

**By-Laws of Kedron Elementary School
Parent-Teacher Organization
(Revised 11/5/2009)**

Article I – Name

The name of the Organization shall be Kedron Elementary School Parent-Teacher Organization (PTO) of Fayette County.

Article II – Objectives

1. To promote the welfare of children in school and community.
2. To build relationships between parents and educators so they may work cooperatively in the education of children.
3. To develop between educators and the general public such united efforts which will secure every child the highest advantage in physical, academic, and social education.
4. To engage in fundraising activities for the educational and recreational benefit of Kedron Elementary, its children, teachers, and staff, as determined by the PTO.

Article III – Basic Policies

- Section 1: The objectives of this Organization shall be promoted through an educational program directed toward parents, teachers, and the general public, shall be developed through conferences, committees, and projects, and shall be governed and qualified by the basic policies set forth in this article.
- Section 2: This 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 that the legal responsibility to make decisions has been delegated by the people to the Board of Education and the school administration.
- Section 3: This Organization may cooperate with other Organizations and agencies active in child welfare, such as conference groups or coordinating councils, provided its representative makes no commitments that bind the group he or she represents.
- Section 4: The purpose for which Kedron Elementary School PTO is organized is exclusively charitable, scientific, literary, and educational within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1986 or the corresponding provisions of any future United States Internal Revenue Law.

Article IV – Membership

- Section 1: Any parent, guardian, or other adult standing in loco parentis for a student at the school interested in the objectives of the PTO who is willing to uphold its basic policies and subscribe to its By-Laws may become a member and shall have voting rights. The principal and any other teacher employed at the school may be a member and have voting rights. An annual enrollment of members shall be conducted. Additional members may be accepted at any time.
- Section 2: An annual, voluntary donation from Kedron families will be requested and used to underwrite programs and services provided by the PTO.

Article V – Officers and Their Election

- Section 1: The officers of this Organization shall be a President, President-Elect, Treasurer, Assistant Treasurer, and Recording Secretary, also known as the PTO Executive Board. Officers shall be elected annually for a term of one year, with a maximum of two terms per office. The outgoing President can be retained to serve as an advisor to the incoming Executive Board, if deemed necessary. The advisor is a non-voting position.
- Section 2: A Nominating Committee, of more than 3 and no more than 7 members, will be appointed by the Executive Committee. This committee shall make nominations of candidates to fill all offices. The slate of nominees shall be sent home the week prior to the May General Meeting.
- Section 3: At the May General Meeting, the Nominating Committee shall report its slate of officers, following which nominations may be made from the floor, provided consent of nominees has been secured. An election shall be held immediately following the close of nominations. The duties of office shall be assumed at the conclusion of the current school year. Each officer will maintain an officer notebook detailing job responsibilities for the year. Officer notebooks shall be turned over to the New PTO Executive Board within 10 days of election in the May General Meeting.
- Section 4: Election shall be by ballot when there is more than one nominee for an office.
- Section 5: Vacancies in office shall be appointed by the PTO Executive Board.

Articles VI – Duties of Officers

- Section 1: The President shall:
- a. Preside at all meetings of the Organization;
 - b. Be a member ex-officio of all committees, except the Nominating Committee;
 - c. Serve as the primary contact for the principal;
 - d. Represent the organization at meetings outside of the organization;
 - e. Appoint special committees;
 - f. Ensure PTO budget is balanced, tracked, and accounted properly;
 - g. Recruit candidates for Executive Board for the next school year; and
 - h. Perform all other duties usually pertaining to the office.
- Section 2: The President-Elect shall:
- a. Act as an aide to the President;
 - b. Perform the duties of the President in his or her absence;
 - c. Recruit Committee Chairs for the next school year; and
 - d. Oversee Board/Committee Chairperson delegation & reporting.
- Section 3: The Secretary shall:
- a. Keep a record of all meetings of the Organization;
 - b. Distribute minutes of all meetings to each officer, the Principal, internal PTO distribution list and post them on the PTO bulletin board;
 - c. Send out notices of meetings (internal school postings, email, or postal mail) to the membership; and
 - d. Handle all necessary PTO correspondence.
- Section 4: The Treasurer shall:
- a. Receive all monies of the Organization;
 - b. Keep an accurate record of receipts and expenditures;
 - c. Pay out funds only in such a manner as authorized. Two authorized signatures shall be required on each check prior to payment;
 - d. Be responsible for all checking and savings accounts of the Organization, including SCRIP;
 - e. Present a statement of account at every meeting of the Organization, and at other times when requested by the Executive Board;
 - f. Follow up with parents when unexpected bank charges are incurred;
 - g. Keep QuickBooks, Excel, or any available accounting program updated with PTO payments, receipts, invoices, etc. Ensure files are backed up on a regular basis;
 - h. Serve as a primary contact for the School Bookkeeper;
 - i. Prepare a budget of revenues and expenses for the year to be approved by the General Membership;
 - j. Submit the books for annual audit to ensure on-time filing; and

k. Ensure that at least five years of PTO organization's IRS forms and copies of the organization's annual information returns is available for public review when requested.

Section 5: The Assistant Treasurer shall:
a. Act as an aide to the Treasurer;
b. Make deposits and withdrawals; and
c. Perform the duties of the Treasurer in his or her absence.

Section 6: No member of the Organization shall make any expenditure in excess of \$50 without approval of the Executive Board.

Article VII – General Meetings

Section 1: General Meetings of this Organization shall be held five times during the school year; to be coordinated with the school calendar. General Meeting dates will be published in the school calendar, with a two days' notice having been given for a change of date. Draft minutes will be distributed to board members, standing committee chairmen, Principal, and Assistant Principal and any additional PTO members that would like a copy as soon as prepared by the Secretary.

Section 2: Additional meetings may be called by the Executive Board with at least five days notice having been given.

Section 3: The May General Meeting shall be the meeting for annual reports and election of officers.

Section 4: The privilege of holding office, making motions, debating, and voting shall be limited to members of this Organization.

Section 5: Ten (10) members shall constitute a quorum of the Organization.

Section 6: The Budget shall be approved no later than October 1st, preferably at the September meeting. The fiscal year shall coordinate with the school year, August 1-July 31.

Article VIII – Executive Board and Committee

- Section 1: The Executive Board shall consist of the officers of the Organization.
- Section 2: The Executive Committee shall consist of the Executive Board (5 people), Chairpersons, standing committees, and special committees.
- Section 3: The Executive Committee’s duties shall be to transact necessary business between General Meetings of the Organization and such other business as may be referred to it by the Organization; to approve plans of work of standing and special committee chairpersons, fill vacancies, and present a report at General Meetings of the Organization for information and any necessary action.
- Section 4: Regular business meetings of the executive Board shall be held monthly or as needed during the school year. **The Executive Committee shall meet at the beginning of the year and as needed.**

Article IX – Standing Committees

- Section 1: The Executive Board may create such standing committees, as deemed necessary, to promote the objectives and carry on the work of the Organization. The following standing committees are suggested, but are not limited to:

Fundraising:

- Fall Fundraiser
- Spring Fundraiser
- SCRIP
- Restaurant Knights
- Collections (to include box tops & ink cartridges)
- Yearly Art Department Fundraising Committee
- Silent Auction, etc.

Family Events:

- Fall Festival
- Holiday Breakfast
- Spring Family Fun Night
- Book Fairs

Academic Fair

- Classroom T-shirts/Spiritwear Sales
- Cultural Arts
- Directory
- Historian/Publicity

Holiday Shop
Media Center Support
Outdoor Education
Room Parent Coordinator
School Board Representative
School Supplies
Staff Appreciation
Welcome Committee

Section 2: The Chairperson of each standing committee will be appointed by the Executive Board for the term of the current administration. Chairpersons of standing committees will present plans of work and estimated budget to the board and no Committee work shall be undertaken without the approval of the Board. Each chairperson will maintain a committee chair notebook and complete an “After Action Report” within 30 days of their completed event/project. Committee chair notebooks shall be turned over to the New PTO Executive Board within 10 days of election in the May General Meeting.

Section 3: The board may appoint additional committees as needed. If specific standing committees do not generate enough interest to staff with volunteers (either chairperson position or other), the PTO membership has the right to vote to table the event until the following year.

Article X – Reading By-Laws

A copy of the by-laws shall be available upon request in the school office to any member of the Parent-Teacher Organization and will be posted at all General Meetings.

Article XI – Amendments

These by-laws may be amended by a two-thirds (2/3) vote of the members present and voting at General Meeting, provided prior 2-week notice has been given.

Article XII – Parliamentary Authority

Robert’s Rule of Order, revised, shall govern this Organization in all cases in which they are applicable.