

MORSE ELEMENTARY SCHOOL
PARENT TEACHER ORGANIZATION, INC.
REVISED BYLAWS
10/2016

ARTICLE I: NAME

The name of this organization will be the Morse Elementary School Parent-Teacher Organization, Inc. (dba Morse PTO) located in Blue Valley School District #229. The Morse Elementary is a 501© (3) organization which states

ARTICLE II: ARTICLE OF ORGANIZATION

The organization exists as a not for profit incorporated association of its members. Its “Articles of Organization” comprise these by-laws which may be amended from time to time or waived under extraordinary circumstances by a 2/3 vote of the members present.

ARTICLE III: PURPOSE

Section 1.

The purposes of the organization are:

- a. To bring into closer relation the home and the school so that parents and teachers may cooperate in the education and positive development of the student.
- b. To develop between educators and the public united efforts that will secure for every child the highest advantages in all areas of education and understanding.
- c. To provide additional enrichment opportunities for all students through programs, projects and special learning equipment. To support student activities at Morse Elementary with funds and dues collected through fundraising and membership respectively.
- d. To promote a sense of fellowship and community among those involved with Morse Elementary School.

ARTICLE IV: POLICIES

Section 1.

The organization will be non-profit, non-sectarian, and non partisan. The organization shall not directly or indirectly participate or intervene on behalf of, or in opposition to, any political campaign or any candidate for public office.

Section 2.

The name of the organization or the names of any members in their official capacities will not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the purposes of the organization.

Section 3.

The organization will cooperate with Blue Valley District Administration and the Board of Education to support its goal toward excellence in education.

Section 4.

The organization may cooperate with other agencies and organizations concerned with child welfare, but persons representing the association in such matters will make no commitments that bind the organization.

ARTICLE V: MEMBERSHIP AND DUES

Section 1.

Any parent, guardian, teacher or faculty of Morse Elementary School who subscribes to the objectives and basic policies of the organization may become a member.

Section 2.

The organization shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

Section 3.

Only members in good standing (dues paid) shall have voting privileges, serve in any of its elective or appointive positions, and/or be eligible for grants. All PTO members shall have one vote in any issue presented at any PTO meeting. A quorum of at least 5 members is required for the transaction.

Section 4.

Each family will pay annual dues to the organization as established by organization. In the event of duplicate payment, the board will review refunding dues upon request.

ARTICLE VI: EXECUTIVE OFFICERS AND THEIR ELECTION

Section 1. Officers

- a. The executive officers will be: President, Vice President Fundraising, Vice President Room Parent, and Vice President Membership, Secretary, Treasurer 1 and Treasurer 2.
- b. The officers will be elected annually in the month of April by voice vote unless there is more than one candidate in which case written ballots will be cast.
- c. All officers will assume their official duties following the close of the May meeting and will serve for a term of one year.

Section 2. Nominating Committee Guidelines

- a. The Executive Board will determine needs for the following year on the executive board at the January board meeting. These needs will be communicated out to the PTO membership. Nominations and intentions to serve on the Executive board will be accepted following the January meeting through March 1st by voice mail or by e-mail, or written ballot.
- b. The President will contact persons from this contact to establish interest in an Executive Board position. The contacts must be made no later than one day prior to

the regularly scheduled March PTO meeting. Nominations shall close at the end of the March meeting.

- c. If there are nominations from the floor, vote will be by written ballot in April. Otherwise a voice vote will be taken. Should any written vote to be taken, the Principal and two assistants, chosen by the Principal, will count the ballots and inform the nominating Committee Chairperson of the results immediately upon completion.
- d. It is recommended that the office of President be held by a person who has previously served on a Morse Executive Board.
- e. Persons serving as chairs on previous committees are not guaranteed the same position in the upcoming school year.

Section 3. Office Vacancy

- a. Oral or written notification of one's inability to serve in any Board capacity should be given to the presiding President at the earliest possible time preferably at least one week prior to the next general meeting.
- b. A vacancy occurring in an office shall be filled by vote of the members of the organization at the next meeting, due notice having been given by the President. In case the vacancy occurs in the office of the President, the First Vice President will give notice of such election.
- c. Should a vacancy occur on the Nominating Slate after the March general meeting but prior to the April election, due notice of such a vacancy will be given by the presiding President. When possible, a minimum of three day notice will be given. Nominations will be taken from the floor and voted on at the April meeting.

ARTICLE VII: DUTIES OF OFFICERS

Section 1.

The President will be the chief executive officer of the organization and shall preside at all the general membership meetings. The President is an ex-officio (voting member) of all committees except the Nominating committee and will coordinate the work of the officers and committees in order that the purposes of the PTO may be promoted. The President may select an executive board member to assist and/or act on President's behalf.

Section 2.

The Vice President Fundraising shall act as an aid to the President. The Vice President will perform the duties of the President in the absence or disability of the officer. The Vice President Fundraising shall be in charge of all PTO fundraising. This position may be filled by more than one individual and they may serve as co-chairs. Individual fundraising committee heads will be appointed if Vice President Fundraising and other Executive Board Members so choose.

Section 3.

The Vice President Room Parents shall act as Coordinator of the Room Parent and classroom activities. An assistant or Co-VP may be appointed as needed.

Section 4.

The Vice President of Membership shall act as Chairman of Membership. The Vice President of Membership shall be in charge of the Kindergarten Coffee, and solicit teachers and new families to join PTO.

Section 5.

The Secretary shall record the minutes of all meetings of the organization and of the executive committee; and shall perform all duties with correspondence and mailings. The Secretary shall see that all correspondence is reported and kept on file with the minutes for future reference. In the event of having only 1 treasurer, the Secretary will fulfill the duties of reconciling accounts with the treasurer at the end of each month.

Section 6.

Treasurer 1 and Treasurer 2 will present a financial statement at every meeting and at other times when requested by the Executive Board and will make a full report at the annual meeting (April). All present board members will sign off on the account reconciliations each month. The Treasurers will prepare and submit to the organization in May for approval, a budget for the fiscal year to follow. The Treasurers will ensure that a minimum balance of \$10,000 will be in the account at the end of the fiscal year in July. The Treasurers' account will be audited annually before the new Treasurers accepts the books and begin their tenure of office. The audit will be performed by a non-board member or committee. The Treasurers and President shall be authorized signers for the organization's bank account.

Section 7.

All officers shall:

- a. Perform the duties prescribed in the Parliamentary authority in addition to those outlined in these by-laws and those assigned from time to time.
- b. Make a year-end report including procedures and suggestions which will be passed to their successor at the meeting held at the end of the school year.

ARTICLE VIII: EXECUTIVE BOARD AND BOARD OF MANAGERS:

Section 1.

The Executive Board will consist of the executive officers of the organization and the school principal.

Section 2.

The duties of the Executive Board will be:

- a. To transact necessary business in the intervals between general meetings and such business which may be referred to it.
- b. To create standing and special committees.

Section 3.

The Board of Mangers will consist of the Executive Board and the Chairman of the standing committees.

Section 4.

The duties of the Board of Managers will be:

- a. To submit for approval the plans of work of standing and special committees.
- b. To present a report at regular meetings
- c. To prepare and submit to the Treasurers by May a budget projection for the following fiscal year.

- d. Shall review annually at the budget approval meeting a procedure notebook outlining duties, expenses and the year's previous activities and reports.

Section 5.

Meetings of the Executive Board and Board of Managers will be held during the school year and are open to all members. A minimum of two days notice shall be given for such meetings.

ARTICLE IX: STANDING AND SPECIAL COMMITTEES

Section 1.

The Executive Board may create such standing committees as it deems necessary to promote the purposes and carry on the work of the organization. The term of each chairman will be one year or until the election and qualification of a successor.

Section 2.

The Chairman of each standing committee will present a plan of work to the Executive Committee for approval. No committee work will be undertaken without the consent of the Executive Board. All contracts entered into for the Morse PTO must be co-signed by the President or other member of the Executive Board. The Executive Board has final approval on all committee work.

ARTICLE X: MEETINGS

Section 1.

General meetings of the PTO will be held at Morse Elementary School monthly during the school year unless otherwise notified by the organization or by the Executive Board. At least seven (7) days notice will be given when possible of change of date or location of meeting.

Section 2.

Special meetings may be called by the Executive Board. A minimum of (2) days notice shall be given.

Section 3.

The April meeting will be designated as the annual meeting of the Board. Written notification, other than the Morse Messenger, not more than fifty (50) days nor less than ten (10) days will be given to all members prior to that meeting.

ARTICLE XI: FISCAL YEAR

The fiscal year of the organization will begin July 01 and end on the following June 30.

ARTICLE XII: AMENDMENTS

These bylaws may be amended at regular meetings of the organization by a two-thirds vote of members present, provided that notice of the proposed amendment has been given at a meeting one month prior to voting. Bylaws will be reviewed on years divisible by three (3).

A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the organization or by a two-thirds vote of the Executive Board. The requirements for adoption of a revised set of bylaws will be the same as in the case of an amendment.

ARTICLE XIII: PARLIAMENTARY AUTHORITY

Roberts' Rules of Order Revised will govern the organization in all cases in which they are not in conflict with these bylaws.

ARTICLE IX: NEW ELEMENTARY SCHOOL GIFT

Let it be recognized, that if funds are available, Morse Elementary PTO will gift \$250 to a new Blue Valley elementary school PTO/PTA in which students from Morse are moved because of boundary changes.

ARTICLE X: DISSOLUTION OF PTO

In the event of the dissolution of the Morse Elementary PTO, all remaining PTO funds will be granted to Morse Elementary. In the event of the closure of Morse Elementary, all remaining PTO funds will be evenly split among all elementary schools in which Morse Elementary students are transferred.