

KEYSOR PTO BYLAWS

ARTICLE I Name:

The name of this organization is the W.W. Keysor Elementary School Parent Teacher Organization (PTO), henceforth referred to as “the Organization” or “the PTO”. The Organization shall not be affiliated with any state or national organization.

ARTICLE II: Purpose

The purpose of the Keysor PTO is to strengthen, enhance, and encourage the educational and social environment of Keysor Elementary School. It seeks to create a strong, equitable, and inclusive school community that values and respects diverse backgrounds, experiences, and points of view. Its goals are to complement the school curriculum with additional opportunities for parents, teachers, and students to learn, socialize, communicate, and grow. It shall seek to support the mission and objectives of Keysor Elementary as well as the Kirkwood School District.

ARTICLE III: General Policies

1. Non-Profit Status

The purpose of the Keysor PTO shall be for educational purposes under section 501(c)(3) of the Internal Revenue Code. As such, it shall not seek to direct the administrative activities of the school or to control its policies. Keysor PTO is non-commercial, non-sectarian, and non-partisan. Keysor PTO may not be an action organization, i.e., it may not attempt to influence legislation as a substantial part of its activities and it may not participate in any campaign activity for or against political candidates.

2. Schedule of Organization Meetings

General Sessions of the PTO shall be held September through May, as determined by the PTO Board. Per Kirkwood School District, monthly PTO meetings are to be generally held on the second Tuesday of every month. Meetings of the PTO Board shall meet when deemed necessary by the PTO Board. Special meetings of the PTO Board or Keysor PTO may be called by the President(s) or a majority of the PTO Board.

3. Quorum

The quorum at general sessions and special sessions shall be five Members of the PTO to include at least three Officers. The quorum for executive meetings is seven Officers.

4. Parliamentary Authority

The current Robert’s Rules of Order shall govern this PTO in all cases to which they are applicable and in which they are consistent with these bylaws.

Article IV: Membership

1. Qualifications for Membership

Any person who is a parent, stepparent, grandparent, or legal or custodial guardian of a child enrolled at Keysor Elementary School is a member of the Organization. All members of the administrative and teaching staff of Keysor Elementary are members.

2. Voting Rights

All Members of the PTO shall have voting rights at regular Organization meetings, so long as they are willing to uphold the policies of the PTO and abide by its bylaws. Voting may be administered in an electronic or non-electronic medium. In order to vote, a member shall be present at the regular Organization meeting and shall be entitled to one vote. The majority shall rule in all cases with the exception of amendments to these bylaws as stated in Article IX. At executive meetings a motion passes with a majority. In the event of a tie the motion does not pass and the issue or policy remains status quo.

3. Scope

The active membership year shall be from the beginning of each school year to the beginning of the next school year (from approximately August 20th to August 19th). Persons representing the PTO have no authority to enter into contractual or financial commitments with the exception of the PTO President or as otherwise authorized in writing by the PTO President.

Article V: Organization Structure and Elections

1. Organizational Officers

The officers of the Organization will be a President and President-Elect, hereafter known as the “Presidents”; a Vice-President and Vice-President-Elect; hereafter known as the “Vice-Presidents”; a Secretary and Secretary-Elect, hereafter known as the “Secretaries”; a Treasurer and Treasurer-Elect, hereafter known as the “Treasurers”; and a Diversity, Equity, and Inclusion Officer and Diversity, Equity, and Inclusion Officer-Elect, hereafter known as “DEI Officers”.

2. Eligibility for Office

Any PTO member with a child enrolled at Keysor Elementary School is eligible to be an Officer.

3. Composition of the Executive Board

The Executive Board shall consist of the duly elected Officers from the Organization and may include the past Organization President of the term immediately preceding. The principal of the school serves as a non-voting, ex officio member of the Executive Board, is the designated liaison with the district administration, and represents the staff’s opinions and concerns. A majority of the Officers present shall constitute a quorum.

4. Length of Term and Term Limits

The President-Elect shall be elected to serve a term of one year and shall assume the role of President the following school year. The President and President-Elect shall be ineligible to serve more than one consecutive term in each office. The Vice-President-Elect shall be elected to serve a term of one year and shall assume the role of Vice-President the following school year. The Vice-President and Vice-President-Elect shall be ineligible to serve more than one consecutive term in each office. The Treasurer-Elect shall serve a term of one year and assume the role of Treasurer the following school year. The Treasurer and Treasurer-Elect shall be ineligible to serve more than one consecutive term in each office. The Secretary-Elect shall serve a term of one year and assume the role of Secretary the following school year. The Secretary and Secretary-Elect shall be ineligible to serve more than one consecutive term in each office. The DEI Officer-Elect shall serve a term of one year and assume the role of DEI Officer the following school year. The DEI Officer and DEI Officer-Elect shall be ineligible to serve more than one consecutive term in each office. New officers will be installed immediately after elections with terms commencing July 1 and terminating on June 30 of the following year. Each person shall hold only one office at a time.

5. Election Process

Elections for President-Elect, Vice-President-Elect, Treasurer-Elect, Diversity Equity and Inclusion Officer-Elect, Secretary-Elect shall be held in April or May each year in a manner determined by the Executive Board. In the case of two or more candidates for a single office, a simple majority determines the person elected. In the case of a single candidate for an office, vote may be taken by acclamation.

Any PTO member with a child enrolled at Keysor Elementary School is eligible to be an Officer. To run for an office, the PTO member will either self-nominate or be nominated by another member of the PTO and accept the nomination. An individual can only run for a maximum of two positions during one election period, and can only be elected for one office. All nominees will submit a completed nomination form by April 1st, which will include at a minimum:

1. Name
2. Roles they would like to be nominated for listed by preference
3. Statement outlining qualifications and interest for each role they would like to be nominated for
4. A completed Kirkwood School District Screened Volunteer background check

This information will be shared with PTO members by April 15th with an electronic ballot to be filled out and submitted by May 1st.

If a person is running for more than one office, and have the majority votes for both positions, they will be announced the elected person for the office which they stated was their preference on the nomination form. In the case of a single candidate for an office, vote may be taken by acclamation. In the event of a tie, the Executive Board will vote to break the tie (current President will only vote to break a tie within the Executive Board).

If unfamiliar with Robert's Rules of Order, to serve on the PTO Executive Board, a general understanding is strongly encouraged.

6. Vacancy

Any vacancy occurring prior to the end of a term in any Executive Board office shall be appointed by a majority vote of the Executive board for the remainder of that term or can remain vacant depending on the circumstances and time of year. This decision shall be approved by session at the following general meeting.

7. Removal from Office

Officers may be removed from office with or without cause by a two-thirds vote of members present at a regular meeting where previous notice has been given.

8. Duties of Presidents

The Presidents shall preside at all meetings of the Organization and of the Executive Board. The Presidents shall be members *ex-officio* of all committees and may attend committee meetings as requested by the Chairperson of the committee. The Presidents shall appoint special committees as necessary and shall perform all other duties usually pertaining to the office. The Presidents retain final parliamentary authority at all Organization meetings and for any grievances or complaints filed in relation to the Organization. The Presidents shall be authorized to sign Organization checks and use the debit card belonging to the Organization

in accordance with the policies set forth in Article 7, Section 5. Any job duties not specifically delegated to another office shall be the responsibility of the Office of the President.

9. Duties of the Vice Presidents

The Vice-Presidents shall assist the Presidents and shall perform the duties of the Presidents in the absence of the Officers. In the spring, the Vice Presidents shall lead the effort to secure Standing or Special Committees and their Chairpersons for the upcoming school year. A more specific job description may be found in the Policies and Procedures Handbook.

10. Duties of the Secretaries

The Secretaries shall make public notification of the times and locations of all PTO meetings, solicit committee reports for inclusion in PTO minutes, prepare agendas for each PTO meeting in conjunction with the Executive Board, keep a correct record of all meetings of the Organization and the Executive Board, distribute minutes to each member of the Executive Board in a timely manner, provide the previous PTO meeting's minutes to the PTO for approval at each PTO meeting, carry on all official correspondence, and perform such other duties as may be delegated to said Officer. A more specific job description may be found in the Policies and Procedures Handbook.

11. Duties of the Treasurers

The Treasurers shall receive all monies of the Organization, keep an accurate record of receipts and expenditures, and disperse Organization funds only as authorized by the Organization or Executive Board. Segregation of banking duties must exist so that one Officer shall be responsible and accountable for control of all monies of the organization, and the other Officer shall be responsible for keeping an accurate record of expenditures and receipts and make disbursements within the approved budget of the provisions of these bylaws. The Treasurers shall present a written financial statement at every meeting of the Organization and at other times as requested by the Executive Committee. The Treasurers shall provide to the Executive Board a monthly reconciliation in accordance with the Kirkwood School District's financial model. The Treasurers shall make a full report of the school year's receipts and expenditures at the March general membership meeting.

The Treasurers shall maintain possession of the Organization's debit card unless the Presidents request the card for use, and the Treasurers shall delegate its use as described in Article 7, Section 5. The Treasurers shall be authorized to sign Organization checks and use the debit card belonging to the Organization in accordance with the policies set forth in Article 7, Section 5. The Treasurers shall routinely monitor the bank account(s) of the Organization to ensure that no fraudulent charges are incurred and no unauthorized use of checks or the debit card occurs. A more specific job description may be found in the Policies and Procedures Handbook.

12. Duties of the Diversity, Equity, and Inclusion Officers

The Diversity, Equity, and Inclusion Officer is responsible for providing strategic direction and ensuring consideration regarding diversity, equity, and inclusion for the Organization and its events. This officer works in collaboration with other PTO Board Officers and committee chairs to ensure that diversity, equity and inclusion are considered in all activities.

ARTICLE VI: Appointments

1. Teacher Representative

A teacher representative shall be appointed by the Executive Board to act as a liaison between staff and PTO.

2. Committee Chairpersons

Committees are formed and approved by the General Body. Committee Chairpersons shall be appointed annually by the Executive Board, regardless of the term commitment, and shall execute the tasks and responsibilities of their function. Chairpersons may serve for a term of up to two years as the chair of any single committee. At the conclusion of the two-year term, the chairperson may serve an additional year for a maximum of three years if no other candidate is presented prior to the conclusion of the school year. The Executive Board shall be allowed to extend the term past the three-year maximum by a majority vote.

ARTICLE VII: Organizational Finances

1. Financial Model

This PTO follows the Kirkwood School District Financial Model. See attached Policy "A."

2. Budget

A tentative budget shall be jointly drafted by the incoming and outgoing Executive Board in the summer prior to each school year. The budget shall be thoroughly described and presented for a vote at the first regular Organization meeting of the school year. If approved by a majority vote of the Members present at the first regular Organization meeting of the school year, the budget is considered finalized. If not approved, the Executive Board will collect specific concerns, modify the tentative budget to reflect the will of the Membership, and present the revised budget at the second regular Organization meeting of the school year. A majority vote is necessary to amend the budget.

3. Records

The Treasurer shall keep accurate records of any disbursements, income and financial account information.

4. Expenses

The Executive Board shall approve all expenses of the Organization in accordance with the approved annual budget. Pre Approval is required for all expenditures not included within the approved budgets. New budget items should be voted on and approved by the members at each regular Organization meeting. The following exception applies: a majority of the Executive Board may approve expenses of \$500.00 or below which are outside of pre-approved event budgets. If the Executive Board holds votes or meetings using electronic means a copy must be retained by the secretary.

5. Special Policies

- A. The fiscal year of the Organization shall be August 1 to July 31.
- B. The Organization shall leave a minimum of \$5,000 in the Treasury at the end of each fiscal year.
- C. Any committee's unbudgeted expenditure exceeding 20% of their allotment shall be presented to the Executive Board for approval at an Executive Board meeting.
- D. Requests for payment must be submitted on the Organization's approved request for payment form(s), and must be signed by the Member requesting the payment be made. All requests for payment must be for goods or services directly related to the objectives, purposes or projects of the Organization.
- E. Requests for reimbursement must be submitted on the Organization's approved request for reimbursement form(s), and must be signed by the Member requesting the reimbursement. Proof of payment must be provided at the time of submission. All requests for reimbursement must be for goods or services directly related to the objectives, purposes or projects of the Organization.
- F. If a non-sufficient check is received, the Check and Payment Policy previously approved by the PTO may be enforced.

- G. The Treasurers and Presidents shall be granted check signing approval on behalf of the Organization. All payment must be for goods or services directly related to the objectives, purposes or projects of the Organization.
- H. The Organization's debit card may be used by the Treasurers or Presidents of the Organization. All payment must be for goods or services directly related to the objectives, purposes or projects of the Organization. Use of the debit card must be approved by the Treasurers, and all receipts and documentation must be provided to one of those Officers promptly after use.
- I. The debit card will be used in instances when a check from the Organization is not an accepted form of payment for goods or services needed for the Organization. The debit card may also be used instead of a check at the discretion of the Treasurers or Presidents.
- J. The Organization's accounts (as prepared by the Treasurers) shall be examined annually by an Auditing Committee who, if satisfied that the Organization's annual report is correct, shall sign a statement to that effect. The Auditing Committee shall be appointed by the Executive Board and the Committee may make the report prior to the end of the school year. Should the Auditing Committee have any concern with the Organization's accounts, it shall recommend to the Executive Board that the Organization retain a professional auditing agency to review the Organization's accounts.

ARTICLE VIII: Conflicts of Interest Policy:

1. Purpose of Policy

The purpose of the conflict of interest policy is to protect this tax-exempt Organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an Officer of the Organization, or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations. This PTO follows the Kirkwood School District policies on conflicts of interest. See attached Policy "B."

2. Compliance with Federal Exemption laws

This PTO shall comply with all laws pertaining to Federal exemption status pursuant to Section 501(c)(3) status of the Internal Revenue Code. This PTO shall comply with requirements of receiving tax-exempt contributions pursuant to Section 170(c)(2) of the Internal Revenue Code. This PTO shall be organized and operated exclusively for exempt purposes. No part of the net earnings of the PTO shall inure to the benefit of, or be distributable to its Members or Officers or other private persons, except that the Executive Board shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes in Article II. In addition, it shall not attempt to influence legislation as a substantial part of its activities and it may not participate in any campaign activity for or against political candidates.

3. Dissolution

Upon the dissolution of the Organization, any remaining funds shall be used to pay any outstanding bills and with membership approval, shall thereafter be spent for the benefit of the school, with major assets distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

ARTICLE IX: Amendments

These bylaws may be amended at any regular Organization meeting by a two-thirds majority vote of the Members present, provided notice of the proposed amendment was given at a previous meeting, with time for comment and discussion before vote.