

Proposed KCJA Bylaw Changes, 2-1-2018

Combining the positions of Parliamentarian and Security Officer; and eliminating the position of Room Parent and dividing those duties between Communication Officer and Information Officer

Current KCJA Bylaws

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 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;

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- 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 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 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.

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Section I

Officers of the Kennard CJA PTO shall be: President, Vice President, Secretary, Treasurer, Information Officer, Parliamentarian, Enrichment Resource Officer, District Affairs 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 V – Information Officer shall:

- f. create and maintain one database containing the contact information of Kennard parents, teachers, and administrators, and volunteers with their permission;
- g. establish parameters for the storage of information;
- h. create and distribute the Buzz Book to the Kennard CJA community;

- i. tabulate monthly volunteer hours report for district;
- j. assist with the coordination of volunteers by providing PTO Board and committee chairs on-demand tailored volunteer contact email addresses and volunteer lists;
- k. work with the PTO president in developing and distributing the monthly PTO calendar; and
- l. compile a list of room parent volunteers.

Section VII – Parliamentarian shall:

- d. maintain order in meetings according to Robert’s Rules of Parliamentary Procedure;
- e. serve as timekeeper to ensure that meetings stay on schedule;
- f. count election ballots and announce the election results at the April general meeting with the help of the Secretary; and
- g. 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 XXI – Communications Officer shall:

- c. work closely with the President to accomplish effective communication with the parents, teachers, and staff.
- d. 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; and
- e. keep parents informed of PTO needs and activities via email.