

Farley Elementary School

Parent Teacher Organization (PTO) By-Laws

Approved by PTO on February 16, 2011; Revised on August 7, 2023

ARTICLE I - NAME

The organization shall be named Farley Elementary Parent Teacher Organization (PTO), Topeka, KS; herein referred to as the PTO.

ARTICLE II - PURPOSE

The PTO is organized for the purpose of supporting the education of children at Farley Elementary by fostering relationships among the school, parents, teachers and staff.

ARTICLE III - POLICIES

- A. The organization shall be noncommercial, nonsectarian and nonpartisan.
- B. The name of the organization or the names of any members in their official capacities shall not be used in connection with any commercial concern or with the partisan interest or for any purpose not appropriately related to promotion of the purposes of this organization.
- C. The organization shall work with the school to provide quality education for all children and youth; and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions had been delegated by the people to boards of education.
- D. The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organizations in such manners shall make no commitments that bind the organization.

ARTICLE IV - MEMBERSHIP

- A. Eligibility for membership is open to all parents, legal guardians, teachers and staff members of Farley Elementary School willing to uphold its by-laws.
- B. PTO members shall have the right to attend and participate in all meetings and activities of the organizations.
- C. PTO members in good standing shall have the right to hold an office.
- D. PTO members shall have the right to vote on all general membership issues and election of officers. Each executive board member shall have one vote.
- E. This organization shall have no dues.

ARTICLE V – FISCAL POLICIES

- A. The fiscal year of this organization shall begin June 1 and end May 31.
- B. PTO funds shall be used for programs, events, and items that directly benefit the students and staff of the school.
- C. All funds raised for the PTO must be submitted to the treasurer in a timely manner. The Treasurer must deposit checks in a timely manner.
- D. Reimbursement requests should be submitted to the PTO Treasurer and must be accompanied by a receipt.
 - a. Prior approval of the committee’s budget expenses is required before funds are expended.
 - b. Any licensed staff can utilize the special request funds.
 - c. It has to be voted on and approved prior to reimbursement. All requests will be voted on at the next Executive Board meeting.
- E. A minimum of \$1,000 shall be maintained in the PTO bank account.
- F. The PTO Executive Board shall prepare and submit to the organization an annual budget for the year. An updated financial report shall be made available in printed form to each PTO member at each PTO meeting. The books will be balanced before handing them over to the new PTO Executive Board.
- G. The PTO is authorized to carry over funds for the following fiscal year as recommended by the Executive Board.
- H. Upon a vote to dissolve the PTO, the remaining PTO funds shall first be used to pay any outstanding PTO debt and then either: a vote shall be taken by the PTO Membership to spend remaining funds on an item or items that benefit the students; or the remaining funds be held in escrow by the Principal for use by a future School PTO. If a PTO is not formed within 24 months, the funds shall revert to the School and be used toward the benefit of the students under the discretion of the Principal.
- I. Only the Treasurer is authorized to use the PTO credit card.

ARTICLE VI – PTO GENERAL MEETINGS

Farley Elementary School

Parent Teacher Organization (PTO) By-Laws

Approved by PTO on February 16, 2011; Revised on August 7, 2023

- A. At least three regular meetings of this organization shall be held during the school year. Dates of meetings shall be determined by the PTO Executive Board and announced at the first regular meeting of the year. At least seven-day notice shall be given about a change of date.
- B. Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.
- C. The quorum shall be 10 members of the organization.

ARTICLE VII – EXECUTIVE BOARD, DUTIES, AND ELECTIONS

Section 1 Executive Board.

The Executive Board shall consist of President, Vice President, Secretary, Treasurer, Member(s) at Large, Staff Member(s) at Large, Advisor and School Principal. There may be co-officers for some positions.

- A. President. The President shall be the principal executive officer of the organization, and subject to the advice of the Executive Board and the direction of the membership, shall in general supervise and control all the activities of the organization. The President shall preside, when present, at all meetings of the membership and of the Executive Board. The President shall be a member ex-officio of all standing committees. A recommended credit check and background check shall be obtained prior to taking office.
- B. Vice-President. The Vice-President shall perform the duties of the president in his/her absence. The Vice-President shall aid and assist the President in his/her duties. If the office of the President is vacated before the end of her/her elected term, the Vice-President shall assume the full duties of the President. The Vice-President will assume the role of President for the following year if he/she so chooses.
- C. Secretary. The Secretary shall keep the minutes of the proceedings of the membership meetings and executive board meetings. In the event that the President and Vice-President are unable to be present at a meeting the Secretary shall preside. The Secretary shall ensure that notices of all meetings are duly given as specified in these Bylaws, ensure that the minutes of all membership meetings are made publicly accessible within 7 business days. The Secretary shall perform other duties assigned by the President, Vice-President, Executive Board, or the Membership. A record of the minutes shall be kept and passed on to each newly elected Secretary.
- D. Treasurer. The Treasurer shall receive all monies of the organization, keep accurate record of receipts and expenditures, pay out funds only as authorized or approved by the board, present a statement of account at each board meeting and at the general meeting if requested, make a full report at the last spring meeting, file an annual corporation report with the Kansas Secretary of State, and file any sales tax forms or income tax forms (IRS Form 990) when necessary. An inspection of the Treasurer's accounts may be conducted annually within 30 days of the close of the fiscal year. A recommended credit check and background check shall be obtained prior to taking office.
- E. Member-at-Large. The member at large shall attend Executive Board Meetings, participate in the decision making process and perform other such duties as needed by the President. Up to 11 (eleven) Members can serve in the Member-At-Large position.
- F. Advisor. The advisor shall attend Executive Board Meetings, participate in the decision making process, and perform other such duties as needed by the President.
- G. Staff Member- At-Large. The Staff Member-At-Large shall attend Executive Board Meetings, participate in the decision making process and act as a liaison between the school and Executive Board. Member must be a full-time licensed staff member at Farley Elementary. Up to 2 (two) Members can serve in the Staff Member-at-Large position.

Section 2 - The Duties.

- A. All Executive Board members will have one vote with the exception of the President and the Principal who does not have Executive Board voting rights. The President shall vote in the case of a tie. Executive Board Quorum shall be 60% of the members.
- B. The Executive Board will conduct necessary business in preparation for the regular PTO membership meetings.
- C. The Executive Board will prepare a proposed budget to be voted upon by the PTO membership at

Farley Elementary School

Parent Teacher Organization (PTO) By-Laws

Approved by PTO on February 16, 2011; Revised on August 7, 2023

the first regular PTO meeting of the fiscal year.

- D. The Executive Board may create such standing and special committees, as it deems necessary to promote the objectives and to carry on the work of the organization. The board will approve the plans of work of the standing committees.
- E. All executive board members must attend PTO Executive Board meetings and PTO General meetings to remain in good standing. Missing 3 (three) or more meetings without prior notification can result in the Member being removed from office by Executive Board vote.

Section 3 - Nominations and Elections.

- A. The nominating committee shall consist of two Executive Board Members, two at large members appointed by the PTO Executive Board, and the Principal of the school. All nominations will come from the Nominating Committee. Consent of each candidate should be obtained prior to placing the name into nomination.
- B. The nominating committee shall present a slate of officers to the PTO executive board one month prior to the elections.
- C. Annual elections shall be held near the end of the Fiscal Year, but the new officers will not take over their new roles until the new Fiscal Year.
- D. Members are eligible for office if they are members in good standing at least 14 days before the nominating committee presents its slate.
- E. A vacancy occurring in any office shall be filled by a majority vote of the PTO membership. In case of a vacancy in the Office of President, the Vice-President shall serve the remainder of the term.
- F. An officer can be removed from office for failure to fulfill his/her duties as stated in the expectations and commitments, after reasonable notice, by a majority vote of the Executive Board.
- G. Treasurer shall serve a minimum two year term.
- H. The Vice President shall be the President-Elect for the following fiscal year, if said Vice-President wishes to be.
- I. The President shall become Advisor at the end of his/her term. If the President agrees to accept the position, he or she will serve for a single term of one year.
- J. A person shall not be eligible to serve more than three consecutive terms in the same office.
- K. To assume the office of President or Vice President a member must have served on the executive board the previous fiscal year and be in good standing.

ARTICLE XIII - COMMITTEES

- A. Committees may consist of members and board members, with the President acting as an ex-officio member of all committees.
- B. Committees serve in the capacity defined by the President to accomplish the objectives and to carry out the work of the organization.
- C. The chairperson of each committee shall present a plan of work to the PTO Executive Board for approval.
- D. The term of a committee chairperson shall be up to 2 years, or extended by the president if considered in good standing.
- E. A chairperson can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the executive board.

ARTICLE IX – AMENDMENTS

- A. These bylaws may be amended at any Membership Meeting provided the meeting is attended by an Executive Board quorum.
- B. The amendment(s) to be voted on must have been presented to the Executive Board prior to a Membership Meeting at which the vote is to be taken.
- C. All modifications to the bylaws shall require a majority vote of the members present at the meeting.