

**Wheeler Elementary School
15 Cleveland Memorial Drive
Plainville, CT 06062**

Parent Teacher Organization (PTO) By-Laws

Article 1: Name

**Section 1. The name of the organization is Frank T. Wheeler Elementary School
Parent Teacher Organization,
officially referred hereon and signed as Wheeler PTO.**

Article 2: Purpose

Section 1. The Purpose of this organization is to:

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

Article 3: Membership

Section 1. Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member. The principal and any employed staff member whose home school is Frank T. Wheeler Elementary may be a member.

Article 4: General Policies

Section 1. The following are basic policies of Wheeler PTO:

- a. The Wheeler 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 Wheeler PTO's interests.**
- b. The Wheeler PTO is a non-commercial, non-sectarian, non-partisan organization.**

c. The Wheeler PTO shall work with the school to provide quality events for all children, and shall seek to support the mission and vision of the school, with Teacher, Principal and Parent support.

d. The Wheeler PTO shall not in any way participate or intervene in any political campaign. The PTO may, however, seek to educate people concerning school issues, such as school bond issues and similar concerns.

e. The Wheeler PTO officers shall work with the Principal to plan and set dates for Parent Teacher Organization programs and meetings. All proposed fundraiser activities shall be submitted to the Wheeler Principal. The Principal, when necessary, shall present a fundraising request to whoever is in charge of such approvals and report to the membership of the PTO the official reply to each request.

f. The Wheeler PTO and/or Principal shall make no commitments on behalf of the PTO unless specifically designated by the PTO Executive Board.

G. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets are to be distributed to "CCMC" (Connecticut Children's Medical Center).

Article 5: Officers

Section 1. The Executive Board will consist of the following:

President

Vice President

Treasure

Secretary

The Executive Board will have the authority to approve up to \$500 expenditures by a simple majority of the Executive Board and up to \$1000 unanimously. At minimum, three Executive Board Members must be present to validate any funds used for and/or collected from any Wheeler PTO sponsored event. The Principal or Teacher Representative of Wheeler School may stand in as for a member of the Executive Board in the instance there are not a minimum of three Executive Board Members to validate said funds.

Section 2. Elected Officers and their duties:

a. President –

- Shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, and represent the organization at meetings**

- outside the organization.
- Will also serve as an ex officer member of all committees except the nominating
- committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.
- Perform such other duties as may be prescribed in these bylaws or assigned by the organization.

b. Vice-President/Co-President –

- Shall act as an aide to the president
- Performs the duties of the president in his/her absence.
- Will research and present all fundraisers. Manage the recruitment of volunteers for all Wheeler PTO events.

c. Secretary –

- Records the minutes of the meetings.
- Prepare the agenda for all upcoming meetings to be forwarded to the principal (a week prior to the PTO meeting) who will send out to parents via school messenger.
- Takes and keeps a roster of all parents and Wheeler Elementary staff that attend each PTO meeting.
- Sends the minutes to the principal who will disperse to all members of the PTO no later than one week following the PTO meeting.
- Maintain current and past records for seven years
- Handle correspondence, and send notices of meetings to the membership
- Keeps a copy of the minutes book, bylaws, and any other necessary supplies, and brings them to meetings.

d. Treasurer –

- Ensures all Accounts/Business Documents must be labeled as *Frank T. Wheeler Elementary PTO, 15 Cleveland Memorial Drive, Plainville CT 06062*
- All accounts must have the names of the President and Treasurer as authorized users of fund allocations.
- Has custody of all funds of the PTO.
- Keeps full and accurate account of receipts and expenditures.
- Makes disbursements of funds as authorized by the President.
- Presents a proposed budget to the Executive Board for approval.
- Presents a financial statement at every meeting of the organization and other times when requested by the Executive Board.
- Reconciles checking account every month.
- Maintains all Banking statements in a binder, by month for no less than 7 years. Brings binder of all financial statements and Google Drive ledgers to every Executive Board and Wheeler PTO meetings.

- Maintains all online Google Drive ledgers ensuring complete transparency of fund allocation.
- At the end of his/her term, assist the incoming treasurer and president in review of the books.

f. Teacher Representatives (at least one) –

- Appointed by the Principal on a monthly basis
- Shall act as a liaison between the Wheeler Staff and The Executive Board and Membership.
- In the absence of the Principal, will represent
- Shall report PTO activities at staff meetings.

g. Principal –

- Act as an advisor and represents the Plainville Community Schools District.
- Present funding requests at Executive Board meetings for consideration.

Article 6: Elections

Section 1. Officers

The officers shall be a president, vice president, secretary and treasurer.

- An election will be held every two years to select the Executive Board of the Wheeler PTO.
- During the Spring of the second year, the Wheeler PTO President will call for nominations for upcoming open positions on the Executive board no later than April 1st of that current year. Nominations should be submitted via email or letter to the PTO president by April 15th.
- All nominations for open positions will be listed on the April PTO agenda and nominees must be present at the April PTO meeting to accept their nomination. Any multiple nominations for an officer position will be voted on via secret ballot at the April PTO meeting.
- Election results will be shared at the May PTO meeting.

Section 2. Assuming Duties Following Elections

- Each officer will hold a position for a minimum of two consecutive and no more than four years from date of election with the fourth being the transition year.
- In order to maintain consistency and follow through with leadership, all officers should be prepared to commit to attend 80% of all PTO meetings.

- **Outgoing officers will meet with newly elected officers 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 Executive Board, notice of such election having been given to the general assembly. In case a vacancy occurs in the office of President, the Vice-President shall serve in this position until the next election.**
- **To assume the office of Executive Board, it is preferable that the individual has worked with, shadowed and/or has the knowledge of the particular position they will be assuming.**

Article 7: Finances

Section 1. All funds raised by the PTO shall be placed in an account designated by the Executive Board, TD Bank North

- **All funds including cash shall be deposited through the designated account within 24 hours of receipt of funds.**

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Section 2. Any check written from the PTO account must have supporting documentation such as receipts and expense form when requesting reimbursement. Failure to supply this documentation may result in denial of reimbursement.

- **Committees are required to stay within allocated budgets. If additional funds are necessary, prior Executive Board approval is required.**

Section 3. An amount of money will be left in the treasury at the end of each year to cover any unpaid bills and obligations plus a reserve amount of at least \$2000.00 to begin the next school year. This will be re-evaluated at each Executive Board meeting.

Article 8: Meetings

Section 1. The regular meeting of the organization will be on the last Wednesday of each month during the school year at a time and place determined by the Executive Board. The Executive Board is required to meet at minimum once every other month during the school year.

Section 2. 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.

Section 3. All items to be discussed at the meetings will be presented as an agenda item.

Section 4. The Executive board is encouraged to conduct meetings using Rules of Order.

Section 5. A majority vote by the attending members shall be required to take action on items presented at general meetings.

Article 9. Amendments

Section 1. These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting. Amendments will be approved by a majority vote by the attending members.