

Arbor Creek Elementary School By-Laws

Draft revision: August 2019

By-Laws Of the Arbor Creek Elementary School Parent Teacher Organization (PTO)

Article I - Name

The name of this organization is the Arbor Creek Elementary School Parent Teacher Organization (PTO).

Article II - Articles of Organization

The organization is an unincorporated association of its members. These By-Laws shall serve as the articles of organization unless separate articles of organization are adopted by the members of the organization.

Article III - Purpose

- Provide financial assistance where needs are identified
- Provide a forum to freely exchange ideas between parents and the school
- Support parents and teachers in the pursuit of excellence at Arbor Creek
- Provide services and activities for the Arbor Creek Elementary community
- Enhance educational facilities and opportunities for the students of ACE that are not otherwise provided for in the school/district/state budgets.

Article IV - Basic Policies

- This organization shall neither seek to direct the administrative activities of the school nor control its policies;
- This organization may make suggestions to the administration concerning activities of the school, if such suggestion is made toward the betterment of conditions of all concerned (i.e. students, teachers, administrators and parents);
- Binding commitments of resources (i.e. financial or service) of the PTO can only be made by majority vote of the members present at a regular meeting or by the organizations officers where these by laws allow
- The PTO is a non-commercial, not-sectarian and non-partisan organization
- The PTO shall not participate in any political campaign. The PTO may seek educational opportunities concerning school issues.
- The PTO officers shall work with the principal to plan and set dates for PTO programs and meetings. All proposed fundraising activities shall be submitted to the principal prior to undertaking any activity for such fundraiser, then submit fundraiser form to district. The principal shall act according to the District and Board of Education policy

Article V – Membership

The membership consists of all faculty, parents and legal guardians of pupils attending Arbor Creek Elementary School. No dues exist.

Article VI – Meetings

- General meetings of the organization shall be set by the Executive Board.
- The By-Laws of the PTO shall be available on the organizations website currently: <http://www.arborcreekpto.org/documents/>
- The time and place of any meeting during the academic year shall be announced by electronic mail at least seven (7) days prior to the meeting.
- Any number of members present shall constitute a quorum for the transaction of any business at any general meeting or Executive Board of the PTO.
- The Executive Board shall meet monthly (exception of June & December) to cover general agenda. This meeting may take place live or by other electronic medium.
- General meeting shall be held four (4) times during academic year.

Article VII - Officers and Their Election

- Executive Board of the PTO shall consist of these positions: President, Vice President, Secretary, Treasurer and up two (2) Member-At-Large.
- Officers are selected via open call, then ratified via the Executive Board & Principal
- Officers shall assume their official duties following their selection in July and continuing to the next July meeting
- VP is a four (4) year term, assuming President if President cannot fulfil their duties. All other terms are five (5) years unless resignation.
- Other than VP/Pres. each person shall serve a maximum of 5 terms in any one office.
- All officers shall deliver to their successors official materials prior to the close of their service of office
- Only one member of a family may serve as an officer at the same time, unless Executive Board and Principal both agree. Also, if members of family are serving as officers at the same time only one can hold signature capabilities and bank/PayPal access.

A. President

Duties:

1. Preside over all meetings of the organization and of the executive board;
2. Perform such other duties as may be prescribed in these by-laws or assigned to him/her by the organization or by the executive board;
3. Sets dates and plans agenda for general and Executive board meetings
4. Sees that the PTO officers carry out their assigned work
5. Assures that at least one executive board member attend each PTO sponsored event;
6. Appoint committees and /or chairpersons when needed
7. Oversees the designated committees as determined by the Executive Board
8. Call the newly elected officers together for a special and or July board meeting prior to the new school year.

B. Vice President

Duties

1. Acts as an aide to the President;
2. Perform the duties of the president if the President is unavailable
3. Oversees the designated committees as determined by the Executive Board.

C. Secretary

Duties

1. Keeps an accurate electronic record of all general and executive board meetings

of the organization;

2. Maintains an up-to-date copy of the organization's By-Laws properly annotated/updated with any amendments showing the date each amendment was accepted by the organization;
3. Make a copy of meeting minutes available for the Arbor Creek PTO website
4. Communicate with the webmaster about PTO updates and minutes
5. Keep record of the organization's activities
6. Be responsible for all internal and external correspondence;
7. Oversees the designated committees as determined by the Executive Board

D. Treasurer

Duties

1. Keep a full and accurate account of all receipts and expenditures;
2. Makes prompt disbursements for goods and services as authorized by the Executive Board
3. Makes reimbursements for personal expenses at each meeting unless prior arrangements have been made
4. Presents a treasurer's report and monthly financial statement at every meeting and at other times when requested by the Executive Board;
5. Provide a full financial statement at the last meeting each year;
6. Participate in an annual audit along with the individual/individuals who shall be designated by the Executive Board;
7. Ensure signatures of the proper Executive board positions are on file with the bank;
8. Ensure that withdraws/checks/credit charges in excess of \$500.00 (five hundred dollars) will require at least two signatures; unless expense has been approved via budget or Executive vote
9. Have an adequate petty cash fund available at all PTO sponsored events;
10. Ensure that the Arbor Creek PTO budget shall provide for a carryover from year to year in an amount that is not less than \$4,000.00 to cover unanticipated shortfalls
11. The treasurer shall deposit all funds of the organization to the credit of the organization in such banks, trust companies or other depositories as the executive board directs
12. All deposits and/or disbursements (i.e., reimbursement or payment to volunteers or vendors) shall be made within a maximum of thirty (30) days from the receipt of the funds/receipts and/or orders of payment
13. If a check is returned to the Arbor Creek PTO for insufficient funds, the individual will be notified in writing by the Arbor Creek PTO; full restitution of the account balance, any late fee charges and an insufficient fund charge of \$25.00 must be received within ten (10) business days; the acceptable method of payment is cash;
14. The Arbor Creek PTO reserves the right to suspend check writing privileges of the remitter for future Arbor Creek PTO payments should the above situation arise.
15. Treasurer shall be in attendance at events where gross receipts are expected to exceed \$2,000.00. In the event of an emergency another board member may substitute.

E. Member-at-Large

1. The member-at-large shall: represents the interests of the general membership, conducts projects and accepts duties as assigned by the President and Executive Board
2. Participates as a member of the PTO, attending monthly meetings and special meetings
3. Represents the general membership (parents/staff or student organization) on issues of interest or concern, particularly those that arise outside of the standing committee structure
4. Conducts projects to further the goals of the organization or to develop services for the membership (parents/staff or students)
5. Serves as chair of any ad hoc committee formed to develop these projects
6. Oversees the designated committees as determined by the Executive Board

F. Teacher-at-Large

1. The teacher-at-large shall: represents the interests of the teachers and staff of school, as well as general membership. Helps with projects and accepts duties as assigned by the President and Executive Board
2. Participates as a member of the PTO, attending monthly meetings and special meetings
3. Conducts projects to further the goals of the organization
4. Serves as chair of any ad hoc committee formed to develop these projects
5. Oversees the designated committees as determined by the Executive Board

Article VII – Committee Chairpersons

Duties

1. Reports to the designated Executive Board member on a regular basis
2. Advises the designated Executive Board member of meeting dates
3. Presents major changes to the Executive Board to present to PTO members
4. Be responsible for initially counting funds collected at committee events with one member of the executive board
5. Ensure that funds collected at on-site events will not leave school grounds
6. Make all attempt to attend the meetings immediately preceding and following the event
7. Is responsible for finding adequate help and/or volunteers for the event

Article VIII – Ratification of officers

A. Procedure

1. A notice shall appear in the February and March school newsletter seeking individuals interested in serving on the executive board;
2. Each candidate shall meet the membership requirements of the PTO and have a dependant attending Arbor Creek during his/her term in office;
3. Executive Board shall then look at candidates and vote on open, upcoming open positions

B. Vacancies

- If for any reason, the school year begins without all of the necessary officers duly selected, then the elected officer(s) and the Principal of Arbor Creek Elementary shall have the opportunity to select a member to the vacant office(s) at the August PTO meeting or call a special PTO meeting, if necessary. Until all elected officers are duly elected, the PTO Executive Board shall act as a committee of the whole to fulfill the duties of the vacant officer(s)
- Officers may terminate their positions by providing a written resignation to the Executive Board. In the event of a resignation, the Executive Board will select a replacement for the remaining term of the resigned position
- Any Executive Board member who fails to attend two consecutive meetings without proper notification to the President, that is excused, is assumed to have voluntarily vacated his/her office. In the event of vacancy, the Executive Board will select a replacement for the remaining term of the vacated position

C. Voting

1. The purpose of a motion is to introduce items to the membership for their consideration;
2. The presenter provides information to the membership;
3. The membership then either debates the motion, or may move directly to a vote;
4. Prior to putting the motion to a vote, the presenter will need to leave the room;
5. The president will then put the motion to a vote of those present;

6. In the event circumstances warrant, and assuming there is sufficient interest for a re-vote on a motion or issue, a petition signed by at least 200 Arbor Creek PTO members must be obtained and brought before the executive board.
- D. All officers shall deliver to their successors official materials prior to the close of their service of office.

Article IX – Finances

- A single expenditure of a committee over \$250 must be submitted by the committee chair for approval by the Executive Board. Any unplanned purchase in excess of \$100 must be voted on and passed by a simple majority of the Executive Board.
- The PTO accounts shall be audited annually by a person(s) designated by the Executive Board.
- No loans shall be made by the PTO.
- The Olathe School District recognizes that revenue and other resources generated by private sources for public education can enhance the District's ability to achieve its education mission. Organizations may give gifts/donations/memorials/scholarships (hereinafter collectively referred to as "gifts") to an individual school, department or the district as a whole. Gifts may be made in the name of or dedicated to an individual school, teacher, or employee. This policy does not apply to gifts or grants that have been applied for an awarded through a selective process. Gifts may be in-kind, financial, instructional materials, supplies, miscellaneous equipment or property. All donated in-kind gifts, monies, material, supplies, equipment or property upon acceptance is regarded as school district property and will meet guidelines as established by existing board policy. All gifts from District support organizations, including but not limited to: Olathe Public Schools, Foundations, school booster clubs, and parent teacher groups are under the governance of this policy.
- Volunteers need to submit expense reports to committee chair who will then submit to Treasurer for reimbursement. If volunteer is unable to wait until the following meeting to submit for reimbursement, volunteer must make arrangements with committee chair so that a copy of the Expense Report can be given to the Treasurer.
- Deposits shall be made within 30 days following the event.
- The Executive Board may authorize any funds necessary for fund raising activities.
- The Executive Board shall have the authority to allocate and disburse funds for events, separate from, and if needed, prior approval of budget by general meeting.
- All efforts will be made to work with the school to recoup any fees associated with returned checks. Signage shall be posted at events where checks are accepted.
- Individuals or committees in charge of events or programs are required to keep spending of allocated funds at or below the set budget for the term of the school year.
- Request for additional funds should be provided in writing, two weeks prior to expenditure, to the Executive Board for a vote, prior to spending or providing verbal agreement for use of any funds over allocated budget.
- Current academic year's budget cannot be used to pay past invoices or debts unless a) a review has been completed by executive board b) payment after research and voted on by general committee or c) unless the PTO is legally compelled to do so.
- Multiple bids shall be gathered where prudent on goods and services where the expected invoice exceeds \$500.00
- Executive board members shall have the authority to spend up to \$200.00 per semester on items not specified within the budget and without bringing the purchase before the full organization; disbursement shall be reported to the organization at the next regularly scheduled meeting.
- Individuals or committees in charge of events or programs are required to keep spending of allocated funds at or below the set budget for the term of the school year.

- Request for additional funds should be provided in writing, two weeks prior to expenditure, to the PTO or a vote, prior to spending or providing verbal agreement for use of any funds over allocated budget.
- Fiscal Year - The fiscal year of the organization shall follow the Arbor Creek Elementary fiscal year.

Article XI- Amendments

1. These By-Laws shall be reviewed as needed.
2. These By-Laws may be amended at any general meeting or Executive Board meeting of the organization by a simple majority vote of the members present.

Article XII- Parliamentary Authority

Robert’s Rules of Order and the Olathe School District Booster Club / PTO Reference Guide shall serve as resources for issues not addressed by these by laws.

The foregoing by-laws have been approved for the organization by a majority vote of its members in good standing at a regularly scheduled meeting as of August 26, 2019 ratified on August 28, 2019

ATTEST:

BY: _____, PTO President

Date: _____

Name: _____

Witness: _____, Executive Board Member

Date: _____

Name: _____