

Bylaws
of the
Kingsley Junior High School
Parent Teacher Organization

Article I – Name

The name of the organization shall be Kingsley Junior High School Parent Teacher Organization. On occasion, as needed to facilitate communication and simplify transactions, the abbreviated names Kingsley PTO and/or KJHS PTO will be used.

Article II - Basic Policies

The following are the basic policies of this organization:

1. The organization shall be noncommercial, nonsectarian, and nonpartisan.
2. The name of the organization, or the names of any members in their official capacities shall not be used in any connection with a commercial concern, except as authorized in writing by the organization in return for goods and services to further the purposes of the organization.
3. This organization shall neither seek to direct the administrative activities of the school nor to control its policies.
4. This organization may make suggestions to the administration concerning activities of the school, if such suggestions are made toward the betterment of conditions for all concerned (i.e., students, teachers, administrators and parents).
5. The organization shall endeavor to maintain communication with other schools to support the improvement of education.
6. The organization may cooperate with other organizations and agencies concerned with the best interests of the students and community, but persons representing the organization in such matters may make no commitments that bind the organization without the prior written approval of the organization.

Article III – Purpose

The purpose of the organization shall be to aid the students and staff of Kingsley Junior High School by providing support for their educational and recreational needs and to promote open communication between the administration, teachers, parents, and guardians.

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Article IV - Membership and Dues

Any individual who subscribes to the purposes and basic policies of this organization and pays the dues established by the Executive Board may become a member, subject only to compliance with the provisions of these bylaws.

1. Membership in this organization shall be available without regard to race, creed, national origin, marital status, sex, or sexual orientation to any parent or legal guardian with a student enrolled and attending Kingsley Junior High School.
2. Each member of the staff working in the Kingsley Junior High School who is willing to uphold the guidelines established by these bylaws may become an active, voting member.
3. The Principal of Kingsley Junior High School shall be considered as a sitting advisor and a member of the Executive Board.
4. Any faculty or staff member may be asked to serve in an advisory capacity to the organization. If a faculty or staff member has a child in Kingsley Junior High School, their status as a parent supercedes their status as a faculty or staff member.
5. Only dues-paying members shall be eligible to participate in its business meetings, have the privilege of making motions, serve in any of its elective or appointed positions, and serve on committees.
6. The dues shall be collected upon request for membership, the amount to be reviewed and determined by the Executive Board.
7. Persons who join during the membership year shall pay full dues with no prorating of the dues.
8. The membership year shall be from August 1st of the current year through July 31st of the following year.

Article V – Executive Board

The duties of the Executive Board shall be to transact necessary business between meetings of the organization and such other business as may be referred to it by the organization.

This includes approving routine bills within the limit of the budget.

The Executive Board shall consist of:

1. The officers of the organization.

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2. The chairpersons of standing committees.
3. The principal and associate principal or their representative.
4. A teacher representative as determined by the staff.

Article VI – Officers and Their Election

Section I – Inception Year 2003-2004

For the inception year of the Kingsley PTO the Officers and other Executive Board member positions were developed utilizing parent volunteers from the KJHS feeder schools. A balanced representation from each school and grade level was pursued with consideration for past experiences, availability, and any unfilled needs of the organization.

These transitional positions include a Coordinator whose role involves presiding over meetings and serving as a speaker to represent the Kingsley PTO when applicable. The other positions are Treasurer and Secretary with the Chairpersons of identified standing committees included in the development of the Executive Board.

Section II – Officers and Their Duties

Beginning in May, 2004, the officers of this organization shall be President, Vice President (no more than two), Secretary, and Treasurer.

The President shall:

1. Preside at all meetings of this organization and the Executive Board.
2. Serve as the speaker representative of the Kingsley PTO at all applicable functions.
3. Be a member ex-officio of all committees except the nominating committee.
4. Appoint special committees.
5. Perform such other duties as may be assigned by the organization and the Executive Board.

The First Vice President shall:

1. Act as an aide to the President.
2. Perform the duties of the President in the absence or inability of that officer to serve.

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3. Preside over the annual fund raising events of the organization including the selection and appointment of the various committees utilized for fundraising.
4. Keep accurate and detailed description of the Fund-Raiser activities.
5. Perform such other duties as may be assigned by the organization and the executive board.

The Second Vice President shall:

1. Serve as the chairperson of the Membership committee.
2. Serve as the chairperson of the Nominating committee.
3. Maintain a list of the current members and have it available at all meetings of the membership and the Executive Board.
4. Perform the duties of the First Vice President in the absence or inability of that officer to serve.
5. Perform such other duties as may be assigned by the organization and the executive board.

The Secretary shall:

1. Record the minutes of all meetings of the PTO
2. Distribute minutes to all executive board members prior to the next scheduled meeting.
3. Provide approved minutes to the Unit 5 webmaster for publication.
4. Maintain and secure a current copy of the bylaws.
5. Conduct all correspondence of the association as directed.
6. Perform such other duties as may be assigned by the organization and the executive board.

The Treasurer shall:

1. Receive all monies for the membership, give a receipt upon request, and deposit them in the name of the membership in a bank account approved by the membership.
2. Keep an accurate record of receipts and expenditures
3. Shall pay out funds in accordance with the approval of the Executive Board.
 - a. Disbursements of \$500.00 or more shall require a second signature from one of the following:
 - Principal
 - President
 - Secretary

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4. Keep such permanent books of account open to inspection, and records as such, sufficient to establish the items of gross income, receipts, and disbursements of the membership.
5. Reconcile monthly bank statements.
6. Present a statement of account at every meeting of the membership and at other times as requested by the Executive Board, informing them of expenditures as they relate to the budget.
7. Participate in the development of the annual budget.
8. Be responsible for preparing information for filing of all tax returns and other forms required by government agencies and financial institutions.
9. Make an annual financial report to the membership that includes gross receipts and disbursements for the year.
10. The treasure is responsible for securing an insurance policy as outlined in Article 10, Section 4.
11. Be responsible for preparing information for review by the audit committee who shall be appointed by the president at the end of the fiscal year.
12. Perform such other duties as may be assigned by the organization and the Executive Board.

Section III – Election of Officers

1. Officers shall be elected by ballot annually in April at a general membership meeting. However, if there is but one nominee for any office, it shall be in order to move that the secretary cast the elective ballot of the organization for the nominee.
2. There shall be a nominating committee consisting of three (3) members. The principal shall serve as an ex-officio member.
3. The nominating committee shall make a selection of nominees for each office to be filled and report those selections at the March meeting.
4. Solicitation for members interested in holding office shall be done at least one month prior to the presentation of nominees at the March meeting.
5. Officers, with the exception of the treasurer, shall assume their official duties at the close of the May meeting and shall serve for a term of one (1) year.
6. The newly elected treasurer shall assume official duties at the beginning of the new fiscal year and shall serve for a term of one (1) year.
7. No person shall serve more that two (2) consecutive terms in the same office without separate approval by the executive board.
8. A vacancy occurring in an office other than that of the President shall be filled by a majority vote the next regular meeting. The President has the power to nominate a candidate to fill the vacancy and present that candidate to the Executive Board at the next meeting. If a vacancy occurs in the office of the President, the First Vice President shall serve as

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president with a successor to the First Vice President being filled as provided above.

Article VII – Standing Committees

The officers shall create standing committees as deemed necessary to promote the purpose and carry on the work of the organization. The officers of the organization shall appoint the chairperson of each standing committee. No person shall serve more than two (2) consecutive terms as chairperson of the same committee unless approved by the Executive Board.

The current standing committees are:

1. Hospitality
2. Team Parents
3. Volunteers
4. Fundraising
5. Special Events/Multicultural
6. Spirit/Student Incentives
7. Communications/Newsletter
8. Membership

Article VIII – Meetings

Section I – Meetings of General Membership

1. Regular meetings of the KJHS PTO, open to all members, shall be held during the year, the time to be established at the first meeting of the year.
2. All dues paying members shall be entitled to vote on matters before the body.
3. Special meetings may be called by the President, by the school principal, or by a majority of the Executive Board.
4. Adequate notice of all meetings shall be given to all members and, in the absence of an emergency, at least fourteen (14) days in advance.
5. When possible, notice of the meetings should be announced to all regular members of the organization.

Section II – Parliamentary Authority

The rules contained in Roberts Rules of Order shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with rules outlined elsewhere in these bylaws.

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Article IX – Unit 5 Citizens Advisory Council

Kingsley Junior High School shall have three (3) representatives to the Unit 5 Citizens Advisory Council as appointed by the principal.

Article X – Compliance

Section I – Dissolution

A motion to dissolve the organization must be made at a meeting scheduled and announced in accordance with the General Membership meeting provisions of these bylaws. The agreement to dissolve is to be considered the final amendment to these bylaws and subject to the same voting and documentation as all other amendments.

Upon the winding up and dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to a non-profit fund, foundation or corporation, which is organized and operated exclusively for charitable, educational or scientific purposes and which has been provided its tax-exempt status under Section 501 (c)(3) of the Internal Revenue Code of 1954.

Section II – Limitations on Distributions

No part of the net earnings of this organization shall ever inure to, be for the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be empowered to pay reasonable compensation for services rendered and to make payments and distribution, furtherance of the exempt purposes for which it was formed.

Reimbursement for all expenditures must be preceded by an application for reimbursement on the approved form and accompanied by an original receipt.

Section III – Tax Exempt Status

Notwithstanding any other provisions of these articles, the organization shall not carry on any other activity prohibited for any organization exempt from the federal income tax under Section 501 (c)(3) of the Internal Revenue Code of 1954.

Section IV – Insurance

The Executive Board shall maintain at all times insurance coverage for this organization in adequate amounts for personal injury and property damage coverage. The payment of applicable premiums shall be approved in the annual

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budget and adequate funds for the payment of those premiums shall be maintained and made available prior to the disbursement of funds for any other expense.

Article XI – Amendments

These bylaws may be amended at any regular or specially called meeting of the organization by a two-thirds vote of the members present with at least two-thirds of the Executive Board. Notice of the proposed amendment and meeting shall have been given to the general membership at least 14 days prior to the called meeting.