



BENTWOOD PTA – BYLAWS

Mission Statement: *Enhancing lives by supporting and serving our students, families, and staff through inclusion and collaboration*

I. Purpose of Bentwood PTA board

- a. Fulfill Bentwood PTA mission as stated above
- b. Align all business to district guidelines, strategic plan, and code of conduct
- c. Ensure there are committee chairs and members for all committees
- d. Approve the plan and work of the committees
- e. Evaluate and act, as appropriate, to feedback from Bentwood community
- f. Communicate relevant PTA business with Bentwood community

II. Officers of the Executive Board

- a. The elected officers of Bentwood PTA shall be a president, a vice-president, a communication coordinator, a treasurer, a hospitality coordinator, and at most two (2) events and fundraising coordinators.
- b. Officers shall be elected by ballot in the month of April by all BE parents
- c. The board will begin onboarding new officers to their positions in May
- d. Each office shall maintain an electronic notebook that contains “how to” manuals
- e. The president shall:
 - i. Prepare agenda for board
 - ii. Review and sign all contracts with the committee chairperson
 - iii. Create with the approval of the board, new standing, or special committees as necessary to support the purpose of the committee and carry on the work of the association
 - iv. Prepare newsletter
 - v. Oversee work of assigned committees
 - vi. Countersign checks of the organization with the treasurer or vice president
 - vii. Term: minimum of 2-year term
- f. The vice president shall:
 - i. Manage the Bentwood PTA email box
 - ii. Maintain and update the bylaws as needed to be presented to the board
 - iii. In the absence of the president, will assume duties and responsibilities of the president
 - iv. Countersign checks with the president or treasurer
 - v. Oversee work of assigned committees
 - vi. Perform such other duties as may be directed by the president or board
 - vii. Term: minimum of 2-year term
- g. The communications coordinator shall:
 - i. Social media to promote PTA activities
 - ii. Record and post meeting minutes, including attendance, once approved by board
 - iii. Oversee work of assigned committees
 - iv. Perform such other duties as may be directed by the president or board
 - v. Term: minimum of 1-year, with an option to serve a 2nd year



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- h. The treasurer shall:
 - i. Prepare the annual audit for review by the audit committee and report the finding of the annual audit to the board
 - ii. Create budget and obtain board approval
 - iii. Prepare monthly treasure's report for review by the board
 - iv. Submit taxes annually
 - v. MemberHub oversight
 - vi. Ensure current signature cards are on file at the local PTA's bank facility in order to co-sign check for PTA business.
 - vii. Ensure that all checks have two (2) signatures – treasure AND president OR vice-president.
 - viii. Oversee work of given committees
 - ix. Perform such other duties as may be directed by the president or board
 - x. Term: 2-year minimum
- i. The events and fundraising coordinators (2) shall:
 - i. Coordinate fundraising efforts as set out by the board
 - ii. Report on fundraising efforts to the board and at general meetings
 - iii. Oversee work of assigned committees
 - iv. Perform such other duties as may be directed by the president or board
 - v. Term: minimum of 1-year, with an option to serve a 2nd year
- j. The hospitality coordinator shall:
 - i. Creates and oversees hospitality committee(s) to support staff and other building needs
 - ii. Oversees room parent leads
 - iii. Perform such other duties as may be directed by the president or executive board
 - iv. Term: minimum of 1-year, with an option to serve a 2nd year

III. The PTA Board

- a. The membership of the Bentwood PTA board shall be:
 - i. The executive board
 - ii. Principal of the school
 - iii. Teacher representative, appointed by the principal
- b. The board shall conduct business meetings at least 9 times per year (July to June)
- c. Quorum for board meetings shall be more than 50% of active board members

IV. Emergency or Urgent Board Meetings – may be called by the president or upon written request of two board members

V. End of Term/Resignation of Position

- a. All records, books, outstanding financial records, and other materials pertaining to the position shall be turned over to the president or principal within seven (7) days end of term/resignation of position date



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- b. Access to board email, social media, MemberHub, bank account as appropriate, etc., shall be removed within seven (7) days end of term/resignation of position date
- c. Resignation is to be submitted in writing to the president and principal

VI. Committees

- a. Board to determine committees needed on an annual basis
- b. Refer to annual planning document for specific committees
- c. Volunteer committee members serve for the current school year, chairs appointed by the committee

VII. Membership dues

- a. Annual membership dues include, but are not limited to national and KS PTA dues, student support fee, etc.
- b. Bentwood Staff shall not pay membership dues or student support fee

VIII. Operating year – The Bentwood PTA shall function 12 months of the year, with board members assuming their roles in July.

IX. PTA Town Halls Meetings

- a. The board will hold at least two Town Halls each school year (Fall and Spring) for the Bentwood Community
- b. The majority of the time used will be to hear from the community and take notes.
- c. Community will sign in with name and email so the board can respond to comments at a later time
- d. The Communication coordinator and treasure shall create the presentation which will contain
 - i. Board update (15 minutes)
 - 1. Financial update
 - 2. Spring/Fall information/events updates
 - ii. Opportunity to hear from the community (30 minutes)
 - iii. Networking (15 minutes)
- e. The dates to be determined by the board