BYLAWS

OF

WESCOTT PARENT TEACHER ORGANIZATION

(As Amended September 2025)

ARTICLE I – NAME

The name of this organization is Wescott Parent Teacher Organization, hereinafter referred to as the "Organization" or "PTO."

ARTICLE II – PURPOSES

The purposes and objectives of this Organization:

- To foster the relationship between parents and the school, creating a positive and beneficial learning environment for Wescott School students.
- To coordinate and organize fundraising activities that provide additional educational programs, equipment and other resources at Wescott School.
- To encourage and promote an active, connected Wescott community through PTO sponsored events and activities.

ARTICLE III – POLICIES

Section 1. The PTO shall be noncommercial, nonsectarian and nonpartisan.

Section 2. The name of the PTO or the names of any members in official capacities shall not be used in connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the purposes of the PTO.

Section 3. The PTO shall not engage in political campaigns on behalf of or against any candidate for public office, including the publishing and distributing of statements.

Section 4. The PTO shall cooperate with the school to support educational improvements. The PTO shall not interfere with school administration or policies.

Section 5. The PTO may collaborate with child welfare organizations. PTO Representatives in such matters shall make no representations or commitment binding the PTO.

Section 6. In the event of dissolution, PTO assets shall be distributed to Wescott School.

Section 7. The PTO may collaborate with other District 30 organizations with similar interests.

Section 8. Special monetary requests for non-budgeted items must be approved by a majority vote of the PTO Executive Board.

Section 9. Funds are not required to be spent in the year they are received. Surpluses may be

carried over for future use or specific approved goals.

Section 10. Accounting Procedures.

A. Expense Guidelines

1. Complete a Reimbursement Form with supporting receipts/invoices for approval.
1. Forms are available on the PTO website. Reimbursements will be processed
1. electronically unless a check is requested.

2. Cash advances or deposits for events must be requested via email or by
2. completing the Reimbursement Form. Cash must be stored in the office safe with
2. a note detailing the total amount and intended use. Cash handling must involve
2. two people for counting, transporting and documenting.

3. Contracts exceeding $300 require approval from one upper board member and
3. notification to the Treasurers via email. Contracts over $500 require majority
3. approval from upper board members.

4. Budget Overages:

   a. Excess up to 10%: Approval by one Co-President and one Treasurer.

   b. Excess between 11%-20%: Approval by both Co-Presidents and the Treasurers

   c. Excess over 20%: Majority vote by the Upper Board.

   d. All approvals must be communicated via email.

B. Deposit Guidelines.

1. All funds raised must be documented and submitted to the Treasurer immediately. Delayed deposits require cash to be counted by two people and secured in the office safe.

2. Contributions of $25 or more must be made electronically, by check, or by money order. Cash exceptions must be approved by an Upper Board member. The Wescott PTO will not accept cash contributions of $25 or more for fundraisers prior to the event."

ARTICLE IV – MEMBERSHIP

Section 1. Membership is open to Wescott School staff and parents/guardians of enrolled students.

Section 2. The membership year shall be from July 1 to June 30.

Section 3. Only dues-paying members of the PTO are eligible to participate in its business

meetings or serve in elective or appointive positions.

Section 4. The Principal of Wescott School shall be an honorary member of the PTO.

ARTICLE V – DUES

Annual dues shall be determined by the Upper Board.

ARTICLE VI – OFFICERS AND THEIR ELECTION

Section 1. The executive officers of the PTO shall be:

- Two Co-Presidents
- Two Co-Vice Presidents of Communications
- Two Co-Vice Presidents of Fundraising
- Two Co-Vice Presidents of Technology
- Two Co-Secretaries
- Two Co-Treasurers

These officers constitute the Upper Board.

Section 2. Officers shall be elected annually, by May. If there is but one nominee for any office, the election may be conducted by voice vote.

Section 3. Officers shall assume their official duties July 1 and shall serve for a term of two years.

Section 4. No officer shall serve more than two consecutive terms in the same office unless exceptional circumstances exist.

Section 5. Executive nominees must have served at least one year on the Lower Board unless exceptional circumstances exist.

Section 6. The Upper Board selects Lower Board members from submitted interest forms before the new school year.

ARTICLE VII – NOMINATING COMMITTEE

Section 1. The nominating committee shall consist of seven members:

- The Co-Secretaries serve as chairpersons.
- Four members and one alternate (not on the Upper Board) are appointed by January.

- One Upper Board member is appointed by the chairpersons.
- A teacher representative may serve as a standing member and is not counted among the seven members.

No one may serve two consecutive years on the nominating committee, except the teacher representative.

No one who is being considered for an executive position may serve on the nominating committee. If, during the nomination process, a person serving on the nominating committee becomes nominated for an executive position, that individual must excuse themselves from serving on the committee and shall be replaced by an alternate.

Section 2. The committee presents a proposed slate of officers to the membership by April.

Section 3. Additional nominations may be made from the floor after to committee's report.

Section 4. Nominees must consent to serve if elected.

Section 5. The nominating committee shall follow the PTO Bylaws and Robert's Rules of Order.

ARTICLE XIII – VACANCIES

A vacancy on the executive board shall be filled for the remainder of the term by a majority vote of the Upper Board, prior notice to such election having been given. When it is considered necessary for expediency, Co-Presidents may appoint a replacement for the vacancy. If a Co-President position is vacant, the remaining Co-President assumes duties until a replacement is appointed.

ARTICLE IX – DUTIES OF OFFICERS

Section 1. The Co-Presidents shall preside at all meetings of the PTO and the executive board, serve as ex-officio members of all committees (except Nominating Committee), appoint the chairperson of the nominating committee; appoint special committees; appoint lower board chairs in the event a vacancy occurs during an unexpired term; appoint a qualified individual to audit the treasurers' books after year-end closeout, prior to July 31st of that year; perform other duties as may be assigned by the PTO or the executive board; and coordinate the work of the officers and the committees.

Section 2. There are six Vice-Presidents: Two Vice-Presidents of Communications, two Vice-Presidents of Fundraising and two Vice-Presidents of Technology.

Section 3. The Co-Secretaries shall keep an accurate record of the minutes of all PTO meetings and all executive board meetings, and shall chair the Nominating Committee. The secretaries shall also send out cards and/or gifts on behalf of the PTO, acknowledging staff and PTO members' major life events. The Secretaries shall consult with the Co- Presidents to determine when gifts are necessary. Gifts shall not exceed $50.00.

Section 4. The Co-Treasurers shall receive and deposit all monies of the PTO and keep accurate

records of receipts and expenditures. The Co-Treasurers shall present a written financial statement at every PTO meeting. The books of the Co-Treasurers shall be closed annually on June 30. A qualified individual will perform an audit of the PTO finances and Co-Treasurers' books after the closeout of the books prior to July 31st of that year. This report shall be presented to the PTO membership at the first PTO meeting of the following school year. The Co-Treasurers shall consult with the Principal and Co-Presidents to prepare each year's annual budget. The Co-Treasurers shall also provide funds to the Principal for families who meet the school's criteria as a family in need of financial assistance. The families' identities will be kept confidential; only the Wescott Principal will have knowledge of which families meet these criteria and will provide them the monies for PTO services.

Section 5. The immediate past president(s) shall serve as ex-officio members of the Executive Board.

Section 6. Each executive member shall be expected to attend all PTO meetings, and all Wescott PTO functions, unless conditions beyond that individual's control exist.

Section 7. All executive members shall serve as a liaison for one or more of the lower board committees. The Co-Presidents shall oversee the assignment of the liaisons with the input and approval of all executive members. The Upper Board shall determine the liaison assignments prior to the beginning of the school year. The liaisons shall monitor the progress of all of his/her committees and serve as an intermediary between the committee chairs and the Upper Board. The liaison shall monitor and approve all budgets and communications by the committee to the community at large. The liaison shall ensure that the committee chairs pass down all necessary information to the succeeding chairs. The liaison shall consult with the Co-Presidents if issues arise in his/her assigned committees.

ARTICLE X – MEETINGS

Section 1. Regular meetings of the PTO shall be held every other month, unless otherwise agreed upon by the Co-Presidents and Principal and shall be calendared at the beginning of each school year. PTO meetings are open to all membership.

Section 2. Co-Presidents may call special meetings with three days' notice.

ARTICLE XI – EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the elected officers and the Principal.

Section 2. The duties of the Executive Board shall be to conduct necessary business between PTO meetings. The Executive Board shall discuss the PTO's annual gifts to the school.

Section 3. Meetings of the executive board may be called by the Co-Presidents or by a majority of the members of the board, with three days' notice.

Section 4. Each member of the Executive Board shall maintain procedure documents and a file of official material; each member shall transfer that material to their successor when vacating the position.

ARTICLE XII – STANDING COMMITTEES AND SPECIAL COMMITTEES

Section 1. All Lower Board committees shall be created as needed, to promote the purposes and carry on the work of the PTO. Chairs shall be selected by the Upper Board, and may serve one two-year term, unless exceptions arise.

Section 2. Each Committee Chair must present their committee's work plans to the Upper Board for approval. No committee work shall be undertaken without such approval. Selection and/or changes of any vendors must be discussed and approved by the Upper Board.

Section 3. Special Committees may be created by Co-Presidents or the membership, as needed.

Section 4. The Co-Presidents shall be ex-officio members of all committees.

ARTICLE XIII – AMENDMENTS

Bylaws may be amended by a two-thirds vote at any regular meeting, provided that notice was given at the previous meeting.