

Kenneth Murphy Parent Teacher Organization (KMPTO) BYLAWS

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ARTICLE I: NAME

The name of this organization shall be Kenneth Murphy Parent Teacher Organization (KMPTO).

ARTICLE II: PURPOSE STATEMENT

The purpose of KMPTO shall be to support and enhance Kenneth Murphy (KM) students' educational experiences and to help meet the educational and recreational needs of the KM students by fostering relationships among students, parents, Beach Park School District (BPSD) staff, and community members. We shall also promote pride & enthusiasm for KM and learning through fundraising and family activities. (Requirement of BPSD Board Policy 8-90 #1)

ARTICLE III: POLICIES

SECTION I: The policies of this organization shall adhere to all BPSD Board policies & administrative procedures. (Requirement of BPSD Board Policy 8-90 #3)

SECTION II: The policies shall be developed through meetings, conferences and committees and shall adhere to the district school board policies and administrative procedures. (Requirement of BPSD Board Policy 8-90 #2)

ARTICLE IV: MEMBERSHIP

SECTION I: General membership shall be open and unrestricted, and shall therefore be open to parents/guardians of students enrolled at KM, district staff, and community members. (Requirement of BPSD Board Policy 8-90 #4)

SECTION II: A voluntary donation will be suggested annually by the executive board.

SECTION III: BPSD is not and will not be responsible for KMPTO's business or the conduct of its members. (Requirement of BPSD Board Policy 8-90 #5)

ARTICLE V: THE EXECUTIVE BOARD

SECTION I: The executive board shall consist of the following elected officers to minimally include a president, vice president, secretary, treasurer, and teacher liaison.

1. If the position of teacher liaison cannot be filled, one of the other executive board positions must be held by a KM staff.
2. Two persons may be nominated and elected to fill any single position. In this instance, both of the persons shall be given all of the rights and responsibilities of the office except for those duties explicitly restricted to one person by the bylaws (Article IX: Voting Privileges, Sec. II; & Article X: Finances, Sec. VIII).

ARTICLE VI: DUTIES

SECTION I: Duties of the Executive Board

1. Assign or re-assign specific job duties as required.
2. Adhere to all BPSD Board policies & administrative procedures. (Requirement of BPSD Board Policy 8-90 #3)
3. No member shall hold more than one office at a time.
4. Create standing committees and to appoint chairpersons.
5. Approve the plans of work of the committees' chairperson.
6. Transact necessary business in the intervals between meetings.
7. Put together a yearly budget to be approved, and work from that budget to pay the bills.
8. Call special meetings of the Executive Board if needed.
9. Hold Executive Board meetings as needed throughout the school calendar.
10. Hold general member meetings every other month during the school year beginning in September.
11. Remove a person from a board or chair position if said person has not performed their duties.
12. Notify the school administrator of planned activities. Any material (newsletters, activity information, etc.) which is to be sent home with students must have prior

approval of the administrator or his/her designee.

SECTION II: Duties of the President

1. Preside at all regular, special, and executive board meetings.
2. Coordinate the work of the officers and committees in order that the objectives may be accomplished.
3. Serve as an authorized signatory of all PTO checks. In the case of co-presidents, see Article X: Finances, Sec. VIII.
4. Cast the deciding vote in case of a tie at all board and membership meetings, otherwise is not able to vote. In the case of co-presidents, see Article IX: Voting Privileges, Sec. II.
5. Execute decisions of the executive board.
6. Serve as primary contact for the principal.

SECTION III: Duties of the Vice President

1. Attend PTO meetings.
2. Preside in the absence of the president.
3. Act as aide to the president.
4. Perform duties of the president in the absence or inability of that officer to serve. Should the president be unable to complete his/her term, the vice president will assume the office of president until a special election can be held within a month's time.

SECTION IV: Duties of the Secretary

1. Attend PTO meetings and record the official minutes.
2. Publish and distribute a summary of the minutes within 5 days of each general meeting.
3. Should the president and vice president be unable to attend a meeting, the secretary will preside.
4. Distribute the by-laws to all board members and other interested parties.
5. Complete any other miscellaneous typing.
6. Keep a log of attendance for the meetings.
7. Forward all appropriate materials to the school secretary for distribution of fliers, school webpage updates, or emails of PTO information.

SECTION V: Duties of the Treasurer

1. Attend PTO meetings.
2. Serve as an authorized signatory on all PTO accounts. In the case of co-treasurer, see Article X: Finances, Sec. VIII.
3. Maintain accounts.
4. Keep an accurate record of receipts and expenditures.

5. Post to the KMPTO website a financial statement within 5 days of each general meeting.
6. Make all deposits within 30 days.
7. Make all payments and reimbursements within 30 days.
8. Provide financial books to be audited annually by an auditing committee of three (see Article X: Finances, Section XII). The books shall be returned to the Treasurer with a signed statement that the books are in order.
9. Place all monies in a depository appointed approved by the executive board.
10. Work with the board to put together a yearly budget and present it at the beginning & end of each school year.
11. A \$100 cash box may be help by the treasurer to be ready for events.

SECTION VI: Duties of the Teacher Liaison

1. Attend all PTO meetings.
2. Serve as a representative of KM's teachers to the PTO.
3. Serve as the PTO's representative to KM's teachers.

SECTION VII: Duties of the Immediate Past President

1. Serve as an adviser to the executive board for three months immediately following his/her term in office.

SECTION VIII: Duties of Chairpersons

1. Attend PTO meetings.
2. Recruit the members for his or her committee.
3. Hold & preside over meetings of their committee as needed.
4. Report the plans and activities of the committee to the PTO Board, which must approve all such reports.
5. Request control of the cash box when necessary.
6. Use their budget in order to purchase necessary supplies and materials. Any money spent in excess of the budget is subject to approval.
7. Update their records at the conclusion of the event and relinquish said records to the secretary at that time.
8. Keep receipts of any & all purchases; file necessary paperwork with receipts to treasurer for reimbursements, within 60 days.

ARTICLE VII: MEETINGS

SECTION I: General meetings shall take place every other month starting in September throughout the school year. The time and place of the meetings shall be announced in the BPSD Calendar. Any member is welcome to attend and provide input to the PTO Executive Board.

SECTION II: Additional meetings of the organization may be called, either by vote of the executive board or by petition of the members. Special meetings may be called by the president or by any two or more members of the board. The time and place of all special meetings shall be announced at least seven (7) days prior to the meeting, except in the case of an emergency.

SECTION III: Executive board meetings will take place as needed. The time and place of the meetings shall be announced by the executive board.

SECTION IV: General meetings shall last no longer than an hour and a half. At that time a vote shall be taken on whether to continue on a topic. Only topics on the agenda will be discussed. If time permits we will vote on other topics wished to be discussed. All unfinished business shall be carried over to the next meeting.

SECTION V: In the event of bad weather, meetings may be canceled and rescheduled at the discretion of the president.

SECTION VI: The quorum shall be 3 out of 5 executive board members present.

ARTICLE VIII: TERMS OF SERVICE

SECTION I: Each officer shall serve a term of one school year; with the option to run again for that position or other positions at the end of the term. The term of the office shall end the last day of the school year. The new officers shall begin their term immediately thereafter.

SECTION II: An officer may serve no more than 2 consecutive terms in the same executive board position. If, however, no one agrees to run for the position, an exception can be made, & the officer may be voted in for another term.

SECTION III: Immediately following the election, the newly-elected officer shall begin working in tandem with the outgoing officer until the completion of the outgoing officer's term. Only the outgoing officer shall have voting authority during this period of transition.

SECTION IV: Each outgoing officer shall present a resume of their responsibilities to the newly elected officer and assist them as needed for up to 3 months.

SECTION V: The removal of any officer shall be for gross incompetence, intentional neglect, misconduct, or failing to meet the clearances required by the school. An officer may be removed from office if absent from three (3) consecutive meetings, or by a majority vote of the membership for failure to fulfill the duties of their office. A special

meeting will be held to answer the complaint.

SECTION VI: Any vacancy in office due to death, resignation, removal, or inability to serve shall be filled by special elections. However, should a vacancy occur in the office of president, the vice president shall immediately assume the office of president until a special election can be held within a month's time.

SECTION VII: Officers not renewing their terms must make it known to the board by way of email or at a general meeting so that it is recorded in the meeting minutes. This must be done at or before the nomination meeting.

ARTICLE IX: VOTING PRIVILEGES

SECTION I: Voting on all matters in general meetings may be by show of hands except when voting on elected positions (see ARTICLE XI: NOMINATION AND ELECTION SECTION IV). A ballot vote may be called for at the discretion of the executive board.

SECTION II: President shall vote only in the case of a tie in a vote of the executive board or the organization. In the case of two people filling the role of president, the two presidents may submit only one vote together to represent the vote of the president.

SECTION III: All members will have one vote and must be present to vote.

ARTICLE X: FINANCES

SECTION I: The KMPTO shall maintain and protect its own finances. (Requirement of BPSD Board Policy 8-90 #6)

SECTION II: A budget of anticipated revenue and expenses for the year shall be presented to the organization at the beginning of the school year. This budget shall be used as a guide for the activities taking place during the year. Any substantial deviation from the budget must be approved in advance by the general members.

SECTION III: The treasurer shall keep accurate records of any disbursements, income, and bank account information. All deposits and/or disbursements shall be made within a maximum of thirty (30) days from the receipt of the funds and/or orders of payments.

SECTION IV: The treasurer shall post a financial report on the KMPTO website within 5 days of each general meeting and shall prepare a final report at the close of the school year. The reports and the accounts shall be examined annually by an auditing committee.

SECTION V: Money given to a school cannot be earmarked for any particular expense. KMPTO may make recommendations, but cash or other valuable consideration must be

given to the BPS District to use at its discretion. The BPSD Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede KMPTO's recommendation. (Requirement of BPSD Board Policy 8-90 #7)

SECTION VI: No loans shall be made by KMPTO to anyone.

SECTION VII: Upon agreement of the executive board, any officer(s) or chairperson(s) may enter into contracts or agreements for the purchase of materials or services on behalf of the organization.

SECTION VIII: Two authorized signatures shall be required on each check. Authorized signers shall be the president and treasurer. In the case of two people filling the role of either president or treasurer, one person from each the president & treasurer position shall be assigned as a signor.

SECTION: IX: No reimbursements will be made without valid receipts.

SECTION X: No part of the net earnings of the organization shall be distributable to its members, officers, or other private persons; except the organization shall be authorized and empowered to pay reasonable compensation for contracted or arranged services rendered.

SECTION XI: The fiscal year shall coordinate with the school year.

SECTION XII: An auditing committee of three (3) shall be appointed by an executive board majority vote. After auditing the books, the committee shall turn them over to the treasurer with a signed statement that the books are in order. This corresponds to ARTICLE VI, SECTION V, 8.

SECTION XIII: After disbursements have been made to KM school, KMPTO must have a balance of \$500.

SECTION XIV: Dissolution: Upon the dissolution of the organization, any remaining funds should be used to pay outstanding bills, and with membership's approval, spent for the benefit of the school.

ARTICLE XI: NOMINATION AND ELECTION

SECTION I: Nominations should be made at the meeting prior to the voting meeting or at an additional meeting no less than 2 weeks before the voting meeting. A slate of persons running for offices shall be presented at the voting meeting.

1. Nominations may be submitted to the KMPTO secretary by email. The emailed

- nominations must be accepted at the voting meeting to be included in the voting.
2. Further nominations may be received from the floor. If all slated to run for office have accepted their nomination, then the elections shall proceed.

SECTION II: Before votes are made, any persons accepting a nomination must read the duties listed in the bylaws for the position they are accepting a nomination for so they may understand the commitment they are endeavoring to fulfill.

SECTION III: Officers shall be elected at the May meeting of the organization by the voting members present.

SECTION IV: A ballot vote will take place if there is more than one candidate for any office. If there is only one candidate for any office, by motion from the floor, the election for that office may be by a show of hands. All candidates will leave the room so voting may take place.

SECTION V: A majority of the votes cast by the members shall be necessary for election. Should no person receive a majority of the votes cast, a run-off between the two (2) who received the largest number of votes shall be immediately held.

ARTICLE XII: COMMUNICATIONS

SECTION I: Any communications sent must be clearly marked as coming from KMPTO. If emailing from a personal email address on behalf of the PTO, the subject line should always begin with "KMPTO." Otherwise, a special email address should be set up that is accessible by the executive board that clearly shows the email coming from KMPTO.

ARTICLE XIII: AMENDMENT OF BYLAWS

SECTION I: These bylaws may be amended at any general meeting of the KMPTO by a four-fifths (4/5) majority vote of the members in attendance. Notice shall be given at least two weeks prior to the meeting.

SECTION II: These bylaws may be reviewed and/or revised by the executive board as necessary to meet changing conditions in the school and community and brought to a vote of the general membership.

SECTION III: The BPSD board states in their policies (Section 8-90) specific requirements an organization must contain within their bylaws to be recognized & permitted to exist within the district. These requirements are all fulfilled within these bylaws & are noted with "Requirement of BPSD Board Policy 8-90 # ____" at the end of the section containing them. If amendments are made to these bylaws, these sections

should remain, or if changed, still contain the requirements stated in the BPSD Board policies.

These bylaws were adopted by the Kenneth Murphy Parent Teacher Organization (KMPTO) by vote during a general meeting properly called on May 29, 2012 and shall take effect immediately.

Changes to the bylaws were accepted by vote at the general meetings properly called on the following dates:

- **May 7, 2013**
- **March 11, 2014**
- **April 9, 2014**