

Sabetha PTO Bylaws

ARTICLE I – NAME, DESCRIPTION & PURPOSE

Section 1. NAME – The name of the organization shall be Sabetha PTO.

Section 2. DESCRIPTION – The PTO is a nonprofit organization that exists for charitable and educational purposes, including distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3. PURPOSE – The purpose of Sabetha PTO is to enhance and support the educational experiences at Sabetha Elementary School (SES), Sabetha Middle School (SMS) and Sabetha High School (SHS); to develop a closer connection between school and home by encouraging parent involvement; and to improve the environment at the aforementioned schools through volunteer and financial support.

ARTICLE II – MEMBERSHIP

Any parent, guardian or other adult standing in loco parentis for a student at the school will automatically be granted membership and shall have voting rights. There are no membership dues. Membership also is granted to the principals and any teachers employed at any of the three schools.

ARTICLE III – POLICIES

The organization shall be non-commercial, non-sectarian and non-partisan. The name of the organization shall not be used to endorse or promote a commercial concern or in connection with any partisan interest, or for any purpose not appropriately related to the promotion of the organization's purpose.

ARTICLE IV – OFFICERS AND ELECTIONS

Section 1. Officers – The officers shall be a President, Vice President, secretary and treasurer.

- a. **President.** The President shall preside at all meetings, and is responsible for preparing agenda and providing to Secretary for distribution. The President is responsible for Internal Audit. The President shall act as liaison between school officials and the organization. The President shall oversee all committees, and shall appoint committee chairs. The President shall oversee volunteer sign ups. The President shall retain all official records of the PTO.
- b. **Vice President.** The Vice President shall preside at meetings if President is unable to do so. The Vice President is in charge of Parent Involvement, including distribution of forms, assignment of Head Room Parents, and compilation of SES Classroom Party volunteer lists. The Vice President will serve as

Standing Chair of Classroom Enhancement Program Selection Committee.

- c. **Secretary.** The Secretary is responsible for distributing the agenda to all members via email, and sending out text alerts prior to meetings. The Secretary is responsible for recording minutes, distributing minutes to members via email, and sending minutes to the newspaper of record. The Secretary shall manage communications and marketing for PTO, including but not limited to website updates, email broadcasts and social media. The Secretary shall regularly check the school mailboxes for PTO.
- d. **Treasurer.** The Treasurer has custody of all funds of Sabetha PTO. The Treasurer must keep financials current and reconciled. The Treasurer shall prepare an annual expense budget with the assistance of the Executive Board, for approval by the general membership. The Treasurer shall present a monthly financial report, either at the regular meeting or via email to all members. The Treasurer shall regularly check the Post Office box. The Treasurer is responsible for ordering supplies. The Treasurer will serve as Standing Chair of the Sunshine Program.

Section 2. NOMINATIONS & ELECTIONS – Elections will be held at the April meeting. At that meeting, nominations may be made from the floor. Voting shall be by voice vote, unless more than one person is running for an office. If more than one person is running for an office, a ballot vote shall be taken.

Section 3. ELIGIBILITY – Any member of Sabetha PTO is eligible for office. Each person elected shall hold only one office at a time.

Section 4. TERMS OF OFFICE – Outgoing officers will end their duties, and new officers shall assume their duties on July 1. All officers shall deliver to their successors official materials at the close of their services of office.

- a. **President & Vice President.** The President shall serve no more than one (1) consecutive term in the office of President. The Vice President shall serve one (1) term as Vice President, and the next one (1) term as President. Election of a new Vice President shall occur each year.
- b. **Secretary.** The Secretary's term shall be two (2) consecutive fiscal years, with changing of office to occur in even years. The Secretary may serve no more than two (2) consecutive terms in the same office.
- c. **Treasurer.** The Treasurer's term shall be two (2) consecutive fiscal years, with changing of office to occur in odd years. The Treasurer may serve no more than two (2) consecutive terms in the same office.

Section 5. VACANCIES – If there is a vacancy in the office of President, the Vice President will become the President. At the next regularly scheduled meeting, a new Vice President will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting. The newly elected officer shall fill for the unexpired term.

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Section 6. REMOVAL FROM OFFICE – Officers can be removed from office with or without cause by a two-thirds vote of those present, assuming a quorum, at a regular or special meeting. If a special meeting is held, previous notice of 14 days must be given for the meeting.

Article V – MEETINGS

Section 1. REGULAR MEETINGS – General PTO meetings shall be held to conduct the business of Sabetha PTO. Meetings shall be held monthly during the school year, or at the discretion of the Executive Board.

Section 2. SPECIAL MEETINGS – Special meetings may be called by the President, any two members of the Executive Board, or five general members submitting a written request to the Secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, via email distribution.

Section 3. QUORUM – The quorum shall be five (5) members of the PTO present.

Article VI – EXECUTIVE BOARD

Section 1. MEMBERSHIP – The Executive Board shall consist of the officers and school principals of SHS, SMS and SES.

Section 2. DUTIES – The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, prepare and submit a budget to the membership, approve distribution of funds.

Section 3. MEETINGS – An annual meeting of the Executive Board shall be held in June or July, in-between school terms. Additional meetings shall be called at the discretion of the board.

Section 4. QUORUM – The quorum shall be four (4) members of the Executive Board present.

Article VII – COMMITTEES

Section 1. MEMBERSHIP – Committees may consist of members and board members, with the President acting as an ex officio member of all committees.

Section 2. COMMITTEES – The Executive Board may establish any committee as needed.

Article VIII – FINANCES

Section 1. FISCAL YEAR – The fiscal year of the Sabetha PTO begins July 1 and ends June 30 of the following year.

Section 2. BANKING – Funds of the Sabetha PTO shall be kept (1) in a checking account at a local financial institution in the name of Sabetha PTO, requiring the signatures of President and

Treasurer; and (2) with the Greater Sabetha Community Foundation.

Section 3. REPORTING – All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. An internal audit shall be done each year. The PTO shall arrange an independent review of its financial records every other year, in odd years, or upon the changing of the office of Treasurer.

Section 4. ENDING BALANCE – The organization shall leave a minimum of \$1,000 in the checking account at the end of the fiscal year.

Section 5. CONTRACTS – Authority to sign contracts is limited to the President or the President's designee.

Section 6. BUDGET – An expense budget shall be drafted in June or July for the fiscal year. The budget shall be voted on by general membership in August.

Section 7. DISSOLUTION – Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills. The remainder shall be donated to the school district, if possible, or to a local charitable organization.

Article IX – PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws or standing rules.

Article X – STANDING RULES

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

Article XI – DISSOLUTION

The organization may be dissolved with previous notice (60 calendar days) and a two-thirds vote of those present at the meeting.

Article XII – AMENDMENTS

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by postal mail or email. Amendments must be approved by a two-thirds vote of those present, assuming a quorum.