

# **BY-LAWS OF THE CHEYENNE PARENT-TEACHER ORGANIZATION (CPTO)**

## **ARTICLE I- NAME:**

The name of the organization shall be the Cheyenne Parent Teacher Organization (CPTO) of the Chippewa Valley School District.

## **ARTICLE II- PURPOSE:**

SECTION 1: The purpose of this organization shall be:

- a. To promote and support positive Teacher-Parent involvement on a social level with various programs.
- b. To promote the welfare of children and youth in the school and the community.
- c. To help develop a closer relationship between home and school for the benefit of the children.
- d. To develop between educators and the general public united efforts that will secure for every child an advantage in physical, mental and social education.
- e. Fundraising- fun projects which will benefit a worthy objective.

SECTION 2: This organization shall be non-commercial, non-sectarian and non-partisan.

SECTION 3: This organization shall not seek to direct the administrative activities of the school.

SECTION 4: This organization may cooperate with other organizations and agencies active in child welfare, such as coordination councils, provided they make no commitments which bind members.

## **ARTICLE III- MEMBERSHIP:**

SECTION 1: The general membership of the CPTO shall include all parents and legal guardians of the children attending Cheyenne Elementary and members of the staff thereof.

SECTION 2: Active membership shall include all parents and teachers who regularly attend meetings and/or actively participate in PTO sponsored events. Active members shall have a right to make motions, participate in debates, chair and sever on committees of the organization.

SECTION 3: The board shall consist of five officers: President, Co-President, Secretary, Treasurer and past President when applicable. Principal/teachers will be ex-officio members.

## **ARTICLE IV- ELECTIONS:**

SECTION 1: Officers of the Board shall be determined each year in the following manner:

- a. An announcement and request for nominations shall be sent to all parents (including those of in-coming kindergarten students) in March.
- b. The list of nominees will be presented at the regular meeting in April.
- c. Officers will be elected in an open election, held at the regular May meeting. Four officers will be elected.
- d. No person shall serve more than two consecutive terms in the same position unless there is no opposition at the time of the election.
- e. To qualify for the offices of President or Treasurer, one must be an active member of the Cheyenne PTO.
- f. In order to be eligible to be nominated for a position on the Executive Board a person must have attended a minimum of four (4) prior meetings during that school year. If an Executive Board position is not filled by the October PTO meeting, the President may waive the four (4) meeting requirement.

SECTION 2: All officers shall serve one year terms beginning at the conclusion of the June meeting.

SECTION 3: If a vacancy occurs on the Board during the school year, the position shall be filled by a vote of the active membership at the next regular meeting. Notice of special election must be given to all members prior to the meeting.

## **ARTICLE V- DUTIES OF OFFICERS:**

SECTION 1: The duties of the Board shall be to transact necessary business of the organization.

SECTION 2: It is the duty of the board to attend all meetings. When a member has been absent from two meetings in a term year, the President shall contact that member regarding attendance. Upon the third absence, the Board shall vote on removing that person from the Board.

SECTION 3: The authorized expenditure of the board shall not exceed \$200.00 without membership approval.

### **SECTION 4: The duties of the President shall be:**

- a. To preside at all meetings of the organization and Board.
- b. To be a member ex-officio of all committees of the organization.
- c. To call all special meetings and appoint all special committees.
- d. To sign checks with the Co-President or Secretary or Treasurer mandated in the Financial Procedures.
- e. To check over and initial the financial statements of the organization.

### **SECTION 5: The duties of the Co-President shall be:**

- a. To act as an aide for the President.
- b. To perform the duties of the President in his/her absence.
- c. To sign checks with the President or Secretary or Treasurer as mandated in the Financial Procedures.

### **SECTION 6: The duties of the Secretary shall be:**

- a. To keep accurate records of all meetings of the organization.
- b. To provide a summary of the minutes posted at the school. (a copy will be placed in the school PTO file as a permanent record.
- c. To advise members of meetings and special meetings.
- d. To provide correspondence of the organization as directed by the Board.
- e. To sign checks with the President, Co-President or Treasurer as mandated in the Financial Procedures.

### **SECTION 7: The duties of the Treasurer shall be:**

- a. To receive all monies of the organization.
- b. To pay out funds as authorized by the organization.
- c. To keep accurate records of receipts and expenditures.
- d. To present a statement of account at every meeting of the organization and at other times as requested by the Board.
- e. To sign checks with the President, Co-President or Secretary as mandated in the Financial Procedures.
- f. To present to membership at the September meeting a line by line budget to be reviewed and approved by the membership.
- g. Reconcile the bank account.

### **Section 8: Transition of Officers:**

- a. The checkbook must be reconciled by June 30<sup>th</sup>. All new officers must be authorized on the account by July 15<sup>th</sup>. The books of the organization will be reviewed by an independent auditor on a bi-annual basis. Independent auditors cannot have any relation to a PTO Board officer or school employees.

## **ARTICLE VI- MEETINGS:**

SECTION 1: Regular meetings of the organization shall be held monthly during the school year unless otherwise directed by the organization. Dates and times of regular meetings of the organization shall be determined at the beginning of the school year by the Principal and the PTO Board. Name tags will be provided at all meetings for the officers and membership.

SECTION 2: Special meetings of the organization or the Board may be called by the President or upon the request of two members of the Board.

SECTION 3: All meetings of the organization shall be open to the public.

SECTION 4: The regular June meeting shall be the transition meeting. All Board members both out-going and newly designated shall attend.

SECTION 5: The quorum for voting at any meeting shall be those active members present. A simple majority of all active members (SEE ARTICLE III, Section 2) present is needed to approve and/or pass all non-financial proposals. Financial matters need 2/3 votes of active members present.

SECTION 6: Roberts Rules of Order, revised, shall govern this organization in all cases in which they are applicable.

SECTION 7: All forms and communications to parents and legal guardians shall be approved by the PTO president and the school Principal before distribution.

SECTION 8: All committees will provide advanced notification to the PTO Board in writing (via PTO mailbox) of any meetings being held by that committee.

### **ARTICLE VII- DUTIES OF THE COMMITTEES:**

SECTION 1: All committees shall operate as sub committees of the PTO and shall be regulated by PTO by-laws. Each committee shall appoint a chairperson.

SECTION 2: Each committee chairperson will keep records of the committee functions performed throughout the year, including its correspondence, list of workers or any other information which can be passed on to his/her successor.

- a. Budget forms (Committee Chairperson Information Sheet) for all events must be completed by the chairperson(s) or committee and be submitted at the next PTO meeting following the event.
- b. Start-up funds for the school events will be allocated after a budget is established and voted on by the membership for the activity.
- c. A cash receipt journal must be maintained for each event. All funds must be verified by TWO people and only a board officer is authorized to take funds out of the building for deposit.
- d. Be represented at all PTO meetings by at least one committee member.
- e. Leave one copy of original paperwork (forms) in PTO mailbox before distribution.
- f. Sign all correspondence with committee name and/or list all committee names.

SECTION 3: **The duties of the Helping Hands Committee shall be:**

- a. Shall have at least three (3) but no more than four (4) members.
- b. It shall be the duty of the Helping Hands committee to obtain and organize volunteers for school functions as directed by the PTO.
- c. To prepare room parent coordinators packets.

SECTION 4: **The duties of the Historian Committee shall be:**

- a. To keep an album of all activities of the school and organization.
- b. Maintain the school bulletin board with informational material and major activities throughout the school year.
- c. Will give a report at each PTO meeting of events covered.

SECTION 5: **The duties of the Hospitality Committee shall be:**

- a. To purchase all refreshments and supplies and obtain an adequate number of hostesses for all school or PTO functions, as needed.

SECTION 6: **The duties of the Publicity Committee shall be:**

- a. Submit articles, which shall be approved by the PTO President and Principal, for Chippewa Valley Cable T.V. and local newspapers.

SECTION 7: **The duties of the Sunshine Committee:**

- a. To send cards or gift packets to students or staff with extended illnesses.
- b. To send congratulations for new babies, sympathy cards, etc.
- c. To sign cards- **CHEYENNE PTO**

**ARTICLE VIII- BY-LAWS:**

SECTION 1: These by-laws may be amended at any regular meeting.

**ADOPTED SEPTEMBER 14, 1998**  
**THE BY-LAWS COMMITTEE OF CHEYENNE ELEMENTARY**  
**SECRETARY WENDY KOSS**

# **AMENDMENTS TO THE BY-LAWS OF THE CHEYENNE PARENT-TEACHER ORGANIZATION**

## **AMENDMENT 1:**

PURSUANT to Section 7 of Article V, the position of Treasurer of the CPTO shall not be filled by any person who is an employee of Cheyenne Elementary School or of the Chippewa Valley School District.

Amendment approved on March 11, 2002 at the general meeting of the CPTO.

## **AMENDMENT 2:**

Pursuant to Section 3 of Article III, the Board shall consist of seven officers. In addition to those listed to those listed in Section 3 of Article III, there shall also be two Trustee positions. Trustee responsibilities shall be to oversee the duties of the Historian, Hospitality, Publicity and Sunshine Committees.

Amendment approved on May 13, 2002 at the general meeting of the CPTO.

## **EXECUTIVE DECISION 1 (May, 2002)**

Pursuant to Section 3 of Article III, the Helping Hands Committee Chairperson shall serve as a member of the CPTO Board.

## **AMENDMENT 3:**

Pursuant to Section 5 of Article V, the title of Co-President will be changed to Vice President. Amendment approved June, 2002 at the general meeting of the CPTO.

## **EXECUTIVE DECISION 2 (May, 2005)**

Pursuant to Executive Decision 1 (May, 2002), the Helping Hands Committee Chairperson shall no longer serve as a member of the CPTO Board, and shall work with the school Principal to establish protocol for the committee.

## **AMENDMENT 4:**

Pursuant to letter f, Section 1 of Article IV, In the event of district boundary changes, new members with four (4) meetings in attendance at their previous school in the previous year would also qualify.

Amendment approved May, 2006 at the general meeting of the CPTO.

## **AMENDMENT 5:**

Pursuant to Article V, Sections 4 and 5, Due to the extenuating circumstances of the boundary changes effective September, 2006 as well as the request of the involved members, the titles of President and Vice President shall be amended to Co-Presidents for the 2006-2007 school year only. The duties of the two positions shall be divided between the two said parties.

Amendment approved June 7, 2006 at the general meeting of the CPTO.

# **AMENDMENTS TO THE BY-LAWS OF THE CHEYENNE PARENT-TEACHER ORGANIZATION**

## **AMENDMENT 1:**

Addition to Article II, Section 5: Upon dissolution of the PTO, remaining funds shall be used to pay any outstanding bills and the balance will be transferred to Cheyenne Elementary until such time a new Executive Board is elected.  
Amendment approved on October 22, 2013 at the general meeting of the CPTO.

## **AMENDMENT 2:**

Addition to Article II, Section 6: This organization is currently a non-profit organization and will remain a non-profit forever.  
Amendment approved on October 22, 2013 at the general meeting of the CPTO.

## **AMENDMENT 3:**

PURSUANT to Section C of Article IV, officers will be elected in an open election, held at the regular April meeting.  
Amendment approved on October 22, 2013 at the general meeting of the CPTO.

## **AMENDMENT 4:**

PURSUANT to Section F of Article IV, if and Executive Board position is not filled be the May PTO meeting, the President may waive the four (4) meeting requirement.  
Amendment approved on October 22, 2013 at the general meeting of the CPTO.

## **AMENDMENT 5:**

PURSUANT to Section 1 of Article VI, regular meetings shall be held September, October, November, January, March, April and May.

Amendment approved on October 22, 2013 at the general meeting of the CPTO.

## **AMENDMENT 6:**

PURSUANT to Section 2 of Article VI, emergency meetings may be called by the PTO President with a three (3) day notice to all PTO members.

Amendment approved on October 22, 2013 at the general meeting of the CPTO.

## **AMENDMENT 7:**

PURSUANT to Section 4 of Article VI, the regular May meeting shall be the transition meeting. All Board members both out-going and newly designated shall attend.

Amendment approved on October 22, 2013 at the general meeting of the CPTO.

## **AMENDMENT 8:**

PURSUANT to Section 4 of Article VI, the regular May meeting shall be the transition meeting. All Board members both out-going and newly designated shall attend.

Amendment approved on October 22, 2013 at the general meeting of the CPTO.