

## **JENNIE KATHARINE KOLTER PTO BYLAWS**

### **ARTICLE I: NAME**

The name of this organization shall be “Jennie Katharine Kolter Parent-Teacher Organization” (hereinafter called “Kolter PTO” or “PTO”).

### **ARTICLE II: OBJECTIVES**

1. To promote the welfare, comfort and safety of our children in home, school and community.
2. To make available the tools and environment to facilitate learning by our children.

### **ARTICLE III: POLICIES**

1. This organization is organized exclusively for charitable, educational, or scientific purposes, including for such purposes the making of distributions to organizations that qualify as exempt under section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law).
2. The organization shall not directly or indirectly participate or intervene in any way (including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities in an attempt to influence legislation by propaganda or otherwise. The organization shall not carry on any other activities not permitted by an organization exempt from Federal Income Tax under section 501(c)(3) of the Internal Revenue codes of 1954, as from time to time amended.
3. In the event of dissolution of the organization, the Executive Board shall, after paying or making provisions for the payment of all liabilities of the organization, dispose of all assets to another organization operated exclusively for charitable or educational purposes as shall at the time qualify as exempt under section 501(c)(3) of the Internal

Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

4. The fiscal year of the organization will begin on August 1 and end on July 31.

**ARTICLE IV: MEMBERSHIP AND DUES**

1. Membership in the PTO shall be made available to any parent, legal guardian, or caretaker of a child attending Jennie Katharine Kolter Elementary School, and any teacher or staff member at Kolter who subscribes to the Objectives and Policies of this organization and upon payment of annual dues.
2. The organization shall conduct an annual enrollment of members, but persons may be admitted to membership at any time. Dues paying members will receive a copy of the annual school directory. This directory is for school-related use only and shall not be sold or given away to anyone outside the school community.
3. The Executive Board shall set the annual dues for membership and approve any increase in dues.
4. Only members of the organization whose dues are current shall be eligible to serve in any of its elected or appointed positions, make motions, debate, or vote. Hereinafter, members will be called the "Membership".
5. Any officer or member of the board may be removed by a two third (2/3) majority vote of a quorum of the board of directors whenever, in its judgment, the best interest of the organization is served by the removal. Such vote shall be conducted within thirty days of the President receiving written charges from either: one (1) officer or three (3) Board members.
6. Any board member may resign at any time. Such resignation shall be made in writing and shall take effect at the time specified therein, or, if no time be specified, at the time of its receipt by the President or Secretary. The acceptance of the resignation shall not be necessary to make it effective, unless expressly so provided in the resignation.

**ARTICLE V: OFFICERS AND THEIR ELECTION**

1. The officers of this organization shall be a President, First Vice-President, Second Vice-President, Secretary, Volunteers in Public Schools Coordinator(s) (VIPS), Treasurer and Assistant Treasurer. These officers shall be elected at the Spring General Meeting. Officers shall be elected through a written ballot distributed to the membership. No proxies will be allowed. A nominee shall be elected to office by a majority vote. Officers shall serve for a term of twelve months. The newly elected President, First Vice-President, Second Vice-President, School Volunteer Coordinator, and Secretary shall assume their duties at the conclusion of the last Board meeting of the school year following their election. Treasurer duties will transfer after presentation of the final treasurer's report in August of the year of their election. No officer shall be eligible for the same office for more than two (2) consecutive years.
2. Officers elected at the Spring General Meeting should work diligently to fill committee chairmanships for the next year prior to the last Board meeting of the school year.
3. Nomination of officers shall be made by a Nominating Committee of five (5) members, one of whom shall be the Principal, the others appointed by the President, one of whom shall not be a member of the Board, subject to the approval of the Board. This committee shall meet in February and elect its chairperson. Any member of the Nominating Committee shall report to the Board prior to the Spring General Meeting the name of at least one candidate for each office to be filled. Nominations shall also be solicited from the Membership and the Board. The consent of each candidate must be obtained before his/her name is placed in nomination. Additional nominations may be made from the floor at the Spring General Meeting, provided the consent of said candidate has been obtained before his/her name is placed in nomination.
4. A vacancy occurring in an office shall be filled by a vote of the members of the Board. In case a vacancy occurs in the office of the President, the First Vice-President shall become President and the office of First Vice-President filled as prescribed above through a nominating committee.

**ARTICLE VI: DUTIES OF OFFICERS**

- 1. The President shall preside at all meetings of the organization, the PTO Board and the Executive Board; shall appoint the chairperson(s) of each standing committee; shall be a member ex-officio of all committees except the Nominating Committee; and perform all other duties pertaining to the office.**
- 2. The First Vice-President shall oversee and pursue avenues of revenue and oversee the following committees: Fund-Raisers, School Store, Book Fair, School Supply Sales, Directory, Newsletter, and Yearbook. The First Vice-President shall perform the duties of the President in the absence of that officer.**
- 3. The Second Vice-President shall oversee all committees that work to obtain volunteers and utilize them in service areas. These include the following committees: Membership, Grade Level Coordinators, Field Day, Fifth Grade Party/Graduation, , Technology, Cultural Arts, Room Parents, Friends of Kolter, and Library.**
- 4. The Volunteers in Public Schools Coordinator(s) (VIPS) shall recruit volunteers throughout the year and place them with the correct committee chairpersons. The VIPS is responsible for updating and maintaining the PTO Manager tool that is used to gather information on volunteers. The VIPS will communicate requirements that must be met prior to volunteering at Kolter. The VIPS coordinates recognition of volunteers throughout the year. This person may also work with the Principal to recognize volunteers at the school and district levels.**
- 5. The Secretary shall take minutes at all General and/or Board meetings of the organization. Minutes shall be distributed to all General/Board members on or before each General and/or Board Meeting. He/She shall remind the committee members of General and/or Board meetings. The Secretary will be responsible for the collection and archiving of documentation submitted by Committee Chairs.**
- 6. The Treasurer shall have the following duties:**

***Financial Transactions and Recordkeeping:*** Maintain custody of all PTO funds and keep a full and accurate record of receipts and expenditures. Pay out funds only as authorized by these Bylaws.

***Financial Planning and Reporting:*** Lead the process of preparing an annual budget for the organization. Prepare monthly financial statements to be presented at every meeting of the Membership and at others times when requested by the Executive Board or Board, and an annual report to be presented at the end of each fiscal year.

***Processes and Procedures:*** Develop and maintain forms and guidelines to ensure adequate financial processes are followed by PTO volunteers and for PTO financial activities. Coordinate with event chairs regarding budgets, financial controls and proper fund reporting and tracking.

***Regulatory:*** Oversee the preparation and filing of all applicable tax forms by qualified third parties including IRS Form 990 and quarterly sales tax returns. Ensure that IRS guidelines and sales tax regulations are followed.

The final report shall be completed by the Treasurer no later than August 31. The newly elected Treasurer will assume his/her duties following presentation of the Treasurer's final report.

7. The Assistant Treasurer shall receive training by the Treasurer on all duties for the purpose of learning the Treasurer position and shall assist the Treasurer as needed. The Assistant Treasurer will be authorized to represent the Treasurer at PTO meetings if the Treasurer is absent. The Assistant Treasurer will not be authorized to disburse funds from PTO bank accounts.
8. All officers shall deliver to their successor a permanent portfolio and all official material not later than ten (10) days following the last Board meeting of the school year. These materials shall include an annual report and recommendations.
9. The Vice-Presidents and other officers shall have such other duties and responsibilities, and shall oversee such other committees, as the Board and/or Membership shall from time to time prescribe.

**ARTICLE VII: BOARD OF DIRECTORS AND EXECUTIVE BOARD**

1. The Kolter PTO Board of Directors, hereinafter called the “Board”, shall consist of all the officers, the chairpersons of standing committees, two faculty representatives to be selected by the Principal (one K-2 one 3-5), the Immediate past President, and the Principal of the school. Each Board member may cast one (1) vote regardless of how many positions he or she holds. Standing committees may be co-chaired; in which case both co-chairs are considered voting members.
2. The duties of the Board shall be (a) to transact necessary business in the intervals between meetings and such other business as may be referred to it by the organization; (b) to approve the plans of work of the standing committees; (c) to present reports at the general meetings of the organization; (d) to approve expenditures within the limits of the organization’s funds; (e) to maintain permanent records of the organization which shall be kept by the President with a copy on file at the school.
3. All Board meeting voting shall be by majority vote, with the President voting only if it will change the outcome.
4. A majority of members of the Board shall constitute a quorum.
5. The Executive Board shall consist of the President, First Vice-President, Second Vice-President, Secretary, Volunteer in Public Schools Coordinator, Treasurer and Assistant Treasurer. The Principal and Immediate Past President are non-voting members.
6. The Executive Board shall meet at such times and places prior to the regular meeting of the Board and/or Membership as designated by the President in order to set the agenda, coordinate all Board activities and committee work, and make such proposals and recommendations to the Membership. The President will schedule a meeting of The Executive Board within twenty days of receiving a written request from three Executive Board Members. The Executive Board shall be subject to the orders of the Board, and none of its acts shall conflict with action taken by the Membership.

7. A majority of members of the Executive Board shall constitute a quorum.
8. **VOTING BY E-MAIL:** If an emergency exists or a decision is required by the Executive Board or Board of Directors at a time when it is not practical to hold a special meeting for the purpose of conducting a vote, the President or a person acting at his/her direction may poll the members of the Executive Board or Board of Directors by telephone, facsimile, e-mail, or in person. Actions approved by a majority of the total number of members of the Executive Board or Board of Directors in this manner shall then be formally ratified by a vote at the next meeting of the Executive Board or Board of Directors at which a quorum is present.

**ARTICLE VIII: FINANCES AND ACCOUNTING**

1. The Treasurer and Assistant Treasurer will prepare the annual budget, based on estimates of revenues and spending needs. In preparing the budget, they will consult each member of the Board and the Principal. Expenditures for fund-raising activities will be included in the proposed annual budget. The Board and/or Membership shall approve a budget for the Fiscal Year on or before September 30 of each year. The approved budget will be available to the general membership.
2. The Board and/or Membership will authorize the Treasurer to pay all bills incurred up to the amount approved for that category of expenditure in the budget. The Treasurer must have the approval of the Board and/or Membership to make payments for expenses exceeding the budget amount by \$300.00. All PTO Checks must have two (2) signatures, the Treasurer and either the President or Secretary.
3. Expenses not allocated in the budget must be approved by vote of the Board at a special meeting and/or Membership at a regular general meeting. The Treasurer shall be authorized to pay all expenses not allocated in the budget deemed emergency or miscellaneous expenses, and approved for payment by the President (not to exceed \$300) or Executive Board (not to exceed \$500).

4. The Board and/or Membership shall leave a balance of at least \$10,000 in the treasury at the end of each fiscal year to cover initial expenses for the following fiscal year.

#### **ARTICLE IX: MEETINGS**

1. There shall be at least six (6) general meetings of this organization held as directed by the PTO Board and at least three (3) days notice shall be given. Special meetings of the Board may be called by the President or by a majority of the members of the Board. At the Spring General Meeting, officers shall be elected.
2. All general meeting voting shall be by majority vote, with President voting only if it will change the outcome.
3. Twenty members present at a general meeting will constitute a quorum.

#### **ARTICLE X: STANDING AND SPECIAL COMMITTEES**

1. The President shall appoint the chairperson of each standing committee as soon as possible following the President's election at the Spring General Meeting and the Executive Board and/or Membership shall approve the chairpersons at the first regular meeting of the school year. The term of office shall be one (1) year but no more than two consecutive years.
2. The President as required shall create special committees, to be ratified by the Executive Board. The chairpersons of these committees shall be selected by the President and approved by the Executive Board and shall serve for the life of the committees. Members of the Board may serve as members or chairpersons of special committees.
3. The chairpersons of all committees shall present plans of work for approval by the Executive Board and will comply with all PTO policies and procedures in effect.
4. When a chairmanship of a standing committee becomes vacant, the President shall appoint a new chairperson. The chairperson of each committee shall deliver to their successor a permanent portfolio and all official material before the end of the school

year. These materials shall include an annual report, budget/expense report, contracts, official communications and recommendations.

5. There shall be, in addition to such committees as the President shall determine, the following standing committees:

**Art Fundraiser** – The Committee will work with the Art teacher to organize a sale of student’s art with profits benefiting the art program.

**Audit Committee:** The Treasurer’s annual report shall be examined annually by an Audit Committee of not less than three (3) members who, if satisfied that the Treasurer’s annual report is correct, shall sign a statement of that fact at the end of the report. The Audit Committee shall be appointed by the President and approved by the Board and/or Membership no later than the last General meeting of the school year.

**Book Fair** – The Book Fair Committee shall work with the Librarian to organize a sale with profits benefiting the Kolter library.

**Book Fair Pizza Night** – The Committee will work with the Book Fair Committee to coordinate Pizza Night that is held the first night of Book Fair.

**Community Recognition Committee** - The committee will seek to increase community recognition for Kolter.

**Cultural Arts** – The Cultural Arts Committee shall work with the Principal and/or Magnet Coordinator to study, preview, and reserve dates for programs at the school, which are funded by the Kolter PTO. The Committee’s responsibilities include International Night.

**Directory** – The Committee will produce and distribute a student directory at the lowest possible cost; sell advertising to defray some of that cost; and produce the directory as early in the school year as possible.

**Entertainment Books** – The committee will organize the sale of books, collect money and distribute books.

**Field Day** – The Field Day Committee shall work with faculty members to organize the planning and execution of games, activities, and the coordination of volunteers for this event.

**Fifth Grade Party & Graduation** – The Fifth Grade Party & Graduation Committee shall be responsible for organizing and overseeing the festivities for the graduating fifth graders. This includes the decorations and refreshments as well as the reservations and plans required for the fifth grade party.

**Finance Committee** – The Committee shall assist the Treasurer and Assistant Treasurer with oversight of the fiscal responsibilities of the PTO, including developing guidelines for and training event volunteers, assisting with and reconciling fund intake for events and ensuring adequate fiscal controls. The Treasurer will chair the committee.

**First Day Coffee** – The Committee will organize a morning social for parents on the first day of school. Information on PTO Committees, HISD Background Checks, and sign-up sheets will be distributed to encourage volunteer recruitment. VIPS Coordinator will chair the committee.

**Fall Fundraisers** – The Committee shall be responsible for organizing and overseeing one major school-wide fund-raiser in the fall.

**Spring Fundraisers** – The Fund-raiser Committee shall be responsible for organizing and overseeing one major school-wide fund-raiser in spring.

**Grade Level Coordinators** – The Grade Level Coordinators shall consist of one representative from each grade level, K-5 who acts a liaison between any of the Standing Committees and the head room parent for each class in their grade. The Coordinators will work with teachers and VIPS to recruit Room Parents. Each Grade Level Coordinator is a voting member of the Board.

**Grandparents Day** – The Committee will organize and provide hospitality for grandparents during Book Fair week.

**Ice Cream Social** – The Committee will organize social held during school orientation.

**Kindergarten Play Day** - The Committee will organize an early evening play date, usually the Tuesday evening the week before school starts, for parents and entering Kindergarten students to meet each other and play at the Kindergarten playground.

**Kindergarten Roundup and Orientation** – The Committee will organize activities, serve refreshments and provide information to incoming kindergartners and parents.

**Library/Book Dedication** – The Library Committee shall recruit and organize volunteers to assist the Librarian with clerical duties.

**Magnet Awareness Week Committee** – The Committee will work with the Magnet Coordinator to plan and implement tours.

**Membership** – The Membership Committee shall organize, coordinate, recruit, and publicize membership, including maintaining all records of membership.

**Outdoor Classroom Coordinator** – Recruits and organizes parent and teacher volunteers to help students care for the gardens around the school (landscaping is the Principal's responsibility). Coordinates timing of spring and fall school wide garden weeks.

**Prepackaged School Supplies**– The Prepackaged School Supplies Committee shall be responsible for surveying the teachers regarding their needs for school supplies for the following year, securing bids on supplies, pre-ordering prepackaged school supplies and organizing volunteers for distributing the supplies the following year.

**School Store** – The School Store Committee shall be responsible for purchasing and maintaining an inventory of supplies and Kolter logo clothing, keeping a record of expenses and income, and training and coordinating volunteers to work in the school store.

**Teacher Appreciation** –The Teacher Appreciation Committee shall be responsible for school level awards/teacher appreciation and shall coordinate and schedule dates in conjunction with grade level coordinator for each grade.

**Technology** – The Technology Committee shall assist the technology teacher as necessary. They shall also assist the PTO with technology needs.

**Website** – The Committee will assist with updated postings to the PTO website.

**Yearbook** – The Yearbook Committee shall organize and publish the annual yearbook, research publishing companies, acquire bids, take orders from students and distribute the book in the spring.

**ARTICLE XI: PARLIAMENTARY AUTHORITY**

**Robert's Rules of Order, Newly Revised shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order this organization may adopt.**

**ARTICLE XII: AMENDMENTS**

**These bylaws may be amended at any regular meeting of the Membership by majority vote provided that the amendment has been submitted in writing at the previous regular meeting.**