of the PTSO, assist the Director, chair meetings in the absence of the Director, and act as recoding secretary for meeting minutes.

**Co-Director Finance** – Serve as custodian of the PTSO's finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, facilitate an annual audit, and hold all financial records.

**Section 5: BOARD MEETINGS** – The Executive Board shall meet monthly during the school year, or at the discretion of the Director.

**Section 6: REMOVAL** – Any officer can be removed from office for failure to fulfill his/her duties after reasonable notice from the Executive Board, and a majority vote of the Executive Board.

**Section 7: VACANCY** – If a vacancy occurs on the Executive Board, the Director shall appoint a PTSO member to fill the vacancy, for the remainder of the officer's term. If the Directorship is vacated, 2 Executive Board members will appoint a PTSO member to fill the position, or act as Co-Directors for the remainder of the term.

## **ARTICLE IV – MEETINGS**

**Section 1: GENERAL PTISO MEETINGS** – General PTISO meetings shall be held to conduct the business of the PTISO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board.

**Section 2: VOTING** – Each member in attendance at a PTISO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed. Decisions are reached by consensus. In the event that consensus is not reached within a reasonable time, PTISO members may ask to table the discussion until the next meeting. If the PTISO cannot reach a consensus, a majority vote will prevail.

**Section 3 – GUEST** – Guests are welcome to attend meetings as observers/listeners. Guests who desire to speak on a specific topic should generally ask the Director or Principal to place the topic on the Agenda.

## **ARTICLE V – FINANCIAL POLICIES**

**Section 1: FISCAL YEAR** - The fiscal year of the PTISO begins July 1 and ends June 30 of the following year.

**Section 2: BANKING** - All funds shall be kept in a checking account in the name of (our PTISO), requiring two signatures of the Executive Board and held at a local financial institution.

**Section 3: REPORTING** - All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. A Financial end-of-year statement will be issued by July 31 with a copy to the principal.

**Section 3: ENDING BALANCE** - The organization shall strive to leave a minimum of \$1,000.00 in the treasury at the end of each fiscal year.

**Section 4: CONTRACTS** - Contract signing authority is limited to the Director or the Director's designee after approval by the Executive Board.

## **ARTICLE VI – BYLAW AMENDMENTS**

Amendments to the bylaws may be proposed by any PTISO member. Amendments presented at a PTISO meeting shall be considered for voting at a subsequent meeting. 2/3 approval of all members present and voting is required to adopt an amendment to the Bylaws.

## **ARTICLE VII - DISSOLUTION**

In the event of dissolution of the PTISO, any funds remaining shall be donated to WASHINGTON. In the event of Washington closing, the Executive Board will vote on the disbursement of funds to other KUSD Middle School parent groups.

**These bylaws were adopted by majority vote at the PTISO meeting on May 5, 2014.**