

SFTAC PTO BY-LAWS

2017-2018 PTO Officers

President Emily Ramsdell	Vice President Ashley Michaelis	Treasurer Jessica Barnes
Secretary Tori Peck	Assistant Secretary Ashley Fawl	Assistant Treasurer Amy Huizenga

If you have any concerns or ideas, feel free to contact any officer.

Contact the SFTAC PTO - email: sftacpto@gmail.com

SANTA FE TRAIL ATTENDANCE CENTERS' PTO

SFTAC PTO BY-LAWS

ARTICLE I

NAME

Santa Fe Trail Attendance Center PTO

ARTICLE II

OBJECTIVES

This organization shall exist for educational and charitable purposes. The mission of SFTAC PTO shall be:

To enhance the educational environment for Santa Fe Trail District, pre-school through 8th grade, through volunteer and financial resources.

To promote communication between the district's administration, staff, parents, and students.

To foster pride in the Santa Fe Trail District throughout the community.

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 purpose of this organization shall be education centered 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. Members have the right to vote, hold office, or chair a committee.

ARTICLE V

OFFICERS

Section 1: EXECUTIVE BOARD

The Executive Board shall consist of the following officers: President, Vice President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer. Officer positions can be shared. The school Principal, or his/her designee, is a voting member of the Executive Board.

Section 2: DUTIES

Executive Board: Develop the PTO's annual budget, establish and oversee committees to conduct the work of the PTO, and establish fundraising programs. All members of the Executive Board have voting privileges.

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. President is in charge of finding childcare for meetings. The term of this position is one year.

Vice-President: The vice-president shall act as aid to the president and shall perform the duties of the president in the absence of that officer. The vice president is to check boxes in teachers' lounge at all 3 schools and bring contents to meetings. The vice president is in charge of finding review committee of 2 members to perform an audit of treasurer accounts this needs to be done in April. 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 members of the organization. Also need to make sure approved minutes are put on district website. 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 vice-president. 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. Also you will need to provide principals a newsletter to keep them and staff up to date. 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 a copy of treasurer's report and balance sheet at meeting of the organization and at other times when requested by the executive officers. The treasurer is responsible for the renewal of the state tax exemption status. 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 actual expenditure 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, vice-president, 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 a copy of report and balance statements 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.

The Executive Board and school Principals 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 PTO banking account will be at the First Security Bank.

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.

ARTICLE VI

MEETINGS

SECTION 1: Meetings of the Organization

Regular Meetings: Regular meetings of this organization shall be held on a monthly basis with the dates and times for the following year being determined at the last PTO meeting of the present school year by the new PTO Board Members. Notification of changes in meeting times or dates will be given to regular-attending SFTAC members by means of email or School Reach. Written notification of changes will also be provided on the SFTAC PTO social media page.

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 may 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 on the proper request form. Non-PTO sponsored events can be supported by approximately \$250. A busing cap of \$300 per grade per request will be considered with a max of two events per year. If only one trip will be taken requests for \$600 may be made. The field trip allotment of \$5/student/year will be considered for field trips the entire class is eligible for (not a specific group or team). All requests must be submitted to the PTO e-mail or lounge box one week prior to the scheduled PTO meeting to be placed on the agenda otherwise that request will be placed on the following month's agenda.

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.

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

Nominations will be taken from the floor and will be voted upon and shall be a majority vote.

Time of Elections: Nominations will take place at the April meeting, followed by elections at the May meeting. Officers shall assume their official duties on June 1st 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 or be an employee at an attendance center in Carbondale, Overbrook, or Scranton during the term for which the officer is serving.

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 committees could include, but are not limited to:

- Fundraisers
- Family Nights
- Carnival
- Teacher Appreciation Week

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. Any changes made after May will be made as amendments to the bylaws.

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 under 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 of 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).