

Prairie Creek Elementary School
Parent Teacher Organization Bylaws

Revised 4/4/17

Article I: Name

The name of this organization is the Prairie Creek Parent Teacher Organization (PTO)

Article II: Purpose

1. The organization is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of section 501 C (3) of the Internal Revenue code or corresponding section of any future Federal Tax Code (hereafter referred to IRS)

Article III: Mission Statement

1. The mission of the PTO is:
2. To promote the welfare of children and youth
3. To bring into close relation the home and school, that parents and teachers may cooperate in the education of children and youth.
4. To help provide supplemental resources, which help or enrich school curriculum
5. To foster pride in PCES throughout the community

The missions of this organization are promoted, in cooperation with the Prairie Creek PTO and Prairie Creek Elementary School, through an educational program directed toward parents, teachers, and the general public.

Article IV: Basic Policies

The following are the basic policies of the Prairie Creek PTO:

1. The organization shall work with the schools 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 has been delegated by the people to boards of education.
2. The organization shall be noncommercial, nonsectarian and non-partisan.
3. The name of the organization nor names of any members in their capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest for any purpose not appropriately related to promotion of the objects of the organization.
4. The organization shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign or on behalf of, or in opposition to any candidate of public office, or devote more than an insubstantial part of its activities to influence legislation by propaganda or otherwise.

5. The organization shall not enter into membership with other organizations without prior approval, as recorded in minutes of the Prairie Creek Executive PTO Board.
6. No part of the net earnings of the organization shall be used to benefit or be distributed to its members, directors, trustees, officers or other private persons except that the organizations shall be authorized and empowered to pay reasonable compensation for services rendered and/or to make payments and distributions to further the purposes set forth in Article III hereof.
7. Notwithstanding any other provisions of the articles, the organization shall not carry on any other activities not permitted (i) by any organization exempt from Federal Income Tax under Section 501 (C) (3) of the Internal Revenue Code or (ii) by an organization, contributions which are deductible under Section 170 (C) (2) of the Internal Revenue Code.
8. Upon dissolution of this organization, after paying or adequately providing of the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, donations or organization which have established their tax-exempt status under Section 501 (C) (3) of the Internal Revenue Code
9. The executive committee or the body that, under its bylaws, manages the affairs of the local PTO be dissolved and directing that the question of school dissolution submitted to a vote at a special meeting of members. Written or printed notice stating that the purpose of such mention is to consider the availability of dissolving the local PTO, shall be given to each member at such meeting at least 30 days prior to the date of such meeting
10. Written notice of the adoption of such resolution accompanied by a copy of the notice of the special meeting or members, shall be distributed at least 20 days before the date fixed for such special meeting of the members.
11. The local PTO is obligated, upon dissolution of its organization to maintain all its books and records for a period of 5 years from the date of dissolution. The said books and records will be stored at the USD 230 Spring Hill School District.
12. To suspend the bylaws for a specified reason, two thirds of the members in attendance need to approve the suspension.

Article V: Finances

This PTO shall keep such permanent books of accounts and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization. Such books of accounts and records shall at all reasonable times be open to inspection by an authorized representative of USD 230 or by any member of the Prairie Creek PTO.

1. Electronic and paper copies of files and ledger shall be kept.
All business needs to be concluded by June 1st to prepare for officer transitions and audit.
2. Teacher Requests
 - a. Grant requests need to be submitted 2 weeks prior to the PTO meeting, unless approved by the Executive board.
 - b. It is highly recommended that any teachers with requests be present at the meeting to answer questions and provide additional information.
 - c. Things to consider when evaluating teacher grant requests

- i. Does request fall to the district or the school (i.e. Capital purchases such as furniture, rugs, etc.)
 - ii. How many students would be benefitted by the request?
 - iii. Does the request support the mission and purpose of the PCES PTO?
 - iv. Does this request support future students?
 - v. Consider the prior request history of teachers or grade level.
 - d. At the first meeting, all requests will be considered as a whole, subsequent requests will be considered based on time received.
3. Approval for the transaction of business of \$500 or more involving this organization, not already approved in the budget, must be determined by the majority vote of members present at a general meeting thus the Executive Board members may not solely approve business in the amount of \$500 or more.
4. Any transaction for \$500 or more needs to be signed or approved by both the Treasurer and the President.

Article VI: Membership

1. Each member of the PTO should be a parent or guardian of a student currently enrolled in or a teacher or staff member at Prairie Creek Elementary School.
2. Every individual who is a member of the PTO is entitled to all benefits of such membership.
3. Membership in this PTO shall be made available without regard to race, color, creed or national origin.
4. This PTO shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

Article VII: Elections

1. Each officer of the PTO shall be a member of this PTO.
2. Officers and their election:
 - a. The officers of this organization shall consist of a President, a Vice President, a Secretary, a Treasurer, and a Teacher Liaison.
 - b. Officers shall be elected in the month of April. If there is only one nominee for any office, election for that office may be by voice.
 - c. An officer can only serve two consecutive terms in the same executive position.
 - d. Members may only serve on the Executive Board for 4 consecutive terms.
3. If a position on the Executive Board is not filled during Elections, a Special Election will be held at the First meeting of the following year. An interim Officer will be appointed by the highest elected officer.
4. Officers shall assume their official duties on July 1st.
5. Each officer shall receive and read a copy of these by laws upon election.

Article VIII: Duties of Officers

1. The President or Co-President, if that is the wish of the Executive Board shall:
 - a. Preside at all meetings.

- b. Shall appoint special and standing committees with approval from the Executive Board.
 - c. Shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the Executive Committee.
 - d. Shall coordinate the duties of the officers, in order that the objectives may be promoted.
2. The Vice-President shall:
 - a. Assist with the preparation and organization of PTO Volunteers.
 - b. Shall coordinate the duties of the special and standing committees.
 - c. Shall act as an ex officio member to appointed committees as decided by the Executive Board.
3. The Secretary shall:
 - a. Keep a correct record of all meetings of the organization.
 - b. Maintain a record of membership (i.e. emails).
 - c. Coordinate communications to members.
 - d. Post and disseminate meeting minutes one week following each meeting.
4. The Treasurer shall:
 - a. Along with the President, are signors on the account.
 - b. Keep a full and accurate account of the receipts and expenditures.
 - c. Make disbursements as authorized by the executive committee/board or organization in accordance with the budget adopted by the organization.
 - d. Present a financial statement at every meeting of the organization and at other times when requested by the executive committee/board.
 - e. Make a full report at the meeting at which new officers officially assume their duties (usually the annual meeting).
 - f. Be responsible for the maintenance of such books of account and records to confirm the requirements of Article V.
 - g. Have the accounts examined annually or upon the change of officer by an account/auditor, who satisfied that the treasurer's annual report is correct, and shall sign a statement of that fact at the end of the report.
5. The Teacher Liaison shall:
 - a. Represent the Teacher's and Staff's interests on the Executive Board.
 - b. Ensure that a Teacher or Staff is present at each PTO meeting.
6. All officers will arrange to appropriately train and transition, as well as deliver all official materials to their successors by June 30th.

Article IX: Executive Board

1. Members
 - a. The Executive Board shall consist of the officers of the association and a teacher representative.
 - b. Members of the Executive Board shall constitute a quorum of a transaction of business for this organization.
2. The offices of President, Vice President, Secretary, Treasurer, and Teacher Liaison are one year terms.

3. The duties of the Executive Board shall be
 - a. To transact necessary business as may be referred to it by the organization.
 - b. To prepare and submit to the organization for adoption a budget for the year.
 - c. To approve routine bills within the limits of the budget.
4. Regular meetings of the Executive Board shall be held during the school year as need is determined. A majority of the Executive Board members shall constitute a quorum. Special meetings of the Executive Board may be called by the President or by a majority of the members of the board, with one-day notice given.

Article X: Meetings – Regular

1. At least 6 regular meetings of this organization shall be held during the school year.
 - a. Dates and times of the meetings shall be proposed by the Executive Board and shall be voted upon before the end of the school year.
2. Three days' notice shall be given of a change of date.
3. Special meetings of the organization may be called by the President or by a majority of the Executive Board, with 3 days notice given.
4. The election meeting shall be held in April.

Members in attendance shall constitute a quorum for the transaction of business in any meeting of the said organization.

Article XI: Committees

1. Only members of the organization shall be eligible to serve in any elective or appointive positions.
2. The Executive Board may create such standing committees as it may deem necessary to promote the purpose and carry on the work of the organization. The term of each chairman shall be no more than 2 years.
3. The chairman of each committee shall present a plan of work to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board.
4. The Vice President shall be an ex officio member of all committees.