

Bylaws of the Indian Hills Elementary School
Parent Teacher Organization

Article I: Name

The name of the organization is the Indian Hills Parent Teacher Organization (PTO). It is a local PTO unit and is an independent organization established for the students, teachers, staff, parents, and legal guardians of Indian Hills Elementary School, 7445 SW 29th Street Topeka, Kansas, 66614.

Article II: Purpose and Mission

The Indian Hills PTO is dedicated to serving the needs of the elementary school students, teachers, staff, parents, and legal guardians by being involved in the education process. The mission of the Indian Hills PTO is to provide resources to enhance the quality of education, promote parent-teacher dialogue, encourage all students in academic, civic, and ethical development, supplement education resources, and support a learning environment that is a valued community asset.

Article III: Membership

- A. Member: Members are defined as all parents, legal guardians, teachers, and staff members of Indian Hills Elementary School.
- B. Rights: Members shall have the right attend and participate in all meetings and activities of the organization, have the right to vote on all issues, to elect officers, and to hold office.
- C. Voting: Each member shall have one vote.
- D. Quorum: Is based on the members present at any duly called meeting and majority shall constitute a quorum for the transaction of business. Exception to Majority: Amendments to the Bylaws require a two-thirds (2/3) majority vote of those present at the meeting.

Article IV: Membership Meetings

Membership Meeting: Meetings of the membership are for the purpose of conducting the business of the PTO.

- a. At least four (4) Membership Meetings shall be held during each school year. The time and place of the Membership Meetings shall be decided upon by the Executive Board at the end of the previous school year. The Membership Meeting schedule shall be announced at the first of each school year. The schedule may be amended, as necessary, by the Executive Board
- b. Additional meetings of the Organization may be called, either by vote of the Executive Board or by petition of a majority of the PTO membership. The time and place of any additional meetings shall be announced at least seven (7) days prior to the meeting.
- c. All Membership Meetings must have a quorum of Executive Board members present in order for a motion to be brought to a vote. Provided the Executive Board member quorum requirements are met, as per Article III, Section D and each Member present shall have one (1) vote, proxy voting is not allowed.

Revision to the Bylaws, Presented and Approved May 5, 2015

Revision to the Bylaws, Presented March 2022

Revision to the Bylaws, Presented March 2024 and Approved May 7, 2024

Article V: Polices

- A. Term & Qualification:
 - a. Executive board president and vice president and treasurer will serve in a two (2) year term.
 - b. All other executive board officers and chairs shall be voted on annually as needed and will serve a term of one (1) year, with the opportunity to extend the term one (1) year, which begins June 1 and ends May 31 of each school year. All Executive Board Meetings are closed meetings.
 - c. Chair Officers shall be voted on annually and will serve a term of one (1) year, which begins June 1st and ends May 31st of each school year.
- B. Conflict of Interest: Any possible conflict of interest on the part members holding office shall be disclosed to the Executive Board.
 - a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
 - b. The name of the organization or the name of any member in their official capacity shall not be used in connection with any commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the purpose and mission of the organization.
 - c. The organization shall not enter into membership with other organizations. The PTO may cooperate with other organizations or agencies concerned with child welfare, but PTO representatives shall make no commitments that bind the PTO with any other organizations.
- C. Curriculum and Policy: The organization shall work with the school to provide quality education for all students and shall seek to participate in decisions regarding the educational process. The organization recognizes that the legal responsibility to make decision concerning curriculum and policy has been delegated by the people to the Board of Education.
- D. Financial Approval or Internal Controls: Financials will be presented at every meeting for member review and serve as internal control.
- E. Administration of Funds: The organization shall maintain a reserve account in an amount no less than \$10,000.00 This reserve account may be spent only extraordinary circumstances. A majority vote of the Executive Board will be needed to release said funds.
- F. Annual Audit: Is completed through internal controls of USD 437, through a random selection of PTO organizations affiliated with the school district.
- G. Fiscal Year: The fiscal year of this organization shall begin June 1 and end May 31

Article VI: Officers and Responsibilities

- A. Executive Board: The Executive Board shall include the President, Vice President, Past-President, Secretary, Treasurer, Volunteer Coordinator, three (3) Members at Large, a Teacher Representative and Principal of Indian Hills Elementary School. In the event that the Past-President is unable to serve on the Executive Board, an additional Member-at-Large shall be added for that fiscal year. All members will have one (1) vote with the exception of the principal, who does not have Executive Board voting rights.
- B. Responsibilities of the Executive Board:
 - a. Schedule and announce Membership and additional meetings

Revision to the Bylaws, Presented and Approved May 5, 2015

Revision to the Bylaws, Presented March 2022

Revision to the Bylaws, Presented March 2024 and Approved May 7, 2024

- b. Prepare and submit an annual budget to the organization
 - c. Prepare and maintain a complete and accurate record of the accounts of the organization and the minutes of its meetings
 - d. Create standing and special committees
 - e. Review the plans of work of the standing and special committees
 - f. Authorize expenditures that have been budgeted or subsequently approved by the organization
 - g. Complete all required filings and documentation to State and Federal Government for 501c3 active status
 - h. Transact necessary business and make decisions in the intervals between Membership meetings as needed
 - i. Attend Membership Meetings
 - j. Perform any additional functions or duties consistent with these By-laws
 - k. Oversee all fundraising activities of the PTO. This includes organizing the committee chairs and monitoring their progress. Report to Membership the progress, problems, and outcomes from fundraising efforts
- C. 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 activities of the organization. The President shall preside, when present, at all meetings of the Membership and of the Executive Board. The President shall select the appoint the chairpersons for all committees, subject to the approval of the Executive Board.
- D. 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 his/her elected term, the Vice President Shall assume the full duties of the President.
- E. Past-President: The Past President Shall assist the President and Vice president with the supervision and control of all activities of the organization.
- F. Secretary: The secretary shall keep the minutes of the proceedings of the Membership 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 By-laws, ensure that the minutes of all Membership meetings are publicly accessible and perform other duties as assigned by the President, Vice-President, Executive Board, or the Membership. A record of the minutes shall be kept and passed onto each newly elected Secretary.
- G. Treasurer: The Treasurer shall have charge of and be responsible for all funds of the organization and shall receive and give receipts for monies due and payable to the organization from all sources and shall deposit such funds in fiduciary organizations as selected by the Executive Board. The Treasurer Shall process and sign disbursements as authorized by the President, Executive Board or Membership in accordance with the budget adopted by the Membership. The Treasurer shall be responsible for appointing and monitoring all money transactions of fundraising events. The Treasurer shall present a written financial report at each Membership Meeting and at other times requested by the Executive Board.

Revision to the Bylaws, Presented and Approved May 5, 2015

Revision to the Bylaws, Presented March 2022

Revision to the Bylaws, Presented March 2024 and Approved May 7, 2024

- H. Volunteer Coordinator: This volunteer/committee will serve as a liaison between the PTO, teachers, and parents in each individual classroom. The duties should include:
 - a. Recruit, train and organize all volunteer opportunities for PTO
 - b. Creating and organizing Classroom Volunteer roles for Meet the Teacher Night
 - c. Recruit volunteers and coordinate for all classroom parties
 - d. Collect and distribute information to parents and teachers
 - e. Coordinate communication throughout the year to support the parent volunteers
 - f. If there is not a parent volunteer to support a role in the classroom the coordinator will work to finalize a plan for the event or activity
- I.
- J. Members-At-Large (3): The Members-At-Large shall attend the Executive Board Meetings and participate in the decision-making process and perform other such duties as needed by the President and Vice President.
- K. Teacher Representative: The Teacher Representative shall serve as a liaison between the Indian Hills Elementary School teachers and staff and the Organization. The Teacher Representative shall be responsible for notifying the teachers and staff of membership meetings dates to insure that they have the opportunity to address the Organization if desired.
- L. Indian Hills Principal: The Principal shall be an ex officio member of the Executive Board. The Principal shall not have voting rights on Executive Board decisions.

Article VII: Chair and Committee Responsibilities

- A. Box Top/Coke Incentive: This volunteer/committee is responsible for getting the word out to parents about the Box Top and Coke Incentive program. This individual is responsible for collecting, cutting, bundling, and mailing the box tops and coke tops to the respective organization.
- B. Hospitality: This volunteer/committee promotes a welcoming atmosphere and goodwill amongst parents and staff. This individual is responsible for coordinating meals or snacks for the staff on special occasions and Parent - Teacher Conference meals. This individual also supports a welcoming environment for parents encouraging future engagement.
- C. Apparel Coordinator: This volunteer/committee works with the board to determine the need of new apparel for the year. They work to coordinate the apparel order for the Pancake Feed volunteer leads. They also work to provide different spirit wear opportunities for all students, staff, and parents.
- D. Newsletter: This volunteer/committee works to keep parents, students and staff informed as to school activities and programs through the use of a newsletter; they establish a consistent channel of communication; publish the newsletter and thank all volunteers and staff involved.

Revision to the Bylaws, Presented and Approved May 5, 2015

Revision to the Bylaws, Presented March 2022

Revision to the Bylaws, Presented March 2024 and Approved May 7, 2024

- E. Kindergarten Round-up: This volunteer/committee works with the office in organizing and scheduling volunteers to support Round-Up activities. They also work to coordinate orders and purchases to welcome new families.
- F. Field Day Coordinator: This volunteer/committee is responsible for assisting the PE department with planning and conducting Field Day. PTO's primary role is to provide financial and volunteer support and order snacks and refreshments for the day.
- G. 6th Grade Year-End Party Coordinator: This volunteer/committee coordinates with the office and classroom teacher to organize an end of the year celebration for the 6th grade class. They work to recruit any volunteers and work within budget for any purchases.
- H. School Supply Coordinator: This volunteer/committee coordinates with the office and teachers to organize the School Supply Drive. This individual works with the partnering agency on coordinating all the required grade level supplies to determine a cost for each grade level box. Then they work to communicate with parents that opportunity to order supplies through PTO and collects all necessary dollars for the order. They then work to distribute orders to classrooms at the beginning of each calendar year.
- I. Corresponding Secretary: This volunteer/committee works with PTO to determine when and where cards, notes, gifts, or remembrance/sympathy cards should be sent throughout the year.
- J. Pancake Breakfast: This volunteer/committee works with PTO to coordinate all special events associated with the Pancake Breakfast. They are responsible for coordinating the individual volunteer roles and responsibilities associated with the event. To learn more about this program, see Pancake Breakfast Manual.

Article VIII: Election of Officers

- A. Procedure: The election of officers shall take place during one of the last two Membership meetings of each year. All members of the organization may participate in the election. The Executive Board Shall present a slate of Officers for the election. Further nominations may be received from the membership as stated below. The election of the slate, if non-contested, may be by voice vote. Any contested election shall be by written ballot. Ballots will be prepared and counted by members of the Executive Board and the results announced during the election meeting.
- B. Nominating Committee: The Nominating Committee shall consist of the current Executive Board Members. The Nominating Committee shall prepare a slate of officers to present for election by the Membership. The committee shall contact all persons who will be nominated to confirm their willingness to serve. The committee shall insure that all nominees are individuals who have represented themselves within the PTO and at Indian Hills Elementary School in a manner that constitutes integrity and honesty and would be an asset to the function of the organization. Nominating Committee members may be considered for office and should not be penalized from this process by serving on the Nominating Committee. The Nominating Committee shall

Revision to the Bylaws, Presented and Approved May 5, 2015

Revision to the Bylaws, Presented March 2022

Revision to the Bylaws, Presented March 2024 and Approved May 7, 2024

present the slate of officers to the Membership at least twenty-five (25) days prior to the date of election

- C. Additional Nominations: Additional nominations for all vacant board position shall be accepted from members of the organization. These nominations shall be presented to the nominating committee at least twenty-five (25) days prior to the date of election. The nomination must include a written consent from the member being nominated stating that they would accept the position should they be elected.
- D. Vacancies: Any vacancies in office because of death, resignation, incapacitation or removal from office, shall be filled by the President until the next regular meeting at which time a replacement officer will be recommended by the next regular meeting at which time a replacement officer will be recommended by the Executive Board for ratification by the Membership. Should a vacancy occur in the office of President, the Vice-President shall immediately assume the office. The Vice President would continue to serve as President the following as elected.
- E. Removal from Office: An Executive Board Member may be removed from office on the basis of reliable information, which has been submitted in writing, and received by the Officers of the Executive Board, if two-thirds of the officers believe, in their discretion, that it would be potentially harmful to the function of the organization, if such a person were not removed from office. In order to remove an executive Board Member, a vote of the Executive Board must occur with a quorum present. Upon removal of an Executive Board member, the vacancy would be filled in accordance with Article IX Paragraph D., of these Bylaws. Once a Board Member has been removed from office pursuant to this section, that person shall no longer be eligible to hold an Indian Hills Elementary School PTO Board position without the unanimous approval of the Executive Board. Any officer who fails to attend three (3) consecutive meetings with out good cause can be removed from office by a two-thirds majority vote of the Executive Board.

Article IX: IRS/Tax-Exempt Status Polices

The polices of this section have established to maintain a tax-exempt status in order to file a Form 990 annually with the Internal Revenue Service.

- A. The organization shall be established and operated for charitable and educational purposes.
- B. No part of the net earnings of the Organization shall insure to the benefit of, or be distributed to its members, trustees, officers, or other private persons, except that they Organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions of furtherance of the purposes set forth in these Bylaws. Notwithstanding any other provision of these Bylaws, the Organization shall not carry on other actives not permitted to be carried on
 - a. By an organization exempt from federal income tax with the Internal Revenue Service, or corresponding section of any future federal tax law, or
 - b. By an organization, contributions to which are deductible with the Internal Revenue Service, or corresponding section of any future federal tax laws.
- C. Upon the dissolution of the organizations, after paying or adequately providing for the debts and obligations of the Organization, remaining assets shall be distributed to one or more nonprofit funds, foundations or organizations which have established their tax-exempt status with the Internal Revenue Service.

Revision to the Bylaws, Presented and Approved May 5, 2015

Revision to the Bylaws, Presented March 2022

Revision to the Bylaws, Presented March 2024 and Approved May 7, 2024

Article X: Amendments

These bylaws may be amended at any Membership meeting, provided the meeting is attending by an Executive Board quorum. The amendment(s) to be voted on must have been presented to the Executive Board at least twenty-five (25) days prior to the Membership meeting at which the vote is to be taken. All changes and modifications to the Bylaws shall require a two-thirds majority vote of the members present at the meeting.

Article XI: Nondiscrimination

Indian Hills PTO does not discriminate against any applicant, employee, or student in the admission or access to educational programs, activities, or employment on the basis of race, color, religion, creed, national origin, marital status, veteran status, gender, age, or the presence of a non-job related medical condition or disability.

Article XII: Indemnification

The Corporation shall indemnify every person, his/her heirs, executors or administrators, who is or was a Director, Officer, employee or agent of the Corporation, or is or was serving at the request of the Corporation as a Director, Officer, Employee or Agent, to the full extent permitted or authorized by the laws of the State of Kansas, as now in effect and as hereafter amended, against any liability, judgment, fine, amount paid in settlement, cost or expense (including attorneys' fees) asserted or threatened against and incurred by such person in said capacity or status. The indemnification provided by this By-law provision shall not be exclusive of any other rights to which those indemnified may be entitled under any other by-law or under any agreement, vote of the Members or disinterested Directors or otherwise, and shall not limit in any way any right which the Corporation may have to make different or further indemnifications with respect to the same or different persons or classes of persons

Article XIII: Preservation of Exempt Status.

Notwithstanding any other provisions of the By-laws to the contrary, the Organization shall not be empowered to carry on any activities which would have the effect, alone or in combination with any other activities, of (a) disqualifying the Organization from its exempt status under the Internal Revenue Code, or (b) disqualifying any contributions to the Organization from exemption under the Internal Revenue Code, or (c) disqualifying any participating agency from exemption under the Internal Revenue Code

Revision to the Bylaws, Presented and Approved May 5, 2015

Revision to the Bylaws, Presented March 2022

Revision to the Bylaws, Presented March 2024 and Approved May 7, 2024