

**BY-LAWS  
PRAIRIE STAR MIDDLE SCHOOL  
PARENT TEACHER ORGANIZATION**

**I. NAME**

The name of the organization is the Prairie Star Middle School Parent Teacher Organization, of Leawood, Kansas (the "organization").

**II. ARTICLES OF ORGANIZATION**

The organization exists as a non-profit organization of its members. Its "articles of organization" comprise these by-laws, as from time to time amended or waived under extraordinary conditions, and its articles of organization, if any. In the absence of separate articles of organization, the by-laws shall be deemed to be the articles of organization. In the event of any conflict between these by-laws and the articles of organization, these by-laws shall govern.

**III. PURPOSE AND OBJECTIVES**

The purpose of this organization is to bring together parents of the Prairie Star Middle School for the following purposes:

- To facilitate communication between parents, Prairie Star Middle School administrators, teachers, students and community.
- To support student activities at Prairie Star Middle School.
- To acquaint new parents and students with Prairie Star Middle School.
- To use all funds and dues collected for the administration of the organization in the benefit of Prairie Star Middle School.
- To promote the education, health, safety and general welfare of all Prairie Star Middle School students.

**IV. BASIC POLICIES**

The following are basic policies of this organization:

- A. The organization shall be noncommercial, nonsectarian and nonpartisan
- B. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the organization.
- C. The organization shall work with the school to provide quality education for all children and seek to participate in the decision making process establishing school policy, recognizing the legal authority to make final decisions has been delegated by the people to the Board of Education.
- D. 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.
- E. The organization may cooperate with other organizations and agencies concerned with child welfare, but members representing the organization in such matters shall make no commitments that bind with the organization.

## **V. MEMBERSHIP**

Any PSMS household shall be eligible for membership upon registration and payment of a fee established by the Executive Board. Membership shall be for a period of one year concurrent with the school year. Members are entitled to receive all benefits of the organization and one (1) vote in organization elections. Families may join at any time. Members may attend meetings of the Executive Board. The membership year shall coincide with the fiscal year, which is July 1 through June 30. However, membership dues shall be collected during registration or at which time a new family enrolls in the school.

## **VI. MEETINGS**

Meetings shall be held during the months school is in session, as established by the Executive Board. Members will be notified by school communication of the dates and times of the meetings, including any special meetings called by the President or three (3) members of the Board of Directors. Special meetings shall have a minimum of seven (7) days notice given to the membership. Executive officers for the coming year will be elected at the annual meeting in April.

## **VII. VOTING**

Each household that is a PTO member shall be entitled to one vote per household in any issue presented at any meeting.

There will be one vote per person on the Board of the Directors. The President does not vote unless there is a tie.

Regular business and special business brought before the membership shall be approved by a majority vote of those present and voting.

## **VIII. BOARD**

The Executive Board shall consist of the President, the VP of Operations, the VP of Activities, the VP of Fundraising, the Secretary and the Treasurer. More than one individual may fill a position and they will serve as co-chairs.

School board members are not eligible to be on the Executive Board coincident with their term on the Board of Education.

The Board of Directors shall consist of the Executive Board and the Committee Chairpersons of all active committees.

The building principal, or his/her representative, shall be an ex-officio member of the Board.

The new members of the Board of Directors shall take office at the close of the May meeting with the exception of the Treasurer who will take office on July 1<sup>st</sup> of the year and will conclude on June 30<sup>th</sup> of the following year.

Members of the Executive Board shall serve no more than two (2) consecutive terms in the same office without special approval of the general membership.

The Board of Directors shall have the authority to conduct business and carry out the objectives of the organization. Any member of the Board of Directors may resign at any time upon written notice to the PSMS PTO. Any vacancy occurring on the Board of Directors shall be filled by appointment of the President, or in his/her absence by one of the vice-presidents, with the approval of the Executive Board. In the event that the position of President should become vacant, it shall be filled by one of the vice-

presidents with the approval of the Executive Board

If a committee needs to be added or deleted, a discussion will be held at a general meeting. A motion will then need to be made and voted on by those members attending that general meeting. Officers may vote to remove any officer who fails to perform the duties of that office. An affirmative vote of two-thirds (2/3) of the board members present and voting shall be necessary for removal of an officer, prior notice having been given.

## **IX. NOMINATIONS AND ELECTIONS**

Prior to the annual meeting, any person desiring to hold a position on the Executive Board or the Board of Directors shall notify the President or Executive Board Member of his/her desire. That person's name shall be placed upon a ballot and voted upon at the annual meeting in April. The person desiring to hold a position on the Executive Board or the Board of Directors shall be elected to their desired position by a majority vote of the organization present at the annual meeting. In the event that a position on the Executive Board or the Board of Directors is not filled following the annual meeting, the Executive Board shall appoint a member of the organization to fill that position.

The Executive Board term shall be for a period of 1 year and serve no more than 2 consecutive terms in the same position without special approval of the general membership.

The Committee Chair term shall be for a period of 1 year.

## **X. DUTIES**

President(s)

Shall direct and coordinate the activities of the Organization.

Shall preside at all meetings of the Membership and the Board of Directors.

Shall serve as liaison between this organization, Prairie Star Middle School, Blue Valley School District and other parent organizations.

Shall be responsible for programs presented to the Membership.

Shall present reports of vice-presidents that are unable to attend meetings.

Shall coordinate announcement of general membership meetings.

Shall cast one vote in the event of a tie.

Shall be an ex-officio (voting) member of all committees except Nominating.

1<sup>st</sup> VP :

Shall exercise all the power and authority to perform all the duties of the President in his/her absence.

Shall collect all committee reports from chairpersons reporting to him/her that are unable to attend general membership meetings.

Shall attend meetings of the membership as dictated by the laws of this organization.

Shall distribute all literature necessary to keep committee notebooks up-to-date.

2<sup>nd</sup> VP :

Shall exercise all the power and authority to perform all the duties of the President in his/her absence.

Shall collect all committee reports from chairpersons reporting to him/her that are unable to attend general membership meetings.

Shall attend meetings of the membership as dictated by the laws of this organization. Shall distribute all literature necessary to keep committee notebooks up-to-date.

3<sup>rd</sup> VP of Fundraising:

Shall exercise all the power and authority to perform all the duties of the President in his/her absence.

Shall collect all committee reports from chairpersons reporting to him/her that are unable to attend general membership meetings.

Shall attend meetings of the membership as dictated by the laws of this organization.  
Shall distribute all literature necessary to keep committee notebooks up-to-date.

Secretary:

Shall attend and record the minutes of the Executive Board and general membership meetings and will make available the said minutes of those meetings.  
Shall be responsible for recording written correspondence of the PTO.  
Shall record attendance at all meetings.  
Shall be responsible for maintaining correspondence of PSMS PTO.

Treasurer:

Shall be responsible for depositing monies due to the Organization in its authorized bank account, making disbursements from those funds for authorized expenses of the Organization as approved by the Executive Board.  
Shall file all Federal and State Reports as required.  
Shall present written statements at all Board of Directors meetings.  
Shall submit the books for an annual audit prior to turning them over to the Succeeding Treasurer.  
Shall, along with the Executive Board, prepare and present a preliminary budget for the upcoming fiscal year at the April meeting to be voted on at the May meeting.  
Shall attend meetings of the Membership as dictated by the laws of this organization.

Chairpersons:

Shall maintain a notebook outlining duties, expenses and detailed reports.  
Shall write an annual Event Report and put a copy of it in the notebook and also give the President a copy.  
Shall pass on notebook to successor at the May meeting.  
Shall submit a preliminary budget and plan of work for the following year to the President at the May meeting.  
Shall not undertake any committee work without the consent and approval of the Executive Board.  
Shall attend meetings of the Membership as dictated by the laws of this organization.

## **XI. BANK ACCOUNT**

The Executive Board shall select a bank for the purpose of maintaining an organization bank account. Funds deposited in said bank shall be withdrawn by checks signed by the Treasurer, President or a vice-president for approved expenditures. The approval of two Executive Board members will be required for all checks over \$500.  
The Executive Board may disperse up to \$250 for any non-budgeted expenditure. Any expenditure over \$250 must be approved by a majority vote of the Executive Board if the decision needs to be made prior to the next general membership meeting.

## **XII. FISCAL YEAR**

The fiscal year of the organization shall begin July 1 and end June 30 of the following year.

## **XIII. AMENDMENTS**

These By-Laws may be amended from time to time by a majority vote of the Executive Board followed by approval of the attending Membership at a special meeting or regular monthly meeting. A minimum of seven (7) days' notice must be given to the members of the organization to the date of the meeting and proposed amendments.

Approved 02/02/2018

#### **XIV. SEVERABILITY**

In the event any portion or provision of these By-Laws is found to be void, contrary to law, or otherwise unenforceable, the remaining provisions shall be deemed to be severable, and shall continue in full force and effect and fully enforceable.

#### **XV. KANSAS LAW**

These By-Laws are made and entered into in the State of Kansas and shall in all respects be interpreted, enforced and governed under the laws of said State.

#### **XVI. MULTIPLE COPIES**

Copies of these By-Laws, including signature pages, shall have the same force and effect as the original(s). A copy of a signature shall be as valid as an original.

#### **XVII. PARLIMENTARY AUTHORITY**

The rules of parliamentary practice set forth in *Robert's Rules of Order Revised* shall govern the proceedings of this Organization, subject to the special rules, which have been or may be adopted.

#### **XVIII. REMOVAL FROM OFFICE**

An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the quorum.