

# Red Smith School Parent Teacher Organization Bylaws

2765 Sussex St.  
Green Bay, WI 54311  
#39-1969894

## Article I Purpose

The purpose of the Red Smith PTO is to promote positive growth educationally, emotionally, and socially for all the families at Red Smith School. It shall provide opportunities for students, teachers, parents, and the community to cooperate and become involved in educational experiences for all. To sponsor and promote involvement in events and programs that encourage a sense of community both within Red Smith School, and among the communities of Red Smith School and their surrounding neighborhoods.

## Article II Membership

All adults who have children attending Red Smith School and all teachers who teach at the school are members of the PTO. Each adult member gets one vote.

## Article III Executive Board

1. The following officers shall be elected by the general membership.
  - a. Two Co-Chairs
  - b. One Treasurer
  - c. One Communications/Secretary
  - d. Two Parents at Large (one middle school parent, one elementary school parent)
  - e. One Teacher Representative
2. Teachers shall be the only ones elected to the position of Teacher Representative. The "Teacher Representatives" will be elected by the teachers of Red Smith School, during the school day. The results of this election will be reported to the Secretary. Teachers may serve in other board positions as long as they have children at Red Smith School and they recuse themselves from votes that benefit themselves.
3. The principal shall serve as an ambassador to parents, teachers and the community. The principal is not a member of the Executive Board, but may advise officers of school needs/concerns during meetings.
4. Each office will be a one- year term. The Officers of this organization shall be elected at the annual meeting, or an acceptable proposed alternative.
5. Vacancies occurring in an office shall be filled by a majority vote of members at the next general meeting.

## Article IV Executive Board Duties and Responsibilities

1. The Executive Board shall have the power to:
  - a. Make decisions between general meetings, insuring the purpose and policy of the organization if followed.
  - b. Vote on any issue before the board, providing that a simple majority of the board is present.
  - c. Approve all expenditures of the organization, under \$500, not allocated within the budget.
  - d. Work with the fund raising chair to develop a fund raising plan by the May general meeting.
  - e. To approve and advance a budget to the general membership for the adoption by the first meeting in September.

## Article IV continued

2. Specific duties of the officers follow:
  - a. Co-Chairpersons - shall be the principal officers of the board; chairs all of the PTO meetings; prepares agendas for each meeting and conducts meetings. Each of these duties shall be divided between the Co-Chairpersons as they see fit. It is their responsibility to communicate with one another all information regarding PTO activities.
  - b. Communications/Secretary – shall keep the minutes of all meetings; shall produce the minutes at the next monthly meeting for review, shall prepare the PTO newsletter, submit information to the media, and shall perform such correspondence duties as may be delegated to her or him.
  - c. Treasurer – Shall meet with the board in the spring of the previous year to develop a plan for the next year’s budget. Shall also keep financial records of all monies received and dispersed, pay all obligations, and present a projected budget to the general membership by September. Any incoming PTO monies must be turned over to a committee chair, who will count it and keep a record of how much money was turned in from whom, for what reason, and the date it was received. The committee chair will turn the money over to the treasurer who will double check the deposit and sign off on the monies form. The treasurer shall also sit with the board appointed neutral third party to audit books by July 1.
  - d. Parents at Large – (two, one Elementary parent and one middle school parent) shall assist other members of the board in their duties and assist ad hoc committees as needed. Bring concerns and questions to the board and PTO meetings from other parents.
  - e. Teacher Representative - shall be present at all board and general meetings and report back to staff about what has transpired. Shall communicate with teachers about events and encourage involvement. Shall reach out to staff prior to the Monthly PTO meeting and ask if there are any unique things happening in the classroom that they would like to share with parents; resources our students are using, new resources purchased by district, needs of teachers/school. In addition, they shall bring concerns and questions from teachers to the board and PTO meetings. Shall be cc’d on emails as in-house contact for making copies and announcements.

## Article V Committees

Chairpersons of any committee are nominated and agree to serve on a volunteer basis. Individual committees will be presented to the PTO membership by the PTO board at the first meeting in September. These committees may change from year to year depending on the needs of the school.

## Article VI Meetings

1. General and Board meetings are held consecutively and monthly unless otherwise provided by the board.
2. Annual meetings of the organization will be held each June. Written notice of such meetings must be provided for the membership at least ten days prior to the meeting.
3. Quorum shall be a simple majority of those adult members present at general and annual meetings.
4. Special meetings of the organization may be held upon ten days written notice to all the membership.
5. All meetings are open to the general membership.

Article VII Elections

1. Any PTO member may nominate candidates including themselves.
2. A majority vote of the general membership elects an officer.
3. Terms of office shall run concurrent with the fiscal year.

Article VIII Amendments

These bylaws may be amended by a 2/3 vote of those present at an annual or general meeting, providing that 15 days' notice of such changes is provided to the membership.

Article IX Fiscal Year

The fiscal year for the purposes of this organization will be from July 1 to June 30.

Article X Red Smith PTO Charters of other organizations

The Red Smith PTO may charter other organizations as long as those organizations do not cause the Red Smith PTO liability not covered by the chartered organizations insurance. If the chartered organization is in possession of any moving vehicle (any licensed vehicle with wheels including cars, trucks, trailers, boats, etc.), then the Red Smith PTO cannot charter this organization.

1. All chartered organizations must provide a representative to the PTO that attends PTO meetings as needed or requested and keeps the PTO informed on activities.

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