

BY-LAWS OF THE CHEROKEE ELEMENTARY PARENT TEACHER ORGANIZATION

ARTICLE I – NAME:

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

ARTICLE II – PURPOSE:

The purpose of the organization shall be to aid the students of the Cherokee Elementary School by providing support for their educational and recreational needs and to promote open communication between the administration, teachers and parents.

ARTICLE III – MEMBERSHIP:

SECTION 1: The General Membership of the Cherokee PTO shall include all parents and legal guardians of the children attending Cherokee Elementary and members of the staff thereof.

SECTION 2: Active Membership shall include all parents and legal guardians who regularly attend (minimum of five meetings per school year) and/or actively participate in PTO sponsored events (minimum of five per school year).

SECTION 3: The Board Members shall consist of seven Officers: Chairperson, Co-Chairperson, Secretary, Treasurer, and Three Representatives.

SECTION 4: Ex-Officio Members (non-voting) shall consist of the Principal and Teacher Representatives.

SECTION 5: PTO Officers that become check signers shall be Bonded Members of the Cherokee PTO.

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 in March.
- b. The list of nominees will be presented at the regular PTO meeting in April.
- c. Officers will be elected by ballot election, held at the regular PTO meeting in May. Seven Officers will be elected. Refer to Article VI Section 4.
- d. Votes will be counted by an Election Committee (minimum of 3 people). Election Committee and Principal will agree on the vote count. The final results will be sent home with students and posted at school.
- e. In order to be eligible for nomination to an office on the Board, a person must be an Active Member of the PTO, and shall have attended a minimum of five(5) prior Monthly PTO Meetings during that school year. If an office position is not filled by the October PTO meeting, the existing Officers may alter the requirements.
- f. To qualify for the offices of Chairperson, Co-Chairperson, Secretary or Treasurer, one must have previously Chaired or Co-Chaired a minimum of one PTO event.
- g. No person shall serve more than two consecutive terms in the same position, unless there is no opposition at the time of the election.

- h. Employees of the school district that qualify for a nomination may hold an Office position but are restricted from being a check signer.

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 year, the position shall be filled by a vote of the Active Membership at the next Monthly PTO Meeting.

- a. Notice of a 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.

- a. To payout funds as authorized following the Financial Guidelines.
- b. To keep accurate records of receipts and expenditures.
- c. Checks shall be written in sequential order. Blank checks shall never be signed. The “payable to” section must be completed. Checks shall never be written payable to “Cash”. Two signatures shall be required on all checks.

SECTION 2: It is the duty of the Board to attend the Monthly PTO Meetings.

- a. If unable to attend, they shall notify an Officer of the Board and shall be responsible for submitting any relevant reports in writing to said Officer.
- b. When an Officer has been absent *Horn* two meeting without notice in a term year, another Officer may contact that person regarding attendance.
- c. Upon the third absence, the Board may vote on removing that person *Horn* Board.

SECTION 3: To arrange Special Meetings of the Board Members, and or including the Ex Officio Members, separate from regular Monthly PTO Meeting, as needed.

SECTION 4: The authorized expenditure of the Board shall not exceed \$250.00 without Active Membership approval.

SECTION 5: To receive signed approval *Horn* the Principal prior to sending correspondence home with students. Including duplications of such.

SECTION 6: Prepare a line by line proposed budget and business plan by the end of the year to be presented to the Membership and voted on at the first meeting of the following school year.

- a. Budget shall include anticipated revenue and expenses for the year.
- b. Standing and Special Committees, Teams and Sponsored Events will be individually listed on the budget.
- c. It shall be used to guide the activities of the Board during the year.
- d. Any substantial deviation to the budget must be approved in advance by the Active Membership.
- e. The PTO shall maintain an uncommitted minimum balance of \$5,000.00 at the conclusion of each school year. The purpose of this balance is to assure adequate funding for initial expenses usually incurred at the beginning of each school year.
- f. Large asset inventory shall be conducted annually.

SECTION 7: To have a minimum of one Board Officer attend the Monthly District PTO Meetings.

- a. Report the agenda and findings of each at the following regular PTO Meeting.

SECTION 8: The Duties of the Chairperson shall be:

- a. To preside at all Monthly PTO Meetings of the organization and Board.
- b. To sign checks with Co-Chairperson or Secretary or Treasurer as mandated in the Financial Guidelines.
- c. To check over and initial the financial statements of the organization.

SECTION 9: The Duties of the Co-Chairperson shall be:

- a. To act as an aide to the Chairperson.
- b. To perform the duties of the Chairperson in his/her absence.
- c. To sign checks with the Chairperson or Secretary or Treasurer as mandate in the Financial Guidelines.

SECTION 10: 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 of the meetings. To file a copy in the PTO cabinet as a permanent record and distribute copies at the next Monthly PTO Meeting. Have additional copies available.
- c. To send home notices of regular Monthly PTO Meetings and Special Meetings.
- d. Post notices and or posters of Monthly PTO Meetings at the school.
- e. To keep accurate attendance records at all Monthly PTO Meetings. A copy to be filed in the PTO cabinet as a permanent record.
- f. To provide a PTO Page, listing the PTO sponsored activities and meetings for the month to be sent home with the school monthly newsletter. To provide same for publication on Chippewa Valley Cable TV.
- g. To sign checks with the Chairperson or Co-Chairperson or Treasurer as mandated in the Financial Guidelines.

SECTION 11: The Duties of the Treasurer shall be:

- a. To receive all monies of the organization.
- b. To payout funds as authorized by the organization.
- c. To keep accurate records of receipts and expenditures.
- d. To present a statement of account at the Monthly PTO Meetings and at other times as requested by the Board.
- e. Reconcile the bank account.
- f. To have books or the organization reviewed by the School District on yearly basis.
- g. To sign checks with the Chairperson or Co-Chairperson or Secretary as mandated in the Financial Guidelines.

SECTION 12: The Duties of the Three Representatives shall be:

- a. To act as aides to the Board and perform other duties as are assigned by the Board.

SECTION 13: Transition of Officers:

- a. The checkbook must be reconciled by June 30th. All new Officers must be authorized and out-going Officers removed on the account by July 15th.

ARTICLE VI – MEETINGS:

SECTION 1: Regular meetings of the organization shall be held monthly during the school year

- unless otherwise directed by the organization.
- a. Dates and times of regular Monthly PTO Meetings shall be determined by the Principal and the PTO Board and will be published.
- b. A sign in sheet will be provided and signed by all attending.
- c. Nametags will be provided and worn at all meetings.
- d. A summary of the minutes of the Monthly PTO Meetings shall be available to all Members unable to attend. Requests to have a copy sent home with a child, or to pick one up, shall be made by contacting an Officer or the school office.

SECTION 2: Special Meetings of the organization or the Board may be called by the request of an Officer.

SECTION 3: The regular June meeting shall be the transition meeting. All Board Members both out-going and newly designated shall attend.

SECTION 4: The voting method at any meeting shall be those Active Members present. A simple majority of all Active Members present is needed to approve and/or pass all non-financial proposals. Financial matters exceeding \$250.00 need 2/3 vote of Active Members present.

SECTION 5: Monthly PTO Meetings shall be conducted in the following manner unless suspended temporarily by the Officers of the meetings:

- a. Members to sign in on attendance sheet and introductions of all will be made
- b. Reading of Minutes of last meeting
- c. Officers Report
- d. District PTO Meeting Report
- e. Committee, Team, and or Sponsored Event Reports
- f. Principal Report
- g. Teachers Report
- h. Old Business
- i. New Business
- j. Adjournment

ARTICLE VII – STANDING AND SPECIAL COMMITTEES, TEAMS AND SPONSORED EVENTS:

SECTION 1: Standing Committees, Teams and Sponsored Events are such that shall take place annually.

- a. A list of all, including descriptions of each shall be filed in the PTO cabinet as a permanent record and shall serve as a guide.
- b. The Board shall establish additions to the list, as it deems necessary and advisable.
- c. Each shall be included on the yearly budget.
- d. Each shall have an Event Chairperson or Co-Chairs. This shall be established by a vote of the Active Membership.
- e. Event Chairperson and or Co-Chairs shall recruit Members as needed.
- f. Established Event Chairs, Co-Chairs and or Members do not have term limits.

SECTION 2: Special Committees, Teams and Sponsored Events shall be created by the Board as it deems necessary and advisable.

- a. Each shall serve a specific time and or task and shall cease to exist when that time or task has been completed.

ARTICLE VIII – DUTIES OF COMMITTEES, TEAMS, SPONSORED EVENTS:

SECTION 1: Duties of Event Chairperson, Co-Chairs, and Members shall be to transact necessary business of each.

- a. Establish a budget for necessary funds.
- b. Present established budget at a regular Monthly PTO Meeting. It shall be voted on by Active Members if over \$250.00 or determined by Board funder.
- c. A cash receipt journal shall be maintained for each event. All funds received shall be verified and signed by two people and only a Board Officer is authorized to take funds out of building for deposit. As mandated in the Financial Guidelines.
- d. During the time periods of activity, a representative of each shall present a verbal report of its functions at a corresponding PTO Monthly Meeting. If not represented a Board Officer shall contact each.
- e. Keep records of the functions performed throughout the year, including its correspondence, list of workers, or any other information which can be passed on to his/her possible successor. A copy of all shall be placed in the PTO cabinet as a permanent record.
- f. Submit correspondence to be sent home with students to the Board for signed approval then to the Principal. Including duplications of such.
- g. Sign all correspondence with Committee, Team, and or Sponsored Event name and or list the names of all individuals participating.
- h. Hold special meeting, separate to regular Monthly PTO Meetings, as needed.
- i. Various methods, allowing for equal opportunity, shall be used to recruit needed volunteers, and shall not be subject to terms.

ARTICLE IX – AMENDMENTS:

SECTION 1: Any Member or group of Members may file with a Board Officer such amendment or amendments as he/she may deem advisable.

- a. The proposed shall first be submitted at a separate meeting including Board Officers and Principal and will be given through consideration.
- b. The proposed amendment shall secondly be submitted to the Members at the next regular Monthly PTO Meeting. The Board will offer recommendations for or against decision, or for alterations. A 2/3 vote, of those Active Members present, shall be required for the adoption of any amendments.

ARTICLE X – DISOLUTION OF THE CHEROKEE PARENT TEACHER ORGANIZATION:

SECTION 1: In the event the organization dissolves, all assets (both real and personal property) will revert to the benefit of Cherokee Elementary School.

ADOPTED ON MAY 5, 2003

Cherokee Elementary PTO
Proposed New By-Laws for 2006-2007

Amendment 1 – From here on out the position known as Chairperson will be changed to President.
From here on out the position known as Co-Chairperson will be changed to Vice-President.

Amendment 2 – The term for Vice-President will consist of one year as the Vice-President followed by one year as President. If at that time the Vice-President can not fill the office of President, an election will have to be held to advance one of the existing officers to the position of President.

Amendment 3 – All monies received by the PTO connected to the Zaranek lawsuit will be place in a separate account aside from the general fund. When monies are received, a committee will decide how to use them. They can only be used for scholarships, building enhancements, or school-wide grants.

Cherokee Elementary PTO
By-Law Amendment added April 15, 2018

Amendment 1 - The Cherokee Elementary PTO will remain as a nonprofit organization forever.

BY-LAWS OF THE CHEROKEE ELEMENTARY PARENT TEACHER ORGANIZATION

ARTICLE I – NAME:

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

ARTICLE II – PURPOSE:

The purpose of the organization shall be to aid the students of the Cherokee Elementary School by providing support for their educational and recreational needs and to promote open communication between the administration, teachers and parents.

ARTICLE III – MEMBERSHIP:

SECTION 1: The General Membership of the Cherokee PTO shall include all parents and legal guardians of the children attending Cherokee Elementary and members of the staff thereof.

SECTION 2: Active Membership shall include all parents and legal guardians who regularly attend (minimum of five meetings per school year) and/or actively participate in PTO sponsored events (minimum of five per school year).

SECTION 3: The Board Members shall consist of seven Officers: Chairperson, Co-Chairperson, Secretary, Treasurer, and Three Representatives.

SECTION 4: Ex-Officio Members (non-voting) shall consist of the Principal and Teacher Representatives.

SECTION 5: PTO Officers that become check signers shall be Bonded Members of the Cherokee PTO.

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 in March.
- b. The list of nominees will be presented at the regular PTO meeting in April.
- c. Officers will be elected by ballot election, held at the regular PTO meeting in May. Seven Officers will be elected. Refer to Article VI Section 4.
- d. Votes will be counted by an Election Committee (minimum of 3 people). Election Committee and Principal will agree on the vote count. The final results will be sent home with students and posted at school.
- e. In order to be eligible for nomination to an office on the Board, a person must be an Active Member of the PTO, and shall have attended a minimum of five(5) prior Monthly PTO Meetings during that school year. If an office position is not filled by the October PTO meeting, the existing Officers may alter the requirements.
- f. To qualify for the offices of Chairperson, Co-Chairperson, Secretary or Treasurer, one must have previously Chaired or Co-Chaired a minimum of one PTO event.
- g. No person shall serve more than two consecutive terms in the same position, unless there is no opposition at the time of the election.

- h. Employees of the school district that qualify for a nomination may hold an Office position but are restricted from being a check signer.

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 year, the position shall be filled by a vote of the Active Membership at the next Monthly PTO Meeting.

- a. Notice of a 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.

- a. To payout funds as authorized following the Financial Guidelines.
- b. To keep accurate records of receipts and expenditures.
- c. Checks shall be written in sequential order. Blank checks shall never be signed. The “payable to” section must be completed. Checks shall never be written payable to “Cash”. Two signatures shall be required on all checks.

SECTION 2: It is the duty of the Board to attend the Monthly PTO Meetings.

- a. If unable to attend, they shall notify an Officer of the Board and shall be responsible for submitting any relevant reports in writing to said Officer.
- b. When an Officer has been absent *Horn* two meeting without notice in a term year, another Officer may contact that person regarding attendance.
- c. Upon the third absence, the Board may vote on removing that person *Horn* Board.

SECTION 3: To arrange Special Meetings of the Board Members, and or including the Ex Officio Members, separate from regular Monthly PTO Meeting, as needed.

SECTION 4: The authorized expenditure of the Board shall not exceed \$250.00 without Active Membership approval.

SECTION 5: To receive signed approval *Horn* the Principal prior to sending correspondence home with students. Including duplications of such.

SECTION 6: Prepare a line by line proposed budget and business plan by the end of the year to be presented to the Membership and voted on at the first meeting of the following school year.

- a. Budget shall include anticipated revenue and expenses for the year.
- b. Standing and Special Committees, Teams and Sponsored Events will be individually listed on the budget.
- c. It shall be used to guide the activities of the Board during the year.
- d. Any substantial deviation to the budget must be approved in advance by the Active Membership.
- e. The PTO shall maintain an uncommitted minimum balance of \$5,000.00 at the conclusion of each school year. The purpose of this balance is to assure adequate funding for initial expenses usually incurred at the beginning of each school year.
- f. Large asset inventory shall be conducted annually.

SECTION 7: To have a minimum of one Board Officer attend the Monthly District PTO Meetings.

- a. Report the agenda and findings of each at the following regular PTO Meeting.

SECTION 8: The Duties of the Chairperson shall be:

- a. To preside at all Monthly PTO Meetings of the organization and Board.
- b. To sign checks with Co-Chairperson or Secretary or Treasurer as mandated in the Financial Guidelines.
- c. To check over and initial the financial statements of the organization.

SECTION 9: The Duties of the Co-Chairperson shall be:

- a. To act as an aide to the Chairperson.
- b. To perform the duties of the Chairperson in his/her absence.
- c. To sign checks with the Chairperson or Secretary or Treasurer as mandate in the Financial Guidelines.

SECTION 10: 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 of the meetings. To file a copy in the PTO cabinet as a permanent record and distribute copies at the next Monthly PTO Meeting. Have additional copies available.
- c. To send home notices of regular Monthly PTO Meetings and Special Meetings.
- d. Post notices and or posters of Monthly PTO Meetings at the school.
- e. To keep accurate attendance records at all Monthly PTO Meetings. A copy to be filed in the PTO cabinet as a permanent record.
- f. To provide a PTO Page, listing the PTO sponsored activities and meetings for the month to be sent home with the school monthly newsletter. To provide same for publication on Chippewa Valley Cable TV.
- g. To sign checks with the Chairperson or Co-Chairperson or Treasurer as mandated in the Financial Guidelines.

SECTION 11: The Duties of the Treasurer shall be:

- a. To receive all monies of the organization.
- b. To payout funds as authorized by the organization.
- c. To keep accurate records of receipts and expenditures.
- d. To present a statement of account at the Monthly PTO Meetings and at other times as requested by the Board.
- e. Reconcile the bank account.
- f. To have books or the organization reviewed by the School District on yearly basis.
- g. To sign checks with the Chairperson or Co-Chairperson or Secretary as mandated in the Financial Guidelines.

SECTION 12: The Duties of the Three Representatives shall be:

- a. To act as aides to the Board and perform other duties as are assigned by the Board.

SECTION 13: Transition of Officers:

- a. The checkbook must be reconciled by June 30th. All new Officers must be authorized and out-going Officers removed on the account by July 15th.

ARTICLE VI – MEETINGS:

SECTION 1: Regular meetings of the organization shall be held monthly during the school year

- unless otherwise directed by the organization.
- a. Dates and times of regular Monthly PTO Meetings shall be determined by the Principal and the PTO Board and will be published.
 - b. A sign in sheet will be provided and signed by all attending.
 - c. Nametags will be provided and worn at all meetings.
 - d. A summary of the minutes of the Monthly PTO Meetings shall be available to all Members unable to attend. Requests to have a copy sent home with a child, or to pick one up, shall be made by contacting an Officer or the school office.

SECTION 2: Special Meetings of the organization or the Board may be called by the request of an Officer.

SECTION 3: The regular June meeting shall be the transition meeting. All Board Members both out-going and newly designated shall attend.

SECTION 4: The voting method at any meeting shall be those Active Members present. A simple majority of all Active Members present is needed to approve and/or pass all non-financial proposals. Financial matters exceeding \$250.00 need 2/3 vote of Active Members present.

SECTION 5: Monthly PTO Meetings shall be conducted in the following manner unless suspended temporarily by the Officers of the meetings:

- a. Members to sign in on attendance sheet and introductions of all will be made
- b. Reading of Minutes of last meeting
- c. Officers Report
- d. District PTO Meeting Report
- e. Committee, Team, and or Sponsored Event Reports
- f. Principal Report
- g. Teachers Report
- h. Old Business
- i. New Business
- j. Adjournment

ARTICLE VII – STANDING AND SPECIAL COMMITTEES, TEAMS AND SPONSORED EVENTS:

SECTION 1: Standing Committees, Teams and Sponsored Events are such that shall take place annually.

- a. A list of all, including descriptions of each shall be filed in the PTO cabinet as a permanent record and shall serve as a guide.
- b. The Board shall establish additions to the list, as it deems necessary and advisable.
- c. Each shall be included on the yearly budget.
- d. Each shall have an Event Chairperson or Co-Chairs. This shall be established by a vote of the Active Membership.
- e. Event Chairperson and or Co-Chairs shall recruit Members as needed.
- f. Established Event Chairs, Co-Chairs and or Members do not have term limits.

SECTION 2: Special Committees, Teams and Sponsored Events shall be created by the Board as it deems necessary and advisable.

- a. Each shall serve a specific time and or task and shall cease to exist when that time or task has been completed.

ARTICLE VIII – DUTIES OF COMMITTEES, TEAMS, SPONSORED EVENTS:

SECTION 1: Duties of Event Chairperson, Co-Chairs, and Members shall be to transact necessary business of each.

- a. Establish a budget for necessary funds.
- b. Present established budget at a regular Monthly PTO Meeting. It shall be voted on by Active Members if over \$250.00 or determined by Board funder.
- c. A cash receipt journal shall be maintained for each event. All funds received shall be verified and signed by two people and only a Board Officer is authorized to take funds out of building for deposit. As mandated in the Financial Guidelines.
- d. During the time periods of activity, a representative of each shall present a verbal report of its functions at a corresponding PTO Monthly Meeting. If not represented a Board Officer shall contact each.
- e. Keep records of the functions performed throughout the year, including its correspondence, list of workers, or any other information which can be passed on to his/her possible successor. A copy of all shall be placed in the PTO cabinet as a permanent record.
- f. Submit correspondence to be sent home with students to the Board for signed approval then to the Principal. Including duplications of such.
- g. Sign all correspondence with Committee, Team, and or Sponsored Event name and or list the names of all individuals participating.
- h. Hold special meeting, separate to regular Monthly PTO Meetings, as needed.
- i. Various methods, allowing for equal opportunity, shall be used to recruit needed volunteers, and shall not be subject to terms.

ARTICLE IX – AMENDMENTS:

SECTION 1: Any Member or group of Members may file with a Board Officer such amendment or amendments as he/she may deem advisable.

- a. The proposed shall first be submitted at a separate meeting including Board Officers and Principal and will be given through consideration.
- b. The proposed amendment shall secondly be submitted to the Members at the next regular Monthly PTO Meeting. The Board will offer recommendations for or against decision, or for alterations. A 2/3 vote, of those Active Members present, shall be required for the adoption of any amendments.

ARTICLE X – DISOLUTION OF THE CHEROKEE PARENT TEACHER ORGANIZATION:

SECTION 1: In the event the organization dissolves, all assets (both real and personal property) will revert to the benefit of Cherokee Elementary School.

ADOPTED ON MAY 5, 2003

Cherokee Elementary PTO
Proposed New By-Laws for 2006-2007

Amendment 1 – From here on out the position known as Chairperson will be changed to President.

From here on out the position known as Co-Chairperson will be changed to Vice-President.

Amendment 2 – The term for Vice-President will consist of one year as the Vice-President followed by one year as President. If at that time the Vice-President can not fill the office of President, an election will have to be held to advance one of the existing officers to the position of President.

Amendment 3 – All monies received by the PTO connected to the Zaranek lawsuit will be place in a separate account aside from the general fund. When monies are received, a committee will decide how to use them. They can only be used for scholarships, building enhancements, or school-wide grants.

Cherokee Elementary PTO
By-Law Amendment added April 15, 2018

Amendment 1 - The Cherokee Elementary PTO will remain as a nonprofit organization forever.