

# Woodland Elementary

Olathe District Schools #233  
11601 S Woodland Road • Olathe, Kansas 66061  
Phone: (913) 780-7770 ☎ Fax: (913) 780-7778

## PARENT TEACHER ORGANIZATION (PTO) BY-LAWS

### Article I: Name and History

The name of this organization is the Woodland Elementary PTO Inc. The organization was incorporated with the Kansas Secretary of State on August 17, 2008 as a domestic not for profit corporation and under federal law as a 501c (3) not-for-profit corporation, exempt from federal income tax.

### Article II: Mission

Our mission is to assist Woodland Elementary School in providing a quality education for all students.

### Article III: Purpose

This Mission will be accomplished by....

1. Involving parents to assist with various school activities/functions/services.
2. Providing financial assistance where needs are identified.
3. Working toward better communication, greater understanding and a forum for the exchange of ideas between parents and the school, and the school and the parents.

### Article IV: Membership

Any current Woodland parent, guardian, staff member and/or community partner interested in the objectives of the Woodland PTO and willing to uphold its by-laws is eligible for membership.

### Article V: Officers

The Executive Board will consist of the President, Vice-President, Treasurer, Secretary, Parent Representative (grades PreK-2), Parent Representative (Grades 3-5), Technology Manager, Events Manager, Teacher Representative and Principal.

Members of the Executive Board, excluding the principal, shall serve no more than 2 years consecutively in the same position. An extension to the term may be granted by approval of the board in the event there are no candidates for a position. The term of elected officers shall commence on June 1 and conclude May 31 of each school year.

#### A. Elected

##### 1. President

- a. Works with the principal in coordinating PTO activities with school needs.
- b. Prepares the agenda for each meeting and gathers input from the principal and other PTO members. The agenda will be distributed to the Executive Board one week prior to the general meeting.
- c. Presides at all meetings of the Executive Board.
- d. May call meetings at his or her discretion.
- e. Has the authority to table and/or limit discussion on a specific topic for one meeting.
- f. Coordinates the work of the officers and the committees.
- g. Will have served for at least one year as an officer prior to election to president.

##### 2. Vice-President

- a. Shall act as an aide to the President.
- b. Perform duties if the President is unable.

c. Serves on Nominating Committee

3. Secretary

- a. Record minutes and distribute minutes to all officers prior to next meeting.
- b. Takes and keeps a roster of all members attending each PTO meeting.
- c. Prepares brief summary of previous General meeting to present at next General meeting
- d. Maintain current and past records for seven years.

4. Treasurer

- a. Shall keep a full and accurate account of receipts and expenditures for current and last five years.
- b. Shall sign any checks or vouchers for payment authorized by the President or the Executive Board.
- c. Shall present a financial statement at every meeting of the organization and at other times when requested by the Executive Board.
- d. Shall prepare books for annual review.
- e. Shall file yearly with the State and Federal Government as required for tax purposes and to maintain not-for-profit status.

5. Teacher Representative

- a. Shall act as a liaison between the Woodland Staff and the PTO Board and Membership
- b. Shall report PTO activities at Staff meetings.

6. Parent Representatives

- a. Acts as a liaison between parents and Executive PTO Board.
- b. Serves on nominating committee.

7. Technology Manager

- a. Work with district personnel to update the PTO page of the Woodland Elementary website.
- b. Shall be an administrator for any Woodland Elementary PTO social media outlets.
- c. Shall work with the President and Executive Board to recommend effective internet-based strategies to communicate with the membership and work to implement those strategies approved by the Board or General Membership

9. Events Manager

- a. Acts as a PTO point person for each committee chair who would be providing oversight in an event.
- b. Events Request forms shall be circulated to the Events Manager, who will coordinate with the events committee chair & Principal to understand building requirements, communication and financial needs.
- c. Shall work with the Treasurer to ensure financial needs are communicated and a plan is in place for for each event.

**Article VI: Elections and Appointments, and Recruitments**

A. Nominations

- 1. The Nominating Committee will consist of the Vice-President, Principal and both Parent Representatives on the Executive Board.
- 2. A notice will appear on the social media sites and will be sent via e-mail by the principal seeking individuals interested in serving on the Executive Board.
- 3. All interested individuals must have made their interest known to the nominating committee one week prior to the Spring General PTO meeting via e-mail to the Vice-President.
- 4. Consent of each candidate should be obtained prior to placing the name in nomination. Announcement of nominees shall be made prior to the election.

B. Election and Transition

- 1. The ballot will include all interested individuals and the recommended slate of officers from the Nominating Committee. The ballot will be presented and voted on at the Spring General Meeting. A simple majority is needed for the election.

2. Outgoing officers will meet with newly elected officers before the end of the school year to discuss responsibilities of the office and turn over any books and/or pertinent information.

C. Appointments of Executive Board Vacancies

1. Positions shall be filled by majority vote of the Executive Board upon notification of a Board member stepping down.
2. Consent of each appointee shall be obtained.

D. Appointments of Committee Chairpersons

1. Positions shall be filled by the President in consultation with the Executive Board
2. Consent of each appointee shall be obtained.
3. President has the authority to establish new committees and appoint a Chairperson with consultation of the Executive Board.

**Article VII: Executive Board Authority and Responsibility**

1. The Parents on the Executive Board have the authority to approve up to a \$200 expenditure by simple majority and up to \$500 unanimously.
2. The Board may meet in Executive session when necessary between general meetings. All board members will be notified.
3. The Executive Board has the authorization to bring any new information concerning a previously voted on item to a regularly scheduled or specially called general PTO meeting.

**Article VIII: Finances**

1. All funds raised by the PTO shall be placed in an account designated by the Executive Board. An Executive Committee Member must co-sign all checks before signed by the Treasurer.
2. All requests for reimbursement will be approved by the Committee Chairperson of the committee for which it is being submitted before it is reimbursed by the Treasurer.
3. Approximately \$2,000 shall be left in the Treasury at the end of the school year for the necessary estimated expenses at the beginning of the next school year. This money is in addition to any necessary minimum balance required for our financial institution.
4. An auditor shall be appointed by the President and approved by the Executive Board each school year.
  - a. An auditor may serve multiple years, but may only serve one year with a given Treasurer, unless prior authorization is given by the Executive Board to serve an additional year.
  - b. The auditor is not a member of the Executive Board, but reports to the Board on a quarterly basis.
  - c. The auditor shall review the PTO check register, Bank Account Statement, Monthly Financial Statement and all deposit slips and check copies monthly for conformity. Questions should be addressed to the Treasurer; if any discrepancies remain it shall be the duty of the auditor to report these discrepancies to the Board.

**5. Board of Education Policy – KH-R – Gifts to Schools**

The Olathe District Schools recognizes that revenue and other resources generated by private sources for public education can enhance the District's ability to achieve its educational mission. Organizations and individuals may give gifts/donations/memorials/scholarships (hereinafter collectively referred to as "gifts") to an individual school, department or the district as a whole. Gifts may be made in the name of or dedicated to an individual school, teacher or employee. This policy does not apply to gifts or grants that have been applied for and awarded through a selective process. Gifts may be in-kind, financial, instructional materials, supplies, miscellaneous equipment or property. All donated in-kind *gifts*, monies, materials, supplies, equipment or property upon acceptance is regarded as school district property and will meet guidelines as established by existing board policy. All *gifts* from District support organizations, including but not limited to: Olathe Public Schools Foundation, school booster clubs, and parent teacher groups are under the governance of this policy. See Board Policy and Regulations related to other topics

regarding the receipt of revenue and other resources as follows: Corporate Sponsorships: KHA / Advertising Guidelines: KHAB-R / Contracts: DJEG-R

## **APPROVAL PROCESS**

**Building Approval** – *All gifts meeting the following criteria must be submitted to the building administration for approval:*

1. All gifts must align with the Building philosophy as outlined in their Mission/Vision/Belief statements.
2. Any single gift or aggregate resource (numerous individual dollar amounts for one event or activity that total in aggregate to a designated amount) of value less than or equal to \$5,000
3. Any gift that only impacts a single school building

In addition, gifts meeting the above criteria may be submitted to the Superintendent at the discretion of the Building administrator.

**District Approval** – *All gifts meeting the following criteria must be submitted to the Superintendent or designee for approval:*

1. All gifts must align with the District philosophy as outlined in the Mission/Vision/Belief statements.
2. Any single gift or aggregate resource (numerous individual dollar amounts for one event or activity that total in aggregate to a designated amount) of value greater than \$5,000
3. Any gift that impacts more than one school building

In addition, gifts meeting the above criteria may be submitted to the BOE at the discretion of the Superintendent or designee.

**Board of Education Approval** – *All gifts meeting the following criteria must be submitted to the BOE for approval:*

1. All gifts must align with the District philosophy as outlined in the Mission/Vision/Belief statements.
2. Any single gift or aggregate resource (numerous individual dollar amounts for one event or activity that total in aggregate to a designated amount) of value greater than the amount set in K.S.A 72-6760 related to bids and purchases.
3. Any gift which exclusively promotes a product, person, service, company or entity.

### **Guidelines for Receipt of Gifts:**

The Olathe District Schools prefers the use of an acknowledgement as the preferred recognition granted for a gift, donation, or sponsorship rather than a commercial or advertisement. At all times the school or District reserves the right to determine the content, location, and permanence of the acknowledgement.

1. Persons or organizations desiring to donate gifts to schools must contact the Superintendent or his designees(s).
2. Items considered for donations, whether the request be from individuals, groups or companies, shall be subject to the district's established standards for acceptance. All gifts shall be used and be appropriate for the intended instructional purpose and considered to be beneficial to students, staff or district facilities.
3. Equipment intended for purchase with donated funds shall receive input and be reviewed by the proper school department before purchase, installation and use.
4. Descriptive information about the intended donation will be forwarded to the Superintendent or his designee(s) for evaluation.
5. The evaluation process will include but not be limited to: evaluating age and condition of donation; cost of installation, maintenance or upgrading of donation; review of safety, liability, insurance and regulatory compliance issues; and suitability for the intended use.
6. Items containing promotion of a commercial, political or non-profit organization that detract from the educational value of the donation shall not be accepted.
7. Gifts bearing the name(s) of the donor that do not detract from the value or usefulness of the gift shall be allowed.

8. The Superintendent or his designee will notify the donor and appropriate district personnel of the decision concerning the status of the donation request.
9. Gifts that do not continue to meet district standards shall be removed from school use per Board Policy DO regarding the Disposition of Property.
10. This policy is not intended to regulate fund raising activities by school groups and auxiliary support organizations since other procedures provide guidance for these activities.

#### **Article IX: Meetings**

1. There shall be three general meetings of the PTO each school year. Other meetings may be called as appropriate.
2. The Executive Board will meet prior to all general PTO meetings.
3. All monetary requests over \$500 must be on the printed agenda that is distributed to the Executive Board one week prior to the general meeting.
4. All motions are passed with a simple majority except for the following:
  - a. If new and pertinent information should become available to the PTO board and or its membership concerning a previously approved motion that motion may be rescinded using the following guidelines:
    - Using the secretary's attendance roster, an attempt will be made to contact those members of the PTO who attended the meeting in which the approved motion was made. This is to inform those members that a new vote may take place at a designated meeting.
    - The vote to rescind a motion requires a 2/3 majority of all present and voting.
5. No absentee or phone voting will be allowed.
6. The President will only vote in the event of a tie at a general PTO meeting.

#### **Article X: Dissolution**

Upon the dissolution of this Association, the Board of Directors shall apply and distribute the assets of the Corporation as follows:

- A. All liabilities and obligations of the Association shall be paid, satisfied and discharged or adequate provisions made therefor.
- B. Assets held by the Corporation upon condition requiring return, transfer or conveyance, which condition occurs by reason of the dissolution, shall be returned, transferred or conveyed in accordance with such requirements.
- C. Any remaining assets shall be distributed to one or more regularly organized and qualified charitable, educational, scientific or philanthropic organizations, or to one (1) or more associations of persons having a common business league or similar exempt organization under section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or the corresponding provision of any future United States Internal Revenue law, as the Board of Directors shall determine.

#### **Article XI: Amendments**

1. These By-Laws may be amended at the a general meeting of the PTO by a 2/3 vote of the members present and voting, provided that one weeks notice of the proposed amendment shall have been previously given.
2. The Executive Board will review and consider any proposed change(s) from the Board or the general membership annually.

Voted on and approved: 4/4/2022

Signatures of Executive Board Present:

President \_\_\_\_\_

Vice President \_\_\_\_\_

Treasurer \_\_\_\_\_

Secretary \_\_\_\_\_

Parent Rep. \_\_\_\_\_

Parent Rep. \_\_\_\_\_

Technology Manager \_\_\_\_\_

Event Manager \_\_\_\_\_

Teacher Rep. \_\_\_\_\_

Principal \_\_\_\_\_