

**SUAMICO ELEMENTARY P.T.O.  
BY-LAWS**

I. ORGANIZATION

- A. By action of the membership present at the May 16, 1976 meeting, a cooperative organization of parents and teachers from the Suamico Elementary School was formed.
- B. It was further authorized that from that date forward, the organization shall be legally recognized and named "The Suamico Elementary School Parent-Teacher Organization (P.T.O.)."

II. OBJECTIVES

- A. To assist the parents, teachers and administrator of our school in providing for our children in the areas of health, education and welfare.
- B. To raise funds to provide programs, equipment and materials for the educational benefit of our children.
- C. To provide, promote and encourage communication between our parents and the school.
- D. To encourage parental involvement and participation in the education of their children.
- E. To establish communication with and between other P.T.O. and P.T.A. organizations for the exchange of ideas, concepts and programs.
- F. It is neither an intent nor objective of the P.T.O. to be involved in, or make any administrative policy decisions. This P.T.O. recognizes and respects the rights and responsibilities of the building Principal and Howard-Suamico Board of Education. Nor is it our intent to minimize any rights or responsibilities of our parents, teachers and administrators.

G. We will comply with State and Federal laws and Howard-Suamico Board policies.

G.H. We will maintain membership in the Howard Suamico School District Parent Club Network (PCN). The PCN bylaws as revised on 11/15/2016 are hereby incorporated by reference. In cases where there is a conflict between the PCN and P.T.O bylaws, the PCN bylaws shall take precedence. Any changes to the PCN bylaws shall be considered a change to the Suamico P.T.O. bylaws and must be ratified as directed in Section IV below.

III. BUDGET AND FINANCE

- A. The fiscal year will run from July 1 to June 30.

- B. ~~The F&M Bank, Suamico Branch, will be our bank.~~ The P.T.O. shall maintain a checking and savings account at a local bank. The bank and type of accounts shall be determined by the Executive Committee. Either the Treasurer's or President's signature is necessary on checks for authorized spending.
- C. Books are audited by two P.T.O. members on or before June 30.
- D. The President is authorized to spend a maximum of \$100.00 with the majority consent of the elected officers between monthly meetings for special events.
- E. Non-budgeted items presented at the monthly meetings will be voted upon by those in attendance.
- F. A minimum of \$2,000.00 will be carried over to the following year.
- G. The Executive Committee will formulate a budget to be presented at the ~~first or second~~final meeting of the school year, or an earlier meeting if deemed necessary by the Executive Committee.

IV. MEMBERSHIP AND DUES

- A. All parents and/or guardians having children attending Suamico Elementary School, teachers and principal are assumed members of the organization.
- B. No dues are charged for the above membership.
- C. Voting privileges are afforded to every member.

V. OFFICERS AND DUTIES

- A. Officers shall consist of:

President – Vice President from previous year

Vice President – Elected annually

Secretary – elected in the odd year

Treasurer – Elected in the even year

1. Newly elected officers shall take office July 1.
2. Officers will be elected by vote of those members present at the last P.T.O. meeting of the school year.
3. Any vacancies occurring during the year will be temporarily filled by the Executive Committee; the office will be open for nominations and voted upon at the next meeting.

- B. President

1. Shall preside over monthly meetings.
2. Shall conduct all meetings in an orderly fashion and in compliance with these by-laws and Roberts Rule of Order.
3. Shall rule on all matter of parliamentary law.
4. Shall insure that all actions are in conformity with these by-laws and/or constitution.
5. Shall have authority to establish and appoint an ad hoc committee at any time she/he deems necessary.
6. Shall keep the general membership informed of the highlights of the monthly meetings and major expenditures through the school newsletter.
7. Shall make available a complete list of chair people including officers.
8. Shall submit end of year list of accomplishments to principal and District Superintendent and post in newsletter.

C. Vice-President

1. Shall assume all duties and responsibilities of the President in his/her absence.
2. Shall serve on at least one committee.
3. Shall be responsible for recruiting nominees for any open office in the upcoming year.
4. Shall contact new families upon their arrival to welcome them.

D. Secretary

1. Shall be in charge of taking and keeping complete and concise minutes of the P.T.O. meetings. If the secretary is absent, the president will appoint a substitute for that meeting.
2. Shall read or make available the previous minutes before each meeting for approval.
3. Shall send cards of sympathy, get well, thank you, etc. on behalf of the P.T.O. as deemed appropriate.

E. Treasurer

1. Shall keep and maintain a current, complete ledger of receipts, expenses and savings.

2. Shall maintain a working capital and checking account at the approved bank.
3. Shall pay all bills promptly.
4. Shall work with and assist, but not be a member of, the Auditing Committee.
5. Shall make available to the membership at each meeting a financial report listing all receipts and expenses for the last period.
6. Shall submit end of year report to District Superintendent and Principal and post in newsletter.

II. EXECUTIVE COMMITTEE

A. The Executive Committee shall consist of the following personnel:

1. Elected officers
2. Building Principal

B. The responsibilities of the Executive Committee shall be:

1. To establish working committees as necessary in order to carry out the various fundraising and service activities of the P.T.O. Working committees shall be established and/or disbanded as directed by the Executive Committee. To establish the following working committees:

- Fourth Grade end-of-year event
- Hospitality
- Volunteer Coordinator / Room Parents
- R.I.F.
- Fundraising
- Family Fin
- General Mills redemption
- Campbell's redemption
- Book Fairs
- Market Day
- Publishing Center
- Courtyard
- School Apparel
- School Effectiveness
- Auditing

2. To serve as the policy setting branch of our organization.
3. To Rule and/or decide all matters of dispute, except Parliamentary Law.

4. To review all proposed by-law changes and to make a report with recommendations to the general membership.
5. Any committee member may be dismissed by order of the President for non-performance.
6. Upon dismissal or termination of office, all records of that particular office will be turned over to the President or President-elect.
7. To direct committee chairs to maintain a written record of information pertaining to their committee. These records shall be kept in the P.T.O. files.

## II. MEETINGS

- A. Monthly meeting dates will be set by the Executive Committee prior to the beginning of the school year.
- B. The decision of the membership shall be by simple majority, except where otherwise noted in these by-laws.
- C. The agenda will be distributed to the general membership at each meeting.

## III. GIFTS

- A. Gifts will be decided upon by the general membership, as the need arises.

## IV. BY-LAW CHANGES

- A. These by-laws, in whole or part may be changed, added to, deleted or modified only by the following procedure:
  1. Proposed change, etc., shall be submitted to the Executive Committee in writing and signed by at least one member of the P.T.O.
  2. Executive Committee must rule that the proposed change has merit and make a recommendation to the general membership.
  3. Proposed change must be read in whole and author identified at a monthly P.T.O. meeting.
  4. A motion must be made to allow the change and must pass by a two-thirds majority vote of those in attendance.