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MEADOWLARK RIDGE ELEMENTARY SCHOOL

Salina, Kansas

PARENT-TEACHER ORGANIZATION

Constitution and By-laws

ARTICLE I: NAME

The name of this organization is the Meadowlark Ridge Elementary School Parent-Teacher Organization (MLR PTO), Salina, Kansas

ARTICLE II: ARTICLES OF ORGANIZATION

The "articles of organization" of the local PTO include the bylaws of such organization.

ARTICLE III: PURPOSES

Section 1: The objectives of this organization are:

a) To bring into closer relation the home and the school, that parents and teachers April cooperate in the education of children and youth.

b) To support and show appreciation for the educational process of the children, teachers and staff of Meadowlark Ridge Elementary School.

c) To nurture school pride and community among students and their families, teachers and staff

Section 2: The objectives of this organization are promoted through parent volunteers, collaboration with staff and teachers, fundraising, event planning, and supporting educational enrichment opportunities.

ARTICLE IV: BASIC POLICIES

Section 1: The organization shall not be commercial, sectarian, and partisan. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with a partisan interest of for any purpose not appropriately related to promotion of the objectives of the organization.

Section 2: The organization shall not directly or indirectly participate or intervene in any way, including the publishing or distributing of statements, in any political campaign on behalf of, in opposition to any candidate for public office, or devote more than an

insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

Section 3: In the event of the dissolution of the organization, its assets shall be transferred to the succeeding parent-teacher organization, used for the benefit of the children of Meadowlark Ridge School, or otherwise distributed for one or more of the exempt purposes specified in Section 501©(e) of the Internal Revenue Code.

ARTICLE V: MEMBERSHIP AND DUES

Section 1: Membership in the PTO shall be made available without regard to race, color, creed, or national origin and all members shall be entitled to all benefits of such membership.

Section 2: The organization shall conduct an annual membership campaign at the beginning of the school year, but persons April be admitted to membership at any time.

Section 3: Dues

a. Dues are established by the executive board prior to the upcoming school year and should be paid by members annually.
b. With the goal of being inclusive of all parents, annual dues are voluntary.

Section 4: Only members of the organization shall be eligible to serve in an elected or appointed position. Any parent or guardian of children at the school can attend business meetings or volunteer for the PTO.

ARTICLE VI: OFFICERS AND THEIR ELECTION

Section 1: The officers of the PTO shall consist of a Past-President, President, Vice President (President-Elect), Secretary, and Treasurer.

Section 2: The officers of the PTO must be members of the PTO in good standing and shall serve a term of office of one (1) year.

a. Officers shall be elected by written ballot unless written ballot is waived.
b. Officers shall assume their official duties on July 1.
c. The Past-President, President, and Vice President shall only serve 1 term in office except in an instance when no replacement nominee is identified by the Nominating Committee. Two years is the term limit.
d. The Secretary and Treasurer April decide to serve multiple consecutive terms. Officers in these capacities should inform the executive committee of their plans to leave office 6 months to a year prior to finishing.

Section 3: There shall be a nominating committee composed of three (3) members appointed by the President no later than six (6) weeks before the regular March meeting. The nominating

committee shall make and report nominations to the PTO of at least one (1) nominee for each office to be filled. The nominating committee shall report its nominees in the notice for the regular meeting in March. Executive board positions shall be decided by a vote in the March meeting. At the March meeting, any additional nominations April be made from the floor. Only those persons who have signified their consent to serve if elected shall be nominated for or elected for such office.

Section 4: In case of vacancy in the office of the President, the President-elect shall fill the remaining term of office of President. If vacancy occurs in any other office, the replacement shall be appointed for the remainder of the term by the President with the advice and consent of the majority of the PTO officers.

ARTICLE VII: DUTIES OF OFFICERS

Section 1: *President* – The President shall preside at all meetings of the organizations and of the executive board shall perform such other duties as April be prescribed in these bylaws or assigned to her by the organization or executive board, shall coordinate the work of the officers and committees of the organization in order that the objectives of the PTO be served, and shall appoint committee chairpersons based upon those who have volunteered.

Section 2: *Past President* – The Past President shall act as an aide to the President and entire committee especially during the initial period of term. The Past President will serve as ex-officio, non-voting member of the PTO Board and Executive Committee.

Section 3: Vice *President (President-Elect)* – The President-Elect shall act as aide to the President and shall perform the duties of the President in the absence or inability of that officer to act. Upon the President's resignation or refusal to serve, the President-elect shall perform duties of President for the remainder of the term. In the event of the President's disability, the President-elect shall serve only during the time such disability continues.

Section 4: *Secretary* – The Secretary shall record the minutes of all meetings of the organization and of the executive board and shall have a current copy of the bylaws.

Section 5: *Treasurer* – The Treasurer shall have custody of all of the funds of the organization, shall keep a full and accurate account of receipts and expenditures, and, in accordance with the budget adopted by the organization, shall make disbursements as authorized by the President, Executive Board, or Organization.

The Treasurer shall present a financial statement at every meeting of the organization and at other times when requested by the Executive Board or general membership in a meeting. She shall make a full report at the meeting at which new officers officially

assume their duties. The Treasurer shall be responsible for the maintenance of the books or account and records as required.

The Treasurer's accounts shall be examined annually by an auditing committee or auditor who will sign a statement that the Treasurer's annual report is correct at the end of the report. The Treasurer shall file yearly any required IRS forms and Kansas tax forms.

Section 6: All officers shall perform the duties outlined in these bylaws and those assigned from time to time. 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 VIII: Executive Board

Section 1: The Executive Board shall consist of the officers of the organization, the chairpersons of standing committees, and the principal of the school or representative appointed by him/her. The chairpersons of standing committees shall be appointed by the President.

Section2: The duties of the Executive Board will be to transact necessary business in the intervals between organization meetings. This business shall be of an immediate nature, and April include creation of special committees, approval of plans of standing committees, selection of committee chairpersons, preparing a budget, and approval of routine bills within the limits of the budget.

Section 3: Meetings of the Executive Board shall be called by the President or by a majority of the members of the executive board. A quorum shall consist of a majority of voting members of the Executive Board, and a quorum shall be necessary to transact business.

ARTICLE IX: MEETINGS

Section 1: At least five (5) regular meetings of the organization shall be held during the school year.

Section 2: Special meetings April be called by the President, a majority of the executive board, or not less than 11 members by petition. At least three (3) days advance notice of any special meeting shall be given to the PTO membership.

Section 3: All actions taken shall require a majority vote of the membership present.

Section 4: A majority of the board plus any members present constitutes a quorum for transaction of business in any meeting of this organization.

Section 5: All expenditures of PTO funds shall be approved by majority vote of members present at a PTO meeting. Decisions requiring the expenditure of PTO funds exceeding $350 must be placed on the PTO agenda and distributed to the membership stating the purpose, place, date and time of the meeting at least three (3) days in advance of the meeting. Such notice requirement is met if it is contained in any Meadowlark Ridge publication, including the website, and such publication is given to PTO members within the period provided.

Section 6: Emergency Meetings

a. In the event that in-person meetings are not feasible, meetings April be conducted virtually per the discretion of the Executive Board. The executive board will be responsible for distributing meeting/voting information to all members a minimum of 48 hours prior to the meeting. Online voting within 24 hours of the virtual meeting will be restricted to PTO members. The results of online or mail in voting will be shared with members within 3 business days from the end of the voting session.

b. In the event of virtual meetings, Roberts Rules of Order April be temporarily suspended by the PTO President.

ARTICLE X: COMMITTEES

Section 1: Only members of the PTO shall be eligible to serve in any elected or appointed positions.

Section 2: The Executive Board will determine the need for and responsibilities of any committees prior to the final PTO meeting of the academic year. Committee chairpersons shall be appointed by the President following input from the membership, and these committee chairpersons April select additional members to serve with them on the committee.

Section 4: The power to form special committees rests with the general membership, and shall require a majority vote of those present.

Section 5: The president shall be an ex-officio member of all committees, except the nominating committee.

ARTICLE XI: FISCAL YEAR/FINANCIAL TRANSACTIONS

Section 1: The fiscal year of this organization shall begin on July 1 and end on June 30.

Section 2: The organization treasurer will pay bills as authorized by the organization and approved in the budget. Expenditures beyond those authorized in the budget shall be approved by the membership.

Section 3: The PTO Executive Board will prepare an initial budget by the March business meeting of the prior year. The Budget will then be posted on the organization website for no less than 30 days prior to the April meeting. Next fiscal year budget will be voted on at the final April meeting and approved for the following year.

Section 4: All receipts of expenditures must be submitted to the PTO Treasurer a minimum of two weeks prior to the end of the fiscal year. Under extraordinary circumstances, a request for an extension for submission of receipts can be made to the PTO Treasurer a minimum of two weeks before the end of the fiscal year.

ARTICLE XII: PARLIMENTARY AUTHORITY

Section 1: Robert's Rules of Order Newly Revised shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

Section 2: In the event of a conflict between Robert's Rules of Order Newly Revised and the bylaws of this organization, the bylaws shall have precedence.

ARTICLE XIII: AMENDMENTS

Section 1: These bylaws shall be altered, amended, or replaced and new bylaws April be adopted by action of a majority of the members constituting a quorum present at any regular or special meeting of the membership, provided at least three (3) days written notice is given of the intention to alter, amend, or repeal or to adopt new bylaws at such meeting.

Section 2: A committee April be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the organization. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Section 3: The bylaws of the PTO shall be reviewed bi-annually by the Executive Board Members.