

Abilene Tri-School PTO Bylaws

Article I - Name

The name of the organization shall be the Abilene Tri-School PTO

Article II - Purpose

The corporation is organized for the purpose of supporting the education of children at USD 435 Elementary Schools by fostering relationships among the school, parents, and teachers.

Article III - Members

Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member.

Article IV - Officers and Elections

Section 1. Officers. The officers shall be a Chair, Secretary, and Treasurer

a. Chair. The Chair shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, 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.

b. Secretary. The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meeting to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.

c. Treasurer. The treasurer shall receive all funds of the organization, keep an accurate

record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial state quarterly and at other times of the year when requested by the executive board, and make a full report at the end of the year.

d. Other officers. added as needed.
(Fundraiser chair, Communications chair)

Section 2. Executive Board Appointment.

Appointment to the executive board will be prior to April 1st by each elementary principal. The executive board will decide who the chair, secretary, and treasurer are by May 15th.

Section 3. Eligibility. To be eligible the member must have a student in the building for which they represent and pass a USD 435 background check.

Section 4. Terms of Office. Officers are elected for one year and may serve consecutive terms if appointed and meet eligibility.

Section 5. Vacancies. If there is a vacancy in the Chair, the executive board will fill the vacancy. If the vacancy is on the executive board, K-5 Admin will select a replacement member.

Section 6. Removal from Office. PTO board members can be removed from office with or without cause by a two thirds vote of the K-5 Admin.

Article V - Meetings.

Section 1. Regular Meetings. The regular meeting of the organization shall be quarterly. The annual meeting will be held at the April Regular meeting. The annual meeting is for receiving reports and discussion of other business that should arise. These dates will be posted on the District Calendar.

Section 2. Special Meetings. Special meetings may be called by the Chair or K-5 Admin.

Article VI - Executive Board

Section 1. Membership. The Executive Board shall consist of the 6 building representatives, 3 elementary principals, and 3 teacher representatives. The 3 elementary principals and teachers representatives serve as advisors.

Section 2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership. A majority vote will be used to resolve any conflict.

Section 3. Meetings. Regular meetings shall be held quarterly on the same day and at the same time each quarter to be determined by the board. Special meetings may be called if necessary.

Article VII - Committees.

Section 1. Membership. Committees may consist of members and board members,

with the Chair acting as an ex officio member of all committees.

Section 2. Additional Committees. The board may appoint additional committees as needed.

Article VIII - Finances

Section 1. A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.

Section 2. The treasure shall keep accurate records of any disbursements, income, and bank account information. A copy of the monthly bank statement will be shared with K-5 Admin.

Section 3. The board shall approve all expenses of the organization. Two board members will be appointed to approve requests made of PTO funds via the approved request form.

Section 4. The treasurer shall prepare a financial statement at the end of the year to be reviewed by the executive board.

Section 5. Upon the dissolution of the organization, any remaining funds should be split equally between K-5 schools.

Section 6. The fiscal year shall coordinate with the school year.

Article IX - Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

Article X - Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notices was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by postal mail, email, or sent home via the school.

Article XI - Conflict of Interest

Section 1. Records of Proceedings. The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest; the nature of the financial interest; any action taken to determine whether a conflict of interest was present; and the governing board's or committees decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangements the content of the discussion; including any alternatives to the proposed transaction or arrangement; and a record of any votes taken in connection with the proceedings.

Section 2. Periodic Reviews. To ensure that the organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic review shall be conducted. The period review shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, are based

on competent survey information, and are the result of arm's length bargaining.

- b. Whether partnerships, joint ventures, and arrangements with management organization conform to the organization's written policies, are properly recored, reflect treasonable investment or payments for goods an services, further charitable purposes and do not result in inurement, impermissible private benefit, or an excess benefit transaction.