

Belmont Elementary PTO Bylaws

Article I: Name

The name of the organization is the Belmont Elementary Parent Teacher Organization. The PTO is located at 5805 Belmont Drive, Shawnee, Kansas, 66226.

Article II: Purposes

Section 1: The purposes of the Belmont Elementary PTO are:

- a. To develop a closer connection between school and home by encouraging parent and school team involvement
- b. To support the positive learning environment at Belmont through organized volunteers, structured academic enhancement and financial support.

Section 2: The organization is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of section 501© (3) of the Internal Revenue Code or corresponding section of any future Federal tax code (hereinafter referred to as “Internal Revenue Code”)

Article III: Basic Policies

The following are basic policies of the Belmont Elementary PTO:

- a. The organization shall be noncommercial, nonsectarian and nonpartisan
- b. The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, the Belmont Elementary team and the community at large
- c. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private individual except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in the furtherance of the purposes set forth in Article II
- d. Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations that have established or are establishing their tax-exempt status under Section 501©(3) of the Internal Revenue Code.
- e. The organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

Article IV: Membership

Membership shall be automatically granted to all parents, guardians and staff of Belmont Elementary students. There are no membership dues. Members have voting privileges.

Article V: Officers

Section 1: Oversight Committee – The Oversight Committee shall consist of the following officers: Two Co-chairs, Two Co-Treasurers, and Two Co-Communications Secretaries. The school Principal and a teacher are voting members of the Oversight Committee.

Section 2: Officers shall be elected by ballot at the last meeting of the school year.

Section 3: The vote shall be conducted by ballot. When there is but one candidate for an office, the ballot for that office may be dispensed with and election held by voice vote. A majority vote by voting members shall be required for election.

Section 4: The following provisions shall govern the qualifications and eligibility of individuals to be officers of the Belmont Elementary PTO:

- a. Any PTO member in good standing may become an officer of the PTO. (Good standing is defined by the following DeSoto School District policies, which can be found on their website. Volunteer Contract must be on file.
- b. The term of office for all officers is one year beginning August 1 and ending July 31 of the following year.
- c. No officer may be eligible to serve more than two consecutive terms in the same office. (In the event of vacancy, the oversight committee may appoint a temporary officer until the position has been filled.)
- d. A person who has served in an office for more than one half of a full term shall be deemed to have served full term in such office.

Section 5: A vacancy occurring in the office of the Co-Chairs shall be filled for the remainder of the unexpired term by the Communications Secretary. A vacancy in any office shall be filled by the oversight committee.

Article VI: Duties

Section 1: Oversight Committee:

- a. Develop the PTO's annual budget,
- b. Transact business between meetings in preparation for the general meetings
- c. Create standing rules and policies, guidelines and update bylaws
- d. Approve routine bills & expenditures
- e. Prepare reports and recommendations to the members
- f. Appoint and oversee committees and chairs to conduct the work of the PTO
- e. Approve fundraising
- g. Support educational achievement of Belmont Elementary students

Section 2: The Co-Chairs shall:

- a. At least one, shall preside at general PTO meetings and Oversight Committee meetings
- b. Serve as official representatives of the PTO
- c. At least one, shall retain all official records of the PTO
- d. At least one, shall be a signer of checks along with the Treasurer.
- e. Serve as the primary contact for the principal
- f. Coordinate the work of the officers and committees so the purpose of the organization is served

Section 3: The Communications and Co-Communications Secretaries shall;

- a. Record and distribute minutes of all Oversight Committee meetings and all general PTO meetings
- b. Prepare agendas for official PTO meetings
- c. Hold historical records for the PTO
- d. Manage communications for the PTO, including but not limited to PTO newsletters, emails, website, etc.
- e. Communicate plans on behalf of all committees.

Section 4: The Treasurer Committee shall:

- a. Serve as custodian of the PTO's finances
- b. Collect revenue and pay authorized expenses
- c. Maintain a full account of the funds of the PTO
- d. Have checks signed by two people; the treasurer and a Co-Chair
- e. Hold all financial records
- f. Provide financial statements to the Oversight committee at meetings
- g. Present an annual report of the financial condition of the PTO
- h. Submit the books annually for an audit by an auditing committee selected by the Oversight Committee before the new officers assume duties
- i. Report the findings of the annual audit to the Oversight Committee

Article VII: Oversight Committee

Section 1: There shall be an Oversight Committee of the Belmont PTO, the members of which shall be:

- a. All elected officers
- b. Principal and Teacher Representative

Section 2: The Oversight Committee shall meet quarterly or more during the school year or at the discretion of the Co-Chairs.

Section 3: Removal: An officer can be removed from office for failure to fulfill his/her duties after reasonable notice, by a majority vote of the Oversight Committee

Section 4: A majority of the Oversight committee shall constitute a quorum for the transaction of business. Half of the number of Oversight committee members plus one constitutes a quorum (4).

Article VIII: Meetings

Section 1: General PTO Meetings: General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held at least quarterly during the school year or at the discretion of the Oversight Committee.

Section 2: Special Meetings: Shall be called by the chair, or any two members of the oversight committee or five general members submitting a request to the secretary. Previous notice of the special meeting shall be sent to the member, at least two weeks prior to the meeting by electronic communications.

Section 3: Notification of Meetings: The Communications Committee shall notify the members of the meeting via electronic communication at least two weeks prior to the meetings.

Voting – Each member in attendance at a PTO meeting is eligible to vote. Absentee and proxy votes are not allowed.

Section 3: Quorum – Six (6) members of the PTO present and voting constitute quorum for the purpose of voting

Article VIII: Committees

Section 1: Membership- committees may consist of general member and oversight board members, with one co-chair acting as ex-officio member of all committees.

Section 2: Committees: The following committees shall be held by the organization as deemed appropriate: Family Communications Committee, FUNdraising Committee, Family Events Committee, Student Learning Support Committee, School Support Community Support Committee, Bulldog Spirit & Hospitality Committee

Section 3: The oversight committee shall approve all expenses of the organization.

Article XI: Financial Policies

Section 1: Fiscal Year – The fiscal year of the PTO begins August 1 and ends July 31 of the following year

Section 2: Banking – All funds shall be kept in a checking account in the name of Belmont PTO, requiring two signatures of the Oversight Committee and held at a local financial institution.

Section 3: Reporting – All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity. The PTO shall arrange an independent review of its financial records each year.

Article X: Bylaws Amendments

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. Two-thirds (2/3) approval of all members present and voting is required to adopt an amendment to the bylaws.

Article XI: Dissolution

In the event of dissolution of the PTO, any funds remaining may be donated to Belmont Elementary or to one or more nonprofit funds, foundations, or organizations that are for the benefit of the Belmont Elementary students.

Article XII: Parliamentary Authority

The authority for this organization shall be [Robert's Rules](#).

These bylaws were adopted on *(to be voted on August 27th, 2019)*