

Kenwood Parent Teacher Organization (PTO) Bylaws

Purpose: This organization shall exist for educational and charitable purposes to benefit Kenwood Elementary School.

Mission Statement

The mission of Kenwood PTO shall be:

- To enhance the educational environment at Kenwood Elementary through volunteer and financial resources.
- To promote communication between the school administration, staff, parents, and students.
- To foster pride in Kenwood Elementary throughout the community.
- To support and/or sponsor special projects and events for the benefit of students, staff and families of Kenwood Elementary.

Policies

Financial:

- Fiscal year runs August 1 to July 31.
- A tentative budget shall be drafted by the executive committee for each school year and approved at the September meeting
- Authorized signatures on the PTO checks will be the elect Treasurer and President.
- Special events and requests:
 - Any new occasions, events or requests pertaining to students, teachers, and staff that arise, will be presented to the PTO membership by the President at the earliest regular monthly meeting. Decision to participate financially will be based on approval of the members
 - purchase requests from teachers/staff
 - requesting teacher(s) will need to submit a form requesting dollar amount and general description of item(s)
 - Purchase gifts for retiring teachers and staff
 - Reimburse teachers up to \$50 for classroom supplies and materials
 - Special donations for events with a direct connection to Kenwood Elementary

Reimbursement:

- In order to be reimbursed for expenses incurred, a receipt must be submitted to PTO Treasurer.
- Checks issued by the PTO may be signed by either the active Treasurer or President
 - If treasurer requires reimbursement, check should be signed by active President

Contracts

- All PTO contracts (ie fundraising, special projects) will be signed by the PTO president and Kenwood Elementary Principal.
- Contracts shall be approved by Kearney Public School Facilities as appropriate

Membership: Membership is open to all parents, step-parents, and/or legal guardians of students currently attending Kenwood Elementary, as well as current Kenwood Elementary staff. Members are encouraged to attend meetings, elect officers, and participate in PTO sponsored events. Members in attendance at meetings have a right to:

1. Voice concerns or share ideas regarding ongoing or new activities of the PTO
2. Propose motions and vote on any action item presented before the membership
3. Hold an office
4. Chair or be a contributor to a committee

Officers:

All members of Kenwood PTO are eligible to become elected officers of Kenwood PTO. However, to be considered for an office, members must be present at or directly contribute to at least 6 or $\geq 75\%$ of meetings during the current school year. Officers shall be elected for the upcoming school year at the April meeting of the current year. [For example, Officers for the 2018-2019 School year would be elected in the April 2018 meeting.] Exceptions to this policy may be made by executive motion and a 2/3 majority vote. New officers will govern the May meeting with guidance as needed. Official officer/committee chair transition is at the end of the school year.

Election of officers and committee chairpersons:

Position is sought by an interested individual or nominated from the membership. Nominations may be declined. If more than one candidate is interested in the position, a simple majority vote of the membership shall decide the elected position, unless otherwise stated due to special circumstances. If only one candidate presents for election, a 2/3 majority vote of the membership is required. If a 2/3 majority vote cannot be secured, the floor is again opened for nominations and a re-vote will occur. Election of a position may be tabled until a future meeting to garner sufficient interest. In the event that there are no other willing parties to chair a committee, an individual who has reached term limit can be re-elected by 2/3 majority vote with a "chairperson-elect" co-chair contingency.

Organizational Structure of Offices:

Officer duties include but are not limited to the following outlined duties.

President:

- There shall be one and only one individual actively holding the position of President for Kenwood PTO.
 - The President is responsible for organizing and overseeing all PTO meetings.
 - The President shall attend all Superintendent Meetings and all PTO-sponsored events (or assign a designee).
 - The President shall not be sole chairperson for any sub-committee.
 - The President shall serve as co-signer on PTO checking account.
- Term: 1 year. Limit: 4 years.

Vice President:

This position has the potential to be a president-elect position

- The Vice President shall assist the President in any way requested to support the mission of the PTO.
- The Vice President shall carry out President duties in the case of Presidential absence.
- The Vice President shall attend Superintendent meetings and report back to membership (or assign a designee).
- The Vice President shall attend all PTO-sponsored events (or assign designee).
- The Vice President shall maintain Kenwood PTO website, Sign-Up Genius, and communication via the Kenwood PTO email, and present any changes or concerns to membership at general meetings.
- The Vice President shall not be sole chairperson for any sub-committee.

Term: 1 year Limit: 4 years

Secretary:

- The Secretary shall be responsible for recording legible, accurate and timely minutes at each general membership and executive committee meeting.
- The secretary, or designee, must report previous meeting minutes at each general membership meeting.
- Meeting minutes must be submitted for electronic dissemination no later than 3 weeks following each meeting.

Term 1 year. Limit: 4 years

Treasurer:

- The Treasurer shall manage the financial resources of the PTO in a legal, ethical and fiscally responsible manner.
- The Treasurer shall be responsible for maintaining the budget and managing all financial transactions of the organization, including management of/paperwork for maintenance of organization tax exempt status.

- The Treasurer must present a financial report at each of the general membership meetings.
- The treasurer will prepare a financial statement at end of each school year and submit to the Kearney Public Schools Board of Education.

Term 1 year. Limit: 4 years

Vacancy/Removal of an Officer:

An officer may vacate his/her role at any time. Similarly, an officer may be removed from office by a two-thirds vote of the membership following a motion from general membership or executive board for failure to perform the duties of his/her office.

- In the event of a vacant office, the remaining executive committee shall be looked to first to fill the position.
 - A nomination must be made from the executive committee or membership, seconded, and must be upheld by a 2/3 vote.
 - In the event that there is not a sufficient match found in existing executive committee members, nominations will be open to existing membership.
 - If an announcement was made prior to the deciding meeting that such a decision would be made, a simple majority vote will be sufficient to fill the position. If a decision is made at a meeting with no prior notice given, a 2/3 majority vote will be required to fill the position.
 - If a 2/3 majority vote is not secured, the issue must be tabled until the next meeting and intent to fill the vacant position must be published to the membership.

Committee Chairs:

The following regular committee chair positions will be elected each year in the April meeting. Each committee chair has a 1 year term, with 4 year term limit.. Additional (temporary) committees may be formed during a school year upon approval of the members.

- Open House
- Child Care
- Fundraising
- Run Club
- Directory
- Kenwood Spirit Wear
- Teacher Appreciation
- Family Fun Night
- Scholarship
- 5th Grade Party

Duties of Committee Chairpersons include but are not limited to:

- Regularly Attend PTO meetings.
- Recruit members for his/her committee(s)
- If needed, schedule additional committee planning meetings outside of regular PTO meetings
- Report plans, activities, and donations of the committee to the officers and members during monthly meetings.
- Maintain committee budget in order to purchase necessary supplies and materials. Any money spent in excess of the budget is subject to approval and not guaranteed reimbursement.
- Communicate event details to the teachers and administration staff. Date and time of social events will be confirmed with the Principal.
- Provide committee documentation to executive committee at the end of the school year

Meetings:

General meetings shall occur the second Monday of each month September - May, beginning at 7:00 PM at Kenwood Elementary, with the exception of no meeting will be held in December. Dates of meetings may be adjusted as needed, with notice posted on Kenwood Elementary website. Additional meetings may be held at the discretion of the executive committee, or sub-committee chairpersons.

Executive committee members shall meet at a minimum two times per year, summer/winter for budgeting and organizational purposes.

Parliamentary Authority:

Robert's Rules of order is the final rulemaking authority for the group. Quorum of 12 members is required to conduct business.

Dissolution: Should the Kenwood PTO dissolve, all assets will be transferred directly to Kenwood Elementary or it's successor.

Revision Process: Bylaws shall be reviewed annually by the membership in October meeting, or sooner if warranted. A full-scale review of policies shall occur every 3rd year.