

## ELEMENTARY PTO BYLAWS

### ARTICLE I. Name

The name of this organization is the "OAK/CDS/EAR/EXP/APOLLO Parent-Teacher Organization" Goddard, Sedgwick County, Kansas. Described hereafter as this organization and/or PTO.

### ARTICLE II. Purpose

Parent-Teacher Organization, Goddard, Kansas, operates under the authority of the USD 265 Board of Education, fostering a supportive relationship between parents, teachers, and the community, while working closely with the administration, all for the benefit of our students and betterment of our schools.

### ARTICLE III. Basic Policies

The program of this organization shall be educational and shall be developed through conferences, committees, and fund raising projects. This organization shall not seek to direct the administrative activities of the school or to control its policies. This organization will not conduct affairs in any manner contrary to the provisions of sections 501 (3) of the Internal Revenue code. In the event of dissolution of this organization, the assets of same shall become property of USD 265, or distributed as shall be determined and approved by the USD 265 BOE.

### ARTICLE IV. Membership & Dues

**Section 1.** Any individual residing in this school district, employed by the district, or having children attending this district shall be eligible for membership in this organization.

**Section 2.** Membership in the PTO shall be made available without regard to race, creed or national origin.

**Section 3.** Each individual building PTO shall conduct an annual enrollment of members by may admit persons to membership at any time.

**Section 4.** Each family joining PTO shall pay annual dues to the organization of \$1.00. If dues are paid at one building, they don't have to be paid elsewhere.

**Eliminate-Elementary does not collect dues.**

### ARTICLE V. Officers and Their Appointments

Each Goddard school shall have an appointed PTO board per the following:

**Section 1.** Each officer shall be an enrolled member of this PTO.

**Section 2.**

- A. The appointed officers of this organization may consist of a president, two vice presidents, a secretary, a treasurer, the building administrator

- (or his/her representatives), teacher representatives, a special education representative, and a student representative (if appropriate).
- B. Officers shall be appointed in the month of March, or according to the building bylaws.
  - C. Appointed officers shall assume their official duties the first of the month following their appointment. Outgoing and incoming officers shall serve concurrently to provide a smooth transition of officers. The outgoing president shall preside at regular or called general and business meetings of this PTO during the transition period.
  - D. A person shall not be eligible to serve more than two consecutive terms in the same PTO office within the Goddard School district. (Would be eligible for appointment to other PTO Board positions).

### **Section 3. Appointment of Officers**

All persons willing and available to serve as PTO Officer shall contact the building principal (or his/her representatives) to interview for office. The final appointment will be made by the building principal (or his/her representatives).

### **Section 4. Vacancies**

A vacancy occurring in any office shall be filled for the unexpired term by a person appointed by the building principal.

**Section 5.** Two-thirds of the building PTO Officers constitutes a quorum for the transaction of business. All members present may vote. Majority rule prevails.

## **ARTICLE VI. Duties of Officers**

### **Section 1. The president shall:**

- A. Preside at all meetings of this organization, with a prepared agenda that will be followed;
- B. Perform such other duties as may be prescribed in these bylaws or assigned by this organization;
- C. Be a member ex officio of all committees;
- D. Coordinate the work of the officers and committees of this organization, in order that the Purpose of this organization shall be promoted;
- E. Perform other delegated duties as needed and work closely with the building Administrators and their appointed chairpersons of their respective schools;
- F. Represent the building at all district level PTO organizational meetings.

### **Section 2. The first Vice President shall:**

- A. Act as and aide to the president;
- B. Perform the duties of the president in the absence or inability of that officer to serve;
- C. Serve as chairman of the fundraising committee;
- D. Participate in the selection of a committee of at least three members to serve as the fundraising committee.
- E. Perform other delegated duties as needed.

**Section 3. The second Vice President shall:**

- A. Act as an aide to the president;
- B. Perform the duties of the president in the absence or inability of the president and the first vice president to serve;
- C. Serve as chairman of the membership/volunteer coordinator committee;
- D. Participate in the selection of a committee of at least three members to serve as the membership/volunteer coordinator committee;
- E. Perform other delegated duties as needed.

**Section 4. The Secretary shall:**

- A. Correctly record the minutes of all meetings of this organization and have copies available at the next monthly board meeting;
- B. Have a current copy of the bylaws, and a complete membership list on file;
- C. Perform other duties as assigned.

**Section 5. The Treasurer shall:**

- A. Have custody of all the funds of the building PTO.
- B. Coordinate with the fundraising committee to assure that more than one person is present to count all proceeds of fundraising activities;
- C. Keep a full and accurate account of receipts and expenditures;
- D. Make disbursements as authorized by the building PTO officers in accordance with the budget adopted by the organization;
- E. Have checks or vouchers signed by two PTO Officers;
- F. Present a financial statement at every meeting of this organization and at other times when requested by the building PTO President;
- G. Make a full report at the meeting at which new officers officially assume their duties (on or about April 1);
- H. Be responsible for the maintenance of such books of account and records as conform to the requirements of the Goddard School District auditor;
- I. Shall deliver building PTO books to the USD 265 office by June 30 to have the accounts examined annually (or upon change of officer) by the Goddard School District auditor, who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report, with a copy of said statement being kept on file at the USD 265 District Office.

**Section 6.** All officers shall perform the duties outlined in these bylaws and such other duties as assigned to them, to the best of their abilities. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, without delay, all records, books and other materials pertaining to the office, and shall return to the treasurer, without delay, all funds pertaining to the office.

## **ARTICLE VII. Central Council**

**Section 1.** Monthly regular meetings of this building PTO Presidents, the building Administrators (or representatives) along with the District Superintendent (or representative) and shall delegate a secretary to record minutes of all meetings. The USD 265 Director of Community Relations shall be an ex-officio member of the Central Council.

**Section 2.** The meetings shall be held bi-monthly beginning in August. Special meetings of the Central council can be called by the majority of the building Presidents and Administrators of the District Superintendent at any time as deemed necessary, one day's notice having been given.

**Section 3.** The Central Council shall serve as a communication tool and liaison for the Goddard District PTO.

## **ARTICLE VIII. Meetings**

**Section 1.** Monthly regular meetings of this building PTO organization shall be held during the school year. A portion of which shall be in the "after school hours." Proposed dated/times of meetings for the next school year shall be determined jointly (in consensus) for inclusion in the Goddard School District Activities Calendar.

**Section 2.** Special meetings of this organization may be called by the president, or by a majority of the PTO Officers, or by the building administrator (or his/her representatives). One day's notice shall be given.

**Section 3.** Two-thirds of the building PTO Officers constitutes a quorum for the transaction of business. All members present by vote. Majority rule prevails.

## **ARTICLE IX. Committees**

**Section 1.** Only enrolled members of this organization shall be eligible to serve in any appointive positions.

**Section 2.** The PTO Officers may create such standing committees as it may deem necessary to carry on work of this organization. The term of each chairman shall be one year. A person shall not be eligible to serve more than two consecutive terms as chairman of the same committee in any PTO within Goddard School District.

**Section 3.** The chairman of each standing committee shall present a plan of work to the PTO Officers for approval. No committee work shall be undertaken without the consent of the PTO Officers and the building administrator (or his/her representative).

**Section 4.** The power to form special committees and appoint their members rests with the PTO Officers and the building administrator (or his/her representative).

**Section 5.** The President and building administrator (or his/her representatives) shall be members ex-officio of all committees.

**ARTICLE X. Fiscal Year**

The fiscal year of each PTO shall begin July 1 and end June 30.

**ARTICLE XI. Parliamentary Authority**

"Roberts Rules Of Order Revised: shall govern this organization.

**ARTICLE XII. Amendments**

**Section 1.** A committee can be appointed annually by the Superintendent to review these Bylaws. The committee shall contain as many members as necessary to do an adequate job.

**Section 2.** The amended Bylaws will go into effect once approved by the Bylaws Committee and the Superintendent.

7/19/07