

Kingsway Elementary School

PTO By Laws

Kingsway Elementary School Parent Teacher Organization (PTO) is an equal opportunity, non-profit organization. The PTO shall operate for charitable, educational, nonpartisan, non-sectarian and non-commercial purposes and shall not discriminate based on age, sex, creed or national origin.

Purpose

To strengthen our children's education and development by fostering relationships among the school, parents, teachers.

Objectives

1. To promote the welfare of the children by developing a united effort between educators and the general public to secure for all children the highest advantages in education.
2. To foster communication among parents, children, teacher administrators, and community.
3. To promote volunteer programs and resources for the school.
4. To promote educational and informative programs.
5. To raise funds as required to provide for all the above objectives

Executive Board

1. The Executive Board shall consist of the PTO officers and the Principal. Officers include: President, Vice President, Secretary, Treasurer, and up to four at-large members. Only Treasurer/Secretary positions can be combined.
2. Officers are elected for one year. They may serve up to two consecutive years in the same office. Elections shall take place at either the end or the beginning of a school year contingent on nominations. Officers are elected by all members in attendance at the business meeting designated to hold elections. The Principal has the ability to impeach any PTO officer or dismiss any member of the PTO as he or she deems necessary.
3. Any PTO member in good standing can become an officer of the PTO.

Duties

1. Develops the PTO's annual budget.
2. Approves and schedules all PTO programs and activities.
3. Establishes and oversees committees to conduct PTO work.
4. Coordinates fundraiser programs.
5. Review Bylaws annually and ensure the adherence of the organization to the Bylaws.

Duties of the Officers

1. The President shall schedule and preside at all business meetings of the PTO. The President will review the volunteer form annually and will ensure appointments of chairs for the PTO Committees. The President will monitor the progress of the committees and have reports available for the PTO business meetings. The President retains all official records of the PTO. All PTO officers will adhere to the bylaws of the organization.
2. The Vice-President shall perform the duties of the President in the event of the President's absence. The Vice-President shall also perform such other duties as assigned by the President or Executive Board of the PTO. The Vice- President oversees the committee of the PTO.
3. The Secretary shall keep an accurate record of all meetings of the organization and of the Executive Board. The Secretary shall conduct the correspondence delegated to the Secretary. The Secretary ensures that all Executive Members receive the most recent copy of the bylaws. The Secretary will provide a list of the Executive Board with phone numbers to each member of the Executive Board and to the School office. At each meeting the secretary shall provide a typed copy of the minutes from the previous meeting and the Sign-In sheet. The secretary shall also have a copy of the bylaws and prior minutes at each meeting. The Secretary holds historical records for the PTO. The Secretary manages communication for the PTO- newsletter, email announcements, website etc.
4. The Treasurer shall keep an accurate record of receipts and expenditures; shall pay out organization funds only as authorized by the organization or the Executive Board; and shall present monthly financial reports.

5. If a vacancy occurs on the Executive Board, the President shall appoint a PTO member to fill the vacancy for the remainder of the officer's term.
6. Officers can be removed from office with or without cause by two-thirds vote of those present (quorum) at a regular meeting where previous notice was given.

Standing Committees

Standing Committees shall be created by the executive Board as may be required to promote the objectives and plan the activities of the PTO. Standing Committees will present their reports at monthly PTO meetings.

Meetings

1. All business meetings of the PTO shall be open to the public.
2. All members should be encouraged to attend and contribute ideas, make motions, and debate issues.
3. Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed.
4. A quorum shall consist of at least 5 (five) voting members, 3 (three) of which are Executive Board members. The event that there is not a quorum and a vote must be taken, a phone vote of Executive Board Members will be organized by the President or delegate. A quorum is required for all financial votes and changes to the bylaws.
5. Will occur 6-8 times a year at the same set day and time. Special meetings may be called by the president.
6. Notice of meetings will be sent out prior- flyer and phone call.

Budget

The Executive Board, or a committee established by them, will prepare a budget each spring for the following year. The proposed budget will be presented at the last PTO meeting of the school year and must be approved by a quorum.

Any disbursement of PTO money not earmarked in the budget must be approved by a quorum.

All funds shall be kept in the school's internal funds account managed by the school's bookkeeper.

The organization shall leave a minimum of 2,000.00 in the treasury at the end of the school year.

Mini Grants

Requests for funding shall be presented in the form of a mini-grant. All requests shall be submitted to the school's bookkeeper to be scanned prior to the next scheduled PTO Board meeting. All mini-grant applications, regardless of amount, shall be reviewed and approved by the quorum. If the mini-grant is approved, recipient(s) shall coordinate with the school's bookkeeper prior to placing the order or purchasing the product(s).

Amendments and Revisions to the Bylaws

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. Approval by two-thirds (2/3) of all members present and voting is required to adopt an amendment to the Bylaws.

Date on which these By Laws were approved: _____

Principal Signature: _____ Date: _____