

**BY-LAWS**  
**of the**  
**BLUE VALLEY SOUTHWEST HIGH SCHOOL**  
**PARENT TEACHER ORGANIZATION, INC.**  
**(Last Amended 3/3/2015)**

**I. NAME**

The name of the organization is the Blue Valley Southwest High School Parent Teacher Organization, Inc. of Johnson County, Kansas. (aka. BSVWSHS PTO)

**II. ARTICLES OF ORGANIZATION**

The organization exists as a non-profit, incorporated 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**

To bring together concerned parents of Blue Valley Southwest High School for the following purposes:

To promote the education, ensure safety and welfare and develop a strong community among all Blue Valley Southwest High School students.

To develop better communication between parents, Blue Valley Southwest High School administrators, teachers, students and community.

To support student activities at Blue Valley Southwest High School.

To acquaint new parents and students with Blue Valley Southwest High School.

To use all funds and dues collected for the administration of the organization and the promotion of Blue Valley Southwest High School.

**IV. BASIC POLICIES**

The following are basic policies of this organization:

- A. The organization shall be noncommercial, non-profit, 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 not directly or indirectly, participate or intervene on behalf of, or in opposition to, any political campaign or any candidate for public office.
- D. The organization shall work with the schools to provide quality education for all the children and youth and shall seek to participate in the decision making process establishing school policy, recognizing that the legal authority to make final decisions has been delegated by the people to the Boards of Education.
- E. The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization in such matters shall make no commitments that bind the organization.

## **V. MEMBERSHIP**

Membership is open to any person, family or business that registers and pays a fee established by the Board of Directors. Membership shall be for a period of one year, concurrent with the fiscal year. Members are entitled to receive all benefits of the organization.

## **VI. MEETINGS**

Meetings shall be held as established by the Board of Directors. Members shall be notified by newsletter or email of scheduled meetings. Special meetings called by the President or three (3) members of the Board of Directors shall have a minimum of seven (7) days notice given to the Membership. The annual meeting shall be held in May for the purpose of electing the executive officers for the coming year, the current Treasurer to present the annual report. A budget for the upcoming year will be created by the incoming and outgoing Treasurers by the end of the fiscal year (June 30) and will be approved by a vote of the membership at the September meeting.

## **VII. VOTING**

All PTO members in good standing have one vote in any issue presented at any meeting with exception of items presented by the Activity Director. Those items will be voted on by the Board of Directors only. The President does not vote unless there is a tie. A simple majority of the members in attendance shall constitute a quorum.

## **VIII. DUTIES**

### **Duties of the Executive Officers shall be**

#### *President*

- Shall direct and coordinate the activities of the Organization.
- Shall preside at all meetings of the Membership (day or evening meetings) and the Board of Directors.
- Shall serve as liaison between this organization, Blue Valley Southwest High School, Blue Valley School District, other parent organizations and community.
- Shall attend PTO/PTA Presidents Board meetings.
- Shall be responsible for programs presented to the Membership.
- Shall ensure an annual review of the By-laws takes place.
- Shall vote only in case of a tie.

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### *Vice President-Fundraising*

- Shall attend meetings of the Membership as dictated by the laws of this organization.
- Shall oversee duties of Committee Chairpersons as listed and collect monthly committee reports from Chairpersons (if the committee chairman is unable to report themselves) and an annual report in May.

### *Vice President-Activities*

- Shall exercise all the power and authority to perform all the duties of the President in his/her absence or disability.
- Shall attend meetings of the Membership as dictated by the laws of this organization.
- Shall oversee duties of Committee Chairpersons as listed and collect monthly committee reports from Chairpersons (if the committee chairman is unable to report themselves) and an annual report in May.

### *Secretary*

- Shall publish via email and posted on PTO website all general membership meeting dates and times.
- Shall attend and record the minutes of meetings of the Membership (day and/or evening) and provide copies of said minutes to the Executive Board. Minutes of the meeting shall be posted online and kept on file and made available upon request to the Membership or the Blue Valley Southwest High School Administration.
- Shall oversee duties of Committee Chairpersons as listed and collect monthly committee reports from Chairpersons (if the committee chairman is unable to report themselves) and an annual report in May.
- Shall be responsible for written correspondence.

### *Treasurer:*

- Shall be responsible for receiving and depositing monies due to the Organization in an authorized bank account, making disbursements from those funds for authorized expenses of the Organization as approved by the Board of Directors.
- Shall file all Federal and State Reports as required.
- Shall present written statements at all Board of Directors meetings.
- Shall furnish a written report to the Membership at the Annual Meeting.
- Shall bring current fiscal year bank reconciliations to regular PTO meetings and make them available for review. Shall make financial records available upon request to any PTO member for review for current year and three prior fiscal years (*amended 3/3/2015*)
- Shall, along with the Executive Board, prepare and present a preliminary budget for the upcoming year at the summer Executive Board Meeting.
- Shall oversee duties of Committee Chairpersons as listed and collect monthly committee reports from Chairpersons (if the committee chairman is unable to report themselves) and an annual report in May.
- 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 pass on notebook to successor at the May meeting or at the Notebook exchange organized by the President.
- Shall post a written summary report in their notebook and provide copies to the President and their reporting officer of the Executive Board.
- Shall attend meetings of the Membership as dictated by the laws of this organization.

## IX. BOARD

The Executive Board shall consist of the President, Vice President of Fundraising, Vice President of Activities, the Secretary and the Treasurer. A position may be filled by more than one individual. Family members cannot serve simultaneously on the executive board. 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 all Committee Chairpersons. Standing Committees are as follow:

President: Nominating, Legislative Representative, BV Ed Foundation

Fundraising: Concessions, School Store Representative, Yard Signs, Invest in Southwest, Business Partner Liaison, Car Decals

Activities: After Prom, Back to School Event (Aug), Dances, Hospitality, Senior Coordinator, Staff Appreciation, Family and Student Wellness, Volunteers

Secretary: Booster Club Liaison, Welcoming

Treasurer: Directories (collection of fees & distribution), Membership

Members of the Board of Directors shall be members in good standing of the organization.

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 May meeting. The Board of Directors *The Executive Board* shall have an organizational meeting(s) preferably before the school year begins.

Members of the Executive Board or Committee Chairpersons shall serve no more that two (2) consecutive terms in the same office (position) or no more that three (3) consecutive years on the Executive Board 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 vacancy occurring on the Executive Board shall be filled by appointment of the President, or in his/her absence, the Vice President – Activities, with the approval of the Executive Board. Should the position of President be vacated, the position will be filled by the Vice President – Activities. Any member of the Board of Directors, who cannot attend regular meetings of fulfill his/her responsibilities, may be replaced at the discretion of the Board of Directors.

Should an Executive Board Member decide that one of his/her committees should be dissolved or altered or a new committee added; the Executive Board will discuss the committee changes. If approved by a majority then a motion will be posted a minimum of 14 days by email and on the PTO web site before a general meeting, and then discussed at said meeting. A majority vote will decide the motion. Should an Executive Board position need to be added or dissolved the Executive Board will follow the same procedure and create a new organizational chart to incorporate any changes approved.

## X. NOMINATIONS AND ELECTIONS

In January, the president shall appoint a Nominating Committee of at least 4-5 persons for the purpose of selecting candidates for the Board of Directors. Said Nominating Committee shall be made up of members from the membership-at-large and in good standing. The slate of Executive Board nominees

shall be presented to the Membership at the April meeting and nominations taken from the floor. The slate will be published in the meeting minutes, which are distributed via email and posted to the PTO web site. The election of the Executive Board shall be held at the Annual Meeting in May.

The Nominating committee shall present a list of filled committee chair positions and solicit suggestions for unfilled positions at the annual meeting. Unfilled positions shall be appointed by the newly elected Executive Board.

## **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 or President for approved expenditures.

~~School Store Liaison shall maintain separate account as needed for the purpose of doing business. The Chairperson/Liaison shall submit a written financial report to the Board in the month following the close of the Fall, Winter and Spring activities. A review of these books will be preformed annually by the incoming and outgoing Treasurers and the incoming and outgoing Vice President of Fundraising.~~

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 Board of Directors.

No monetary awards are to be provided to individuals.

## **XII. AMENDMENTS**

These by-laws will be reviewed and amended every three (3) years or as needed by a simple majority vote of the Board of Directors followed by approval of the attending Membership at a special meeting or regular monthly meeting. A minimum of fourteen (14) days notice must be given to the members of the Organization as to the date of the meeting and proposed amendments, which will be notified by email, and posted on the PTO web page.

## **XIII. FISCAL YEAR**

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

## **XIV. PARLIAMENTARY 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.

These By-Laws adopted by the PTO at a meeting held May 11, 2010.