

BYLAWS

Kent City Parent Teacher Community Organization

Article I NAME

The name of this organization shall be the Kent City Parent Teacher Community Organization, also known as PTCO.

Article II MISSION-OBJECTIVES

The mission of the Kent City Parent Teacher Community Organization is to positively, collaboratively and effectively encourage, promote and facilitate opportunities and resources within the Kent City School District. The PTCO shall come together as a community to offer time and effort for educational learning, behavioral growth and the betterment of all within the Kent City School District.

- a) To promote the education and well-being of all children at home, in school and in the community.
- b) To provide a forum for discussion and foster communication between parents, administrators, educators and the community.
- c) To enhance the educational facilities and opportunities for the students of Kent City Community Schools. (Elementary, Middle and High School)
- d) To promote volunteer programs and resources for all of Kent City Community Schools.
- e) To sponsor projects and events for the benefit of Kent City Community Schools.
- f) To raise funds as required providing for all the above objectives.

Article III POLICIES

- a) The organization 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 federal tax code (hereinafter "Internal Revenue Code").
- b) The organization shall be noncommercial, nonsectarian and nonpartisan.
- c) The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the organization.
- d) 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 attempting to influence legislation by propaganda or otherwise.
- e) The organization shall work with the schools to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.

- f) No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private individuals 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.
- g) Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (I) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (II) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- h) Upon the dissolution of the organization, 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. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article IV MEMBERSHIP

- a) Any interested person with a completed volunteer form.
- b) Each member of the licensed teaching staff working in the Kent City Community Schools.
- c) Any member shall have the privilege of making motions and serving on committees.
- d) A voting member shall be any elected officer who is in good standing according to Article IV a. or b.
- e) The membership year will run from July 1st through June 30th of each year.

Article V OFFICERS AND THEIR ELECTION

- a) The officers of this organization shall be a President, Vice President, Secretary, Treasurer, and three trustees.
- b) Officers shall be elected at the May meeting of the organization, by the members present, using the ballot system.
- c) Any PTCO member is eligible to be a board member, but she/he must become a voting member upon her/his election.
- d) Outgoing officers will end their duties and new officers shall assume their duties at the close of the summer meeting. Date of meeting is subject to change yearly.
- e) Officers shall serve a term of two (2) years and/or until their successors are elected.
- f) Officers of this organization shall be elected in the following manner:

1. Nominations for the Board will be taken at the April general meeting. The PTCO shall make available a nomination form to any community member interested in nominating someone or themselves for a PTCO office. The form will have the PTCO election day listed for those who wish to attend. The secretary will also make nomination forms available to any PTCO member in the District Administration office for one week after the April meeting.

2. Within one week of the nomination period ending, the secretary shall notify, via e-mail or in person, each person nominated to determine if the nomination is accepted or declined. The completed list of accepted board nominations should then be made public (e.g., e-mail listserv, facebook, PTCO website)
3. PTCO Board elections shall be held at the May PTCO general meeting.
4. All votes shall be on a typed ballot made by the secretary.
5. The president and secretary shall be in charge of counting votes.

- g) Vacancies shall be filled by the appointment of the board.
- h) Removal from office may occur by a majority vote of the Board for failure to perform assigned duties, corruption, or any act that brings dishonor to the organization or negates the objectives of the organization. Removal shall take place after the board has met in an effort to discuss the problem and all attempts have been made to resolve the problem. Removal shall be done by a majority vote of the board. No board member has the right to change any decision that the board members made. If a board member intentionally does not follow through with the decision of the board, it will result in removal from the board.

Article VI DUTIES OF OFFICERS

- a) The President shall preside over meetings, serve as the primary contact for Administration, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except nominating committee and coordinate the work of all the board members and committees so that the objectives-mission of the organization may be promoted.
- b) The Vice President shall act as an aid to the President and perform the duties of the President in their absence or inability to serve.
- c) The Secretary shall keep records for the organization, take and record minutes, prepare the agenda, handle correspondence, update the PTCO website and facebook, and send notices of meetings to the membership. Copies of the current meetings minutes will be available on the PTCO website or via e-mail upon request.
- d) The Treasurer shall receive all monies of the organization, shall keep an accurate record of receipts and expenditures, and shall pay out of funds in accordance with the Bylaws. He/she shall present a financial statement at every meeting and at other times when requested by the board.
- e) Three trustees duties will include, but are not limited to: oversee volunteering opportunities in the school district, oversee all communications to the members and community, oversee all fundraising of board-approved PTCO fundraising events.
- f) All officers shall perform the duties outlined above as well as any other duties prescribed in these bylaws, and such other duties as may be delegated to her/him.
- g) All officers shall deliver to their successors, official materials at the close of their service of office.

Article VII MEETINGS

- a) The regular meetings of this organization shall be on the fourth Monday of every month during the school year. The time shall be 6:30pm.
- b) Date and/or time may be changed by the PTCO board with proper notice given to members, not to be less than three days prior to the original date and time.
- c) There will be at least one summer meeting, date and time to be determined by the board and membership during the May general meeting.
- d) Four board members present at any meeting shall constitute a quorum for the transaction of business of the organization.

Article VIII. SPECIAL MEETINGS (e.g., via e-mail, in person, etc.)

In the event that a time sensitive issue/request is made to the PTCO, a Special Meeting may take place with the PTCO board members in order to address the issue/request in a timely manner. If an issue/request is presented to the PTCO and a resolution/response is not required before the next regularly scheduled meeting, then the issue/request will be addressed at the next regularly scheduled meeting, at the discretion of the PTCO board.

- a) A board member should be available within a 24 hour period to check PTCO emails. If a situation arises in which a board member is not available to check PTCO emails within a 24 hour period, but the majority of members have voted and the issue is satisfied, then the board member who was not able to vote on the issue should still make his/her comments known on that issue, so that they are documented and possibly referred to in a future request/vote of the same nature.
- b) The issue/request should be recognized at the next monthly meeting in order to document in the PTCO meeting minutes.

Article IX PARLIMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Kent City PTCO.

Article X FISCAL YEAR

The fiscal year of the Kent City Parent Teacher Community Organization shall begin on July 1st and end on the following June 30th.

Article XI FUNDS/BUDGET

- a) Authorized signatures on PTCO checks shall include the Treasurer. In the case of the treasurer needing reimbursement, a reimbursement form, with appropriate documenting receipt, must be signed by two board members in order for the signature on the check to be the payee. If the treasurer is unavailable to sign a check then the check should be signed by two other board members.
- b) To be reimbursed from the PTCO, one must submit a receipt or invoice to the Treasurer.
- c) At the end of an event where monies have been collected, when possible, two members should count the money.
- d) When possible, PTCO funds should go directly from the school to the bank for deposit.

- e) If necessary, a letter will be written to the payee of checks that are written to PTCO and returned for insufficient funds. The letter will contain a copy of the returned check, a request for the written amount and the fees charged to the PTCO by the bank for the check plus a fee of \$25 to the PTCO. The check will be returned to the payee upon receipt of cash, money order or certified check.
- f) A budget will be determined by the board once per year. All expenditures within the realm of the approved budget are authorized expenditures.
- g) None of the PTCO bank accounts will be linked to any member's personal or business bank account.

Article XII AMENDMENTS

These bylaws may be amended at any regular meeting of the PTCO by a two-thirds vote of the members present and voting, provided that notice of the amendment has been given at the previous meeting.

Article XIII BYLAWS

The bylaws of the Kent City Parent Teacher Community Organization will be reviewed every two years. A majority vote by board members present will constitute their acceptance.

These bylaws are adopted as prescribed on this date _____4/27/15_____