

SANTA FE TRAIL ATTENDANCE CENTERS' PTO  
SFTAC PTO BY-LAWS

ARTICLE I  
NAME

The name of the organization shall be the Santa Fe Trail Attendance Centers' PTO, otherwise known as SFTAC PTO, an independent organization of parents, school patrons, and staff.

ARTICLE II  
OBJECTIVES

To bring into a closer relationship, the home and the school, so that parents, teachers and staff may cooperate in the education of the child;

To develop between educators and the school community such united efforts as will secure for every child the highest advantages in mental, physical and social education;

To raise awareness among school patrons and community members of activities and events involving the school;

To provide monetary assistance to educators and the school for items not covered by the regular school budget.

ARTICLE III  
POLICIES

**SECTION 1: Educational Nature**

The program of this organization shall be educational and shall be developed through activities, committees, projects and meetings.

**SECTION 2: Non-commercial Nature**

This organization shall be non sectarian, non-commercial and nonpartisan. No commercial enterprise and no candidate shall be endorsed by it. The name of the organization or the names of its officers, in their official capacities, shall not be used in any connection with a commercial concern or with any partisan interest or for any other purpose than the regular work of the organization.

**SECTION 3: Advisory Nature**

This organization shall not seek to direct the administrative activities of the school or to control its policies.

ARTICLE IV  
MEMBERSHIP

Any person interested in the objectives of the organization and willing to uphold its policies and subscribe to its by-laws may become a member.

ARTICLE V  
OFFICERS

The officers of this organization and their duties shall be as follows:

**President:** The president shall prepare an agenda for all regular meetings of the organization and email it out one week prior to each regularly scheduled meeting. She/he shall preside at all meetings of the organization, shall be member ex-officio of all committees and shall perform all duties as may be prescribed in these by-laws or assigned by the organization. The term of this position is one year.

**Vice-President:** The vice-presidents shall act as aid to the president and shall perform the duties of the president in the absence of that officer. She/he shall also be responsible to check the mailbox in the teachers' lounge of the school they are responsible for and distribute appropriate materials to whomever. The term of this position is two years. The first being vice president and the second as president.

**Secretary:** The secretary shall keep a correct written record of all meetings of the organization and may elect to tape record meetings at her/his discretion. However all members will be informed of the taping prior to its use. The secretary shall distribute a complete copy of minutes via email to member of the organization. The secretary shall perform such other duties as may be delegated and shall perform the duties of the president in the absence of both the president and the president-elect. If both the offices of these two officers just mentioned become vacant simultaneously, the secretary shall serve as acting president until such time as new president and vice president are elected. The term of this position is one year.

**Assistant Secretary:** Shall keep a correct written record of all meetings in the absence of the secretary. The term of this position is two years, the first year as assistant secretary and the second as secretary.

**Treasurer:** The treasurer shall receive all moneys of the organization; shall keep an accurate record of receipts and expenditures; and shall pay out funds only as authorized by this organization. She/he shall present an oral statement of account at every meeting of the organization and at other times when requested by the executive officers. Should the treasurer be unable to attend a scheduled meeting, she/he shall give the report to the assistant treasurer who will present the report at the meeting. She/he shall make a full report at the last scheduled meeting of the organization in May. The treasurer shall perform the duties of the president in the absence of all other officers and if the positions of the president, president-elect, and the secretary become vacant shall serve as acting president until such time as a new president shall be elected. The term of this position is one year.

**Assistant Treasurer:** Shall present an oral statement of account in the absence of the treasurer. The term of this position is two years, the first year as assistant treasurer and the second as treasurer.

## ARTICLE VI MEETINGS

### SECTION 1: Meetings of the Organization

**Regular Meetings:** Regular meetings of this organization shall be held on the second Tuesday of each month at 6:30pm, unless otherwise modified by the executive officer. Notification of changes in meeting times or dates will be given to regular-attending SFTAC members by means of email. Written notification of changes will also be provided in the school newsletter when possible.

**Special Meetings:** Special meetings of this organization may be called by the executive officers, five days notice having been given.

### SECTION 2: Voting of the Organization

**Quorum:** For voting purposes, a quorum shall constitute three (3) persons, of the executive board.

**Voting:** The privilege of introducing motions, debating and voting shall be limited to members present at that particular scheduled meeting at which the conduct is taken place. Actions and decisions of the organization shall be approved upon a majority vote of those members voting, provided that a quorum has been met. Member's that are making the request will be asked to leave the session during the vote. Any members that the outcome of the vote will affect will be asked to abstain from voting or asked to leave the room during the vote.

**Interim Business:** The requesting party shall present interim business in writing to a member of the executive office. Approval of emergency interim business shall be by a quorum vote of the executive officers. Any business approved in the interim shall be presented to the full membership at the next regular meeting.

### SECTION 3: Request for Monetary Assistance

**School Requests:** Persons requesting monetary assistance from SFTAC shall present their request in writing on the purchase request form. Non-PTO sponsored events will have a cap of \$250. They may place it in the SFTAC mailbox in the teachers' lounge/workroom or present it to an executive officer one week prior to each regular monthly meeting. This should insure placement of the item on the agenda for that meeting. Emergency requests made in the interim between meetings that cannot wait until the next monthly meeting will be handled as stated in Section 2 – Interim Business.

The treasurers, the president, and the Carbondale Attendance Center Principal are the only persons who are authorized by the organization to sign checks for the organization's checking account. The treasurer's accounts shall be reviewed annually by a committee of not less than two non-office holding members who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The reviewing committee shall be appointed by the executive officers at least two weeks before the last scheduled meeting of the organization and report at the May meeting. The SFTAC banking account will be at the State Bank of Carbondale.

**Principal:** The principals may serve as honorary members of the organization and shall provide input concerning the needs of the students, faculty, staff, and community.

#### **SECTION 4: Nomination for Officers**

Nomination for officers for the following year will be made during the April meeting of the organization.

#### **SECTION 5: Elections**

**Time of Elections:** Officers shall assume their official duties on July 1 and shall serve for a term of one year or as noted in the officer duty descriptions in Article V.

**Qualifications:** An officer must be a member of the organization and have a child enrolled in an attendance center in Carbondale, Overbrook, or Scranton during the term for which the officer is serving. Each attendance center will have an elected vice president with preference being that the elected person have a child in that attendance center.

#### **SECTION 6: Vacancies**

If a vacancy occurs in an office, it shall be filled by a vote of the members of the organization at the next regular meeting, the president, or acting president, having given due notice to the organization that an election is to be held.

#### **SECTION 7: Laws**

The SFTAC PTO shall operate within the requirements of the Kansas Open Meetings and the Kansas Open Records laws. Roberts Rules or Order shall prevail during all meetings.

### **ARTICLE VII COMMITTEES**

Committees shall be established on a yearly basis, as desired by the SFTAC PTO, with a chairperson secured by the President for each approved committee. The following are considered standing committees of the PTO:

- Fundraiser
- Grandparents Day
- Charger Family Night
- American Education Week
- Book Bingo
- Carnival
- Teacher Appreciation Week
- Field Day
- Label

ARTICLE VIII  
REVIEW OF THE BY-LAWS

These by-laws will be subject to annual review during the April meeting of the organization. If any revisions are required, they will be made at that time and receive final approval for use during the following school year at the last meeting of the organization in May.

ARTICLE VIII  
DISSOLUTION

Upon the dissolution of the organization, the executive offices shall, after paying or making provisions for the payment of all the liabilities of the organization, dispose of all the assets of the organizations by distributing such assets to an organization organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations un section 501©(3) of the Internal Revenue Code of 1986 (or corresponding provisions of any future United States Internal Revenue law). Any such assets not so disposed f shall be disposed of by a court of competent jurisdiction who shall distribute such assets to an organization or organizations that is exempt from federal income taxation under 501©(3).

Adopted: October 12, 2010  
DATE

  
SFTAC President

  
SFTAC Vice-President