

PTO BYLAWS

ARTICLE I: NAME

The name of this organization shall be the Shorewood Hills Elementary School PTO, Inc., (the “organization” or the “PTO”).

ARTICLE II: OBJECTIVES

- A. The objectives of the PTO shall include, but not be limited to, the following:
1. To encourage close and effective relationships among Shorewood Hills children, parents, school, and the community.
 2. To provide a forum through which parents, teachers, and administrators can communicate on pertinent issues of general importance or urgency.
 3. To support the school district’s mission of providing high-quality, equitable, and inclusive instruction.
 4. To develop united efforts among parents, teachers, administrators, children, and the general public to secure for every child the highest advantages in physical, intellectual, and social education.
 5. To sponsor and promote involvement in inclusive and equitable events and programs that encourage a sense of community both within the school and among the communities of Shorewood Hills Elementary School and its surrounding neighborhood.
 6. To raise and contribute monies to support inclusive and equitable programs and projects that enhance Shorewood Hills Elementary School, its community, and relationship with its neighborhood.

ARTICLE III: BASIC POLICIES

- A. The organization shall be non-profit, noncommercial, nonsectarian, and nonpartisan.
- B. The name of the organization and the names of any members in their official capacities shall not be used to endorse or promote a commercial concern, or in connection with any partisan interest, or for any purpose not appropriately related to promoting the objectives of the organization.

- C. No organizational funds or other assets shall personally benefit or be distributed to its members, directors, trustees, officers, or other private persons, except that the organization may pay reasonable compensation for services rendered and make payments and distributions in furtherance of the objectives set forth in Article II.
- D. The organization shall not directly or indirectly participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office, or attempt to influence legislation, in any way, including by the publishing or distributing of statements.
- E. Notwithstanding any other provisions of these articles, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or by an organization that receives contributions, which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- F. Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed by the “Board” (hereinafter defined) to one or more non-profit fund, foundation, or organization with 501(c)(3) status.

ARTICLE IV: MEMBERSHIP AND DUES

- A. Membership shall consist of all parents and legal guardians of children currently enrolled in Shorewood Hills Elementary School, the principal, and the teachers and educational support staff of the school who expressly or implicitly demonstrate their consent to be members.
- B. The organization shall have no membership dues, but the Board may request pledges from the membership.

ARTICLE V: OFFICERS

- A. The officers of the organization (hereinafter referred to alternatively as the “Officers” or an “Officer”) shall be the president, vice president, treasurer, and secretary. Descriptions of the roles are as follow:
 - 1. The president shall preside at all meetings of the organization, coordinate the work of the Officers and the “Ad Hoc Committees” (hereinafter defined) of the organization, appoint chairpersons of the Ad Hoc Committees, appoint other special committees, fill

vacant Board positions as provided herein, sign checks in the absence of the treasurer, and perform all other duties usually pertaining to the office.

2. The vice president shall act as an aide to the president, perform the duties of the president in the absence or the disability of the president, perform other duties that may be delegated by the president, and assume the position of president following the completion of the vice presidential term. If the vice president is unable to serve as president, the president's position shall be filled by a majority vote of the Board.
 3. The secretary shall record and distribute the minutes of PTO meetings. The secretary shall prepare and distribute the agenda for PTO meetings under the direction of the president, and shall retain copies of all essential correspondence, memoranda, and other documents prepared, transmitted, or received by the organization and/or its Officers, except the treasurer. The secretary shall also be responsible for maintaining, updating, and monitoring the PTO's social media accounts and website.
 4. The treasurer shall be responsible for all funds of the organization, keep a complete and accurate account of receipts and expenditures, and make disbursements in accordance with the approved budget and/or as authorized by the Board. The treasurer shall present financial reports at the PTO meetings. The Board may request an audit of the treasurer's records at any time. The treasurer's accounts shall be examined annually by the president, or by a representative or committee appointed by the "Executive Committee" (hereinafter defined). An external audit may be recommended by the president or the Board. The treasurer of the organization will not have a defined term limit.
- B. The Officers shall be elected by the general membership and, with the exception of the treasurer and the vice-president, hold office for two (2) years. The vice-president shall serve as vice president and president, each with a two-year term, as described in Subparagraph A.2 of this Article. The treasurer shall serve without a defined term limit. Multiple individuals may share any Officer role. Consecutive terms are allowed.
- C. An Officer of the organization may resign at any time during their term by written notice delivered to the remaining Officers of the organization.

- D. An Officer of the organization may be removed at any time during their term for cause by a two-thirds majority of the voting Board members who are present and voting.

ARTICLE VI: THE BOARD OF DIRECTORS

- A. The Board shall consist of the following:

1. The Officers;
2. Up to one representative of Shorewood;
3. Up to two representatives of Eagle Heights/University Houses;
4. Up to One representative of greater Madison;
5. Up to Three Members-at-Large;
6. The past president;
7. Up to two teacher representatives; and
8. The principal, as an ex-officio member.

- B. The voting members of the Board shall consist of the following:

1. The Officers; and
2. The following members, which shall hereinafter referred to alternatively as the "Directors" and a "Director":
 - a. The representative of Shorewood, if any;
 - b. The representatives of Eagle Heights/University Houses, if any;
 - c. The representative of greater Madison, if any;
 - d. The Members-at-Large, if any;
 - e. The past president; and
 - f. The teacher representative(s).

- C. The principal may participate in Board discussions and functions but shall not be entitled to vote.

- D. All Directors shall serve for two (2) years or until their successor is elected and qualified.

Consecutive terms are allowed.

- E. The duties of the Board shall be:

1. To transact the business of the organization.
2. To approve plans of the Ad Hoc Committees.

3. To approve a budget for the organization.
 4. To monitor and, as necessary, amend the budget during the year.
 5. To approve all expenditures over \$1000 which are outside of the approved budget.
 6. To approve all plans for raising funds for the organization.
- F. The president and the principal shall establish a schedule of PTO events for the school year, including PTO meetings. Special meetings of the Board may be called by the president or by a simple majority of the voting members of the Board, with one week's notice to all Board members.
- G. A quorum of the Board shall consist of not less than five voting members.
- H. The Board should typically meet monthly. All Board members shall make a good-faith effort to attend each PTO meeting.
- I. Any member of the organization may request to place an item on the agenda for a PTO meeting by contacting the president.
- J. In the event a matter not included on the agenda is raised at a PTO meeting, discussion of such matter shall be allowed unless objected to by the majority of voting members present. Additionally, the presiding officer must defer any vote on the matter to a later meeting to provide notice to all Board members prior to a vote.
- K. PTO meetings are open to all members of the organization.
- L. If more than one individuals share a position as a voting Board member, they shall each hold a single vote. All persons voting must be present at the meeting in person or virtually.
- M. In voting on all matters relative to the business of the organization, Board members shall avoid conflicts of interest, or the appearance of a conflict of interest, in all situations. A conflict of interest exists when a Board member's individual interests or gain may be reasonably viewed as having the power to substantially influence or control that member's vote on a matter. In the event of a conflict of interest, the Board member shall abstain from voting.
- N. The Board shall act as a liaison between the Shorewood PTO and the Madison Metropolitan School District, the Foundation for Madison Public Schools, the Shorewood Hills Foundation, and the Madison Community Foundation.

ARTICLE VII: EXECUTIVE COMMITTEE

- A. The president may establish an “Executive Committee,” which shall consist of the president, the vice president, the secretary or treasurer, and two of the Board members at large nominated by the president. The president’s nominees to the Executive Committee shall be confirmed by a majority vote of the Board prior to the first meeting of the Executive Committee. The president may invite non-voting Executive Committee participation by any other Director when useful to the conduct of Executive Committee business.
- B. The Executive Committee shall have the power, whether or not circumstances require immediate action, to transact business usually handled by the Board between regular PTO meetings.
- C. The Executive Committee can authorize expenditures of \$1000 or less. Amounts greater than this can be discussed but must be approved by the Board.
- D. A report of all Executive Committee actions and/or expenditures shall be made to the Board at the next scheduled PTO meeting. The Board may reverse, alter, or otherwise modify actions taken by the Executive Committee, unless doing so would subject the organization to unreasonable monetary loss or liability.

ARTICLE VIII: NOMINATIONS AND ELECTIONS

- A. At least one month prior to the election, the Board shall solicit nominees for open Officer and Director positions from the PTO membership via school-wide messenger email, backpack mail, or other method of school-wide communication.
- B. Joint nominees for a single Officer or Director position may be designated.
- C. All nominees must consent to the nomination.
- D. Prior to the election, the slate of nominees and all other Board of Director candidates shall be circulated to the entire PTO membership via school-wide messenger email, backpack mail, or other method of school-wide communication.
- E. The election of Officers and Directors shall be conducted by a vote of the PTO membership at a spring meeting of the organization. If there is one nominee (or set of co-nominees) for any position, a voice vote shall be used. If there are two or more nominees (or sets of co-nominees), there shall be a raised hand vote. Additional nominations may be received from

the floor. A majority vote wins for each position. Each member is entitled to one vote. In the case of parents or legal guardians, each member is entitled to only one vote regardless of the number of children they may have enrolled in the schools. All persons voting must be present at the meeting in person or virtually.

- F. Officers and Directors assume their duties at the next scheduled PTO meeting following the election.
- G. In the event that an Officer or Director position is vacated, the membership at large shall be notified and invited to submit nominations, with the prior consent of the nominees, to the president who shall fill the vacancy by appointment. Prior to notifying the membership at large of an Officer or Director position vacancy, the president may appoint an individual as an acting Officer or Director, as the case may be.

ARTICLE IX: AD HOC COMMITTEES

- g. The Board may, in its discretion, create such number and type of committees as it determines may assist in the function of the organization (“Ad Hoc Committees”).
- h. As set forth in Subparagraph A.1 of Article V hereof, the president may appoint the chairpersons of Ad Hoc Committees. The chairperson shall recruit and appoint members of the committees with due regard for the purposes of the organization. Each Ad Hoc Committee functions as an individual group, is responsible for informing the Board of its planned activities and is responsible for securing Board approval. The president shall be an ex-officio member of all committees.
- i. Ad Hoc Committees may include, but are not limited to:
 - 1. International Week Committee. This committee shall be responsible for planning and implementing the Parade & Performance, Food Fair, and Global Village.
 - 2. Playground and Landscaping Committee. This committee shall be responsible for working with and advising the principals and the Board regarding the physical facilities of the schools and their environs.
 - 3. The Cultural Arts Committee. This committee shall be responsible for selecting and making arrangements for the cultural arts programs that are funded by the organization.

4. The Fundraising Committee. This committee shall be responsible for planning and implementing the fundraising activities of the organization.
5. The After School Programs Committee. This committee shall be responsible for coordinating after-school programs.
6. The Volunteer Services Committee. This committee shall be responsible for recruiting parents and others to volunteer for school-related activities, and matching volunteers with volunteer service opportunities.
7. The Teacher Needs Committee. This committee shall be responsible for identifying the needs of the teachers (classroom equipment, field trip funds, book room needs) and planning Teacher Appreciation Week.
8. The Communications Committee. This committee shall be responsible for coordinating, publishing, and distributing the Shorewood Hills Elementary School Newsletter (electronic), Memory Book, and school directory.
9. Diversity, Equity, and Inclusion Committee. This committee shall be responsible for ensuring the organization adequately addresses issues of diversity, equity, and inclusion in collaboration with the teachers, parents, and community members, and provides an annual report on these efforts.

ARTICLE X: DECISION MAKING PROCESS

Roberts' Rules of Order Newly Revised (2000) or later edition once published, shall govern the organization's meetings in all cases in which they are applicable and in which they are not in conflict with these Bylaws.

ARTICLE XI: AMENDMENTS

The Bylaws may be amended at any PTO meeting by a two-thirds majority of the voting Board members who are present and voting, provided that the general membership receives at least two weeks' written notice that a vote on amending the Bylaws has been scheduled. An amendment to the Bylaws shall be referred to the general membership for a vote if at least 35 members of the organization petition for such referral.

OUR MISSION

The Shorewood Hills Elementary School PTO is a nonprofit parent/teacher organization (PTO) whose mission is to build and support a strong and inclusive community of parents, teachers, and students by advancing opportunities in the home, school, and the school community. The PTO sponsors programs and events for the school, raises funds for teachers in the classroom, supplemental educational materials, and general school improvements. We also provide a non-biased forum for sharing information on issues that impact our children. We believe the team effort of a parent/teacher organization offers the best possible learning environment for our children.

We do this with a cooperative effort that focuses on the following 3 main goals:

- The PTO helps families get involved with and stay informed about the school and their child's education.
- The PTO works with the school to enrich students' education and support high-quality education.
- The PTO serves to strengthen community ties with the school with inclusive and equitable programs.

All school families are welcome! **YOU** are the PTO. The Principal, Teacher Representatives, and Board Members are also in attendance.

Meetings are a time to discuss upcoming PTO events and programs, for the Principal to report on current school issues, and for Teacher Representatives to talk about what's happening with school staff.