

Ravenwood Elementary Parent Teacher Organization By-Laws

Article I: Name and History

The name of the organization shall be the Ravenwood Elementary School Parent Teacher Organization established August 2005, officially referred to herein and signed as Ravenwood Elementary PTO.

Article II: Mission

The mission of the Ravenwood Elementary PTO is to foster an atmosphere of cooperation and community between the administration, teachers, support staff and parents in the following areas:

1. Aiding the students of Ravenwood Elementary by providing support and enrichment for their educational and recreational needs.
2. Promoting open communication between the school, student-home environment and the greater community.
3. Providing social opportunities for families and the Ravenwood community to come together to build student connection and a cohesive community.

Article III: Membership

Any Ravenwood parent or legal guardian of a student currently enrolled in the school, the principal, and all faculty members of the school are automatically members of Ravenwood Elementary PTO. There shall be no fee for membership.

Article IV: General Policies

The Ravenwood Elementary name or names of any members in their official capacities shall not be connected to any commercial concern, any partisan interest, or for any purpose not directly related to the promotion of Ravenwood Elementary PTO's interests.

The Ravenwood Elementary PTO shall work with the school to provide quality education for all children, and shall seek to support the mission and vision of the school, recognizing that the legal responsibility to make decisions has been delegated to the state board of education.

The Ravenwood Elementary PTO shall not violate any board rules, regulations or decisions.

The Ravenwood Elementary PTO officers (described herein below) will work with the principal to plan and set dates for all PTO programs and meetings. All proposed fund-raising activities shall be submitted to the principal for submission to Olathe District schools for approval prior to undertaking any activity for such fundraiser.

The Ravenwood Elementary PTO is a non-commercial, non-sectarian, non-partisan organization.

Ravenwood Elementary PTO shall maintain a officers and directors liability insurance policy.

Article V: Executive Board-Officers

The Executive Board will consist of the following offices:

President, Vice President, Secretary, Treasurer and Member-At-Large

Elected Officers Duties and Responsibilities:

President:

- Works with the principal in coordinating PTO activities
- Prepares the agenda for the board and general meetings
- Presides at all meetings of the executive and general assemblies
- May call meetings at his or her discretions
- Has the authority to table and/ or limit discussion on a specific topic or one meeting.
- Coordinates the work of the officers and committees.
- Serves as a liaison for committee chairs.
- Serves as a second signature on the checking account.

Vice-President

- Acts as an aide to the President.
- Performs the duties of the President in his/her absence.
- Prepares election ballot.
- Serves as a signature on the checking account.
- Serves as a liaison for committee chairs.

Secretary

- Records minutes of meetings.
- Keeps a roster of all meeting's attendances.
- Prepares a monthly newsletter.
- Maintains current and past records.
- Serves as a liaison for committee chairs.

Treasurer

- Has custody of all funds of the PTO
- Keeps full and accurate accounts of receipts and expenditures.
- Makes disbursements as authorized by the President, Executive Board or organization in accordance with the budget adopted by the PTO.
- Presents a financial statement at every meeting of the organization and other times when requested.
- Prepares all tax statements for all taxing authorities.
- Serves as a liaison for committee chairs.
- Serves as a signature on the checking account.

Member-At-Large

- Serves on Executive Board and represents general membership.
- Serves as a liaison for committee chairs.

Other Officers:

- Teacher Representatives: Acts as a liaison between Ravenwood Staff and PTO.
- Principal: Acts as an advisor and represents the Olathe Unified School District.

Article VI: Election of Officers

The Officers are elected positions, excluding the principal and teachers representatives.

An election shall be held yearly to select the Executive Board of the PTO.

Before the end of the school year the PTO President shall call for nominations for upcoming open positions on the Executive Board. All positions are open each year.

Nominations shall open at least one month prior to elections.

Nomination publication shall include information about each Executive Board nominee, which will be presented to the board and posted on the PTO website.

Elections shall be held in April.

- Vice-President shall prepare ballot to be distributed at the April PTO meeting.
- Votes shall be cast by secret written ballot.
- One vote per member of the organization shall be accepted.
- Absentee ballots must be verified by signature cards one week prior to the final tally.
- Teacher Representatives shall tally the votes and report back to membership.

Officers elected shall assume their official duties on May 31st and shall serve for a term of one (1) year. An officer may be elected to the same position the following year but in no event shall an officer serve in the same position more than two (2) consecutive years.

Outgoing officers shall meet with newly elected officers before the end of the school year to discuss responsibilities of the office and turn over any records and/or pertinent information regarding the position and/or organization.

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board, notice of such election having been given to the general membership. In the event a vacancy occurs in the office of President, Vice-President shall serve in his or her position until next regular election.

Article VII: Finances

All funds raised by the PTO shall be placed in an account designated by the Executive Board.

Treasurer, President and Vice-President will be approved signatures for checks. Only two signatures are required for each check.

The Ravenwood Elementary PTO is a state tax-exempt status organization. This is not to be confused with a not for profit 501c 3 classification as that status is defined by the Internal Revenue Code. The school district and the schools hold this classification but the classification does not extend to clubs and other support organizations. Thus any commercial organization, ie: Target, Hy-Vee, Price Chopper, making a contribution to a not-for-profit organization would direct the funds specifically to Unified School District #233 designated to Ravenwood Elementary School, which would then be deposited in an account governed by the school administration.

The Executive Board will have the authority to approve expenditures not exceeding one thousand and no/100 dollars (1,000.00) up to 1,000 dollars by a simple majority vote of the Executive Board. Any spending of funds over one thousand and no/100 dollars (1,000.00) dollars must be approved by a majority vote of the members attending the general meeting.

Article VIII: Meetings

There shall be at least 2 general membership meetings during the school year.

A simple majority of those members in attendance at a general meeting constitute a quorum and be sufficient in taking action on items presented at general meetings.

Article IX: Amendments

These by-laws may be amended by a majority vote of those members in attendance at any general meeting provided the amendment was submitted in writing to the PTO Executive Board prior to the general PTO meeting.