

**By-Laws of Kedron Elementary School  
Parent-Teacher Organization  
(Revised 2/28/03)**

**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 and youth in home, school, and community.
2. To secure adequate laws for the care and protection of children and youth.
3. To bring into closer relation the home and the school so that parents and teachers may cooperate intelligently in the education of the child.
4. To develop between educators and the general public such united efforts as will secure every child the highest advantage in physical, academic, and social education.
5. 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 youth, 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 adult interested in the objectives of the PTO who is willing to uphold it's basic policies and subscribe to its By-Laws may become a member. An annual enrollment of members shall be conducted. Additional members may be accepted at any time.
- Section 2: A voluntary donation from Kedron families will be 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, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer, 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 no more than 7 members, will be appointed by the Executive Board. 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.
- 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. Appoint special committees;
  - d. Perform all other duties usually pertaining to the office; and
  - e. In the event the President elects not to run for this position the following year, he or she may serve as a member of the Nominating Committee.

- Section 2: The Vice President shall:
- a. Act as an aide to the President, and
  - b. Perform the duties of the President in his or her absence.
- Section 3: The Recording Secretary shall:
- a. Keep a record of all meetings of the Organization; and
  - b. Be responsible for distributing minutes of all meetings to each officer, the Principal, and posting them on the PTO bulletin board.
- Section 4: The Corresponding Secretary shall:
- a. Perform the duties of the Recording Secretary in his or her absence; and
  - b. Handle all necessary PTO correspondence.
- Section 5: 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 by the Organization;
  - 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. Prepare a budget of revenues and expenses for the year to be approved by the General Membership; and
  - g. Submit the books for annual audit.
- Section 6: At the discretion of the Executive Board, a position of Assistant Treasurer may be appointed. If so, his or her duties will be to act as an aide to the Treasurer and will perform the duties of Treasurer in the absence of that Officer. The Assistant Treasurer is not an officer of the Organization and is not a member of the Executive Board.
- Section 7: 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.

- 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 1<sup>st</sup>, preferably at the September meeting.

### **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, Chairperson and members of all standing committees and special committees, Principal and Assistant Principal of Kedron elementary School and three (3) teacher representatives (K-1, 2-3, and 4-5).
- 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 during the school year.

### **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:

Academic Programs  
Castlegate Newsletter

Fundraising: Fall Fundraiser, Cash Cards and Labels, SCRIP, Kedron night at local restaurants, Pizza Sales, Spirit wear sales, Silent Auction, etc.

Family Events: Spaghetti Supper, Book Fairs, Year-end Parties

Historian

Hospitality

Cultural Arts

Media Center Support

Learning Buddies

Workroom Support

School Board Representative

Publishing 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,

#### **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 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.