

Kingston Parent Teacher Organization

Bylaws

Article I Name of Organization

The name of this Organization shall be the Kingston Parent Teacher Organization, hereinafter referred to as the KPTO or the Organization.

Article II Purpose and Objectives of Organization

The purpose of the KPTO is to promote the education and welfare of Kingston's elementary and intermediate school students through the joint efforts of parents, teachers and administration. Therefore, KPTO shall work to:

- Foster communication between parents and school personnel.
- Bring together the school community and encourage involvement and interest in the school and its activities.
- Supplement curriculum through cultural enrichment programs.
- Aid and benefit the school in ways decided upon by the Organization, to include, but not limited to, fundraising.

Article III Basic Policies

Section 1 The Organization shall be nonpartisan and nonsectarian.

Section 2 The Organization shall be noncommercial, except in respect to ordinary fund raising activities as approved by the Executive Committee.

Section 3 No candidate for public office shall be endorsed by the KPTO, nor shall the name of the Organization, nor the names of its officers in their official capacities be used in any political endorsement. Providing an informational forum for school committee candidates shall not be considered an endorsement.

Section 4 The KPTO shall not seek to direct the technical activities of either school, nor to control its administrative policies.

Section 5 In the event of dissolution of the KPTO, all assets of the Organization will be transferred to the Principal's Fund.

Section 6 In the event of the death of an immediate family member of a student, teacher, administrator or other staff member, the Secretary or his/her designee, may spend up to \$50 on flowers or other appropriate gifts, as a way of expressing the KPTO's condolences. The above shall not include the parent of a teacher, administrator or other staff member.

Section 7 KPTO Executive Committee Member Code of Conduct:
This code of conduct has been formulated to clarify the type of conduct that is expected of the KPTO officers and members during their term on the Board or standing committees.

Committee members have a responsibility to:

1. Treat everyone fairly within the context of his or her activity.
2. Direct comments or criticism at the activity rather than the person.
3. Consistently display high personal standards and project a favorable image when representing the KPTO.
 - a. Refrain from public criticism of fellow volunteers, students and staff.
 - b. Refrain from personal attack or harassment, either visual or verbal on another person.
 - c. Attend to duties, as directed, in a timely manner.

Committee members must:

1. Be honest and fair.
 2. Observe confidentiality in respect of all information gained through your participation as a Board Member.
 3. Treat KPTO members, volunteers, students, staff and community members with respect.
 4. Respect the dignity of others; verbal or physical behaviors that constitute harassment or abuse are unacceptable.
- Failure to abide by the KPTO Executive Committee Member Code of Conduct, will result in review by the KPTO Board.

Article IV Membership and Annual Donations

- Section 1** Any parent, legal guardian, administrator, faculty member or staff member is eligible for active membership.
- Section 2** Completion of a membership form, at any time during the school year, shall constitute active membership. Completion of such form must be done annually. Active membership includes voting rights.
- Section 3** An annual donation shall be solicited at the discretion of the Executive Committee, by a majority vote. Any funds collected shall be used exclusively for the benefit of the schools.

Article V Officers and Elections

- Section 1** The officers of the KPTO shall be a President, two Parent Vice Presidents, two Faculty Vice Presidents, Secretary and Treasurer.
- Section 2** Officers shall assume their official duties on July 1 of the year they are elected. Terms of office will be from July 1 through June 30. Officers shall be eligible for the same office for consecutive terms, with the exception of the President who cannot serve more than two consecutive terms. Kingston School Committee members are not eligible to become officers of the KPTO.
- Section 3** At each March meeting a nominating committee of three members will be elected. IT will be their responsibility to prepare a slate of officers and standing committee chairs for consideration at the May meeting. Additional nominations may be made from the floor, provided that the consent of each nominee has been secured in writing. The individual considered for the Presidency must have served on the Executive Board for one consecutive term prior to being nominated for the Presidency. The officers and standing committee chairs for the coming year shall be nominated, voted upon and approved at the May meeting.
- Section 4** In the event a vacancy occurs in any office, such vacancy shall be filled by appointment of the remaining members of the Executive Committee. The person so appointed shall hold office until the next election.

Article VI Duties of Officers

- Section 1** The President shall set meetings (see Article VIII, Section 3), preside at all meetings of the KPTO and of the Executive Committee, be an ex-officio member of all committees (except the nominating committee), have authority to make payments on behalf of the KPTO and perform all other duties usually pertaining to the office, including voting at all meetings as stated in Article IX, Section 1.
- Section 2** The two Parent Vice Presidents shall work with and aid the President and be available to temporarily take over the duties of the President in his/her absence. The Vice Presidents are responsible for the maintenance of an active membership list, public relations and the coordination of information for the school newsletter.
- Section 3** The two Faculty Vice Presidents shall act as liaisons between the Organization and the faculty and staff of the schools, provide periodic reports on programs and projects, as well as general information (such as teacher anniversaries, etc.) and assist faculty members with requests for funds from the KPTO.

- Section 4** The secretary shall keep the minutes of all meetings of the KPTO and of the Executive Committee, maintain a record book containing minutes of past meetings and bylaws, conduct correspondence of the KPTO and keep accurate records of all such correspondences, and perform other related duties that may be delegated by the Executive Committee.
- Section 5** The Treasurer shall receive all monies of the KPTO, keep an accurate record of receipts and expenditures, make payments on behalf of the Organization as requested by voucher and present financial reports at each meeting. Spending in excess of \$100 requires a vote (see Article IX). The Treasurer shall also ensure that an independent, biannual audit of funds be performed by an active member that is not an officer.
- Section 6** All officers are to maintain organized files pertaining to their jobs, pass these files onto their successors and explain the requirements of the job to incoming officers prior to the new school year.

Article VII Executive Committee

- Section 1** Membership – The Executive Committee shall consist of the President, two Parent Vice Presidents, two Faculty Vice Presidents, Secretary, Treasurer, Standing Committee Chairs, Past President and the principals or their designees.
- Section 2** Administration – The Executive Committee shall transact all proper business of the KPTO in the intervals between meetings of the KPTO, and create special committees, as it deems appropriate.

Article VIII Meetings

- Section 1** Business meetings of KPTO shall be held once a month on a day designated by the majority of its members and shall be open to all members of the Organization.
- Section 2** Other meetings may be held from time to time as the KPTO or the Executive Committee deems necessary.
- Section 3** In the event an emergency arises necessitating a meeting, the President shall set the time, place and subject matter of such meeting at his/her discretion. In the absence of the President, it would become one of the Parent Vice President's duty.

Article IX Voting

- Section 1** All actions taken at a regular or emergency meeting shall be by a majority vote of the active members present once quorum has been met, with the exception of the President who will abstain from voting unless there is a tie. Any ties shall be decided by vote of the President. In the absence of the President, it would become one of the Parent Vice President's duty.
- Section 2** In the event that an emergency meeting is needed and cannot be held, an emergency telephone or e-mail poll can be conducted. Action may be taken only if a majority of the Executive Committee members vote in the affirmative. The members who voted in the poll shall present the vote in writing for the record at the next regular meeting.
- Section 3** Quorum shall be considered a minimum of fifty percent (50%) of the officers plus no less than five (5) active members in attendance.

Article X Committees

- Section 1** Chairs of all standing committees shall follow the document called "Committee Chair Guidelines" as set forth by the officers.
- Section 2** Committee chairs are members of the Executive Committee and have duties that commensurate with such membership (Article VII, Section 2).

Section 3

Chairpersons of the committees are to maintain organize files, which include a record of the activities of the committee and shall give this file to the incoming chairperson and explain the duties of the committee and chairperson.

Article XI Parliamentary Authority

The rules contained in Robert's Rules of Order, Revised shall govern this Organization in all cases in which they are applicable and in which they are not inconsistent with these bylaws.

Article XII Amendments

The bylaws may be amended at any regular meeting of the KPTO by a two-thirds vote of the active members present, provided notice of the proposed amendment(s) has been given at the previous meeting and included in the call to the meeting.

**AMENDMENTS TO THE
KINGSTON PARENT TEACHER
ORGANIZATION
BYLAWS**

Amendment 1 – On January 2, 2007 it was voted on by the members of the Kingston Parent Teacher Organization to amend Article V section 3. The amended bylaw will now read:

Article V section 3:

At each March meeting, a nominating committee of three members will be elected. It will be their responsibility to prepare a slate of officers and standing committee chairs for consideration at the May meeting. Additional nominations may be made from the floor, provided that the consent of each nominee has been secured in writing. The individual considered for the Presidency must have served on the Executive Board for one consecutive term or have served as a standing committee chair for two consecutive terms. The officers and committee chairs for the coming year shall be nominated, voted upon and approved at the May meeting.