

**BY-LAWS KATHRYN D. MARKLEY PARENT-TEACHER ORGANIZATION**  
**(As amended May 22, 2012)**

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***ARTICLE I:***        **NAME AND ADDRESS**

- Section 1:        The name of the organization shall be the Kathryn D. Markley (“KDM”) Parent Teacher Organization (“KDM PTO”);
  
- Section 2:        The address of the KDM PTO shall be 354 Swedesford Rd., Malvern, PA 19355.

***ARTICLE II:***        **OBJECTIVES**

- Section 1:        To provide funds to support additional education programs, assembly programs, assist teachers financially for projects, reduce the cost of field trips, update playground equipment, and to provide funds to enhance the overall environment of KDM students;
  
- Section 2:        To be a vehicle for communication among the principal, teachers and parents;
  
- Section 3:        To encourage involvement both in the classroom and out that would enhance the education of our children: and
  
- Section 4:        To provide a forum for discussion and support for KDM parents and teachers

***ARTICLE III:***        **POLICIES**

- Section 1:        The KDM PTO shall carry out its objectives through meetings, committees and projects;

- Section 2: The KDM PTO shall be non-commercial, non-sectarian, and non-partisan;
- Section 3: The KDM PTO shall not seek to direct the administrative activities of the school or to control its policies;
- Section 4: The KDM PTO may cooperate with other organizations and agencies active in child welfare;
- Section 5: The KDM PTO is prohibited from using surplus funds for the benefit of any person in the event the Organization is dissolved; and

**ARTICLE IV: MEMBERSHIP**

- Section 1: All parents/guardians of KDM students plus all staff are members of the PTO;
- Section 2: There will be no dues required for membership.

**ARTICLE V: OFFICERS**

- Section 1: The officers of the KDM PTO may consist of the following:
- a) President;
  - b) A maximum of four (4) vice presidents;
  - c) Secretary;
  - d) Treasurer; and
  - e) Immediate Past President (non-voting)
- The term of each PTO Officer will be 2 years with a renewal of two years, however during election years when 3 or more of the offices are being vacated, single year terms will be made to maintain the three-office stagger.
  - The renewal applies only if no one volunteers to fill a vacancy at the end of the two year term and the current officer is willing to continue to hold that position for an additional term.
  - The offices of President and Treasurer may be filled by co-officers.
  - The same person may not serve as President and Treasurer.
  - All officer positions can be shared.

**ARTICLE VI: DUTIES OF OFFICERS**

- Section 1: The President shall preside at all meetings of the KDM PTO and the Executive Board (as defined in Article VIII); shall be a member ex-officio of all Standing Committees; and shall perform all other duties pertaining to the office;

- Section 2: The Vice Presidents shall render assistance to the President and shall perform their respective duties, which is overseeing the Standing Committees;
- Section 3: In the absence of the President the First Vice President shall perform the duties of the President;
- Section 4: The Secretary shall:
- a) Keep a record of all proceedings at the General Meetings of the KDM PTO and also at the Executive Board meetings if deemed necessary and/or requested;
  - b) Record attendance at each PTO meeting;
  - c) Circulate the minutes of the previous meeting at each meeting so that any additions and/or corrections can be made; and
  - d) Maintain an archive of all KDM PTO minutes; and
  - e) Purchase and send cards to members of the KDM community in the event of a birth or death, send thank-you notes when warranted, and engage in similar actions as approved by the Executive Board.
- Section 5: The Treasurer shall:
- a) Receive all monies of the KDM PTO;
  - b) Keep an accurate record of receipts and expenditures;
  - c) Pay out funds as authorized by the Executive Board;
  - d) Present a Statement of Account at every meeting of the KDM PTO and at other times when requested by the Executive Board; and
  - e) Make a full financial report at the KDM PTO General Meeting in May.

## ***ARTICLE VII: ELECTION OF OFFICERS***

- Section 1: Nominations for officers shall be made by the Executive Board. In addition, any member of the KDM PTO may submit a candidate for office. A nominating slate shall be presented at the General Meeting in April and/or published in the school newsletter prior to the General Meeting in May.
- Section 2: Officers shall be elected by majority vote of the KDM PTO at the General Meeting held in May;
- Section 3: Vacancies in office shall be filled by the majority vote of the Executive Board.

Section 4: Nominations and elections shall be staggered with the objective of retaining three of the seven parent/guardian officers for the new year. Thus under normal circumstances officer nominations will be for two-year terms. However, during years when more than three of the offices are being vacated, single-year nominations will also be made to maintain the two-year stagger.

### ***ARTICLE VIII: EXECUTIVE BOARD***

Section 1: The Executive Board shall consist of the officers of the organization. All members of the Executive Board may vote at Executive Board Meetings;

Section 2: The Executive Board shall:

- a) Transact necessary business in the intervals between General Meetings and as may be referred to it by the KDM PTO;
- b) Approve the work of the Standing Committees (as defined in Article XII); and
- c) Approve a budget that shall include the necessary expenses of the officers and the committees and be presented to the membership at the first General Meeting of each school year.

Section 3: Meetings of the Executive Board shall be held at least monthly during the school term. A majority shall constitute a quorum;

Section 4: Special meetings of the Executive Board may be called by the President or any Vice President;

Section 5: Regular attendance at Board meetings is expected of all Executive Board members.

Section 6: If special business should arise between Executive Board meetings requiring attention, the Executive Board may use email for such purposes. Use of email voting or approval shall be limited to urgent issues requiring immediate board approval.

### ***ARTICLE IX: REMOVAL***

Section 1: An officer can be removed from office for failure to fulfill his/her duties, after reasonable written notice, by a majority vote of the Executive Board.

### ***ARTICLE X: MEETINGS***

Section 1: There shall be at least three (3) General Meetings of the KDM PTO during the school year. In addition, the Executive Board may call special meetings upon

three days prior notice. Meetings will be cancelled if there are less than 5 attendees (not including PTO Board members).

Section 2: A quorum must be present at each General Meeting. A quorum is defined as the presence of general members equal to the number of officers on the Executive Board (whether present at the meeting or not). For example, if the Executive Board is made up of 8 persons, a quorum would be 8 general members.

Section 3: Each member in attendance at a PTO meeting is eligible to vote, one vote per member. Absentee and proxy votes are not allowed.

## ***ARTICLE XI: FUNDS***

Section 1: The KDM PTO shall maintain accounts for the purpose of funding its goals and objectives;

Section 2: The Treasurer shall write checks from the accounts as authorized by a majority vote of the Executive Board. Two Vice Presidents must approve in writing any checks over \$1,000. The President has no authority to sign checks;

Section 3: When warranted, funds not specifically included in the budget may be allocated by unanimous approval of the Executive Board. Expenditures of this nature may not exceed \$750;

Section 4: All disbursements shall be disclosed at the next General Meeting;

Section 5: A donation of up to \$25 may be allocated from the Sunshine Fund to the KDM Library Fund in the event of the following:

- a) Loss of immediate family member, parent or sibling, of a student attending KDM;
- b) Birth of a child to a full time teacher or staff member at KDM;
- c) Retirement or death of a full time teacher or staff member at KDM;
- d) Loss of spouse or child of full time teacher or staff member at KDM;
- e) Or a similar event at the discretion of the Executive Board.

Section 6: The KDM PTO accounts maintained by the Treasurer shall be examined and audited annually. The Executive Board shall appoint the Auditor. The audit shall be completed by August 15 of the year to which the audit applies. Extensions of time to complete the report may be granted by the Executive Board.

Section 7: Authority to sign contracts is limited to the President(s) or the President's designee.

**ARTICLE XII: STANDING COMMITTEES**

Section 1: Standing Committees shall be created by the Executive Board to promote the interests and goals of the KDM PTO;

Section 2: The President shall appoint chairpersons of the Standing Committees, subject to approval by a majority of the Executive Board;

Section 3: Chairpersons of each Standing Committee shall report to the KDM PTO as to their plans for upcoming events and at the conclusion of an event;

Section 4: Any member of the KDM PTO may serve on a Standing Committee.

**ARTICLE XIII: AMENDMENTS TO THE BY-LAWS**

Section 1: ~~These By-Laws may be amended at any time by the affirmative vote of at least 75% of the Executive Board provided that every member of the Executive Board must cast a vote. Any amendments will be disclosed to the KDM PTO at the next General Meeting.~~

The Executive Board may adopt, amend or repeal any By-Law, subject to the majority vote of the members at the next general meeting. Any changes in the By-Laws initiated by the Executive Board must be set forth in a notice to the members at least three (3) weeks before the next general meeting and the changes approved or rejected by vote at that meeting.

**ARTICLE XIV: DISSOLUTION**

Section 1: In the event of dissolution of the PTO, any funds remaining shall be used to pay any outstanding bills and the remainder, if any, donated to K.D. Markley Elementary School.

**ARTICLE XV: PARLIAMENTARY AUTHORITY**

Section 1: Robert's Rules of Order Newly Revised shall govern meetings when they are not in conflict with the organization's By-Laws.

Amendments adopted by unanimous vote of the Executive Board on May 22, 2012.