

# ***Bylaws***

## ***Of the***

### ***Kirtland Elementary School***

### ***Parent Teacher Organization***



**I. NAME.** The name of the organization shall be the Kirtland Elementary School Parent Teacher Organization. Hereinafter referred to as Kirtland Elementary School PTO.

**II. PURPOSE.** The purpose of the Kirtland Elementary School PTO shall be to aid the students, faculty and staff of Kirtland Elementary School in their educational and recreational needs. Through fund-raising and family activities, we will promote an open communication between the administration, faculty, parents and the community to enhance our children's educational environment.

The Kirtland Elementary School PTO is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter "Internal Revenue Code").

### **III. MEMBERSHIP.**

A. Regular Membership. All parents and/or legal guardians of students who currently attend Kirtland Elementary School shall be eligible for membership in the Kirtland Elementary School PTO. Regular Members shall have the right to attend and participate in all meetings and activities of the Kirtland Elementary School PTO, and shall have the right to vote or to hold office.

B. Honorary Membership. All parents and/or legal guardians of former students and former faculty or staff of Kirtland Elementary School shall have the right to participate in the Kirtland Elementary School PTO as Honorary Members. Honorary Membership may also be extended to other persons by a vote of the membership. Honorary Members shall have the same rights as Regular Members.

C. Faculty Membership. All faculty and staff who currently are employed Full-time at Kirtland Elementary School shall be eligible for membership in the Kirtland Elementary School PTO. Faculty Members shall have the right to attend and participate in all meetings and activities of the Kirtland Elementary School PTO. Faculty Members shall

have the right to vote on all issues before the membership, to elect officers, and to hold the designated Teacher Representative positions on the Executive Board.

## IV. MEETINGS

A. Regular Meetings. At least four (4) General Membership Meetings of the Kirtland Elementary School PTO shall be held during each school year. The time and place of the meetings shall be announced at least seven (7) days prior to the meeting.

B. Special Meetings. Additional meetings of the Kirtland Elementary School PTO may be called, either by vote of the Executive Committee or by petition of a majority of the Members. The time and place of all Special Meetings shall be announced at least seven (7) days prior to the meeting.

C. Quorum. Four members of the Executive Committee present at any scheduled PTO meeting shall constitute a quorum necessary for the transaction of business of the Kirtland Elementary School PTO.

D. Voting. A majority vote of the Members present at any meeting shall be required for all action to be taken by the Kirtland Elementary School PTO.

F. Meeting Procedure. Rules contained in Robert's Rules of Order Newly Revised shall govern the Kirtland Elementary School PTO in all cases in which they are applicable, and in which they are not in conflict with these By Laws.

Meeting will include the following information:

- \*Welcome of Members
- \*Call to Order
- \*Reading / Distribution of minutes of the previous meeting
- \*Treasurer's report
- \*Principal's report
- \*Committee Reports
- \*Old Business
- \*New Business
- \*Announcements
- \*Adjourn

## V. OFFICERS

A. Positions. The officers of the Kirtland Elementary School PTO shall consist of a President, Vice President, Secretary, Treasurer, Reporter, Volunteer Coordinator, and Faculty Representative. Two persons may be nominated

and elected to fill any single position. In this instance, both of the persons shall be given all of the rights and responsibilities of the office as enumerated herein.

B. President. Georgiana Howe The President shall be the principal executive officer of the Kirtland Elementary School PTO and, subject to the control of the Executive Committee and the direction of the membership, shall in general supervise and control all of the activities of the Kirtland Elementary School PTO. The President shall be a member of the Executive Committee and, when present, shall preside at all meetings of the Executive Committee and all meetings of the membership. The President shall vote only in the case of a tie in a vote of the Executive Committee or the membership. The President shall select and appoint the chairpersons of all Standing and Special Committees and shall be an ex-officio member of all committees of the Kirtland Elementary School PTO. The President shall serve as an authorized signatory of all Kirtland Elementary School PTO checks. To be eligible to serve as President, a person must have been a Member of the Kirtland Elementary School PTO for at least one year.

C. Vice President Vermil Adams-The Vice President shall be a member of the Executive Committee and, in the absence of the President, shall perform the duties of the President. The Vice President shall perform such other duties as are assigned by the President or the Executive Committee including but not limited to maintaining the P.T.O. bulletin board.

D. Secretary. Lillian Jim & Megan Thurlo -The Secretary shall be a member of the Executive Committee. The Secretary shall keep the minutes of the proceedings of the membership and the Executive Committee, shall receive a list of Regular Members, and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Executive Committee.

E. Treasurer. Shanna Roundy & Rachel Sanchez -The Treasurer shall be a member of the Executive Committee. The Treasurer shall have charge of and be responsible for all funds of the Kirtland Elementary School PTO and shall receive and give receipts for monies due and payable to the Kirtland Elementary School PTO from all sources and shall deposit such funds in such banks or other organizations as are selected by the Executive Committee. The Treasurer shall make disbursements as authorized by the President, Executive Committee, or membership in accordance with the budget adopted by the membership. The Treasurer shall collect all donations as are established by the Kirtland Elementary School PTO and shall certify to the Secretary an accurate list of the Members of the Kirtland Elementary School PTO. The Treasurer shall present a written financial report at each General Membership Meeting of the membership and at other times as requested by the Executive Committee. The Treasurer shall serve as an authorized signatory of all Kirtland Elementary School PTO.

F. Reporter. TBA-The Reporter shall be a member of the Executive Committee. The Reporter shall be responsible for publicity for all events of the Kirtland Elementary School PTO and shall act as a liaison between the school and the media. The Reporter shall keep the official history of the Kirtland Elementary School PTO and shall keep an annual record of all of the activities of the Kirtland Elementary School PTO. Assist in making copies of P.T.O. flyers for P.T.O. sponsored events for placement in teachers Mailboxes. Publicize P.T.O. General Meetings by creating and distributing reminders through various media venues including the PTO website.

G. The Volunteer Coordinator, Desiree Herndon & Ronica Becenti -The Volunteer Coordinator shall be a member of the Executive Committee. The Volunteer Coordinator(s) shall organize the master volunteer list, room mother list. She/He should produce the Kirtland Elementary School PTO newsletter. Coordinate volunteers but *not necessarily* chair the following events: Fall Festival, Cookie Dough Sale, - Shirt Sales, Staff Appreciation, Box Tops, PTO Newsletter, Family Night, Bulletin Board, PTO Website, School Beautification, Playground Equipment acquisition and Fundraisers.

H. Faculty Representatives TBA- There shall be two Faculty Representatives and both shall be members of the Executive Committee. The Teacher Representatives will act as advisor and liaison between school staff and P.T.O. Executive Committee. These positions are voluntary and/or may be assigned by the school principal, they are not elected positions.

F. The Principal, Melissa E. Roberts -The Kirtland Elementary School Principal retains final approval or veto power of any function, if said function will interfere with procedures, policy and/or the best interest of Kirtland Elementary School

## VI. ELECTIONS.

A. Procedure. The election of officers shall take place during the Spring General Membership Meeting each year. All Members of the Kirtland Elementary School PTO may participate in the election. The Nominating Committee shall present a slate of officers for election. Further nominations may be received from the floor. The election of the slate, if non-contested, may be by voice vote. Any contested election shall be by written ballot.

B. Term of Office. The term of each officer shall be one year, beginning on June 1 and ending on May 31 of each year. A person may be elected to the same or other office for more than one term.

C. Nominating Committee. The Nominating Committee shall be responsible for receiving all suggestions for persons to serve as officers. The committee shall prepare a slate of officers to present for election by the membership. The committee shall contact all persons who will be nominated to confirm their willingness to serve. The committee shall insure that all nominees are Members and otherwise eligible to serve in the office.

D. Selection. A majority of the votes cast by the Members shall be necessary for election. Should no person receive a majority of the votes cast, a run-off between the two (2) persons who received the largest number of votes shall immediately be held.

E. Vacancies. Any vacancy in office, resignation or inability to serve shall be filled by the Executive Committee for the un-expired portion of the term. However, should a vacancy occur in the office of the President, the Vice President should immediately assume the office. Should a vacancy occur in the office of Vice President for any reason, the vacancy shall be filled by election at the next regular meeting of the membership, consistent with the procedures established herein.

## VII. EXECUTIVE COMMITTEE

A. General Powers. The Executive Committee shall manage the affairs, activities and operation of the Kirtland Elementary School PTO. The Executive Committee shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to the membership or these Bylaws. It may create Standing and Special Committees, approve the plans and work of standing and special committees, present reports and recommendations at the meetings of the membership, prepare and submit a budget to the membership for approval, and, in general, conduct the business and activities of the Kirtland Elementary School PTO.

B. Membership. The membership of the Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, Reporter, Volunteer Coordinator and two (2) faculty representatives. The Faculty representatives are to be selected by the Principal. The principal of the school and the chairpersons of all Standing Committees shall serve as ex-officio members and shall be entitled to vote.

C. Meetings. Regular meetings of the Executive Committee shall be held during the year, the time to be established at the first meeting of the year. Special meetings may be called by the President or by a majority of the Executive Committee. Adequate notice of all meetings shall be given to all members of the Executive Committee and, in the absence of an emergency, at least seven (7) days in advance. When possible, notice of the meetings should be announced to all Members of the Kirtland Elementary School PTO. Any member may attend a meeting of the Executive Committee, but shall not be entitled to vote on matters before the body.

D. Quorum. A majority of the regular members of the Executive Committee shall constitute a quorum for the transaction of business.

E. Voting. The act of the majority of the regular and ex-officio members of the Executive Committee present at a meeting at which a quorum is present shall be required for all action to be taken by the Executive Committee.

## VIII. STANDING AND SPECIAL COMMITTEES

A. Nominating Committee. The Nominating Committee shall be composed of three (3) persons who shall be selected by the Executive Committee at the beginning of each year. In addition, the Vice President shall be an ex-officio member of the committee. The committee shall carry out its responsibilities, as specified in Section VI.

B. Other Standing Committees. The Executive Committee may establish such other Standing Committees, as it deems necessary and advisable. The President shall appoint the chairpersons of all Standing Committees. Current Standing Committees include:

Staff Appreciation Week

Fall Festival

Family Night

Bake Sales

Playground

Those who chair Standing Committees shall serve as ex-officio members of the Executive Committee. Only Voting Members may serve as chairpersons. The chairperson of each committee shall recruit the members for his or her committee. Any member may serve as a committee member. The Chairperson shall report the plans and activities of the committee to the Executive Committee, which must approve all such reports.

C. Special Committees. The President and/or the Executive Committee may create Special Committees. Special Committees shall be created for a specific time and/or task and shall cease to exist when that time or task has been completed, or at the conclusion of the school, whichever occurs first. The President shall appoint the chairpersons of all Special Committees. Any member may serve as a committee member. The Chairperson shall report the plans and activities of the committee to the Executive Committee, which must approve all such reports.

## IX. FINANCES

A. Budget. The Executive Committee shall present to the membership at the first Regular Meeting of the year a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the Executive Committee during the year. Any substantial deviation from the budget must be approved in advance by the membership.

B. Obligations. The Executive Committee may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the Kirtland Elementary School PTO. The officers shall not have the authority, however, to enter into such agreements on behalf of Kirtland Elementary School or the Wayne County School System, nor should they hold themselves out as having such authority.

C. Loans. The Kirtland Elementary School PTO shall make no loans to its officers or members.

D. Commercial Paper. The Treasurer or President shall sign all checks, drafts, or other orders for the payment of money on behalf of the Kirtland Elementary School PTO.

E. Bank Deposits The Treasurer shall deposit all funds of the Kirtland Elementary School PTO to the credit of the Kirtland Elementary School PTO in such banks, trust companies or other depositories as the Executive Committee may select and shall make such disbursements as authorized by the Executive Committee in accordance with the budget adopted by the membership. All deposits and/or disbursements shall be made within a maximum of thirty (30) days from the receipt of the funds and/or orders of payment.

F. Capital Expenses Any expenditures over \$250.00 for fixed assets or enhancements, must be approved by a vote of the Executive Committee.

G. Financial Report. The Treasurer shall present a financial report at each General Membership Meeting of the Kirtland Elementary School PTO and shall prepare a final report at the close of the school year. The Executive Committee shall have the report and the accounts examined annually by an auditor or an informal audit committee, who, if satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.

## **X. MEMBERSHIP DONATIONS**

A. Amount. The Kirtland Elementary School PTO shall collect membership donations to be used for the operation of the Kirtland Elementary School PTO.

**XI. AMENDMENTS.** These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the Voting Members at any Regular or Special Meeting.

**XII. AUTHORITY.** If any part of these Bylaws shall conflict with the decisions, policies or procedures adopted by the Central Consolidated School Board, they shall be deemed null and void and the decision of the Central Consolidated School Board shall, in all cases, control.

These Bylaws were adopted by the membership by a majority vote during a meeting properly called in October 25, 2016, and shall take effect immediately.