

Article I, Name

The name of this organization is the King Elementary Parent – Teacher Organization.

Article II, Objectives

The purpose of this organization shall be:

- A. To promote the welfare of children in home, school, and throughout the community.
- B. To raise the standards of home life.
- C. To secure adequate laws for the care of protection of children.
- D. To bring into closer relation the home and school, that parents and teachers may cooperate intelligently in the training of the child.
- E. To develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental, and social education.

Article III, Basic Policies

The following are basic policies of this organization.

- A. The organization shall be, non-commercial, non-sectarian, and nonpartisan.
- B. The name of the organization or the names of any member 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 the promotion of the objectives of the organization.
- C. The organization shall not directly or indirectly participate or intervene in any political campaign on behalf of, or in the opposition to, any candidate for public office; or devote more than an insubstantial part of its business by propaganda or otherwise.
- D. The organization shall work with the school to provide quality education for all children and shall seek to participate in the decision-making process establishing school policy, recognizing the legal responsibility to make final decisions has been delegated by the people to Board of Education.
- E. The organization may co-operate 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.
- F. In the event of dissolution of the organization, its assets shall be put back into the hands of the school.

Article IV, Membership and Dues

Section 1. Any individual who subscribes to the objectives of basic policies and is a parent, grandparent, guardian, relative, friend etc., is employed by the school may become a member of this organization, subject only to compliance with the provisions of the bylaws. Membership in this organization shall be available without regard to race, color, creed or national origin.

Section 2. The organization shall conduct an annual enrollment of members but persons may be admitted to membership at any time.

Section 3. Each member of the organization shall pay annual dues as set by the current PTO executive committee.

Section 4. The membership year of the Parent-Teacher Organization shall begin with the opening day of school to the end of the school year.

Article V, Officers and Their Elections

Section 1.

- A. The officers of this organization shall consist of a president, one vice-president, a secretary and 2 co-treasurers.
- B. Officers shall be elected from a floor vote at the last PTO meeting the school year.
- C. Officers shall assume their official duties following the close of the school year by meeting with the previous officers for an exchange of information. No persons shall be submitted as a candidate without his/her consent to serve.
- D. A person should not serve more than one consecutive term in the same office. An officer may continue to serve in their current position for a consecutive term, but not more than two, only if:
 - a. No one else desires the office;
 - b. There are no objections from PTO members; and
 - c. They are voted to the position again in an election.

Section 2.

- A. There shall be a nominating committee composed of three members, all of who shall be selected by the executive committee from the PTO body.

- B. The nominating committee shall nominate one eligible person for each office to be filled and report its nominees at the last meeting of the school year at which time additional nominations may be made from the floor.
- C. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

Section 3. A mid-year vacancy occurring in any office shall be filled for the remainder of the term by a person elected by a majority vote of the remaining members of the executive committee, notice of such election having been given. In case a vacancy occurs in the office of president, the vice-president shall serve until an election can take place. An election should take place within a week of the vacancy if at all possible. If a regularly scheduled monthly meeting is not scheduled within this time, the executive board may call a Special Meeting for this purpose.

Article VI, Duties of the Executive Board Members

Section 1. The duties of the executive board are to provide organized support and communication between school, parents and community. They will present special budget item request to the school principal and finance officer yearly that have been approved by PTO members.

Section 2. Meetings of the executive board may be called by the President or by a majority of the members of the board.

Article VII, Duties of the Officers

Section 1. The president shall:

- A. Plan, facilitate and preside at all meetings of the organization and of the executive committee at which she/he may be present.
- B. Work with the Principal to coordinate timing of such meetings.
- C. Ensure committees have the tools they need to do their job
- D. Ensure there is a communication plan to inform parents, teachers and/or community of PTO business.
- E. Coordinate work of the officers and committees to ensure objectives are promoted
- F. Best Practices and Optional duties as time provides:
 - a. Review by-laws or delegate task to another board member

- b. Review, and revise if necessary, the KES PTO Mission Statement (or create one if needed).
- c. Implement Parent Survey
- d. Implement Teacher Survey

Section 2. The vice-president shall:

- A. Assist President in above stated tasks, as needed
- B. When President is unavailable, Vice President shall preside over meetings of the organization
- C. Work as the Volunteer Coordinator

Section 3. The two (2) treasurers shall:

- A. Coordinate bank deposits and check disbursements in a timely manner
 - a. Check reimbursements should be signed by both treasurers. If one of the treasurers is not available to sign within a timely manner, the President should be the second signer. (If President unavailable, the Vice President, then the Secretary).
- B. Reconcile Bank Statements monthly and file in PTO designated file cabinet.
- C. Maintain all receipts and checkbook documentation in a manner that can be audited annually by the executive board and any member requesting to be part of that committee, prior to filing tax forms.
- D. File required tax documents
- E. Work with executive committee at the beginning of the school year to provide a budget for activities and fundraising campaign for the school year.
- F. Maintain files containing seven (7) years of financials & tax filings; maintain a copy of the 501(c) certificate and make this available so that this may be used when needed to obtain certain monetary donations
- G. Best Practices:
 - a. Coordinate any applications where PTO and/or King Elementary can receive funds from Business Partners (i.e., Kohl's Associates in Action (volunteer) Program; Target Foundation Grants) as well as any Rewards Programs (i.e. Staples)
 - b. Additional best practices include:
 - i. keeping all Bank information (statements, receipts, and checkbook) at school in a locked file cabinet

- ii. All monies should be reimbursed and not paid directly to a store and or vendor except in special circumstances

Section 4. The secretary shall:

- A. Record minutes at all PTO meetings. A copy of the minutes will be reviewed by the President and then submitted to the official notebook. Minutes may be reviewed at the beginning of each meeting so these should be available.
- B. Work with school personnel to keep PTO site on the School website up-to-date. If PTO has a separate website, blog or social media page, the Secretary shall be responsible for content maintenance.
- C. Work with President on the monthly PTO News (newsletter);
- D. Ensure PTO mail box is monitored regularly;
- E. Coordinate "Thank You's" that need to be sent to special speakers, sponsors, and volunteers.
- F. Lead efforts for Teacher Appreciate Event(s)
- G. Additional Good Practices:
 - a. Appreciation tokens for Staff (Secretary Appreciation Day, Bus Driver Appreciation Day)

Article VIII, Meetings

Section 1. Regular meetings of the organization shall be each month with date and time being decided by school principal and PTO President before the beginning of the school year. Meetings can be rescheduled if needed.

Section 2. Special meetings may be called by the executive committee, two days' notice having been given.

Section 3. Transaction of business can be passed by majority vote.

Article IX, Standing and Special Committees

Section 1. The executive committee may create such standing committees, as it may deem necessary to promote the objectives and carry on the work of the organization.

Section 2. The chairman of each standing committee shall present plan of work to the executive committee for approval. No committee work shall be undertaken without the consent of the majority of the executive committee.

Section 3. The president shall be a “member ex officio” of all committees except the nominating committee.

Article X, Amendments

Amendments to these bylaws may be made at any meetings of the general membership by a two-thirds vote of those present after notifying each member at least two weeks before the meeting at which the voting is to take place.