

***Mahaffie Elementary
Olathe District Schools #233
1300 Nelson Road
Olathe, KS 66061***

Parent Teacher Organization (PTO) By-Laws

Adopted: March 27, 2001

Amended: March 26, 2004

Revised: April 2010

Revised: April 2015

Article 1: Name

Section 1. The name of the organization is Mahaffie Elementary School Parent Teacher Organization, officially referred hereon and signed as Mahaffie Elementary PTO.

Article 2: Purpose

Section 1. The Organization's Purpose

- a. Encourage parents to assist with various school activities/functions/services.
- b. Provide financial assistance where needs are identified.
- c. Foster a community atmosphere.
- d. Support the mission and vision of the school and school district.

Article 3: Membership

Section 1. Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member. The Principal and any employed staff member whose home school is Mahaffie Elementary may be a member. There will be no assessed fee for membership.

Article 4: General Policies

Section 1. The following are basic policies of Mahaffie PTO

- a. The Mahaffie PTO name or the names of any members in their official capacities shall not be connected to any commercial concern, any partisan interest, or for any purpose not directly related to the promotion of Mahaffie PTO's interests.
- b. The Mahaffie PTO is a non-commercial, non-sectarian, non-partisan organization.
- c. The Mahaffie PTO shall work with the school to provide quality education for all children, and shall seek to support the mission and vision of the school, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education.
- d. The Mahaffie PTO shall not in any way participate or intervene in any political campaign. The PTO may, however, seek to educate people concerning school issues, such as school bond issues and similar concerns.

- e. The Mahaffie PTO officers shall work with the Principal to plan and set dates for Parent Teacher Organization programs and meetings. All proposed fundraiser activities shall be submitted to the Mahaffie Principal for submission to the Olathe District Schools for approval prior to undertaking any activity for such fundraiser. The Principal, when necessary, shall present a fundraising request to whoever is in charge of such approvals and report to the membership of the PTO the official reply to each request.
- f. The Mahaffie PTO shall make no commitments on behalf of the PTO unless specifically designated by the PTO Executive Board.
- g. Notwithstanding any other provision of these articles, the organization shall not carry on any activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501(c)(3) if the internal Revenue code, or (ii) by an organization, contributions to, which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- h. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets are to be distributed to one or more nonprofit funds, foundations, or organizations that have established their tax exempt status under the state and federal tax laws. To be determined by the Board upon dissolution.

Article 5: Officers

Section 1. The Executive Board will consist of the following

President	Treasurer	Principal- ex officio
Vice President/Co-President	Secretary	Teacher Reps (two)

The Executive Board will have the authority to approve up to \$1000.00 expenditure by a simple majority of the Executive Board and up to \$5000.00 unanimously. Expenditures shall be recorded by the Secretary and reported at the next general assembly.

Section 2. Elected Officers and their duties

- A. President
 - a. Shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, prepare the agenda and represent the organization at meetings outside the organization.
 - b. Will also serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.
 - c. Perform such other duties as may be prescribed in these bylaws or assigned by the organization.
- B. Vice-President/Co-President
 - a. Shall act as an aide to the President
 - b. Performs the duties of the President in his/her absence.
- C. Secretary
 - a. Records the minutes of the meetings.
 - b. Takes and keeps a roster of all members attending each PTO meeting.
 - c. Disperses the minutes to all members.
 - d. Maintain current and past records for seven years.

- D. Treasurer
 - a. Has custody of all funds of the PTO.
 - b. Keeps full and accurate account of receipts and expenditures.
 - c. Makes disbursements as authorized by the President, Executive Board or organization in accordance with the budget adopted by the PTO.
 - d. Has checks signed by the Treasurer and one other designated Executive Board member.
 - e. Presents a proposed budget to the Executive Board for approval.
 - f. Presents a financial statement at every meeting of the organization and other times when requested by the Executive Board.
 - g. Shall prepare all tax statements for all taxing authorities as may be required. All such tax statements shall be reported to the membership at a regular business meeting.
 - h. At the end of his/her term, assist the incoming Treasurer and President in review of the books.

- E. Teacher Representatives (two) – Appointed by the Principal
 - a. Shall act as a liaison between the Mahaffie Staff and the PTO Board and Membership.
 - b. Shall assist the Principal in the presentation of funding requests on behalf of the staff.
 - c. In the absence of the Principal, will present funding requests.
 - d. Shall report PTO activities at staff meetings.

- F. Principal
 - a. Act as an advisor and represent the Olathe Unified School District.
 - b. Present funding requests at meetings for consideration.

Article 6: Elections

Section 1. Officers

The officers shall be a President, Vice President, Secretary, and Treasurer.

- a. An election will be held yearly to select the Executive Board of the PTO.
- b. Each spring, the PTO President will call for nominations for upcoming open positions on the Executive Board.

Section 2. Election Procedures

- a. Vice President/Co-President will prepare the ballot to be distributed at the PTO Meeting. Votes will be cast by secret ballot.
- b. Officers shall be elected by ballot. However, if there is but one nominee for any office, election for that office may be by voice vote.

Section 3. Assuming Duties Following Elections

- a. Officers elected shall assume their official duties following the close of the year's final meeting and shall serve for a term of 1 year.
- b. President shall serve a term of two years beginning as Vice President/Co-President and then becoming President.
- c. Outgoing officers will meet with newly elected officers to discuss responsibilities of the office and turn over any records and/or pertinent information regarding the position and/or organization.
- d. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board, notice of such election having been given to the general assembly. In case a vacancy occurs in the office of President, the Vice-President shall serve in this position until the next election.

- e. To assume the office of Executive Board, it is preferable that the individual have served at least one year in an officer position or committee chair.

Section 4. Special Elections

- a. In the event there is no nomination for the position of Vice President at the time of the annual election, members may vote to have the President serve for one extra term.
- b. Nominations for Vice President shall be accepted after the regular elections, and a special election for this office will be held at the concurrent meeting of the nomination being received.
- c. Vice President shall serve a term of two years, finishing the current year as Vice President/Co-President and then becoming President during the following year.

Article 7: Finances

Section 1. All funds raised by the PTO shall be placed in an account designated by the Executive Board.

- a. All funds including cash shall be deposited through the designated account.

Section 2. Any check written from the PTO account must have supporting documentation such as receipts when requesting reimbursement. Failure to supply this documentation may result in denial of reimbursement.

- a. Committees are required to stay within allocated budgets. If additional funds are necessary, prior Executive Board approval is required.

Section 3. An amount of money will be left in the treasury at the end of each year to cover any unpaid bills and obligations plus a reserve amount of at least \$2000.00 to begin the next school year. This will be re-evaluated at each Executive Board meeting.

Section 4. The Mahaffie PTO is a state tax-exempt status organization and a not for profit 501(c)(3) classification with the Internal Revenue Code. The school district and the schools hold this classification but the classification does not extend to clubs or other support organizations.

Article 8: Meetings

Section 1. The regular meeting of the organization will be on the first Tuesday of each month during the school year at a time and place determined by the Executive Board.

Section 2. Special meetings may be called by the President, any two members of the Executive Board, or five general members submitting a written request to the Secretary.

Section 3. All items to be discussed at the meetings will be presented as an agenda item.

Section 4. The Executive Board is encouraged to conduct meetings using Robert's Rules of Order.

Section 5. A majority vote by the attending members shall be required to take action on items presented at general meetings.

Article 11: Amendments

Section 1. These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting. Amendments will be approved by a majority vote by the attending members.