

R J Kinsella Magnet School of Performing Arts
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Kinsella Magnet School
PTO By Laws
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Article I – Name

The name of the organization shall be the R J Kinsella Magnet School of Performing Arts PTO, hereinafter referred to as the Kinsella Magnet PTO, or the (this) organization.

Article II – Articles of Organization

The Kinsella Magnet PTO “Articles of Organization” comprises the Bylaws as from time to time to be amended.

Article II – Purpose and Mission

The PTO is organized for the purpose of supporting the education of children at Kinsella School by fostering relationships among the school, parents, and teachers.

Section 1. The purposes of this organization are to promote the welfare of children and youth in Kinsella School, promote cooperation and communication between home, school and the community, and to promote unified efforts to secure the highest advantages in education for all children.

Section 2. In order to bring into closer relation, the school, the home and the community so that such united efforts may be made to secure the highest advantages in education for children and youth, the mission of the Kinsella Magnet School PTO is to support and speak on behalf of the educational needs of our children, whenever and wherever possible, to serve as a resource for parents and the community on educational issues, and to maximize opportunities for communication between parents, teachers, administrators, Board of Education members, government officials and the general public.

Article III – Members

Section 1. Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal and any teacher employed at the school may be a member and have voting rights.

Article IV – Officers and Elections

Section 1. Officers. The officers shall be a president, vice president and/or 2nd vice-president, secretary, and treasurer as deemed necessary by the executive board.

a. President. The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

b. Vice President. Attend PTO meetings. Communicate with President if unable to attend. Acts as aide to the President perform duties of the President in the absence or inability of that officer to serve. Should the President be unable to complete his/her term, the Vice President would assume the office of President.

c. Secretary. The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.

d. Treasurer. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report twice a year, once at the beginning of the school year and once at the beginning of January of the following year.

e. Faculty Representatives. There shall be two Faculty Representatives and both shall be members of the Executive Committee. The Teacher Representatives will act as advisor and liaison between school staff and P.T.O. Executive Committee. These positions are voluntary and/or may be assigned by the school principal, they are not elected positions.

Section 2. Nominations and Elections. Elections will be held during the month of October. The nominating committee shall select a candidate for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

Section 3. Eligibility. Members are eligible for office if they are members in good standing (see Article 13 for definition) at least 14 calendar days before the nominating committee presents its slate.

Section 4. Terms of Office. The President will serve a two year term. All other officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time.

Section 5. Vacancies. A vacancy in the office of President shall be filled for the expired term, by the vice president. Should a vacancy occur in any other office, it shall be filled by a majority vote to the remaining members of the Executive Board.

Section 6. Removal From Office. Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Article V – Meetings

Section 1. Regular Meetings. The regular meeting of the organization shall be on 2nd and 4th Tuesday of each month during the school year at 5 p.m., or at a time and place determined by the executive board at least one month before the meeting.

Section 2 Executive Board Meetings, held twice a month

Section 3. Special Meetings. Special meetings may be called by the President, any two members of the executive board, or by the Principal.

Section 4. Quorum. The quorum shall be 5 members of the organization.

Article VI – Executive Board

Section 1. Membership. The Executive Board shall consist of the President, Vice-President, Treasurer and Secretary.

Section 2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a treasurer report to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3. Meetings. Regular meetings shall be held two Tuesdays a month.

Section 4. Quorum. Half the number of board members plus one constitutes a quorum.

Article VII – Committees

Section 1. Membership. Committees may consist of members and board members, with the president acting as an ex officio member of all committees.

Section 2. Standing Committees. The following committees shall be held by the organization: Fundraising, Hospitality/Welcoming, Membership, Communications, Volunteer Coordinator, Family Events, Room Parent.

Section 3. Additional Committees. The executive board may appoint additional committees as needed.

Article VIII – Finances

Section 1. A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.

Section 2. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3. The board shall approve all expenses of the organization.

Section 4. Two authorized signatures shall be required on any and all checks. Authorized signers shall be the president, treasurer, and principal.

Section 5. The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Audit Committee/BOE.

Section 6. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

Section 7. The fiscal year shall coordinate with the school year.

Article IX – Parliamentary Authority

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

Article X – Standing Rules

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

Article XI – Amendments

These bylaws may be amended at any regular or special meeting.

Article XIII – Definitions

Member in Good Standing: A member shall be deemed to be in “good standing” if that member has (a) not violated any school policy or procedure, or (b) that their child(ren) do not have excessive unexcused absences, or (c) they conduct and present themselves as a positive role in the presence of children.