

**Kaufman Elementary
Parent-Teacher Organization
Constitution and Bylaws
Updated 9/13**

CONSTITUTION

Article I: Name

The organization governed by this constitution shall be named Kaufman Elementary Parent-Teacher Organization (PTO); sometimes referred to herein as the “Kaufman Elementary PTO”.

Article II: Objectives

The objectives of the Kaufman Elementary PTO are to:

1. support Kaufman Elementary in the educational enrichment of its students;
2. foster a closer relationship between the home and school, so that parents and teachers may cooperate more effectively in the education of the children;
3. encourage communication between Kaufman Elementary and its community, and
4. direct activities in a non-commercial, non-sectarian and non-partisan manner.

Kaufman Elementary PTO is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future tax code (hereinafter “Internal Revenue Code”).

Article III: Policies

The basic policies of the Kaufman Elementary PTO are that:

1. This PTO shall work with the school to provide a quality education for all students, and shall seek to enhance the quality of education by raising funds for school supplies or programs which fall outside the school budget.
2. No part of the net earnings of the organization shall inure to the benefit of, or be distributed to its members, directors, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.
3. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted of a non-profit organization.

4. Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of this PTO, the remaining assets shall be distributed to Kaufman Elementary School. If Kaufman Elementary School ceases to exist, remaining PTO assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Article IV: Fiscal Year

This organization shall run from June 1 to May 31.

Article V: Membership and Dues

Members shall be confirmed and the paying of dues shall be determined as stated in the Bylaws.

Article VI: Officers and their Terms of Office

Section 1

All officers (Executive Board Members), Board-Members-at-Large (defined as PTO committee chairpersons), and standing committee chairpersons must be active members of Kaufman Elementary PTO and must not have been convicted of a felony, class A or class B misdemeanor crime. All nominees must submit a volunteer application and may be subject to a criminal history check. The results will be reviewed by an Executive Board Member other than oneself with the results recorded and the original returned to the individual to be destroyed.

Section 2

The elected officers of this organization shall be President, Vice-President - Fundraising, Vice President – Events, Secretary, Treasurer, Parliamentarian, Grade Level Coordinator(s), Teacher Appreciation Coordinator(s), and Communications Officer. Any office may be co-chaired.

Section 3

Officers shall assume their official duties following the close of the school year, no later than June 30, and shall serve for a term of (1) year or until their successors are elected.

Section 4

No officer shall serve in the same office for more than two (2) consecutive terms or until a successor is elected.

Article VII: Committees

Section 1

The Executive Board may create such standing and special committees as are deemed necessary to promote the purposes of Kaufman Elementary PTO and carry out the work of the organization.

Section 2

No committee activity shall commence nor shall any expenses be incurred without the approval of the Executive Board.

Section 3

The President shall be a member ex-officio of all committees.

Article VIII: Executive Board

Section 1

The Executive Board shall consist of all elected officers and the Principal and/or Assistant Principals of Kaufman Elementary School.

Section 2

No officer shall hold the same office for more than two (2) consecutive terms or until a successor is found.

Section 3

The responsibilities of the Executive Board shall be to carry out the expressed policies and desires of the membership of the organization and to make recommendations to the membership for needed actions or policy changes that may be required.

Section 4

By two-thirds (2/3) vote of the Executive Board, an officer may be removed from office for failure to perform duties, or for missing three consecutive meetings without prior notice. Any officer, Board-member-at-large or chairperson who has been found to be ineligible (Article VI, Section 1) may also be removed by two-thirds vote of the Executive Board. Special circumstances shall be decided upon at the discretion of a majority of the remaining Executive Board members.

Section 5

The Executive Board shall have authority to execute business as outlined by this Constitution and the Bylaws.

Article IX: Meetings

The Executive Board shall transact official business of the organization at Executive Board meetings and at general meetings as set.

Any Executive Board Member who anticipates missing a meeting shall inform the Chair of his/her absence in advance.

Article X: Amendments

Section 1

All amendments to this Constitution or to the Bylaws must be proposed in writing to the Executive Board for review. Submitted amendments shall be posted or distributed three (3) days prior to a general meeting, and must be read or made available at the general meeting.

Section 2

Amendments to this Constitution shall be approved by two-thirds (2/3) majority vote of the membership present at a general meeting.

Section 3

Bylaws not in conflict with the Constitution or its amendments may be adopted by a majority of the members present at a general meeting.

Section 4

Bylaws may be rescinded by a majority of the members present at a general meeting.

Section 5

A committee may be appointed to submit a revised set of Bylaws as a substitute for the existing Bylaws by a majority vote at a meeting of this PTO or by a two-thirds (2/3) majority vote of the Executive Board.

Section 6

A special committee will be appointed to review the Bylaws every three years.

**Kaufman Elementary
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BYLAWS

Article A: Membership and Dues

Section 1

Parents, guardians, teachers and staff of Kaufman Elementary, who support the purposes of Kaufman Elementary PTO and pay annual dues (should dues be necessary as decided by the Executive Board), are eligible for membership. Members shall be admitted without regards to race, creed, nationality, or religion. Only members have the privilege of participating in discussions, voting, and serving in any Kaufman Elementary PTO's elected or appointed positions.

Section 2

An annual membership enrollment will be conducted. Additional members shall be accepted at anytime.

Section 3

If annual dues are collected, the cost shall be five dollars (\$5.00) per family.

Section 4

The PTO waives payment of membership dues for all faculty members.

Article B: Meetings

Section 1

A minimum of one general meeting of the Kaufman Elementary PTO shall be held during the school year. The Executive Board at the first board meeting of the school year shall decide upon the date and time of such meeting.

Section 2

A special meeting may be called by the President or by a majority of the Executive Board, with a three (3) day notice given.

Section 3

Unless otherwise stated in the Bylaws, a majority vote of members present at general meetings will be required to pass any business presented to the membership.

Article C: Executive Board

Section 1

The responsibilities of the Executive Board shall be to:

- (a) transact necessary business in the intervals between Kaufman Elementary PTO meetings;
- (b) create standing committees;

- (c) approve the plans of work of all officers and committee chairpersons;
- (d) prepare the annual budget;
- (e) fill vacancies of officers and board members-at-large;
- (f) make any necessary reports at meetings, both Executive and General;
- (g) appoint an auditing committee as described in Article J, Section 3 of the Bylaws;
- (h) decide on the general meeting agenda; and,
- (i) approve the disbursements of funds including the payment of invoices and reimbursements in accordance with the approved budget and Article L, Section 1 of the Bylaws.

Section 2

By two-thirds (2/3) vote of the Executive Board, an officer may be removed from office for failure to perform duties, or for missing three consecutive meetings. (See Constitution, Article VIII, Section 4)

Article D: Executive Board Meetings

Section 1

The Executive Board shall meet monthly, the day and time to be fixed at the Executive Board's first meeting of the school year.

Section 2

A quorum shall be defined as one-half ($\frac{1}{2}$) plus one (1) of the Executive Board.

Section 3

Special meetings of the Executive Board may be called by the President or by a majority of the Executive Board, three days notice being given.

Section 4

All meetings are open to the Kaufman Elementary PTO membership. A closed session may be called by the President or by a majority of the Executive Board to deliberate on matters relating to the qualifications or removal of an officer or Board Member-at-large, as provided for in Article VI, Section 1 of the Constitution, three days notice being given.

Article E: Officer Manuals and Records

All Executive Board Members who maintain officer manuals or records shall pass them to their successor no later than June 30.

Article F: Duties of Members of the Executive Board

Section 1. The President shall:

- (a) coordinate the work of the officers and committees of the Kaufman Elementary PTO in order that the purposes may be promoted;
- (b) confirm that a quorum is present before conducting any business at any meeting of the Kaufman Elementary PTO;
- (c) preside over all Kaufman Elementary PTO meetings;

- (d) call a meeting of the officers for the purpose of selecting standing committee chairpersons;
- (e) be authorized to sign on bank account with the proper clearance from the banking institution (Two signatures shall be required on all checks);
- (f) review and approve all correspondence and documents provided to school personnel, the membership or the public with regard to Kaufman Elementary PTO activities;
- (g) be a member ex-officio of all committees; and,
- (h) perform all other duties as may be prescribed in these Bylaws or in the Constitution or assigned by Kaufman Elementary PTO.

Section 2. The Vice-President – Fundraising shall:

- (a) lead the planning, implementation and coordination efforts of all fundraising activities;
- (b) act as an aide to the President;
- (c) preside at meetings in the absence of the President;
- (d) be authorized to sign on bank account with the proper clearance from the banking institution (Two signatures shall be required on all checks);
- (e) see that the meeting place for general meetings is in readiness;
- (f) arrange programs or activities of the general meetings; and
- (g) perform other duties as may be prescribed by these Bylaws or the Constitution or assigned by the President.

Section 3. The Vice President – Events shall:

- (a) lead the planning, implementation and coordination efforts of all PTO-sponsored events independently and/or with the help of a committee chair;
- (b) act as an aide to the President;
- (c) preside at meetings in the absence of the President;
- (d) be authorized to sign on bank account with the proper clearance from the banking institution (Two signatures shall be required on all checks);
- (e) see that the meeting place for general meetings is in readiness;
- (f) arrange programs or activities of the general meetings; and
- (g) perform other duties as may be prescribed by these Bylaws or the Constitution or assigned by the President

Section 4. The Secretary shall:

- (a) send online reminder notices of upcoming PTO meetings;
- (b) record the minutes of all meetings in the permanent record book;
- (c) be authorized to sign on bank account with the proper clearance from the banking institution (Two signatures shall be required on all checks);
- (d) make the minutes available to all Board and Kaufman Elementary PTO members either online or at the next appropriate meeting;
- (e) prepare ballots and related election materials;
- (f) prepare normal correspondence such as thank you notes, sympathy and get well wishes, etc.;
- (g) hold a current copy of the Constitution and Bylaws in the permanent record book;

- (h) hold a current membership roster in the permanent record book; and,
- (i) perform other duties as may be prescribed by these Bylaws or the Constitution or assigned by the President.

Section 5. The Treasurer shall:

- (a) receive all Kaufman Elementary PTO monies;
- (b) record and maintain books of account and records including but not limited to bank statements, receipts, budgets, invoices, reimbursement requests and canceled checks for a period of seven years;
- (c) make disbursements as authorized by the Executive Board in accordance with the adopted budget;
- (d) present a financial statement at Executive Board meetings, general meetings, and at other times when requested by the membership or Executive Board;
- (e) submit books to the auditing committee as required in Article J, Section 4 of the Bylaws;
- (f) complete bank reconciliation monthly and submit to President and or Vice-President for approval;
- (g) prepare and file IRS form 990-Return of Organization Exempt from Income Tax by September 15 following the June 30 end of fiscal year for each term served; and,
- (h) prepare fiscal budget and submit for approval of Executive Board at first Executive Board meeting of the fiscal year. Any budgeted items over \$100 must be listed as a separate line item.

Section 6. The Parliamentarian shall:

- (a) be encouraged to attend all meetings and shall advise on matters of parliamentary procedure when requested;
- (b) maintain a current set of the Constitution and Bylaws and render an opinion on all questions concerning them in meetings;
- (c) keep order during executive and general meetings; and,
- (d) assist the Treasurer when needed.

Section 7. The Volunteer Coordinator shall:

- (a) act as a liaison and ambassador between Grade Level Representatives, Room Parents, and Teachers. Manage any issues or conflicts with tact and diplomacy;
- (b) maintain monthly contact with the Grade Level Representatives and Room Parents (offering advice, reminding them of upcoming events, etc.) throughout the year;
- (c) be authorized to sign on bank account with the proper clearance from the banking institution (Two signatures shall be required on all checks);
- (d) encourage participation in Kaufman programs and solicit support in doing the same (PTO general meetings, sponsored events, etc.);
- (e) work with the Executive Board and school administration to schedule dates for all of the luncheons for the year;
- (f) work with the Treasurer to set budget and to pay vendor(s) with Executive Board approval;

- (g) plan teacher luncheons, teacher appreciation gifts and teacher appreciation week;
- (h) Create volunteer schedule and oversee set-up, serving, and clean-up to make sure all are completed satisfactorily;
- (i) be authorized to sign on bank account with the proper clearance from the banking institution (Two signatures shall be required on all checks).

Section 8. The Communications Officer shall, if filled:

- (a) monitor and update the PTO Website, yahoo group, email account and all other forms of communications be it electronic or other;
- (b) work with the front office to utilize marquee;
- (c) write the monthly PTO newsletter article
- (d) submit items for inclusion in principal's "Weekly Update"; and,
- (e) assist yearbook chair.

Article G: Election of Executive Board Members

Section 1. Nominations for Office

The nominating committee shall be selected by the Executive Board.

The nominating committee shall consist of at least five members. The committee shall post a general nomination form for offices and positions to be filled. The committee shall elect its own chairperson at its first meeting.

The nominating committee shall select nominees from eligible members.

The nominating committee must obtain the consent of the nominee prior to its report.

Section 2. Vacancy of Office

Any vacancy in an elected office shall be filled for the remainder of the term by the Executive Board upon approval by Kaufman Elementary PTO members at the next general meeting.

Should the office of the President become vacant, the Vice-President shall serve notice of election and shall assume the duties of President until such time as the office of President has been filled.

Article H: Additional Board Members

Section 1

Board Members-at-Large, committee chairpersons, the teacher representative(s) and Site-based planning committee parent representatives, as well as the Executive Board members, shall compose the full board.

Section 2. Selection of Additional Board Members

Board Members-at-Large may be elected by majority vote of the Executive Board prior to the first general meeting of the school year. These officers shall be called Board Members-at-Large and shall serve for a period of one school year. They must be in good standing during their term of service and adhere to all provisions of the Bylaws.

Board Members-at-Large shall assist the Executive Board and/or committee chairpersons in the planning and execution of day-to-day Kaufman Elementary PTO activities as well as special events and programs. Board Members-at-Large shall not exceed 25, excluding the Executive Board members. Board Members-at-Large shall be required to attend two (2) general meetings prior to scheduled event.

Standing and special committee chairpersons are to be selected according to Article I, Section 3 of the Bylaws.

Section 3

The additional board members are important sources of information, ideas and talent for Kaufman Elementary PTO. These members are both welcome and encouraged to participate in general meetings.

Article I: Committees

Section 1

Only members in good standing (as defined by Article A, Sections 1 – 4 of the Bylaws) are eligible to serve in elected or appointed positions.

Section 2

The Executive Board may create such standing and special committees as are necessary to promote the purposes of Kaufman Elementary PTO and carry out the work of the organization.

Section 3

Standing committee chairpersons will be approved by a majority of the Executive Board and shall serve for a term of one school year. Special committee chairpersons may be approved by a majority of the Executive Board as needed to fulfill the statement of purpose of Kaufman Elementary PTO and to promote the interests of Kaufman Elementary. The term of special committee chairperson shall be fixed based on the length of time needed to complete the committee's work. All chairpersons must be in good standing during their term of service and adhere to all provisions of the Bylaws.

Section 4

The chairperson of each committee shall present a plan in writing of work to the Executive Board for approval. No committee activity shall commence nor shall any expenses be incurred without the approval of the Executive Board.

Section 5

The President shall be a member ex-officio of all committees

Article J: Financial Records

Section 1

The fiscal year shall begin on June 1 and end on May 31.

Section 2

Signees of the Kaufman Elementary PTO check disbursements shall consist of a minimum of two (2) members of the Executive Board. Two of the signees shall be the

President and Vice President. All other signees shall be elected by the Executive Board.

Section 3

An audit committee consisting of not less than three (3) members who are not authorized signers shall be appointed by the Executive Board before the last general meeting of the year.

Section 4

The audit committee shall complete the audit of Kaufman Elementary PTO financial records before August 30 and present its findings at the first general meeting of the school year.

Article K: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Kaufman Elementary PTO in all cases in which they are applicable and in which they are not in conflict with these Bylaws.

Article L: Standing Rules

Section 1

All expenditures in excess of \$100 must be approved by majority vote of the Executive Board. Approval of fiscal budget and signature on disbursement check shall be considered approval for such expenditures. Any expenditures not included in the fiscal budget or that exceed 10% difference in price must be re-approved by the Executive Board.

Section 2

All requests for personal reimbursements must include a reimbursement form and a valid receipt as provided for under Article C, Section 1, item i of the Bylaws. Two members of the executive board must approve reimbursement. Signature on disbursement check shall be considered approval.

Section 3

A minimum of SIX THOUSAND DOLLARS (\$6,000.00) must remain in the Kaufman Elementary PTO bank account as of June 30.

Section 4

All money or gifts presented to Kaufman Elementary by the Kaufman Elementary PTO become the property of, and under the express control of the Conroe Independent School District (CISD) for the express use of Kaufman Elementary.

Section 5

All Kaufman Elementary PTO property shall be governed by the majority vote of the Executive Board. When used in non-Kaufman Elementary PTO sponsored events, the borrower is solely liable for any loss or damage to the equipment.

Section 6

All parental concerns and complaints not directly related to Kaufman Elementary PTO are to be referred to the Principal.

Section 7

All cases of misappropriation of funds must be prosecuted to the full extent of the law.

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Adopted September 2013

SIGNATURES OF EXECUTIVE BOARD MEMBERS
