

Bylaws of Robinson Middle School PTSO

APPROVED BY MEMBERSHIP ON OCTOBER 12, 2015

ARTICLE I: NAME, DESCRIPTION, & PURPOSE

Section 1: NAME — The name of the organization shall be Robinson Middle School (RMS) PTSO. The PTSO is located at 328 N. Oliver, Wichita, Kansas, 67208.

Section 2: DESCRIPTION/PURPOSE — The PTSO is a nonprofit organization that is to enhance and support the educational experience at RMS, to develop a closer connection between school and home by encouraging parent involvement, and to improve the environment at RMS through volunteer and financial support.

ARTICLE II: MEMBERSHIP

Membership shall be automatically granted to all parents and guardians of RMS students, all RMS staff and all current RMS students. There are no membership dues. Members have voting privileges as long as each voter is present at the meeting.

ARTICLE III: OFFICERS

Section 1: OFFICERS — The officers will consist of President, Vice President, Treasurer, Secretary and Volunteer Coordinator.

Section 2: TERM OF OFFICE — The term of office for all officers is one year, beginning June 1 and ending May 31 of the following year. An individual may not serve more than two consecutive years, in the same position, as an officer. A person may hold only one officer's position at a time.

Section 3: ELECTION OF OFFICERS — The nominating committee shall submit a slate of candidates for each of the officer positions one week before April's PTSO meeting by posting nominations on the PTSO Facebook page and PTSO website (or PTSO page on the RMS website). Elections shall take place at the April PTSO meeting. If any positions aren't filled, there will be a supplemental nomination and vote at the May meeting.

Section 4: QUALIFICATIONS — Any PTSO member in good standing may become an officer of the PTSO.

Section 5: DUTIES — Each officer is expected to serve on at least one committee, in addition to the duties described below.

President: Presides at general PTSO meetings and Executive Board meetings; serves as the official representative of the PTSO; assists in the total coordination of all committees and the PTSO as a whole; holds signing responsibilities on the PTSO checking account.

Vice President: Assists the President; performs the duties of the President in his/her absence, resignation, or inability to serve.

Secretary: Records and distributes minutes of all PTSO meetings within a week of the meeting; holds official and historical records for the PTSO; oversees publicity and communications of the PTSO.

Treasurer: Serves as custodian of the PTSO's finances, collects revenue, pays authorized expenses, follows all financial policies of the PTSO, holds all financial records; holds signing responsibilities on the PTSO checking account.

Volunteer Coordinator: Gathers all volunteer information and makes it available to the PTSO. Helps organize RMS volunteers and supports teachers and committee members in getting the volunteer help they need. This position is to be parent-filled and not to be confused with the volunteer coordinator employed by Robinson Middle School

Section 6: REMOVAL — Any officer can be removed from office, with or without cause, by a two-thirds vote at a regular PTSO meeting. Advance notice of the vote shall be given to the PTSO membership at least one week prior to the meeting.

Section 7: VACANCY — If a vacancy occurs on the Executive Board, the President shall appoint a PTSO member to fill the vacancy for the remainder of the officer's term.

ARTICLE IV: EXECUTIVE BOARD

Section 1: EXECUTIVE BOARD MEMBERSHIP—The Executive Board shall consist of the following officers: President, Vice-President, Secretary, Volunteer Coordinator, Treasurer. Committee Chairs of Standing Committees and the school Principal, or his/her designee, is a voting member of the Executive Board.

Section 2: EXECUTIVE BOARD RESPONSIBILITIES –Develop the PTSO's annual budget, establish and oversee committees to conduct the work of the PTSO, establish fundraising programs, and approve by majority vote of the Board unbudgeted expenditures of no more than \$100. The Executive Board does not have to meet in person to decide these issues.

Section 3: EXECUTIVE BOARD MEETINGS — The Executive Board shall meet no less than quarterly on a date mutually agreed upon by the Officers.

ARTICLE V: COMMITTEES

Section 1: STANDING COMMITTEES – The following standing committees shall exist for the purpose of carrying out a specific set of duties: Fundraising, Nominating, Conference Meals, Student Events and Staff Appreciation.

Section 2: CHAIRPERSONS. Chairpersons of standing committees shall be designated by the President and his/her designees no later than the May general meeting of the previous school year. An officer may also act as chair of up to two standing committees.

Section 3: SPECIAL COMMITTEES – Additional committees may be formed to do the work of the PTSO as deemed necessary by the Executive Board.

ARTICLE VI: MEETINGS

Section 1: GENERAL PTSO MEETINGS—General PTSO meetings shall be held to conduct the business of the PTSO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board.

Section 2: VOTING—Each member in attendance at a PTSO meeting is eligible to vote, one vote per adult in attendance. Absentee and proxy votes are not allowed.

Section 3: QUORUM — Seven (7) members of the PTSO present and voting constitute a quorum for the purpose of voting.

ARTICLE VII: FINANCIAL POLICIES

Section 1: FISCAL YEAR— The fiscal year of the PTSO 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 Robinson Middle School PTSO 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 monthly. The PTSO shall arrange an independent review of its financial records each year.

- A. Income. All funds raised for the PTSO must be documented and submitted to the PTSO treasurer within 10 days of receipt. All funds received by the treasurer must be deposited into the PTSO bank account within four (4) business days of receipt by the treasurer. Separate deposit receipts should be maintained for funds received from each unique fundraising event.
- B. Expenses. Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented and approved by the PTSO treasurer. Reimbursement requests should be submitted to the treasurer within 30 days of the incurred expense or by three weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by a receipt. Any cash advance to cover expenses prior to a purchase must be documented in detail. All unused funds must be returned to the treasurer immediately following the purchase.

Section 4: ENDING BALANCE — The organization shall leave a minimum of \$1,000 in the treasury at the end of each fiscal year.

Section 5: CONTRACTS — Authority to sign contracts is limited to the president or the president's designee.

ARTICLE VIII: BYLAWS AMENDMENTS

Amendments to the bylaws may be proposed by any PTSO member. Amendments presented at a PTSO meeting shall be considered for voting at a subsequent meeting, though it first must be approved by a majority of the Executive Board. After that, a majority of all members present and voting is required to adopt an amendment to the bylaws.

ARTICLE IX: ADHERENCE TO USD 259 POLICY

These bylaws must be in accordance to policies enacted by the USD 259 Board of Education.

ARTICLE IX: DISSOLUTION

In the event of dissolution of the PTSO, any funds remaining shall be donated to Robinson Middle School.

ARTICLE X: PARLIAMENTARY AUTHORITY

The authority for this organization shall be a simplified Robert's Rules of Order to discuss items or as needed per president discretion.

These bylaws were adopted on October 12, 2015.