

Kennard Classical Junior Academy  
Parent Teacher Organization Inc.  
By-Laws

**REVISED 5/19/2017**

**(proposed changes 4/5/17; start date 5/3/17)**

**Article I – Name**

The name of this organization shall be Kennard Classical Junior Academy Parent Teacher Organization, Inc. hereinafter “Kennard CJA PTO”.

**Article II – Purpose**

Section I – Mission Statement

Kennard CJA PTO shall promote school community participation and support and protect the unique intellectual diversity and gifted education programs at Kennard.

Section II – Responsibilities

It shall be the responsibility of Kennard CJA PTO to:

1. Enhance teaching and learning by providing financial support, volunteers, and information regarding gifted education.
2. Create a community of ethnic and cultural co-existence through sponsorship of organized social activities and ethnic/cultural events and advocating for the full engagement of all races and cultures in the academic process.
3. Maintain positive relationships within our community.
4. Communicate effectively with Kennard stakeholders.
5. Advocate for issues in gifted education at the building, district, and state levels.

**Article III – Membership**

The general membership of the Kennard CJA PTO shall consist of:

1. All parents and legal guardians of students enrolled at Kennard CJA; and
2. All staff and faculty of Kennard CJA.

No dues are charged for membership in the PTO.

## **Article IV – Officers**

### Section I

Officers of the Kennard CJA PTO shall be: President, Vice President, Secretary, Treasurer, Information Officer, Security Officer, Parliamentarian, Enrichment Resource Officer, District Affairs Officer, Room Parent Relations Officer, Fundraising Officer, and the Communications Officer. The officers make up the Kennard CJA PTO Board (hereinafter "PTO Board"). The term of office shall be for one year (from May 1 to April 30).

### Section II

The President, Vice President, and Treasurer shall be a parent or legal guardian of student enrolled at Kennard CJA. All other offices are open to any member of the Kennard CJA PTO. In the event there are positions for which no individual is nominated, officers may hold more than one position with the approval of the PTO Board and consent of the membership.

### Section III

All officers are volunteers of Kennard CJA PTO and shall not receive any remuneration for their service. No officer may hold any interest in any contract entered into by Kennard CJA PTO.

## **Article V – Nomination, Election, Appointment, and Recall of Officers**

### Section I – Nomination

- A. In February, the PTO Board will prepare and distribute a

brief description of each board position, including described by-law duties and typical time requirements.

- B. Nominations for board positions will be held at the March general meeting.
- C. Individuals nominated for board positions must accept the nomination in writing (via paper, e-mail, or text message) or in person at the March meeting.
- D. The President will close nominations at the end of the March meeting. No new nominations will be accepted after that time.
- E. After the March nominations, the PTO Board will prepare and distribute a list of candidates to the Kennard community.

## Section II – Election

- A. Officer elections will be held at the April general meeting.
- B. All candidates for office shall be present at the April general meeting unless an emergency exists.
- C. All candidates will be given the opportunity to speak to the membership regarding the position in which he or she holds a nomination.
- D. For contested positions, election will be held by secret ballot.
- E. The Secretary and Parliamentarian will count the ballots and announce the results at the April meeting.
- F. New officers will take office on May 1.
- G. The term of office shall be for one year (from May 1 to April 30).
- H. No officer may hold any interest in any contract entered into by Kennard CJA PTO.

## Section III – Appointment

- A. The PTO Board shall appoint any unfilled, resigned, or recalled position for the remainder of the one-year term of office.
- B. An appointed Kennard CJA board member position will be added to the PTO Board to represent the adopted Diversity Mission of Kennard CJA and will be selected by the Diversity Committee. This appointed board position will have all the rights of the elected board members and can/may also serve in the dual roles.

## Section IV – Recall

- A. Any officer of the PTO Board may be recalled with a two-thirds vote of the membership at any regularly scheduled meeting. The individual subject to recall shall be given notice he or she is subject to recall, the basis of the recall, and an opportunity to be heard by the Kennard CJA PTO before a vote to recall will occur.
- B. An officer may be subject to recall based upon:
  1. absence without excuse in excess of two consecutive board or two consecutive general meetings;
  2. dereliction of duties;
  3. misappropriation of funds; or
  4. any other reason proven to compromise the integrity of the PTO Board, membership, or assets.

## **Article V – Duties of Officers**

### Section I – President shall:

- a. preside at general and PTO Board meetings;
- b. set the meeting agendas as assigned;
- c. serve as the primary contact for the school principal;
- d. direct the overall operation of the Kennard CJA PTO in accordance with the by-laws and the decisions of the executive board and the membership; and
- e. appoint appropriate committees and appoint chairpersons with the advice and consent of the PTO Board.

### Section II – Vice President shall:

- a. assist the President as requested;
- b. preside at meetings or fulfill all duties in the President's absence;
- c. fill the balance of the President's term if a vacancy occurs in the office of President;
- d. assist with the coordination of volunteers by recruiting committee chairs, and providing PTO Board and committee chairs with on-demand tailored volunteer contact email addresses and volunteer lists; and and
- e. support committee chairs in their activities

- f. serve as an ombudsman/resource for assisting in communication between parents, teachers, and administrators as needed.\*

Section III -Secretary shall:

- a. record, distribute, and maintain the minutes of general meetings and executive PTO Board meetings;
- b. provide the minutes to the President for approval before distribution to Board and general membership
- c. assist the President as requested;
- d. handle correspondence as assigned; and
- e. distribute list of candidates for election in April.
- f. help the Parliamentarian count the election ballots and announce the election results at the April general meeting.

Section IV – Treasurer shall:

- a. report fund status to the PTO Board and the membership;
- b. provide a full report on finances and budget at the end of the fiscal year;
- c. act as signatory along with the school principal, PTO President, and PTO Vice President on the organization's bank account;
- d. prepare an annual budget to be presented for preliminary approval at the August meeting of the PTO Board and then to the membership for the final approval at the September meeting, or any meeting called specifically for that purpose;.
- e. manage and dispense funds in accordance with the rules and regulations of the St. Louis Public School District and according to the by-laws of the Kennard CJA PTO Financial Procedures; and
- f. may at his or her discretion establish a separate petty cash account and or debit card with a maximum balance of \$1000.00 for use by committee chairs heads and PTO Board members for planned events and with approved budgets only. No personal items shall be purchased on this account and any person failing to adhere to this policy shall be removed from the committee and/or PTO Board immediately, and be subject to prosecution to the maximum extent of the law, and in the case of board removal, the

recall procedure shall begin immediately.

Section V – Information Officer shall:

- a. create and maintain one database containing the contact following information for on all of Kennard parents, teachers, and administrators, and volunteers with their permission;
- b. establish parameters for the storage of information;
- c. create and distribute the Buzz Book to the Kennard CJA community;
- d. Tabulate monthly volunteer hours report for district; and
- e. Assist with the coordination of volunteers by providing PTO Board and committee chairs on-demand tailored volunteer contact email addresses and volunteer lists.

Section VI – Security Officer shall:

Assist with the coordination of security issues in Kennard to include, but not limited to the following: access to Kennard grounds, visitor registration procedures, playground safety and security, the creation and maintenance of Emergency Preparedness Backpacks, and any other district-mandated security needs.

Section VII – Parliamentarian shall:

- a. maintain order in meetings according to Robert’s Rules of Parliamentary Procedure;
- b. serve as timekeeper to ensure that meetings stay on schedule; and
- c. count election ballots and announce the election results at the April general meeting with the help of the Secretary.

Section VIII – Enrichment Resource Officer shall:

- a. coordinate activities and resources that enhance teaching and learning.
- b. attend Des Lee Collaborative kick-off and other metro area enrichment themed meetings as a representative of Kennard. Share relevant information and enrichment opportunities with teachers.
- c. communicate enrichment budget, policies and deadlines to

teachers.

- d. review and approve enrichment requests from teachers as per the Kennard CJA PTO budget and enrichment policies.
- e. work closely with the Treasurer to dispense funds
  - e. provide monthly spending updates to President and Communications Officer for PTO Newsletter
- f. maintain accurate records of current and past enrichment expenses.

Section IX – District Affairs Officer shall:

- a. represent Kennard CJA PTO in St. Louis Public schools district wide meetings;
- b. identify Kennard representatives who will attend the Parent Assembly Action Council meetings and will keep the general membership informed of Parent Assembly Action Council activities and issues; and
- c. communicate information and requests to the appropriate St. Louis Public Schools district office when needed.

Section X – Room Parent Relations Officer shall:

- a. keep parents informed of PTO needs and activities.; and
- b. assist teachers by coordinating volunteers for both individual classroom and school-wide activities.
- c. work with the PTO president in developing and distributing the monthly PTO calendar.
- d. compile a list of room parent volunteers.

Section XI – Fund Raising Officer shall:

- a. be accountable for the oversight of and reporting on the fundraising events the Kennard CJA PTO undertakes;
- b. recruit volunteers to chair and run fundraising events;
- c. investigate and promote fundraising events, grants, and other revenue streams;
- d. meet with parties interested in offering Kennard a fundraising event;
- e. submit fundraising ideas to the PTO Board for final approval; and
- f. ensure that all Kennard CJA PTO fundraising events have

been approved by the school principal.

Section XXI – Communications Officer shall:

- a. work closely with the President to accomplish effective communication with the parents, teachers, and staff.
- b. maintain or oversee other volunteers to maintain: the PTO website, the PTO newsletter, the PTO facebook page, and PTO related bulletin boards in the school.

**Article VI – Meetings and Procedures**

Section I – General Meetings

- a. The PTO Board shall establish a calendar of meetings (no fewer than five for the year) during a summer June or July PTO Board meeting. The time, day, and purpose of each meeting will be determined at that time.
- b. Any member wishing to be on the meeting agenda should contact the President.
- c. General meetings can be changed by the PTO Board when emergencies arise with the approval of the school principal.
- d. Meetings can be cancelled by the PTO Board when emergencies arise. Written notice of cancellation shall be sent to the membership when a meeting is canceled.
- e. If school is canceled due to inclement weather, any scheduled Kennard CJA PTO meetings will be canceled on the same day.

Section II – PTO Board Meetings

- a. PTO Board meeting schedules shall be published. Any member wishing to be on the agenda should contact the President.
- b. The PTO Board may choose to hold occasional closed meetings. These meetings may be done [in person,] via email, phone, or web application. All quorum rules shall apply, except that it is assumed all members of the PTO Board upon sending the email shall be present for voting purposes.
- c. In the case of an office being shared by two or more members, there shall be only one vote per office at board meetings, and only one vote per member in the case of a member holding more than one office.

### Section III – Called Meetings

Meetings may be called by the President and PTO Board when deemed necessary.

### Section IV – Quorum

- a. A quorum for all purposes at general membership meetings shall be ten members and four PTO Board officers.
- b. A quorum for all purposes at PTO Board meetings shall be four PTO Board officers.

### Section V – Voting

- a. PTO Board
  1. Only PTO Board officers may vote.
  2. PTO Board officers must be present at the meeting to vote, unless on line, email, or phone meetings are used for closed board sessions.
  3. The President shall vote only when necessary to break a tie vote, except in the election of officers.
  4. The Secretary shall keep paper records of voting done via e-mail.
- b. PTO Membership
  1. A simple majority vote of the members present shall decide all issues and elections except where otherwise noted in these bylaws. Paper balloting may be used at the discretion of the President.
  2. All votes shall be taken by voice vote or show of hands. Passage or failure of the issue raised for a vote will be announced by the President immediately after the vote.

### Section VI – Initiatives

- a. Any initiative undertaken by the Kennard CJA PTO shall be put to a vote of the PTO Board for interim approval to be subsequently ratified by the general membership in order to be sustained.
- b. After the budget has been passed, any additional

- expenditure request by a PTO Board member in excess of \$100.00 shall be put to a vote of the general membership.
- c. All expenditure requests by an individual PTO Board member shall be totaled and once the \$100.00 total has been surpassed, it is assumed any additional amounts shall be voted on by the general membership.
  - d. Any expenditure request can be held by the Treasurer at his or her discretion until the next board or general meeting to decide if the request is being used for reasonable purposes and would generally be approved of by the entire membership.

## **Article VII – Standing Committees**

### Section I

Committee meetings should be set by the committee chair. Committee chairs should communicate to the PTO Board about relevant issues from their meetings.

### Section II

The PTO Board will determine the standing PTO committees on an annual basis. Additional ad hoc committees may be developed with the authorization of the PTO Board based on the needs of the Kennard community.

## **Article VIII – Amendments**

### Section I

The By-Laws may be amended under the following conditions:

- a. A motion to amend the by-laws shall be made at any regular or PTO Board meeting and voted upon at the following regular meeting allowing time for discussion prior to the vote;
- b. A regular meeting has been called for that purpose;
- c. Written notice, including the proposed amendment, has been sent to all members at least two weeks prior to the

- date of said meeting;
- d. A quorum is present at said meeting; and
- e. Amendment is passed by two-thirds of those attending.
- f. Proposed amendments must include a start date.

## **Article IX – Finances**

### Section I

- a. The Kennard CJA PTO bank account(s) will include the President, Treasurer, and school principal as signatories and shall be managed by the Treasurer.
- b. The Treasurer shall keep accurate records of reimbursements, bank account information, donations.
- c. A tentative budget will be drafted by the Treasurer to be presented for preliminary approval at the August meeting of the PTO Board and then to the membership for the final approval at the September meeting, or any meeting called specifically for that purpose.
- d. The fiscal year will begin on September 1 and will end on August 31.
- e. No personal items shall be purchased on any Kennard CJA PTO account and any person failing to adhere to this policy shall be removed from the committee and/or PTO Board immediately, and be subject to prosecution to the maximum extent of the law, and in the case of board removal, the recall procedure shall begin immediately.
- f. Upon dissolution of the organization, any remaining funds shall be used to pay any outstanding bills and with membership approval, spent for the benefit of the school.