King Elementary School PTO By-Laws
Revised 5/15/2016

Article I – Name

Section 1 – The name of this Organization shall be the King Elementary School Parent – Teacher Organization.

Article II – Objectives

Section 1 – The purpose of this Organization shall be educational and shall be developed through promoting the general welfare of the children with united efforts to secure for every child the highest advantages in education.

Section 2 – To foster strong relationships and communication among parents, educators, and administrators.

Section 3 – To promote volunteer programs and educational and informative resources for the school.

Article III – Policies

Section 1 – This Organization shall not seek to direct the administrative activities of the school or to control its policies. All matters concerning school policy shall be cleared through the Principal of King Elementary School or his/her designate.

Section 2 – This Organization shall be non-commercial, nonsectarian and non-partisan. Neither the name of the Organization nor the name of its officers in their official capacities shall be used in connection with a commercial concern or any partisan interest.

Section 3 – This Organization may cooperate with other Organizations of similar purpose active in child welfare.

Article IV – Membership

Section 1 – Any parent or guardian of a student currently enrolled in the King Elementary School, as well as school staff, may become a member.

Section 2 – A member of the King Elementary School PTO is entitled to:
   a. Attend general meetings,
   b. Enter into discussion,
   c. Be a candidate for the Executive Board.

Article V – Executive Board and Their Duties

Section 1 – The Executive Board shall consist of two Co-Presidents, Vice President of Fundraising, Vice President of Community Relations, Recording Secretary, Corresponding Secretary, Treasurer, Kindergarten Representative and Teacher Representative. These officers
shall be elected by a majority vote of the members present at the May meeting or in the case of the Kindergarten Representative, the October meeting by only the kindergarten parents.

Section 2 – The Executive Board shall act as a policy making board and shall have general supervision of the Organization.

Section 3 – The Executive Board shall meet in advance of the general Organization. A quorum of the Executive Board shall consist of a majority of its members.

Section 4 – The Co-Presidents shall preside at all meetings of the Organization and of the Executive Board, shall be a member ex-officio of all committees and shall perform all other duties usually pertaining to that office. The Co-Presidents shall have the authority to create ad-hoc committees as needed to fulfill the mission and objectives of the PTO. The President shall have oversight over all committees, or may designate a member of the Executive Board to serve in that capacity. The Co-Presidents shall ensure each of the members of the executive board is performing their respective duties. One Co-President shall be named as a signatory on the PTO bank accounts and routinely meet with the Treasurer to ensure a working understanding of the accounts. The Co-Presidents also have responsibility for ensuring the by-laws are upheld by all members. These responsibilities should be split between the two presidents in any manner that the presidents determine is appropriate.

Section 5 – The Vice-President of Fundraising shall act as an aide to the President and shall perform the duties of the President in the latter's absence. The Vice-President shall have oversight over the fundraising strategy as determined by the Executive Board. This person has the power to form fundraising committees to work on specific fundraising efforts and to oversee those committees as necessary. In addition, the Vice President of Fundraising will work with the Treasurer to ensure money is flowing in and out in a responsible manner.

Section 6 – The Vice President of Community Relations shall have oversight over room parents, community building events, volunteer programs and any other efforts to build the community at King Elementary School. This person has the power to form committees focused on community building efforts.

Section 7 – The Recording Secretary shall record minutes from all meetings and perform such other duties as may be delegated to him/her.

Section 8 – The Corresponding Secretary shall provide notification of all meetings at least five days in advance. The Corresponding Secretary shall also be responsible for all correspondence as delegated to him/her by the Executive Board, maintain a copy of all PTO-related correspondence, and advise on translation resources for outgoing correspondence.

Section 9 – The Treasurer shall receive all monies of the Organization and shall keep an accurate record of receipts and expenditures. The Treasurer shall present a report on the status of the budget at every meeting and/or when requested by the Executive Board and/or Organization. A full report and final budget shall be presented at the final Organization meeting of the year. The Treasurer shall also be required to file the annual tax return on behalf of the PTO.
Section 10 – The Kindergarten Representative shall represent the parents and students in the kindergarten class in a voting capacity on the executive board.

Section 11 – An annual review of the accounting records shall be conducted at the end of the year by the President and Principal, or their delegates, and the outgoing and incoming Treasurers.

Section 12 – The Teacher Representative shall be responsible for communication between the board and teachers/staff of King Elementary. They will provide guidance to the board on school policies and procedures.

**Article VI – Elections**

Section 1 – Individuals interested in volunteering for office may submit their names to the Executive Board.

Section 2 – Nominations may be made by any member of the Organization, subject to the consent of the candidate. Nominations can also be made from the floor, subject to consent by the candidate.

Section 3 – A vacancy in any Executive office shall be filled for the remainder of the term by an appointment of the Executive Board and subject to the approval of a majority of the attending members at the next Organization meeting. Should the President vacate his/her office, the Vice-President will receive first consideration.

Section 4 – Each office shall run for a term of two years according to the following schedule:
   a. At May meeting in even years – One Co-President, Vice President of Fundraising, Corresponding Secretary and Treasurer.
   b. At May meeting in odd years – One Co-President, Vice President of Community Relations and Recording Secretary.
   c. Every year at the October meeting – Kindergarten Representative

No officer can be elected to the same office for more than two consecutive terms without the approval of 2/3 of the members present at that meeting.

**Article VII – Meetings**

Section 1 – The Organization shall hold at least six meetings during the school year. Advance notice of the meetings stating time and date will be provided at least five days in advance. The Executive Board will meet monthly or when necessary.

Section 2 – Special meetings in addition to regular meetings may be called by the Executive Board.

**Article VIII – Amendments**

Section 1 – These By-Laws may be amended at any meeting of the Organization by a 2/3 vote of the members present and voting, provided notice of the proposed amendment has been presented in writing to the Organization membership ten days prior to voting.

**Article IX – Rules**
Section 1 – “Roberts Rules of Order” shall govern the proceedings of the Organization, except where they appear in conflict with the By-Laws set forth herein.