

**BYLAWS OF THE KATONAH ELEMENTARY SCHOOL  
PARENT TEACHER ORGANIZATION  
KATONAH, NEW YORK  
September 2013**

**ARTICLE I: NAME**

The name of this organization is the Katonah Elementary School Parent Teacher Organization (“**KES PTO**” or “**PTO**”), Katonah, New York.

**ARTICLE II: ARTICLES OF ORGANIZATION**

The organization exists as an unincorporated organization of its members. Its “Articles of Organization” comprise these Bylaws.

**ARTICLE III: OBJECTIVES**

Section 1.

The objectives of the KES PTO are:

- a. To promote the welfare of Katonah Elementary School (“**KES**”) children in school, home and community.
- b. To increase communication between the home and school administration in order that parents and teachers may work cooperatively toward enhancing the education of KES children.
- c. To conduct fundraising events, when necessary, and programs for the benefit of KES students.

Section 2.

These objectives shall be developed through conferences, committees, projects, and programs, and are governed and qualified by these bylaws.

**ARTICLE IV: BASIC POLICIES**

The following are basic policies of the KES PTO:

Section 1.

- a. The KES PTO shall be a not-for-profit, tax-exempt 501(c)(3) non-sectarian, non-partisan organization.

- b. No substantial part of the activities of the KES PTO shall be carrying on propaganda or otherwise attempting to influence legislation, nor shall the KES PTO participate, or intervene, in any political campaign on behalf of, or in opposition to, any candidate for public office, except to the extent that such activities may be authorized of tax exempt organizations by the Internal Revenue Code.
- c. The Executive Board reserves the right to endorse or oppose any school district proposal. The Executive Board also reserves the right to bring any district proposals before general membership, with appropriate notice, for a vote.

#### Section 2.

The name of the KES PTO, the names of any members in their official capacities, any funds and any publications of the KES PTO shall not be used for any purpose not appropriately related to promotion of the objectives of the KES PTO.

#### Section 3.

The KES PTO shall work cooperatively with the school to enhance the quality of education for all KES children including the physical surroundings, recognizing that final decisions are made by the Principal of the school and ultimately by the Board of Education.

#### Section 4.

The KES PTO may cooperate with other organizations and agencies concerned with child welfare, or with community affairs affecting KES children, but persons representing the KES PTO in such matters shall make no commitments that bind the KES PTO without the prior consent of the Executive Board and, in financial matters, the KES PTO membership.

#### Section 5.

- a. No part of the income of the KES PTO shall benefit any member or officer or any other individual and no member or officer shall be entitled to the distribution of any assets of the KES PTO upon dissolution. In the event of dissolution of the KES PTO, all of the assets shall be disposed of exclusively for the purposes of the KES PTO or to such organizations that are organized and operated exclusively for charitable purposes.

- b. The PTO Executive Board and the PTO membership will make a good faith effort to spend funds in the year raised. However, membership can vote to approve the carry over of surplus funds.
- c. Any funds raised for a specific purpose that exceed the budgeted goal shall revert back to the PTO General Fund. In the case of 5<sup>th</sup> grade fundraising, excess funds may be gifted to the school for a specific purpose subject to Executive Board approval. Otherwise, the excess funds will go to the PTO General Fund.
- d. Any gifts made for a specific purpose must be approved by the Executive Board. Any donation will be deemed a gift.
- e. Long-term projects (should long-term be defined; How long is long-term, 3 months, more than 6 months, etc?) or goals must be approved in advance by the Executive Board, the Membership, the Principal, and the Board of Education when necessary.

#### Section 6.

Where notices are required, email or written notices sent home through students are deemed notice on date distributed by the PTO.

#### Section 7.

Restrictive Purposes and Activities Provision. Notwithstanding any other provision of these articles, the KES PTO is organized exclusively for one or more of the following purposes: religious, charitable, scientific, testing for public safety, literary, or educational purposes, or to foster national or international amateur sports competition (but only if no part of its activities involve the provision of the athletic facilities or equipment), or for the prevention of cruelty to children or animals, as specified in section 501(c)(3) or the Internal Revenue Code of 1986, and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under section 501(c)(3) or corresponding provisions of any subsequent Federal tax laws.

### **ARTICLE V: MEMBERSHIP AND VOTING**

#### Section 1.

Parents or guardians of a child/ren enrolled/registered and attending KES, school staff and administration are members of the KES PTO and shall comply with the provision of these Bylaws.

## Section 2.

All members are eligible to vote at general meetings and may serve in any elective or appointive positions.

## Section 3.

Any budgeted or non-budgeted items or proposals set forth for vote can be voted upon in part or whole as deemed by the membership.

## Section 4.

An item set forth for vote may be voted on once in a 6-month period by the General Membership. There must be a substantial change in the issue for it to be voted on again within the 6-month period. The Board will decide what is a substantial difference.

# **ARTICLE VI: NOMINATION & ELECTION OF OFFICERS**

## Section 1.

- a. The Executive Board of this organization shall include the offices of President, First Vice President, Second Vice President (Faculty Representative), Recording Secretary, Corresponding Secretary, Treasurer, Fundraising Coordinator and Newsletter Editor. All board positions may be shared with a co-position.
- b. All board members will be elected for two-year terms. To maintain continuity every effort will be made to elect, in even calendar years, a Co-president, Second Vice President, Corresponding Secretary, and Treasurer, and in odd calendar years a Co-President, First Vice President, Recording Secretary, Fundraising Chairperson and Newsletter Editor.
- c. If prior to an election a vacancy shall have occurred by reason of resignation or removal from office, the Executive Board, by a majority vote of the remaining members, may fill a vacancy by appointment for the remainder of the unexpired term.
- d. Any Executive Board member may be re-elected, but cannot exceed four consecutive years of service on the Executive Board. Board members may not hold more than one position in a term.
- e. Only one member per household may serve on the Executive Board unless they share a position.

## Section 2.

### Nominating Committee

a. The First Vice President shall activate a Nominating Committee consisting of at least **six** members:

- Two members minimum from general membership shall be appointed by the Executive Board.
- Two committee chairpersons
- Two members of the KES PTO general membership but shall not be on the Executive Board or a committee chairperson.

b. The Nominating Committee shall notify general membership of all open Executive Board and committee chair positions for the upcoming school year. The Nominating Committee shall nominate eligible candidates for each office to be filled and report its nominations to the Executive Board at least ten days prior to the May/June meeting. The Executive Board will send notice to the general membership of these nominations at least five school days prior to the May/June meeting, at which time additional nominations may be made from the floor.

c. Members of the Nominating Committee may be candidates for office without resigning from the committee.

d. There is no limit to length of time served on the Nominating Committee, however every effort shall be made to add two new members every year.

e. Only those persons who are members of the KES PTO and have given their consent to serve if elected shall be nominated for or elected to such office.

## Section 3

### Election of Officers

- a. Officers shall be elected by a majority of the PTO membership who are present at the May/June General Membership Meeting.
- b. The period between the June General Membership Meeting and the September General Membership Meeting shall be considered a time of transition. The outgoing Board members shall be responsible for

completing all old business. The new Board members shall assume official duties on July 1.

## **ARTICLE VII: EXECUTIVE BOARD**

### **Section 1.**

The Executive Board of the KES PTO (the “**Executive Board**” or “**Board**”) shall include the offices of: President, First Vice President, Second Vice President (faculty rep), Recording Secretary, Corresponding Secretary, Treasurer, Fundraising Chairperson and Newsletter Editor. The PTO President may, with approval of the Executive Board, appoint a non-voting Board member for a term of one year not to exceed two years.

### **Section 2.**

#### **Meetings:**

- a. Regular meetings of the Executive Board shall be held monthly during the school year, the dates and times to be fixed by the Board at its first meeting of the year. The dates and times of these meetings will be published in advance. A majority of the Executive Board shall constitute a quorum for the purposes of conducting business. A quorum is defined as a simple majority. These meetings shall be open to all members.
- b. At Executive Board meetings each office shall be entitled to one vote. A simple majority will decide a motion.
- c. Any Executive Board member who misses two board meetings may have his/her position reconsidered by the Executive Board.

### **Section 3**

#### **Duties:**

- a. To facilitate initial orientation between all outgoing and incoming committee chairpersons and Executive Board members.
- b. To approve the work plan of the committees. The work plan must include an estimated budget.
- c. To establish an agenda for each general meeting and submit it to the membership of the KES PTO not less than five school days prior to the meeting.
- d. For those fiscal years where a independent accountant is not retained, to establish an audit committee to perform an

annual financial review of the Treasurer's accounts. The committee will be comprised of the following appointees:

- One Executive Board member without check-signing privilege
  - Two individuals from the general membership
- e. To prepare and submit to the membership not less than five school days prior to the May/June meeting, a proposed budget for the next fiscal year, which must be approved by the membership. In the event the budget is not approved, programs and or expenses requiring contracts in excess of \$500 must have membership approval.
  - f. To approve routine bills for budgeted items. Any non-budgeted item exceeding \$500 must be approved by the membership. Additionally, if there is any unplanned expenditure over \$500:
    1. The proposal will be announced in the General Membership agenda
    2. A brief explanation and description of the proposal shall be attached to the General Membership agenda under the title: NOTICE OF EXPENDITURE/ PROPOSAL or VOTE.
    3. The Executive Board shall make every effort to place the vote on such notice as close to the beginning of the meeting as possible.
  - g. To approve any non-budgeted expenditure up to \$500.
  - h. To transact necessary business in the intervals between general meetings and such other business as may be referred to it by the membership.

## **ARTICLE VIII: DUTIES OF OFFICERS**

### **Section 1.**

The office of the President shall:

- a. Preside at all Executive Board and general meetings of the KES PTO.
- b. Be an ex-officio member of all committees except the Nominating Committee and not chair any committee.
- c. Coordinate the work of the officers and committees of the KES PTO.

- d. Countersign all checks exceeding \$500.
- e. To approve any non-budgeted expenditure under \$100 up to a total of \$250 per month. No single request may exceed \$100.
- f. Perform such other duties as may be prescribed in these Bylaws or assigned to him/her by the membership or by the Executive Board.
- g. Be available to meet monthly with the Principal or his/her representative.
- h. Serve as a representative to the Parent Council of Katonah-Lewisboro School District.
- i. Delegate any such duties as deemed appropriate to the Executive Board members.

## Section 2.

The First Vice-President shall.

- a. Assume the duties of the President in absence or disability of the officer, thereby succeeding him/her should a vacancy exist.
- b. Be chairperson of the Bylaws Committee and in this capacity be responsible for maintaining up-to-date copies of the Bylaws of the KES PTO; and convene the Bylaws Committee to review them every three years (see Article XIII, Section 2).
- c. Activate the formation of the Nominating Committee (see Article VI, Section 2)
- d. Responsible for preparing Consent Agenda for the General Membership meetings when appropriate.
- e. Perform such duties as are delegated by the President.

## Section 3.

The Second Vice-President shall:

- a. Be a member of the faculty of Katonah Elementary School.
- b. Serve as a liaison between the Executive Board and the faculty.
- c. Perform such duties as are delegated by the President.

## Section 4.

The Recording Secretary shall:

- a. Record the minutes of all meetings of the KES PTO.



- b. Maintain records of the KES PTO. The Recording Secretary shall make every attempt to obtain and file the annual committee reports and shall keep all attendance records.
- c. All records shall be maintained for a minimum of seven years or as required.
- d. Perform such duties as delegated by the President.

#### Section 5.

The Corresponding Secretary shall:

- a. Send the names of the elected officers together with their addresses to the District Office immediately following their election.
- b. Conduct all correspondence for the KES PTO under the direction of the President and keep a file of all such correspondence.
- c. Send notice and agenda of all general membership meetings not less than five school days in advance of the meeting.
- d. Send thank you notes.
- e. Perform such duties as are delegated by the President.

#### Section 6.

The Treasurer shall:

- a. Maintain financial records of the KES PTO including Federal tax filings.
- b. Keep a full and accurate account of receipts and expenditures.
- c. Make the KES PTO's financial records available to the Audit Committee for annual review. (See Article VII, Section 3d).
- d. Obtain the President's signature on all checks exceeding \$500 and make disbursements in accordance with the approved budget as authorized by the KES PTO
- e. Present a financial statement at every meeting of the KES PTO and obtain membership approval for any non-budgeted item exceeding \$500 (see Article VII, Section 3f).
- f. Prepare a budget in conjunction with the Co-Presidents.
- g. Submit a complete written fiscal report at the September meeting.
- h. Perform such other duties as delegated by the President.

## Section 7.

The Fundraising Coordinator shall:

- a. Plan fundraising strategies to meet the budgetary requirements of the KES PTO, as may needed during a school year.
- b. Delegate the execution of fundraising events to Committee Chairpersons.
- c. Coordinate and submit all fundraising work plans that he/she is coordinating to the Executive Board for approval.
- d. Responsible for the sale of KES Spiritwear at all KES PTO run events
- e. Responsible for the management of all corporate partner fundraising such as A&P Gift card, Target Red Card, OneCause.com and the like.
- f. Perform such other duties as delegated by the President.

## Sections 8.

The Newsletter Editor shall:

- a. Prepare, publish, and distribute monthly or at intervals approved by the Executive Board, a newsletter to parents, students and faculty of KES.
- b. Perform such other duties as delegated by the President.

## **ARTICLE IX: MEETINGS**

### Section 1

General meetings of the KES PTO shall be held at least five times during the school year. Meeting times and dates will be set by the Executive Board. Five school days notice must be given in advance of any meetings including rescheduled meetings. Cancellation of school on the date of the scheduled meeting shall be deemed cancellation of general meeting.

- a. Emergency Meetings: Emergency Meetings (sudden or urgent usually unforeseen occurrence or occasion requiring immediate action) will not require the five school days notice and business can proceed as per bylaws Article IX Section 5 states.
- b. The President will call a General Membership meeting upon written request of 50 members.

## Section 2

The annual meeting shall be held in May/June; committee reports shall be received, treasurer's report given and budget presented for approval/vote.

## Section 3

There shall be no less than five Executive Officers (one of whom must be President or First Vice President) present in order to transact any business at the general meetings.

## Section 4

The President shall preside at all meetings. In the event of his/her absence the First Vice President shall preside.

## Section 5

Issues and/or motions presented from the Board or from the floor may be decided by a simple majority vote of the KES PTO members present, unless otherwise stated in these Bylaws. At the discretion of the Executive Board and members present, a minimum number of KES PTO members may be deemed necessary for the transaction of business.

# ARTICLE X: COMMITTEES AND REPRESENTATIVES

## Section 1.

The Executive Board may create such committees, delete such committees, appoint representatives or raise funds as it may deem necessary to promote the objectives of the KES PTO, and may include but are not limited to:

### Committees

After School Activities

Book Fair - Fall

Book Fair – Spring

Beautification

s

Caring and Sharing

Chalkboard

Class Parents

Class Pictures

Do the Write Thing ?

Edible Garden & Greenhouse

Enrichment  
Environmental  
Fifth Grade Fundraising

Parents as Reading Partners  
  
PTO Spanish Language Translator  
Publicity

Halloween Fair  
Holiday Boutique/Shoppe

School Store  
Spring Dinner Dance  
Staff Recognition

Hospitality  
Innisbrook  
KES PTO Chronicle

Student Directory  
Volunteers  
Webmaster  
Welcoming  
Yearbook

Library Volunteers  
Nominating  
Parenting Talks

## Section 2.

- a. The term of each committee chairperson or representative shall be 2 years. To extend the term in the same office, the consent of the Executive Board must be obtained.
- b. Each committee chairperson or representative shall present a plan of work and budget to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board.
- c. Each committee chairperson or representative is to meet with their replacement as necessary to facilitate a smooth transition.
- d. Each committee chairperson or representative is required to file a year-end report with the Recording Secretary outlining the committee's activities and/or expenses for the year. Reports may be filed at year-end or at the conclusion of the committee's work.
- e. In the case of two co-chairs unable to agree on a committee action, the Executive Board will decide the issue by vote.

## Section 3.

The committee chairpersons may appoint their members to help with any work related to their committee.

## **ARTICLE XI: PARENT COUNCIL OF KATONAH LEWISBORO SCHOOL DISTRICTS**

### **Section 1.**

- a. The KES PTO shall be represented in the meetings by the President and/or the immediate past President or their appointed representatives.
- b. Delegates shall have the responsibility of reporting relevant information to the KES PTO members.

## **ARTICLE XII: FISCAL YEAR**

The fiscal year of the KES PTO shall begin on September 1 and end on the following August 31.

## **ARTICLE XIII: AMENDMENTS**

### **Section 1.**

Every two years a committee chaired by the First Vice President shall review and/or make proposed changes to the bylaws. This committee shall consist of at least one committee chairperson and at least one representative from the General Membership.

- a. The bylaws committee shall report its recommendations at the next General Membership meeting. Notice of proposed amendments will accompany the agenda.
- b. At the same General Membership meeting, a vote will be taken to approve the revisions by a 2/3 vote.

### **Section 2.**

The General Membership and the Executive Board shall have the right to petition for revision or amendment of the bylaws at any time. The following steps must be followed:

- a. A petition that is signed by not less than 50 members shall be submitted to the President. The petition is to state the proposed revisions as well as the original language in the bylaws. There is no limit to the number of revisions that can be stated on a petition.
- b. The president shall refer the petition to the bylaws committee for them to review and make recommendations.
- c. The bylaws committee shall report its recommendations at the next General Membership meeting. Notice of proposed amendments will accompany the agenda.
- d. At the same General Membership meeting a vote may be taken to approve the revisions, with at least 20 members present, by a 2/3 vote.