

PARENTS AND TEACHERS OF SYCAMORE TRAILS ELEMENTARY SCHOOL (PTS) BYLAWS (as revised January 9, 2019)

ARTICLE 1 – NAME

The name of this Organization shall be the Parents and Teachers of Sycamore Trails Elementary School and shall be referred to as the PTS or Organization throughout this document. It is a parent/teacher group of Sycamore Trails Elementary School organized on a non-profit basis. These Bylaws shall be deemed to be part of the Articles of Organization.

ARTICLE 2 – ARTICLES OF ORGANIZATION

Said Organization is organized exclusively for charitable, religious, education, and scientific purposes, including for such purposes, the making of distributions to Organizations that qualify as exempt Organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE 3 – OBJECTIVES

Section One: The objectives of the PTS are:

- a. To cooperate with the administrators and staff in promoting the best interests of the school and community.
- b. To facilitate communication between the home and Sycamore Trails School.
- c. To assist in developing a relationship between educators and the public to achieve excellence in education for all children.
- d. To promote the educational goals of Sycamore Trails School and the social needs of our children and parents through financial support and the personal efforts of our members.

Section Two: This Organization shall not have the power to become involved in individual curriculum issues. Curriculum issues shall be solely addressed through the administration, staff of sycamore Trails School and/or School District U-46. This Organization shall seek neither to direct the administrative activities nor control the policies of Sycamore Trails School.

ARTICLE 4 – BASIC POLICIES

The following are basic policies of the PTS:

- a. The Organization shall be non-commercial, non-sectarian and non-partisan.
- b. The name of the Organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to the promotion of the objectives of the Organization.
- c. In the event of dissolution of this Organization from PTO status to a PTA for Sycamore Trails Organization status, all assets shall transfer to the Sycamore Trails PTA.
- d. In the event of dissolution of this Organization, the assets of the Organization shall be given to Sycamore Trails School for use within the school.
- e. All disbursements shall require two executive committee members' signatures.
- f. The fiscal year shall be September 1 to August 31. At the end of the fiscal year, the treasurer's annual report shall be examined by an accountant.
- g. No part of the net earnings of the Organization shall inure to the benefit of, or be distributable to its members, trustees, 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 purposes set forth in the purpose clause hereof. No substantial part of the activities of the Organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the Organization shall not carry on any other activities not permitted to be carried on (a) by an Organization exempt from federal income tax under section 501(c)(3) of the Internal

Revenue Code, or corresponding section of any future federal tax code, or (b) by an Organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

- h. Insurance: The Organization agrees to maintain General Liability and Officers/Liability Insurance on an annual basis.
- i. The School District is not responsible for the Organization's business or the conduct of its members.
- j. The PTS Bylaws shall be reviewed on an as needed basis.

ARTICLE 5 – MEMBERSHIP

Section One: Any person who is interested in the purpose of the PTS and is willing to uphold its basic policies and subscribe to its Bylaws shall be considered a member in good standing.

Section Two: Membership in this Organization shall be made available without regard to race, age, color, creed or national origin, family status or physical disability.

ARTICLE 6 – EXECUTIVE COMMITTEE

Section One: There shall be an Executive Committee in which the decisions of the PTS shall be vested. The Executive Committee shall have charge of the affairs of the PTS and shall have the authority to decide and carry out the events and projects with these Bylaws.

Section Two: The Executive Committee shall consist of the following:

- President
- Vice-President
- Secretary
- Treasurer
- Principal of Sycamore Trails Elementary

Section Three: The Executive Board duties shall consist of the following:

- a. To create, review and present tentative budget for recommendation as a proposed budget to the membership.
- b. To transact necessary business in the intervals between regular meetings and such other business as may be referred to it by this Organization.
- c. To create standing committees.
- d. To approve plans of work of the standing committees.
- e. To present reports and recommendations to the regular meeting of this Organization. Approve routine bills within the limit of the budget.
- f. To review monetary requests for non-budgeted items that may be submitted to the PTS. A majority vote for approval of the monetary disbursement shall be taken by the Executive Committee.
- g. The Executive Committee may transact business of this Organization in an emergency. However, no action shall be in conflict with that taken by the voting body of this Organization and/or the PTS Board. In the event that the Executive Committee cannot meet to conduct Organization business, information may be shared via e-mail. Decision making votes may also be made by e-mail if necessary.

ARTICLE 7 - MEETINGS

Section One: Two general meetings shall be held for all members of the PTS for the purpose of electing officers and reviewing and approving the proposed budget. General Meetings shall include the following information:

- Call to Order
- Review of minutes from Previous General Meeting
- Review of Treasurer's current Financial Summary Report
- Principal's Report
- Completed Events (Committee Reports)
- Upcoming Events (Committee Reports)
- Announcements
- Open Discussion (for Questions and Comments)
- Adjournment

Section Two: The PTS meetings may be held once a month or as needed. Members who stand or serve on a regular standing committee should attend two-thirds (2/3) of scheduled meetings. Special meetings of this board may be called by the President with three (3) days notice.

Section Three: Executive Committee meetings shall be held at the call of the President or a majority of the Executive Committee. Three (3) days notice shall be given. A majority shall constitute a quorum.

Section Four: A quorum is the minimum number of members of an assembly that must be present to make the proceedings of that meeting valid. A majority of the Executive Committee shall constitute a quorum for the transaction of business in any meeting of the organization. A majority vote of all members present at any meeting shall be required for an action to be taken.

Section Five: With the quorum met, each Executive Committee Member shall have one vote, made in person. A Member may vote in absentia by notifying the President in writing prior to the meeting. In the event of a tie vote, the Sycamore Trails Elementary School principal shall make the final decision of the issue at hand.

ARTICLE 8 – OFFICERS AND THEIR ELECTION

Section One: The officers of this Organization shall consist of President, Vice President, Secretary and the Treasurer and any position shall have a co-officer as necessary to accomplish the duties of the positions. These officers shall be referred to as the PTS Board.

Section Two: These officers shall be elected annually. Officers shall assume their duties at the next meeting following the election. Officers at the end of their term of office must give complete reports, including an inventory and turn finances and documents over to their successors.

Section Three: These officers shall be elected annually in the month of May. The proposed slate of officers shall be presented to the Organization prior to the election. If there is only one (1) nominee for any office, voice vs. ballot is allowed. A majority vote of those present shall complete the election.

Section Four: Any person who is in attendance at the May election meeting and is interested in the purpose of the PTS and is willing to uphold its basic policies and subscribe to its Bylaws shall be eligible to run for a PTS Board position. The proposed slate of officers shall be presented to the Organization prior to the election.

Section Five: A vacancy occurring in any office shall be filled for the unexpired term by a member elected by the majority of the remaining officers, upon notice to the members. Except if there is a vacancy in the office of President, then the Vice President shall assume the duties of President of the unexpired term and the vacancy shall be filled for the office of Vice President. Any person vacating a board position must notify the Executive Committee and turn over all existing records and materials.

ARTICLE 9 – DUTIES OF OFFICERS

Section One: The President shall:

- a. Preside at all meetings of this Organization, the PTS Board and the Executive Committee.
- b. Be a member ex-officio of all committees.
- c. Coordinate the work of the officers and the committees in order that the objectives may be promoted.
- d. Maintain communication with the school principal and staff regarding all PTS events.
- e. Publish agenda during the week before regularly scheduled board meetings.
- f. Co-sign approved disbursements, as needed.
- g. Abide by the Bylaws of this Organization.

Section Two: The Vice President shall:

- a. Act as an aide to the President.
- b. Perform the duties of the President in the absence or inability of that officer to serve.
- c. Directly coordinate with the committee leads of volunteers and of assemblies/enrichment programs.
- d. Be Ways and Means chairperson and as such shall oversee fund-raising activities for the year and have general supervision thereof with the approval of the Executive Committee and may initiate and carry out all such projects with the cooperation of the various fund-raising committees of the Organization.

- e. Co-sign approved disbursements, as needed.
- f. Perform other such duties as may be delegated
- g. Abide by the Bylaws of this Organization.

Section Three: The Secretary shall:

- a. Record the minutes of all meetings of this Organization, the PTS Board and the Executive Committee.
- b. Conduct correspondence of the Organization as directed, keeping an accurate record of all agendas and minutes in a permanent and electronic form.
- c. Notify Executive Committee of meetings. Include minutes of previous meeting to review prior to meeting.
- d. Maintain a current copy of the Bylaws and a current committee leads list.
- e. Co-sign approved disbursements as needed.
- f. Perform other such duties as may be delegated.
- g. Abide by the Bylaws of this Organization.

Section Four: The Treasurer shall:

- a. Be required to change authorization signatures for the PTS bank account(s). This is to be done in the first month of the new fiscal year.
- b. Receive and deposit all funds of this Organization into the Organization account.
- c. Keep and make available for inspection at the request of any officer or member an accurate record of receipts and expenditures.
- d. All disbursements shall be counter-signed by two authorized persons.
- e. Present a financial statement at every meeting of the Organization and at other times when requested by the board.
- f. Be responsible for the maintenance of books of accounts and records on a cash basis.
- g. Let accounts be examined annually by an accountant, who is satisfied that the Treasurer's annual report is correct and shall sign a statement of the fact at the end of the report. This report shall be presented at the first meeting of the new fiscal year.
- h. Prepare the annual budget and present it to the Executive Committee for approval.
- i. The Treasurer will verify the count and bring the funds to the Organization bank to have it counted and deposited and will reconcile if necessary.
- j. All receipts (checks and cash) shall require a "Cash Turn-In Form" to be completed and turned in to the Treasurer on same day, or if not present, same shall be placed in the PTS safe. If function is off school premises, funds and/or receipt of payment shall be turned in to an Executive Committee member until the next school day.
- k. All PTS funds shall remain in PTS safe until put in Organization account. Two (2) people should be present to access safe and both should sign applicable forms. One PTS safe key shall be held by the Treasurer, a second PTS safe key shall be held by another officer. A third PTS safe key will remain in the PTS safe until needed to be used as necessary to place deposits into safe.
- l. Co-sign approved disbursements, as needed.
- m. Perform other such duties as may be delegated.
- n. Abide by the Bylaws of this Organization.

ARTICLE 10 – REMOVAL OF OFFICERS OR COMMITTEE LEADS

Section One: An officer or committee lead may be removed for:

- a. Violation of the Bylaws of this Organization;
- b. Misuse of the funds of this Organization;
- c. Non-performance of their duties; or
- d. Conduct unbecoming to this Organization or the Sycamore Trails School.

Section Two: An officer shall be removed for cause (listed in Article 10, Section One) as follows:

- a. The Executive Committee shall vote to hold a removal hearing for cause as set forth in Section One by majority vote of the members of the Executive Committee.
- b. The removal hearing shall be held before the Executive Committee. The officer subject to removal shall be allowed to present a defense for consideration by the Executive Committee. A majority vote of the Executive Committee shall remove an officer.

Section Three: A committee lead shall be removed for cause (listed in Article 10, Section One) as follows: A formal request by a majority of the Executive Committee to the committee lead to vacate the position.

ARTICLE 11 – STANDING AND SPECIAL COMMITTEES

Section One: The Executive Committee shall create such standing committees as it may deem necessary to promote the objectives and carry on the work of this Organization. The chairperson of each standing committee shall be selected by the Executive Committee for a term of one (1) year.

Section Two: The committee lead of each standing committee shall communicate their plan as requested by a member of the Executive Committee for approval. No committee work shall be undertaken without the consent of the Executive Committee.

Section Three: The Executive Committee may create special committees or the membership as the need arises.

ARTICLE 12 – AMENDMENTS

- a. These Bylaws may be amended at any regular meeting of this Organization by a two-thirds (2/3) vote of the members present and voting.
- b. A committee may be appointed to submit a revised set of Bylaws as a substitute for the existing Bylaws by a majority vote at a meeting of this Organization or by a two-thirds (2/3) vote of the PTS Board. The requirement for adoption of a revised set of Bylaws shall be the same as in the case of amendment.

ARTICLE 13 – PARLIAMENTARY AUTHORITY

Robert's Rules of Order (newly revised) shall be used by the Organization as rules of order in all matters not already covered by these Bylaws.

ARTICLE 14 – DISSOLUTION

Upon the dissolution of this Organization, the organization will make provisions for payment of all of the liabilities of the organization including the return of any borrowed assets. All remaining assets and funds will be handed to Sycamore Trails Elementary School.

AMENDMENTS/REVISIONS

October 2004:	Electronic copy of Bylaws created
September 2005:	Article VIII Section Two - corrected wording Article XIV revised expenditure and bereavement provisions Article III - provision to protect assets in case of creation of PTA Article IV - Section Three - stated dates of fiscal year Article IX - Section One - co-officer provision added Section Four - last sentence added Article X - Section Two (c) – 1 st VP duties updated Section Five(j) - provision regarding safe added (k) was formerly (j)
November 2009:	Full Revision
May 2011:	Article IX - Section Two - revised term for extenuating circumstances.
January 2019:	Full Revision