

**LANGSTON HUGHES PARENT TEACHER ORGANIZATION**

**BYLAWS**

**ARTICLE I NAME**

The name of the organization is the Langston Hughes Parent Teacher Organization (PTO), Lawrence, KS. The Langston Hughes PTO is an independent organization, not connected to any State or National parent organization.

**ARTICLE II PURPOSE**

The Langston Hughes PTO is a non-policy making body designed to assist and support the school in the following areas:

- Promoting the welfare of children and youth in home, school and community.
- Supporting adequate care and protection of children and youth.
- Bringing into closer relation the home and the school, that parents and teachers may cooperate in the education of children and youth.
- Developing between parents and teachers a unified effort as will secure for each child the highest advantages in physical, mental, social and cultural education.

**ARTICLE III BASIC POLICIES**

The following are basic policies of the Langston Hughes Parent Teacher Organization

- The organization shall be noncommercial, nonpartisan, and nonsectarian.
- The name of the organization or the names of any member in their official capacities shall not be used in any connection with commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the objectives of the organization.
- The organization shall not—directly or indirectly—participate or intervene in any political campaign in support of, or in opposition to, any candidate for public office; or devote a substantial part of its activities to influence legislation.
- The organization shall work with the school to provide quality educational opportunities for all children and youth and shall seek to participate in the decision-making process.
- The organization may cooperate with other organizations and agencies concerned with the overall welfare of children, but persons representing the organization in such matters shall make no commitments that bind the organization.
- No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposed set forth in Article III.
- In the event of the dissolution of the organization, and after paying or providing for debts and obligations, its assets shall be donated to a local nonprofit organization which benefits children and youth.

**ARTICLE IV ARTICLE OF ORGANIZATION**

The organization shall exist as an incorporated organization under the laws of the State of Kansas. It's "Articles of Organization" comprise these bylaws, as from time-to-time amended.

**ARTICLE V MEMBERSHIP**

- Section 1. Membership in this organization shall consist of the adult family members of students attending Langston Hughes Elementary School and the staff of Langston Hughes Elementary School.
- Section 2. Only members of the organization shall be eligible to participate in the business meetings, unless invited by the PTO to participate. Membership is required in order to serve in any of the organization's elected or appointed positions.

**ARTICLE VI OFFICERS AND ELECTIONS**

- Section 1. Each officer of this organization shall be a member of this organization.
- Section 2. Officers and elections:
- The officers of this organization shall consist of a president, a vice president, a secretary and a treasurer.
  - The executive board will consist of the aforementioned officers and the building principal.
  - All officers, except the current vice president, will be elected by slate annually and any nominations from the floor, if any, annually in the month of April.
  - Newly elected officers will work with the outgoing board following the election through the summer and newly elected board will assume their official duties on June 1. At this time the current vice president will assume the office of president. The treasurer, secretary and president will serve a term of one year. The vice president will serve a one year term and will serve an additional year in the office as president.
  - A person shall not be eligible to serve more than three consecutive terms in the same office.
  - The past president may serve as an advisor to the current executive board, if membership is retained in the organization.
- Section 3. Nomination Committee:
- There shall be a nomination committee composed of three to five current PTO members who shall be appointed by the PTO executive board. The majority of these members should not have served on the nominating committee the previous year. The appointments will be made a minimum of one month prior to the election of officers.
  - The nominating committee shall present a slate of candidates for officers at the April general membership meeting; additional nominations may be made from the floor.
  - Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

Section 4. Vacancies:

- A vacancy occurring in any office shall be filled for the unexpired term by appointment of the PTO executive board. Appointments must have majority approval of the executive board.

**ARTICLE VII DUTIES OF OFFICERS**

Section 1. The president or vice president shall preside at all meetings of the organization and of the executive board, shall perform such other duties as may be prescribed in these bylaws or assigned by the organization or by the executive board, shall be a member ex-officio of all committees except the nominations committee, shall coordinate the work of the officers and committees of the organization in order that the objectives may be promoted.

Section 2. The vice president shall act as aide to the president, shall perform the duties of the president in the absence of or the inability of that officer to act, and be the chairperson of the bylaws committee.

Section 3. The secretary shall record the minutes of all meetings of the general membership and the executive board and shall make legible copies available to the general membership at the next regular meeting. The secretary shall have a copy of the current bylaws, shall pass one set of the documents on to his/her successor, and shall perform other duties as may be delegated to this office.

Section 4. The treasurer shall have custody of all the funds of the Langston Hughes PTO, shall keep a full and accurate account of receipts and expenditures, and in accordance with the budget adopted by the organization, shall make disbursements as authorized by the President or executive board. Checks or vouchers will require two signatures from any of the following: president, vice president, treasurer or PTO secretary. The treasurer shall present a financial statement at each business meeting of the PTO board and at other times when requested by the executive board.

The PTO body, excluding the executive board, shall appoint two PTO members hereby “reviewers”, to examine, annually, the accounts of the treasurer. Satisfied that the treasurer’s annual report is correct, the reviewers shall sign a statement of that fact at the end of the report. This shall be completed by June 30.

Section 5. All officers shall perform the duties outlined in these bylaws and those assigned from time-to-time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, without delay, all records, books and other materials pertaining to the office and shall return to the treasurer, without delay, all funds pertaining to the office.

**ARTICLE VIII EXECUTIVE BOARD**

Section 1. The Langston Hughes PTO Executive board shall consist of the elected officers and the building principal.

Section 2. The duties of the PTO executive board shall be:

- To transact necessary business in the intervals between association meetings and such other business as may be referred to it by the organization.
- To create standing and special committees.
- To approve the plans of work of the standing committees.
- To present a report at the regular meetings of the association.
- To prepare and submit to the association for adoption a budget for the year.
- To approve routine bills within the limits of the budget.

Section 3. An effort will be made to have representation on the PTO executive board from all geographical areas of the Langston Hughes Elementary School.

**ARTICLE IX MEETINGS**

Sections 1. Meetings of this organization shall be held during the school calendar year. Dates of meetings shall be determined by the executive board and announced at the first regular meeting of the year and published in the school newsletter. Normally, two days notice shall be given for a change of date; however, postponement of a meeting may be made on the day of the scheduled meeting due to inclement weather or other extenuating circumstances.

Section 2. Special meetings of the organization may be called by the president or by a majority of the executive board.

Section 3. Meetings shall be conducted under Robert's Rules of Order

**ARTICLE X COMMITTEES**

Section 1. Only Langston Hughes PTO members may serve as voting members of a committee.

Section 2. The executive board may create standing committees as it may deem necessary to promote the objectives and carry on the work of the organization. The term of each chair shall be one year or until the selection of his/her successor.

Section 3. The chairperson of each standing committee shall present a plan of action to the executive board for approval. This plan shall be presented in a timely manner. No committee action shall be undertaken without consent of the executive board.

Section 4. The power to initiate the formation of special committees and appoint their members rests with the executive board, with majority approval of the general membership.

**Article XI MONEY HANDLING**

Section 1. PTO Funds are to be counted, managed, and accounted for in accordance with the PTO Money Handling Policy.

Section 2. All committee chairs handling funds will need to sign a copy of the PTO Money Handling Policy at the beginning of the school year and the PTO Secretary will keep copies on file.

Amended April 2019

**Article XII SOCIAL MEDIA**

Section 1. The only official social media account of the PTO is the Facebook page “Langston Hughes Elementary PTO”

Section 2. The above-mentioned page is administered by either the PTO Secretary, or by an administrator selected by the secretary.

Section 3. The settings of this page will be open for all to see, but posts are only made by the administrator(s) and comments are disabled.

**ARTICLE XIII FISCAL YEAR**

The fiscal year of this association shall begin June 1 and end May 31.

**ARTICLE XIV AMENDMENTS**

These bylaws may be amended at any general membership meeting of the organization by a two-thirds vote of the members at large present and voting, provided that notice of the proposed amendment shall have been given at the previous meeting and published in the school newsletter.