

*Bylaws*

**Prairie Ridge  
Elementary  
Parent Teacher Organization, Inc.**

## ***Bylaws***

### **ARTICLE I - NAME**

The name of the organization shall be the Prairie Ridge Elementary Parent Teacher Organization, Inc. of Johnson County, Kansas; also, referenced by and doing business as Prairie Ridge Elementary PTO, Prairie Ridge Families PTO, PRE PTO, PRE Families PTO, and PReamilies.

### **ARTICLE II – MISSION STATEMENT**

#### **SECTION 1: PReamilies Mission Statement**

PReamilies is a Parent Teacher Organization (defined as PTO) formed for the purpose of enriching the education and learning environment at Prairie Ridge Elementary (PRE) with ONE priority at all times – OUR KIDS. PReamilies is focused on: CONNECTING our PRE kids and families with the school, teachers, administrators, and each other; SUPPORTING the education of our PRE kids in school as well as in the community; and LEADING the families of all our PRE kids to have a positive influence on our kids, school, district, and community.

### **ARTICLE III - MEMBERSHIP AND DUES**

#### **SECTION 1:**

Any parent/guardian that is recognized by the administration of Prairie Ridge Elementary, for a student at the school, may be a member and shall have voting rights. The Principal and any staff member employed at the school may be a member and shall have voting rights.

#### **SECTION 2:**

Dues, if any, shall be established by the Executive Board. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the general meeting to be considered a member in good standing with voting rights.

## **ARTICLE IV – EXECUTIVE BOARD MEMBERS**

### **SECTION 1:**

The Executive Board shall consist of the President, Vice-President of Communication, Vice-President of Book Fair Fundraising, Vice President of Service & Community Affairs, Vice-President of Staff Appreciation, Secretary, and Treasurer. More than one (but no more than two) individual(s) may fill a position.

The duties of the Executive Board shall be to transact business between meetings in preparation for general meetings, create standing rules and policies, create standing and ad hoc committees, prepare and submit a budget to membership, approve expenses, and prepare reports and recommendations to the membership.

Any vacancy occurring on the Executive Board shall be filled by appointment, with the approval of the Executive Board.

### **SECTION 2:**

Executive Board Members shall be elected in the month of May, unless the month is changed by a vote of the majority of the PTO Executive Board. In the event there are no candidates for an elected position, the Executive Board shall nominate a candidate(s). Approval of the candidate(s) shall be approved by the Executive Board.

### **SECTION 3:**

Executive Board Members shall assume official duties following the close of the meeting in May and serve for a term of one year or until their successors are elected, except for the Treasurer, whose term of office shall be July 1 to June 30 (the fiscal year).

## **ARTICLE V - EXECUTIVE BOARD**

### **SECTION 1:**

There shall be an Executive Board of this PTO; the members of which shall be all elected or appointed officers, teacher representative(s) and Principal of the school.

## **SECTION 2:**

Regular meetings of the Executive Board shall be held monthly during the school year. Special meetings of the Executive Board may be called by the President, or upon written request of five members with seven days notice to each member of the Executive Board.

## **SECTION 3:**

Duties of the Executive Board shall be to:

- a. Transact necessary business in the intervals between meetings;
- b. Appoint standing committee chairs and members and create additional ad hoc committees as required;
- c. Approve the work of the committees;
- d. Act in emergencies between meetings of the Board;
- e. Make a report at each Board meeting;
- f. Select an auditor or an auditing committee to audit the Treasurer's accounts;
- g. Prepare and submit to the organization for adoption, a budget for the year;
- h. Approve expenses within the limits of total budget and approve unbudgeted expenditures exceeding \$500.00 which arise between regularly scheduled meetings.

## **Article VI – DUTIES OF EXECUTIVE BOARD MEMBERS**

### **SECTION 1:**

The President shall:

- a. Conduct and preside at all meetings for the organization;
- b. Prepare and present an agenda for each Executive Board meeting;
- c. Retain his/her signature on file at the bank for the purpose of writing checks through this PTO;
- d. Communicate instructions for staff grants at PRE including preparing, collecting, and distributing the grant requests;
- e. Direct and coordinate the activities of this PTO in order that the objectives and mission may be promoted;
- f. Perform such other duties as may be provided for by the PRE PTO bylaws, prescribed by the parliamentary authority, or directed by the Executive Board.

## **SECTION 2:**

The Vice-President of Communication shall:

- a. Act as an aide to the President as needed;
- b. Collect and compile the membership information for the school directory;
- c. Serve as public relations liaison for this PTO;
- d. Communicate PTO information to the school office for the school calendar, website, and newsletters;
- e. Maintain and post items of interest on the PTO bulletin boards, social media, website, etc. so they remain current throughout the school year;

## **SECTION 3:**

Vice-President of Fundraising (Lap-A-Thon & Carnival) shall:

- a. Prepare Kindergarten Welcome Bags
- b. Coordinate Decorating the School at Beginning of Year
- c. Organize Back to School Night PTO Table
- d. Oversee and organize PRE Lap-A-Thon
- e. Plan all aspects of the PRE Spring Carnival
- f. Serve as liaison for all standing and ad hoc committees as determined by this PTO;
- g. Perform such other duties as may be provided for by the PRE PTO bylaws, prescribed by the parliamentary authority, or directed by the Executive Board.

## **SECTION 4:**

The Vice-President of Book Fair Fundraising shall:

- a. Act as an aide to the President as needed;
- b. Oversee and coordinate all Book Fairs, working closely with Scholastic, the PTO President and Treasurer;
- c. Maintain open communication with the Executive Board regarding all Book Fair activities;
- d. Research and evaluate possible additional or alternative Book Fair fundraising opportunities;
- e. Serve as liaison for all standing and ad hoc committees as determined by this PTO;
- f. Perform such other duties as may be provided for by the PRE PTO by-laws, prescribed by the parliamentary authority, or directed by the Executive Board.

## **SECTION 5:**

The Vice-President of Service & Community Affairs shall:

- a. Act as an aide to the President as needed;
- b. Oversee all service and community events sponsored by this PTO;
- c. Coordinate student-led school service events;
- d. Oversee the school-wide donation Caring & Sharing food drive;
- e. Serve as liaison for all standing and ad hoc committees as determined by this PTO;
- f. Perform such other duties as may be provided for by the PRE PTO bylaws, prescribed by the parliamentary authority, or directed by the Executive Board.

## **SECTION 6:**

The Vice-President of Staff Appreciation shall:

- a. Act as an aide to the President as needed;
- b. Oversee all staff appreciation events throughout the school year which may include: organizing staff meals for Back-to-School night and parent/teacher conferences, providing appreciation for the staff throughout the school year, including Staff Appreciation Week in May, and maintaining staff favorites lists;
- c. Select and purchase staff holiday gifts
- d. Facilitate Room Parents for all classrooms and communicate to make sure all needs for classroom parties are met.
- e. Serve as liaison for all standing and ad hoc committees as determined by this PTO;
- f. Perform such other duties as may be provided for by the PRE PTO bylaws, prescribed by the parliamentary authority, or directed by the Executive Board.

## **SECTION 7:**

The Secretary shall:

- a. Record the minutes of all Executive Board and general membership meetings of this PTO, and submit for approval at the subsequent Executive Board meeting;
- b. Retrieve and read the approved minutes of any previous meetings as needed;
- c. Maintain all records for this PTO;
- d. Retain a current copy of the bylaws for this PTO;
- e. Retain a current copy of membership list for this PTO;
- f. Perform such other duties as may be provided for by the PRE PTO bylaws, prescribed by the parliamentary authority, or directed by the Executive Board.

## **SECTION 8:**

The Treasurer shall:

- a. Retain custody and maintain a full account of all funds of this PTO;
- b. Maintain a full and accurate account of the receipts and disbursements in the books belonging this PTO;
- c. Make disbursements as authorized by the PRE PTO Executive Board in accordance with the budget adopted by this PTO;
- d. Issue checks or reimbursement vouchers signed by both the Treasurer and the President;
- e. Prepare and provide a Treasurer's report to the Executive Board for each meeting;
- f. Present an annual report of the financial condition of this PTO;
- g. Submit the books annually for an external audit;
- h. Report the findings of the annual audit to the Executive Board;
- i. File tax returns annually before the end of term of office;
- j. Perform such other duties as may be provided for by the bylaws of this PTO, prescribed by the parliamentary authority, or directed by the Executive Board.

## **ARTICLE VII - COMMITTEES**

### **SECTION 1:**

The Executive Board may create such standing and ad hoc committees, as it deems necessary to promote our mission and carry on the work of the organization. These committees will be updated annually by the current Executive Board and communicated to the general membership.

### **SECTION 2:**

The Chairperson(s) of each committee shall present a plan of work to the Executive Board for review and approval. No committee work shall be undertaken without the consent of the Executive Board. The Chairperson(s) shall also maintain a notebook outlining duties/responsibilities, expenses, detailed reports, and written summaries. Chairperson(s) shall also attend Executive Board meetings as deemed necessary by the Board, but will not hold voting rights during the board meeting.

## **ARTICLE VIII - GENERAL MEMBERSHIP MEETINGS**

### **SECTION 1:**

At least two regular meetings of this organization shall be held during the school year. Dates of these meetings shall be determined by the Executive Board and the Principal. Seven days notice shall be given to the membership of any change of date. Meetings of this PTO will be set by the Principal and the Executive Board prior to the beginning of the school year. Topics for the general PTO meetings should be submitted to the President one week prior to the scheduled meeting.

### **SECTION 2:**

For the purposes of conducting business that requires voting during Executive Board and General PRE PTO meetings, a quorum must be present. A quorum shall be defined as a simple majority (51%) of members present. In the event the Executive Board consists of co-chairs, those members each have a vote except for Co-President positions. The Co-President conducting the meeting does not vote unless his/her vote is necessary to break a tie. Voting on all matters may be by voice; however, ballot vote may be used at the discretion of the Executive Board.

## **ARTICLE IX – FISCAL YEAR**

### **SECTION 1:**

The fiscal year of this PTO shall begin on July 1 and end the following June 30.

### **SECTION 2:**

An external audit will be conducted on an annual basis. The auditors may not be members of the Executive Board. Once the auditors are satisfied that the Treasurer's annual report is correct, a statement shall be signed of that fact at the end of the audit, which should take place following fiscal year end and prior to the start of the next school year.



## **ARTICLE X – PARLIAMENTARY AUTHORITY**

The rules of parliamentary practice set forth in Robert’s Rules of Order Revised shall govern the proceedings of this organization, subject to special rules, which have been or may be adopted.

## **ARTICLE XI - AMENDMENTS**

These bylaws shall be reviewed on an annual basis. Standing rules may be amended at a special meeting or any regular general membership meeting of this PTO by a simple majority (51%) of those members present and voting. Any member of this PTO may propose an amendment. A minimum of fourteen (14) days notice must be given to the members of the organization as to the date of the meeting and proposed amendments. Once an amendment has been approved and adopted, the Executive Board will incorporate it into the PRE PTO bylaws.

## **ARTICLE XII - DISSOLUTION**

The Executive Board may adopt a resolution recommending that this PTO be dissolved and direct that the question of dissolution be submitted to the general membership for vote. A minimum of fourteen (14) days notice must be given to the members of this organization as to the date of the meeting and proposed dissolution. Approval of dissolution of this PTO will require a simple majority (51%) of those members present and voting.