

ECOLE KENWOOD PARENT TEACHER ORGANIZATION

CONSTITUTION AND BYLAWS

ARTICLE I

NAME

The organization is to be known as the Ecole Kenwood Parent Teacher Organization.

ARTICLE II

PURPOSE

Our purpose is to provide the students of Ecole Kenwood the opportunity to achieve their fullest potential in a stimulating environment through the cooperative interaction of parents, teachers, and community.

ARTICLE III

SCOPE

This organization shall provide service for school functions, engage in fundraising projects for the benefit of the children and the school, encourage parent, teacher, and community involvement, and cooperate with school administration in providing educational opportunities.

ARTICLE IV

MEMBERSHIP AND VOTING ELIGIBILITY

Section 1. The Ecole Kenwood PTO shall be composed of parents and guardians of students attending Kenwood, as well as teachers, school administrators, and community members who have an interest in the well-being of the school and its students.

Section 2: Voting privileges will be extended to all members present at the general PTO meetings.

Section 3: Dues for members, if any, shall be established by the executive board.

ARTICLE V

OFFICERS AND THE EXECUTIVE BOARD

Section 1: The officers of the organization shall make up the executive board.

Section 2: The executive board is the entity charged with the management and responsibility for the organization. The board shall establish the objectives of the organization and determine the policy for the development of the objectives.

Section 3: The order of the succession for Ecole Kenwood PTO executive board shall consist of:
President
Vice President
Secretary
Treasurer

Section 4: No member shall hold more than one office at a time, and no officers shall be eligible to serve in the same office for more than two consecutive terms. An officer may continue in their position for one year after their term expires if a replacement cannot be found.

Section 5: Two people working together may hold any office.

ARTICLE VI

DUTIES

Section 1: Duties of the Executive Board

- a. The Executive Board will generally manage the affairs of the Parent Teacher Organization (PTO)
- b. Prepare the yearly budget subject to the approval of the general membership to be presented no later than the second meeting of the school year.
- c. Shall approve expenditures within the budget.
- d. May approve expenditures up to \$100.00 without the approval of the general membership, but with concurrence of at least three officers.

Section 2: Duties of the President.

- a. Shall preside at all regular, special, and Executive Board meetings.
- b. Shall coordinate the work of the officers and committees in order that the objectives and policies may be promoted.

Section 3: Duties of the Vice President

- a. Shall act as an aide to the President, represent him/her upon request, and assume the duties of the President in the absence or inability of that officer to serve.
- b. Shall automatically become president if that position is vacated for any reason.

Section 4: Duties of the Secretary

- a. Shall record the minutes of all general meetings of the PTO
- b. Shall make available copies of meeting minutes for review and approval.

- c. Shall be responsible for maintaining a record keeping system, for the safe keeping of the minutes and other legal documents.

Section 5: Duties of the Treasurer

- a. Shall receive all monies of the organization, keep an accurate record of receipts and expenditures, and make disbursements as authorized by the organization, Executive Board or committees, in accordance with approved budgets and receipt of vouchers.
- b. Shall present a written financial report at each general meeting during the school year.
- c. Shall prepare all necessary tax returns and maintain exempt status.
- d. In an emergency or under special circumstances the board may be given the responsibility of his or her duties.

ARTICLE VII

COMMITTEES

Section 1: Committees may be created by the Executive Board as may be deemed necessary to promote the objectives and policies and carry out the work of the organization.

Section 2: These committees shall report directly to the Board member responsible for that committee and shall perform such duties as delegated and approved by the Board.

Section 3: Progress reports may be presented at the general meetings by a committee member.

Section 4: All individual committee/event/project monies must be counted and verified by the Treasurer and the committee chairperson.

ARTICLE VIII

FINANCIAL ADMINISTRATION

Section 1: The fiscal year of the organization shall be August 1 - July 31.

Section 2: Volunteers shall examine the Treasurer's books at the close of the fiscal year, and sign a statement certifying their correctness.

ARTICLE IX

MEETINGS

Section 1: General meetings of this organization shall be held regularly with the meeting dates and times to be fixed by the Executive Board at the beginning of the year.

Section 2: The President with prior notice may call special meetings.

ARTICLE X

ELECTION

Section 1: Any current member of the Ecole Kenwood PTO shall be eligible for elective office.

Section 2: In election years, nominations for officers will be accepted at the March general meeting. If any officer positions remain vacant after the March meeting, a nominating committee appointed by the Executive Board will seek out interested nominees through any and all means possible. A slate of officers for election will be presented at the April general meeting.

Section 3: Voting shall be done by ballot at the April general meeting; a majority vote shall rule. If all seats are uncontested, a voice vote may be taken.

Section 4: The officers shall be elected to serve a term of two years. The term of office shall begin with the fiscal year. Each outgoing officer shall present a resume of their responsibilities to the newly elected officer and assist them as needed.

Section 5: Any vacancy in an elective office, except President, shall be filled by a member of the PTO, excluding current Executive Board members, and shall be appointed by the Executive Board.

Section 6: A vacancy in the office of the President shall be filled by the Vice President.

ARTICLE XI

DISSOLUTION

In the event that the organization is dissolved, assets will be distributed to another exempt organization with similar educational purpose, or to the state or local government for a public purpose.

ARTICLE XII

AMENDMENTS

Section 1: These By-Laws and/or Constituion may be amended at any regular meeting by two-thrds vote of its members present and voting, provided amendment has been presented at a previous general meeting and published in the PTO newsletter

Section 2: Approved amendments are to be enacted immediately and may be retroactive where applicable.