

By-Laws of The Orchard Ridge Elementary School Parent-Teacher Organization

Amended by-laws dated May 7, 2002

Preamble

This revision of the by-laws reflects the original 1987 by-laws with revisions and amendments from various meetings of the ORE PTO and the Board of the PTO. It is therefore evolutionary not revolutionary, and as always remains open to comment and revision, according to the rules contained within.

Article I - Name

1. The name of the organization is The Orchard Ridge Elementary School Parent-Teacher Organization. The name will be abbreviated to ORE PTO elsewhere in these by-laws.

Article II - Purpose and Objectives

1. To encourage a closer and more effective relationship between children, parents, school, staff and community.
2. To assist and support the school in its educational functions by providing equipment and services for the benefit of our children/students that are not readily available from the Madison Metropolitan School District or other sources.
3. To seek a forum and a mechanism through which parents and teachers may seek to affect school function and policy.
4. To raise money to support the activities undertaken by ORE PTO in support of its objectives.

Article III - Policies

1. The ORE PTO is non-commercial, non-sectarian and politically non-partisan. No one may represent the organization, its officers or its members in support of or in opposition to any commercial enterprise, religious group or political party without a majority vote of the ORE PTO Board, However, the ORE PTO may acknowledge donations of goods and services whatever the source.
2. The ORE PTO does not and will not seek to dictate the administrative activities or policies of the school. This does not, however, preclude the organization from reviewing, discussing or attempting to influence those activities or policies.
3. The ORE PTO may cooperate or interact with other organizations and agencies involved in the well being of the children/students.

4. No moneys may be used or reimbursed for any purpose unless previously authorized by the ORE PTO at a monthly meeting or through the annual budgeting process. No moneys may be used for non-school or non-ORE PTO purposes. All expenditures must be properly accounted for in timely fashion. (See Article VII.)

Article IV - Membership

All parents and guardians whose children attend Orchard Ridge Elementary School and its staff are members of ORE PTO.

Article V - Board of Directors

1. The Board of Directors will be the principle operating body directing the activities of the organization. The Board will consist of the President(s), Vice President(s), Secretary, Treasurer(s), Volunteer Coordinator(s), Teacher(s), Principal, Fund Raising Chair(s), Web Site Administrator and Room Parent Coordinator(s). All Board members volunteer to serve a one-year term per position. This term may be renewed by majority vote of the Board.
2. The terms of Board Members will begin at the beginning of each school year. In the March issue of the ***Rainbow Review***, applications for the Board for the next year will be solicited. Members will be voted on by the current Board from the volunteer pool. The current Board will make every effort to publish the names of the new Board by the end of May and no later than August 31 of the current year.
3. Decisions of the Board will be ratified by vote at a scheduled ORE PTO general meeting in which each member present of the ORE PTO has one vote, simply majority rules, and the presence of five (5) members constituting a quorum.
4. The President(s) of the Board shall be promoted from the prior year's Vice President(s) and will serve for one (1) year. Every effort should be made to select two people to serve as Co-Vice-Presidents. Past Presidents should be available for advice for one (1) year after their term has ended, to help ensure continuity of the ORE PTO.
5. Any vacancy on the Board will be filled by the Board by soliciting additional volunteers from members of the ORE PTO.

Article VI - Officers and their Duties

1. The President(s) shall preside at all meetings of the ORE PTO and of the Board and will be ex-officio members of all committees. The President(s) will appoint special committees and will perform other duties usually pertaining to the office. The President(s) shall provide a brief synopsis of each Board and general meeting for publication in the next ***Rainbow Review*** and periodically include budget and financial information.

2. The Vice-President(s) shall aid the President(s) and shall perform the duties of that office in absence of the President(s).
3. The Secretary will keep a correct record of all general meetings of the ORE PTO and the Board, and have custody of all records pertaining to the ORE PTO, except those of the Treasurer, conduct the correspondence of the ORE PTO and will send out all materials for upcoming meetings. Also, the Secretary shall ensure copies of the by-laws, the minutes of all meetings and budgets be kept in the ORE PTO filing cabinet for the purpose of historical continuity.
4. The Web Site Administrator is responsible for keeping the ORE website current and correct, according to the guidelines set by the ORE PTO, the ORE Staff and MMSD. The website is associated with the Orchard Ridge Community Club and communication between the groups should be maintained with respect to this website.
5. The Treasurer shall receive all moneys of the ORE PTO, keep accurate records of all receipts and expenditures, and shall pay those funds as prescribed by the budget or other expenditure as approved by general meetings of the ORE PTO. Any reimbursement request that exceeds the approved budget amount must first be referred to and approved by the Treasurer and President(s), if the variance is less than \$50 or by the next business, meeting of the ORE PTO if greater than \$50 over the approved amount.

Article VII - Financial Guidelines

1. Fundraising will be organized each year with a specific dollar goal sufficient to cover all budgeted expenditures. A budget will be drawn up by the Board from the operating expense requests of the committees of the ORE PTO. The requests for the following year shall be submitted with the Board by May 15 and a preliminary budget be available for comment by committee chairs and members of ORE PTO by May 30. The Final Budget shall be approved by the first business meeting of the ORE PTO in the following school year.
2. Major or capital expenditures defined as expenditures greater than \$200 and are not operating expenses of a committee, are to be requested from the available funds after operating expenses are allocated in the budget process. These funds are to be requested with full financial details and explanation of need to a business meeting of the ORE PTO and can be approved by a simple majority vote.
3. No moneys of the ORE PTO may be used for any purpose that does not support Article II of these by-laws.
4. Normally all accounts are paid monthly. The Treasurer can require up to seven (7) days notice for the urgent release of funds and drawing of a check.

5. Book Fair and Adopt-A-Book money will be kept in an account held by the ORE school secretary.
6. All accounts and financial records should be available for audit by an ORE PTO business meeting appointed auditor. Only one audit per year can be requested. The auditor could be a parent volunteer with a financial background.

Article VIII - Committees

1. Committees are the primary tools of the ORE PTO to perform its functions for the benefit of the children. These committees are established and appointed by the Board or the officers as necessary and will be responsible to the Board. A committee can be formed for a single event or for an on going activity.
2. Committee Chairs will be selected in the spring of each year through a volunteer survey. Committee Members will be recruited through spring and fall volunteer surveys.
3. Each Committee Chair may make a budget request and proposal for the next year's activity by May 15.
4. A final report in writing will be submitted at the conclusion of the committee's work or at the last ORE PTO general meeting of the school year.

Article IX - Parliamentary Authority

1. The rules contained in Robert's Rules of Order, revised, will govern the ORE PTO in all cases to which they are applicable and in which they are not inconsistent with these by-laws.

Article X - Amendments

1. These by-laws may be amended at the regular meeting of the ORE PTO by a two-thirds vote of the members present and, provided that notice of the proposed amendment has been provided to all members present at least one month prior to the meeting. Publication in the ***Rainbow Review*** will constitute adequate notice.
2. A committee may be appointed to review and replace these by-laws only by a two-thirds majority vote at a regular general meeting of the ORE PTO.
3. After approval by the ORE PTO general meeting one amended copy will be sent to all officers, to the school and published in the ***Rainbow Review***.
4. A dated copy of these by-laws will be in the hands of each officer of the ORE PTO and in the school records. A master copy signed by all members present at approving ORE PTO general meeting will be held in the ORE PTO file cabinet.

Article XI - Dissolution

1. Upon dissolution or liquidation of the ORE PTO, all assets will be distributed to any legitimate successor organization (e.g., other "Parent-Teacher" organization to which the ORE PTO member might be expected to move to if the Orchard Ridge Elementary School were closed) or to the Madison Metropolitan School District if none can be identified. In the case of the school population being split up after Orchard Ridge Elementary School dissolution, the funds and assets shall be divided proportionally according to percentage of former ORE students attending the new schools.

2. In the event of the dissolution or liquidation of the ORE PTO neither money held nor property owned by the ORE PTO will be distributed to any private individual.

These by-laws, consisting of five pages with eleven articles are signed by all present at the Orchard Ridge Elementary School Parents and Teachers Organization General Meeting on May 7, 2002.

Name	ORE PTO Position	Signature
Lisa Stec	Co-President	<i>Lisa Stec</i>
Nanci Kopecky	Co-President	<i>Nanci Kopecky</i>
Lisa Kornetsky	Co-Vice-President	<i>Lisa Kornetsky</i>
Catherine McKenzie	Co-Vice-President	<i>Cath McKenzie</i>
Ralph Patterson	Secretary	<i>Ralph Patterson</i>
Krissanne Ellingson	Treasurer	
Michael Hertting	Member	<i>Michael Hertting</i>
Don Crary	Member	<i>Don Crary</i>
Claudia Blum	Member	<i>Claudia Blum</i>
<i>Heather Renken</i>	<i>Fundraising</i>	<i>Heather Renken</i>
<i>Mary Day</i>	<i>Room Parent Coord.</i>	<i>Mary Day</i>