

The Ithaca Parent, Teacher, Student Organization

Ithaca PTSO

**24615 State Hwy 58
Richland Center, WI 53581**

Bylaws

Proposed Sept. 2017

Article I: Name

The name of this organization is the Ithaca Parent, Teacher, Student Organization. It is commonly known as and will be referred to in these bylaws as the “**Ithaca PTSO.**”

Article II: Purposes

Section 1

The Objects of the Ithaca PTSO are

- a. To promote the welfare of children and youth in home, school, and community,
- b. To encourage a better relationship between the home and the school so that parents and teachers may cooperate intelligently in the education of children and youth,
- c. To assist, either by volunteering or monetarily, teachers and staff with projects to better educate children and parents in the district and community.

Section 2

The Objects of the Ithaca PTSO are governed and qualified by the basic policies set forth in Article III.

Article III: Basic Policies

Section 1

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization shall work with the school and community to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- c. The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools, and the community at large. The Ithaca PTSO or any of its committees may cooperate with other organizations and agencies concerned with child welfare, but PTSO representatives shall make no commitments that bind the group they represent.

Section 2

No part of the net earnings of the organization shall be to the benefit of, or be distributable to its members, officers, or other private individuals except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.

Section 3

The organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

Section 4

Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be given to the Ithaca School Foundation.

Article IV: Membership and Eligibility

Section 1

Membership Eligibility:

- a. Every parent who sends their child to the Ithaca school district is eligible to be a member of the Ithaca PTSO regardless of residency in the Ithaca district;
- b. any adult living in the Ithaca School District is eligible to be a member of the Ithaca PTSO;
- c. any student who attends the Ithaca School District is eligible to join and

d. all teachers and staff members employed by the Ithaca District are eligible to become a member of the Ithaca PTSO.

Section 2

Membership in the Ithaca PTSO shall be made available without regard to sex, race, color, religion, sexual orientation, or national origin.

Section 3

It is not mandatory to come to meetings to be a member of the PTSO.

Article V: Meetings

Section 1

Meetings will be held at a time to be determined each year by the officer team.

- a. The secretary shall provide meeting notification at least 4 days before the meeting time. This will be done via email, Facebook, school announcements or any combination of the three.
- b. Per school policy, if school is cancelled for inclement weather (or any other reason) on the day of a meeting, the meeting will be cancelled as well.
- c. If it is deemed by the President that the PTSO does not need to meet during a month due to lack of projects, the President has the authority to cancel the regular meeting time. If the meeting time needs to be changed or cancelled for reasons other than inclement weather, the President must do so at least 7 days in advance so the secretary has time to notify the membership of the change.

Article VI: Funds Requests

Section 1

Any person who requests funds from the PTSO must fill out a Funds Request Form and either email it to the president or place it in the PTSO mailbox in the school office.

Section 2

Eligibilities for Funds Request considerations include:

- a. Teachers for items for their classrooms;
- b. Items for the school grounds, building, or playground;
- c. Items for special needs areas;
- d. Equipment for the school;
- e. Items that will benefit either for the short term or long term a significant portion of the Ithaca student population.

Section 3

Items ineligible for Funds Request distribution:

- a. Individual student, teacher, parent, or staff funds for dues, state or national competition, or pay-to-play organizations, etc.;
- b. Monetary donations for benefits;
- c. Monetary donations for people not from the Ithaca district.

Article VII: Officers Election and Vacancies

Section 1

The offices of the Ithaca PTSO shall be a President, Vice president, Secretary, Treasurer, Fundraising Coordinator, Elementary and Middle School Yearbook Coordinator, and Volunteer Coordinator.

Section 2

The following provisions shall govern the qualifications and eligibility of individuals to be officers of the Ithaca PTSO:

- a. Each candidate shall have been an active member of the Ithaca PTSO. If there are no other eligible candidates and the member is in good standing with the school and the Ithaca PTSO, they are also eligible for office.
- b. An active member is one that has helped out with Ithaca PTSO projects such as selling spirit items, boxtops/milk caps collection, other fundraising, the elementary yearbook, science fair snacks, the staff breakfast or any other Ithaca PTSO related task or activity.

Section 3

The term of office shall be two (2) years.

Section 4

Elections shall take place at the beginning of the May meeting.

Section 5

All adult members who come to a meeting in which there is an election are eligible to vote.

Section 6

The term of the officers will begin immediately after the May election meeting and end at the end of the election meeting in May two years later.

Section 7

The President, Treasurer, and Elementary & Middle School Yearbook Coordinator shall be elected on odd numbered years and the Vice President, Secretary, Fundraising Coordinator, and Volunteer Coordinator shall be elected on even numbered years.

Section 8

If any member requests a paper ballot then the election will be conducted in that manner regardless of voting members present. When there is but one (1) candidate for an office, the ballot for that office may be dispensed with and election held by voice vote. A majority vote shall be required for election.

Section 9

When a resignation or other vacancy occurs, a special election will be held at the following month's meeting.

- a. That term will then run until the scheduled election in May on the coordinating year.
- b. Election shall be by ballot or by voice vote if there is only one candidate.

Section 10

No limits to the number of terms an officer may serve.

Section 11

Officer titles may change as the PTSO grows and evolves or if membership declines, positions may be combined or removed as the members see fit.

Article VIII: Duties of Officers

Section 1

The President shall:

- a. preside at all meetings;
- b. provide a meeting agenda;
- c. perform such other duties as may be provided for by these bylaws;

d. appoint members of specified standing committees;

e. appoint special project coordinators.

Section 2

The Vice president shall:

a. preside over the meeting in the absence of the president;

b. assist the president in any capacity as needed;

c. fulfill the duties of any officer absent at meetings.

Section 3

The Treasurer shall:

a. maintain a full account of the funds of the Ithaca PTSO;

b. cause to be kept a full and accurate account of the receipts and disbursements in books belonging to the Ithaca PTSO;

c. give a treasurer's report at each meeting;

d. direct the disbursement of funds in accordance with the approved budget and/or upon direction of the president;

e. be responsible to verify that all government forms are completed and submitted according to deadlines;

f. preside over the meeting in the absence of the president and vice president.

Section 4

The Secretary shall:

a. keep an accurate record of all meetings;

b. be prepared to read the meeting minutes of any previous meetings;

c. keep a paper file/binder of all meeting minutes;

d. send an electronic copy of the meeting minutes to all members within two (2) weeks after a meeting;

e. send out notification of the next meeting via the Facebook page, email and school announcements;

f. keep a membership contact list;

g. have a current copy of the bylaws.

Section 5

The Fundraising Coordinator shall:

a. be in charge of boxtops, milkcaps, and any other labels collection program and collect, tally, and mail said items;

b. organize clothing and apparel sales;

c. organize spirit items sales;

d. organize the Rural Route 1 popcorn fundraiser;

e. investigate and report on any fundraising ideas from members, teachers, parents, etc.

Section 6

The Yearbook Coordinator shall:

a. contact a company to publish the Elementary and Middle School Yearbooks;

- b. take photos of as many Elementary and Middle School events as possible;
- c. coordinate others to take photos when the Yearbook Coordinator is unable to do so;
- d. design the yearbook;
- e. assist middle school students with the design of their yearbook;
- f. advise on yearbook pricing;
- g. provide yearbook order forms;
- h. collect yearbook order forms and give funds to the treasurer for deposit.

Section 7

The Volunteer Coordinator shall:

- a. contact members (parents/guardians/family members, teachers, students) when volunteers are needed for PTSO or other school events;
- b. maintain lists of Volunteers
- c. keep track of Student Volunteer hours for scholarship requirements.

Section 8

All officers shall:

- a. perform the duties prescribed in the parliamentary authority in addition to those outlined in these bylaws;
- b. deliver to successors all official materials at least thirty (30) days following the close of their terms of office;
- c. act in a manner becoming of an Ithaca PTSO member.

Article IX: Committees

Section 1

Such standing committees shall be created by the officers as may be required to carry out the educational and community programs of the Ithaca PTSO.

Section 2

It shall be the duty of each committee to endeavor to carry out the plans of work and make a report at the Ithaca PTSO meetings.

Section 3

If a vacancy occurs on a committee, the duties may be performed by a person chosen by the President.

Article X: Fiscal Year

Section 1

The fiscal year of the Ithaca PTSO shall begin on September 1 and end on the following August 31.

Section 2

The Charter date of the Ithaca PTSO is September 1, 1984.

Section 3

The employer identification number (EIN) is 27-3480531.

Article XI: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the

Ithaca PTSO in all cases in which they are applicable and in which they are not in conflict with these bylaws.

Article XII: Amendments

Section 1

Amendments may be proposed by any member or officer during the annual review of the bylaws before the start of the new fiscal year. These bylaws may then be amended at a meeting, to be determined by the President, by a two-thirds vote of those present and voting, provided the amendments have been reviewed for recommendation by the officers, and notice of proposed amendments has been provided to all members fifteen (15) days prior to the meeting.

Article XIII: Scholarship Fund

Section 1

The Ithaca PTSO reserves the right to start a scholarship fund.

Section 2

The purpose of the Ithaca PTSO scholarship shall be to assist capable and worthy high school graduates planning to attend a technical college, four-year college or university, or trade school in any field of study.

Section 3

Applicants must have attended Ithaca High School for at least three semesters. Only current school year seniors are eligible for consideration.

Section 4

In order to be eligible for the Ithaca PTSO scholarship, high school students need to volunteer a minimum of twenty (20) hours to the Ithaca PTSO and have their hours approved by an Ithaca PTSO officer.

Section 5

Only applicants who have at least 20 volunteer hours for the PTSO will be considered.

Section 6

The application form for the scholarship will be the general school scholarship application form available in the guidance counselor's office.

Section 7

If no applicants have met the minimum required PTSO volunteering hours, then no scholarships will be awarded.

Section 8

The scholarship will be awarded in an amount decided by the members to be given in the spring at the annual scholarship and awards banquet.

- a. The scholarship shall be an outright gift.
- b. The number of scholarships awarded may be adjusted by the scholarship committee.
- c. The total amount given in the scholarship will be an amount not to exceed \$500.
- d. The scholarship committee will meet prior to the April meeting to discuss the candidates and select a recipient or recipients of the PTSO scholarship.
- e. When scholarship recipients have been determined by the scholarship committee, the members will vote to approve the monetary values at the April meeting.

Section 9

The scholarship will be selected by the Ithaca PTSO Scholarship Committee and the application will be due April 1 of the awarding year.

Section 10

No PTSO members who have a student applying for the scholarship in the year it is awarded may serve on the PTSO Scholarship Committee.

Section 11

A check for the scholarship amount will be awarded in the full amount when:

- a. one semester of schooling has been successfully completed with at least a 2.00 GPA
- b. and proof of enrollment at a college, university, technical college, or trade school for the second semester has been provided.
- c. The student must also be in good standing with the school they are attending.
- d. The recipient must use the funds within one year of receipt of the scholarship.

Section 12

Students not meeting the conditions listed above shall forfeit the scholarship and the PTSO will retain the funds set aside for scholarship purposes for use as directed under PTSO bylaws.

Section 13

The Ithaca PTSO reserves the right to cancel the scholarship program at any time, for any reason.

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