

**BYLAWS OF THE  
KEN CARYL MIDDLE SCHOOL  
PARENT TEACHER ORGANIZATION**

**Article 1 Name**

The name of this organization is the Ken Caryl Middle School Parent Teacher Organization (KCMS PTO). The KCMS PTO Address shall be 6509 W Ken Caryl Ave, Littleton, CO 80128. The KCMS PTO is a non-profit organization.

**Article 2 Objectives**

The objectives of the KCMS PTO shall be:

- To promote the welfare of children in the home, Ken Caryl Middle School, and the community;
- To bring into closer relations the home and Ken Caryl Middle School; that parents and teachers may cooperate intelligently in the education of children;
- To provide effective communication and understanding between Ken Caryl Middle School and the community;
- To facilitate the funding of appropriate activities that support the KCMS PTO objectives.

**Article 3 Membership**

*Section 1. General:* General Membership shall consist of the parents or guardians of students, faculty, and staff of Ken Caryl Middle School. All general members shall have voting rights and equal privileges in the organization.

*Section 2. Associate:* Associate Membership shall consist of students of Ken Caryl Middle School and interested members of the community.

*Section 3.* No dues shall be required for membership

*Section 4.* All members shall adhere to all school, district, and state rules and regulations when acting on behalf of the KCMS PTO.

*Section 5.* Any member that does not adhere to all rules and regulations will not be asked to participate on PTO's behalf at future events.

## **Article 4 Leadership Structure**

*Section 1.* The Executive Board shall consist of the following officers; two co-chairs, secretary, treasurer.

*Section 2.* The Board of Directors shall consist of the Executive Board, the chairs of the Standing Committees, school principal and other representatives and committee chairs as appointed by the co-chairs

## **Article 5 Terms of Office**

*Section 1.* The term of office for all Executive Board members shall be a minimum of one year, from September election to September election the following school year, or until their successor is elected following elections in September, a transition period until the September election the following school year, shall occur with both the newly elected and current board members. New co-chairs shall be elected each year.

*Section 2.* An officer, with the exception of the co-chairs can serve more than two consecutive terms in the same office if elected by majority vote after the second year term is served.

*Section 3.* A person elected by a majority of the Board of Directors shall fill a vacancy in any elected position for the duration of the term. In the case of vacancy in the position of the one of the co-chairs, the remaining co-chair shall serve the unexpired term.

*Section 4.* Officers can be removed from office with cause by a two-thirds vote of those present at a board meeting where previous notice has been given.

## **Article 6 Officer Elections**

*Section 1.* All members shall adhere to the Standing Rules and Procedures on Elections.

*Section 2.* The date and time of the election shall be announced thirty days prior to the election meeting. Nominations shall be accepted from the floor, on the condition that the nominee is present and consents to serve. Nominations from the floor shall be made at the September meeting.

*Section 3.* The election shall take place in September of each school year. Election shall be by voice vote if there is only one nominee for an office. If more than one candidate is nominated for an office, the election shall be by a plurality of those present and voting, by a written ballot.

*Section 4.* Vacancies shall be filled as provided for in Article 5, Section 3.

## **Article 7 Duties of Officers**

*Section 1.* The co-chairs shall preside at all meetings of the PTO and of the Board of Directors; shall appoint standing committee chairs, subject to the approval of the Executive Committee; shall be a member ex-officio of all committees shall coordinate the work of the officers and committees of the PTO; shall formulate the agenda for the Board of Directors meetings; and, shall arrange at least a minimum of four meetings a year of the Board of Directors and general meetings.

*Section 2.* The co-chairs shall act as aide to one another in the absence of one of the co-chairs at any meetings; shall be a co-signer on PTO bank account with treasurer; shall take minutes in the absence of the secretary at any meeting; shall perform the duties if one of the co-chairs should be temporarily absent or unable to act as co-chair; and, shall review all dates to be released for publication regarding the PTO.

*Section 3.* The secretary shall record minutes of all PTO meetings; shall distribute meeting minutes to Board members within fourteen days of a meeting; shall distribute general meeting minutes to Ken Caryl Middle School parents through PTO website; shall conduct correspondence as directed by the Board of Directors; shall keep a current copy of the PTO Bylaws; and, shall keep a current list of the Board of Directors.

*Section 4.* The treasurer shall receive, deposit, and disburse the funds of the PTO as primary singer on the PTO bank account; shall maintain full and accurate records of all financial transactions; Shall submit a monthly financial statement to the Board of Directors; shall maintain signatures on the bank signature card; shall turn over financial records to the incoming treasurer prior to leaving office; shall prepare the annual budget with the Executive Board and, prepare or be responsible for the preparation of Form 990 to be filed in a timely fashion with the Internal Revenue Service.

*Section 5.* All officers shall perform the duties prescribed in these bylaws in the parliamentary authority adopted by the PTO, and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, it is the responsibility of outgoing members of the Board of Directors to fully participate in the effective transition at the conclusion of their term. Each officer shall turn over to the succeeding officer all records, books, and other materials pertaining to the office.

## **Article 8 Conflict of Interest**

*Section 1.* In the event of a conflict of interest, or the appearance of a conflict of interest, the Executive Committee shall adhere to the KCMS PTO Conflict of Interest Standing Rules and Policies.

## **Article 9 Meetings**

*Section 1.* The day, time of day, and the place of the PTO's meetings shall be determined by the Executive Board and published by the earliest possible date. Meetings of the Board shall be open to all members of the PTO.

*Section 2.* The PTO shall meet at least three times during the school calendar year or as called by the Executive Board. The Board of Directors shall meet monthly.

*Section 3.* Seven days notice shall be given for a change of meeting date. Special meeting of the PTO may be called by the co-chairs or by a majority of the Board.

*Section 4.* General meetings shall be open to all members of the organization.

*Section 5.* Members of the Board shall attend all regularly scheduled board meetings during the year and may not be absent from more than three board meetings. Failure to comply may constitute a vacancy. Exceptions to the policy may be appealed to the Executive Committee.

*Section 6.* Minutes shall be kept for all meetings.

*Section 7.* The general membership present at the meeting shall constitute a quorum. At a board meeting, at least half of the board members must be present to constitute a quorum.

*Section 8.* Voting by written consent, via email, to the co-chairs constitutes a valid vote.

## **Article 10 Committees**

*Section 1.* The Standing Board shall be: Communications, Fundraising, and Hospitality. The Board of Directors may create additional necessary Standing Committees.

*Section 2.* The co-chairs with the approval of the Executive Committee shall appoint the chairs of the Standing Committees. Chairmanships may be shared jointly by two individuals.

*Section 3.* The Executive Committee shall create ad hoc committees when necessary to carry on the work of the PTO.

*Section 4.* Chairs are strongly urged to attend all PTO Board meetings whenever possible, and will service a minimum of one year term as appointed for the Executive Board. Chairs are required to report on the progress of their committee when called upon at meetings and must keep a record of their activities throughout the year. All chairs will be asked to make a final, written report at the end of their term to be presented to their successor, with a copy of the Executive Committee.

*Section 5.* All documents created by, or for, KCMS PTO shall be the property of KCMS PTO. All items shall be turned over to the Executive Board immediately following an event. All digital

files should be uploaded.

### **Article 11 Finances**

*Section 1.* All members shall adhere to the KCMS PTO Financial Operating Procedures Standing Rules and Policies when acting on behalf of the KCMS PTO.

Financial Policies on File

### **Article 12 Contracts**

*Section 1.* All contracts shall be approved by the Executive Board prior to execution.

### **Article 13 Bylaw Review and Amendment**

*Section 1.* The Board of Directors shall review these bylaws bi-yearly

*Section 2.* The bylaws may be amended at any board meeting by a two-thirds vote of the members present, provided a copy of the proposed bylaws (which shall include all changes made) be available for each member present to review.

### **Article 14 Parliamentary Authority**

The latest revision of Robert's Rules of Order shall be the authority on parliamentary law, except when in conflict with the bylaws.

### **Article 15 Fiscal Year**

The fiscal year shall begin on July 1 and end on June 30 of the following year.

## KCMS FINANCIAL POLICIES

Section 1. Fiscal Year – The fiscal year of the PTO begins July 1 and ends June 30 the following year.

Section 2. Banking – All funds shall be kept in a checking account in the name of KCMS PTO, requiring two signatures of the Executive Board.

Section 3. Reporting – All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The PTO shall arrange an independent review of its financial records each year.

Section 4. – Ending Balance – The organization shall leave a minimum of \$2,000 in the treasury at the end of each fiscal year.

Section 5. Contracts – Contract signing authority is limited to the elected Co-Chairs