

Kenston Parent Teacher Organization

BY-LAWS

Presented by PTO Council

September 2018

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I. ORGANIZATION

- A. NAME: The name of this association shall be the Kenston Parent Teacher Organization (Kenston PTO). Kenston PTO is comprised of PTO Council and all building PTOs in the Kenston Local School District including, but not limited to, Kenston High School, Kenston Middle School, Kenston Intermediate School and Timmons Elementary School. Kenston PTO hereinafter will be referred to as PTO.
- B. MISSION STATEMENT: Encourage and enhance the education and welfare of the students of Kenston Local School District. Provide a program of value for parents, teachers and school administration, addressing school needs not provided for in the school budget, which shall develop a unified effort in securing this goal.
- C. MEMBERSHIP AND DUES: Membership will be offered to all parents, guardians, teachers and administrative staff in the Kenston Local School District
1. The organization shall be non-profit, nonsectarian and nonpartisan.
 2. Membership shall be made available without regard to race, color, creed or national origin.
 3. Every member of the PTO is entitled to all benefits of such membership.
 4. Only members of the PTO shall be eligible to serve in any of its positions.
 5. The PTO shall conduct an annual enrollment of members through its buildings, but persons may be admitted to membership at any time.
 6. Each member of the PTO shall pay annual dues. The amount of annual dues shall be \$6 per family, per building, per year.
- D. PTO CODE OF CONDUCT: The PTO Code of Conduct shall apply to all officers, board members and volunteers.
1. Consistently display high personal standards and professional ethics.
 2. Respect others in all interactions and display a favorable image when representing PTO. Image is displayed through words, actions, behavior and social media communication.
 3. Abstain from drinking or being under the influence of alcohol while attending PTO sponsored events where Kenston students are present.
 4. Refrain from personal attack or harassment, whether visual, verbal or physical on another person.

5. Protect members' privacy by not allowing the distribution of membership lists, emails, addresses to outside interests.
6. Refrain from using your PTO position to forward personal interests including staff relationships or business contacts.
7. Observe confidentiality in respect to all sensitive information gained through your participation as a PTO member.
8. Perform all the duties of your position as outlined in the by-laws, in the best interest of the PTO while also following the direction of School Administration.
9. Failure to abide by the PTO Code of Conduct and Kenston Local School District Code of Conduct will result in review by the Building PTO Executive Board and/or PTO Council and Building Administration as needed, and possible suspension or dismissal pending outcome.

II. LEADERSHIP STRUCTURE: PTO COUNCIL

- A. PTO COUNCIL ROLE: The PTO Council governs and unifies all Building PTOs in the Kenston Local School District in an effort to support not only the individual PTOs, but the Kenston Local School District as a whole.
 1. PTO Council maintains, publishes and amends by-laws and ensures that all Building PTOs adhere to them.
 2. PTO Council monitors the appointment of all executive boards.
 3. PTO Council ensures that the activities of all Buildings support the well-being of the overall organization and the mission of the PTO.
- B. PTO COUNCIL MEMBERSHIP: PTO Council is a Board consisting of the Executive Committee (President, Vice-President, Treasurer and Secretary), up to four members-at-large, all Building Presidents, Vice-Presidents, the E-Communications Chairperson, the Care Blue Chairperson, the Bomber Hangar Chairperson, all Principals, all Assistant Principals, the District Superintendent, Assistant Superintendents and the Community Relations Director.
- C. PTO COUNCIL DUTIES: The duties of a PTO Council Board member shall include, but not be limited to:

1. Be familiar with the PTO by-laws.
2. Abide by PTO Code of Conduct.
3. Attend regular and special meetings (arriving promptly and remaining until adjournment) and vote when required.
4. Keep a detailed account of duties, responsibilities and recommendations for succeeding board members.
5. If chairing a committee, make progress reports at all board meetings or respond to current inactivity by saying “no report”.
6. Answer correspondence promptly including providing committee documentation and keeping complete correspondence files.
7. Follow all Treasury policies, including submitting funds for disbursement and proper handling of receipts.
8. Participate on at least one PTO Council Standing or Ad Hoc Committee and/or take the lead on at least one PTO Council sponsored program or event (with the exception of the Building Presidents and Vice Presidents).
9. All PTO Council members are encouraged to attend at least one Kenston Board of Education meeting per year.
10. Assume their official duties following the close of the final meeting of the preceding school year, with the exception of the Treasurer who will assume their duties at the close of the annual audit.
11. Upon expiration of the term of office, or in case of resignation, turn over to the President all records, books and other materials pertaining to office without delay, and shall return to the Treasurer, immediately, all funds pertaining to the office.

D. PTO COUNCIL APPOINTMENT

1. Each January, the Current Executive Committee will identify which PTO Council positions will be vacated the subsequent school year and seek nominations for those positions.
2. Current PTO Council members in good standing, including Outgoing Building Presidents, have the first right of refusal to any open positions.
3. Once the status of all current PTO Council Members has been resolved, the Current PTO Council Executive Committee shall contact eligible candidates in February and March to seek nominations for remaining positions, if any. Interested individuals will present an application (see Appendix) and a letter of recommendation to PTO Council by April 1.

4. At the regular April meeting, PTO Council will hold a vote for vacated Executive Committee positions and for new members. Voting will be held regardless of the number of nominees per position. Voting will be completed by written ballot and counted privately by the current President and the Superintendent or other District designee.
5. The President of PTO Council shall have been a member of the PTO Council for at least one year prior to being appointed.
6. The PTO Council President, Vice-President, Secretary, Treasurer, the Care Blue Chairperson and At-Large members must have served on the Executive Committee of a Building PTO for at least one year.
7. The E-Communications Chair and the Bomber Hangar chair must have served as the E-Communications Chair or Bomber Hangar Chair at a Building PTO for at least two years. Those with less than two years experience will be discussed by PTO Council and voted on to fill the Chair positions.

E. PTO COUNCIL EXECUTIVE COMMITTEE: PTO Council shall consist of the Executive Committee, consisting of a President, Vice-President, Treasurer and Secretary.

1. President: The President shall preside over all meetings and serve as a coordinator and liaison with Building Administration and with PTO Council. The President shall be responsible for ensuring compliance with these PTO by-laws and the PTO Mission by PTO Council and Building PTO's. The president's term is limited to no more than two consecutive years, unless approved by PTO Council.
2. Vice-President: The Vice-President shall assume the duties of the President should he/she be unable to perform the duties. The Vice-President shall assist the President as necessary.
3. Treasurer: The Treasurer shall have full custody of all PTO Council funds; shall keep a full and accurate accounting of receipts and expenditures; maintain a reconciled checkbook, make disbursements based on the approved budget or approved funding requests; and shall sign all checks or vouchers. The Treasurer shall present a financial report to the members of PTO Council at every meeting and as requested by the PTO Council Executive Committee. Additionally, the Treasurer of PTO Council shall oversee compliance to the Treasury section of these by-laws by each

- building, shall provide annual training to each Building Treasurer, and shall oversee audits of each Building's accounts as needed, at least once annually.
4. Secretary: The Secretary shall be responsible for taking, distributing and amending the minutes of every PTO Council meeting. Minutes shall be sent to the PTO Council President for distribution to every PTO Council Board member one week before the following month's meeting. In addition, the Secretary shall produce "talking points" from the monthly PTO Council meeting and publish them to Building Presidents so they may provide a Council update at their next meeting. The Secretary shall be responsible for having the PTO by-laws on hand at all meetings.

F. PTO COUNCIL CHAIRPERSON DUTIES

1. The Care Blue Chairperson shall be responsible for caring for the school community through gestures of recognition, or support for others in times of need or crisis. In addition, Care Blue coordinates "New to District" programs and activities. The PTO Council Care Blue Chairperson will coordinate these activities at District level and ensure consistent application of these programs at the Building PTO level. Maintain, publish and communicate detailed Care Blue procedures to Building Chairpersons.
2. The E-Communications Chairperson shall be responsible for the PTO Website and PTO electronic communications. The Chairperson shall maintain the PTO homepage and assist the Building E-Communications Chairpersons with the maintenance of individual building pages as needed. The Chairperson will coordinate electronic communications (e-blasts) to the Kenston PTO Community, and assist Building PTO's with their electronic communications as necessary. E-Communications Chairperson will arrange training and technical support to Building PTO's. Maintain, publish and communicate detailed E-Communications procedures to Building Chairpersons.
3. The Bomber Hangar Chairperson shall manage all aspects of the Bomber Hangar Spirit Wear Store including, but not limited to, Purchasing, Inventory Management, Pricing, Marketing/Communications, Sales, Operations/Logistics and Volunteers. This includes evaluation of vendor relationships, outside services and sales/inventory systems as needed. The Chairperson will achieve profitability in order to sustain each year's merchandise investment, plus contribute income to PTO Council for its needs. When possible, ensure Building PTO Boards employ Bomber Hangar

merchandise for prizes, incentives, staff appreciation, etc. The Chairperson will provide updates on the Bomber Hangar operations, sales and financial status at monthly PTO Council meetings. Each building will provide a Building Bomber Hangar Chairperson to work in conjunction with the PTO Council Bomber Hangar Chairperson to fulfill these responsibilities. Maintain, publish and communicate detailed Bomber Hangar procedures to Building Chairpersons and volunteers.

4. At-Large Members shall serve on PTO Committees and/or coordinate District programs/initiatives as needed.

G. PTO COUNCIL COMMITTEES: PTO Council may enact standing or ad hoc committees by majority vote as deemed necessary. The committees shall be responsible to the President and PTO Council. Such Committees are expected to have building representation and/or input to reach resolutions. Representation may include the Building President or the Building Board member most associated with the topic at hand. Input may include emails, phone calls or meetings.

III. LEADERSHIP STRUCTURE: BUILDING PTO BOARD

- A. BUILDING PTO BOARD ROLE: The Building PTO Board plans and executes the PTO activities, events and programs for their Buildings in support of the PTO mission, in accordance with the by-laws of PTO and in coordination with PTO Council and the other Building PTOs.
- B. BUILDING PTO BOARD MEMBERSHIP: A Building PTO shall consist of the Executive Committee (President, Vice/Co-President, Treasurer and Secretary), Board Members as specified by each Building (see Appendix), the Building's Principal and the Assistant Principal.
- C. BUILDING PTO BOARD DUTIES: The duties of a building board member shall include, but not be limited to:
 1. Be familiar with the PTO by-laws.
 2. Abide by PTO Code of Conduct.

3. Attend regular and special meetings (arriving promptly and remaining until adjournment) and vote when required.
4. Keep a detailed account of duties, responsibilities and recommendations for succeeding board members.
5. Make progress reports at all board meetings or respond to current inactivity by saying “no report”.
6. Answer correspondence promptly including providing committee documentation and keeping complete correspondence files.
7. Follow all Treasury policies, including submitting funds for disbursement and proper handling of receipts.
8. Assume their official duties following the close of the final meeting of the preceding school year, with the exception of the Treasurer who will assume their duties at the close of the annual audit.
9. Upon expiration of the term of office, or in case of resignation, turn over to the President all records, books and other materials pertaining to office without delay, and shall return to the Treasurer, immediately, all funds pertaining to the office.

D. BUILDING PTO EXECUTIVE COMMITTEE APPOINTMENT: Building PTOs shall elect their own Executive Committees according to a schedule and transparent process defined by PTO Council.

1. The Current Executive Committee will identify which Executive Officer positions will be vacated the subsequent school year and will seek nominations through a series of open announcements as follows:
 - a) January – Email announcement of open Executive positions to the Current Board and the Preceding School’s current board.
 - b) February – Email announcement of open Executive positions to the entire school, plus the preceding school’s incoming parents. In addition, provide information at any orientation sessions.
 - c) March – address the PTO Board and preceding school’s Board for final nominations.
2. Nominations should be provided to the President on Nomination Form (see appendix). Self-nominations will be accepted. Nominees should be reviewed with Building Principal and PTO Council. In addition, the President will contact each nominee to determine their willingness to serve.

3. Whether one person or more is nominated for each office, the President shall prepare a printed ballot (see Appendix) to be presented in advance of the April meeting for a vote by the Board.
4. At the close of the meeting, the ballots shall be counted by the PTO President and School Representative i.e. principal, assistant principal, guidance counselor. The results will be communicated within 24 hours of the meeting. Ballots must be kept until the end of the subsequent school year.

E. BUILDING PTO EXECUTIVE COMMITTEES: Each Building PTO shall consist of its Executive Committee, comprised of a President, Vice-President, Treasurer and Secretary. At the Building PTO, Co-Presidents may be chosen in lieu of the President/Vice-President combination.

1. President: The President shall preside over all meetings and serve as a coordinator and liaison with Building Administration and with PTO Council. The President shall be responsible for ensuring compliance with these PTO by-laws and the PTO Mission within their building. The term of the Building President shall be limited to 2 years unless approved by PTO Council.
2. Vice-President: The Vice-President shall assume the duties of the President should he/she be unable to perform the duties. The Vice-President shall assist the President as necessary.
3. Treasurer: The Treasurer shall have full custody of all Building PTO funds; shall keep a full and accurate accounting of receipts and expenditures; maintain a reconciled checkbook, make disbursements based on the approved budget or approved funding requests; and shall sign all checks or vouchers. The Treasurer shall present a financial report to the members of Building PTO at every meeting and as requested by their executive committee or at the request of PTO Council.
4. The secretary shall be responsible for taking, distributing and amending the minutes of every meeting. Minutes shall be sent to the Building President for distribution to every Building Board member one week before the following month's meeting. The Secretary shall be responsible for having the PTO by-laws on hand at all meetings.

F. BUILDING PTO BOARD APPOINTMENT: Each year, the Current Executive Committee should identify which Board Positions will be vacated the next year and

disclose those positions to the current Building Board during a regular meeting, and subsequently collect interest forms to fill these positions (see Appendix). The PTO Board should then work together to recruit and appoint Board Members for the subsequent year.

- G. **BOARDS:** Each Building shall organize a board and supporting committees to carry out the mission of the PTO.
 - 1. Each building shall determine the positions and responsibilities of their Boards and record those in the Building Appendix of these by-laws. Changes or additions to the Board and/or Board position responsibilities must be approved by PTO Council and voted on as a by-law amendment.
 - 2. Only members of the PTO shall be eligible to serve in any Board position.

- H. **BUILDING PTO COMMITTEES:** Where appropriate, board members may create committees to execute the work of the PTO. The corresponding chairperson shall report the work of the committee to the Building PTO President and Board.
 - 1. The Committee Chairperson shall present a plan of work to the President for approval and shall adhere to the budget and all treasury policies in these by-laws.
 - 2. The Building president shall be a member ex-officio of all committees.

IV. FINANCES

- A. **FUNDRAISING:** The PTO Council and Building PTOs may engage in various fundraising efforts to support operating budgets and/or funding requests made by the school.
 - 1. Any activity or event that results in funds collected and deposited by a Building PTO or PTO Council shall be deemed “fundraising” and is subject to these by-laws.
 - 2. Fundraising activities need to be communicated and coordinated between Buildings at PTO Council. Fundraising updates and results should be shared at PTO Council as part of regular building updates. Each spring, Building

Presidents and PTO Council President should disclose their fundraising plans for the following school year to PTO Council, including tentative dates, formats and funding directions. Discussion and/or modifications may result.

3. Membership enrollment shall be considered a fundraiser and shall be managed according to the "MEMBERSHIP" section of these by-laws.
4. Each Building may conduct one annual fundraiser not to exceed two weeks in active student/staff/parent involvement. All fundraising events/communications need to be approved by the Building Principal.
5. Community Sponsorships may be incorporated into fundraising but must be communicated to other Buildings through PTO Council.
6. If an additional financial need arises a building PTO may present the proposed fundraiser to PTO Council for a vote. Such plans must be confirmed by PTO Council and the Building Principal prior to any activity, preparation or voting at the Building level. Financial need, funding purpose and current fundraising atmosphere in the District should be considered.
7. At the request of the Kenston School District, donations may be accepted in the form of cash, check or donated items but not via web based payment sites.
8. At the request of the Kenston School District, sponsorships may not be referenced on any materials deemed as homework.

B. BUDGETS: Each Building PTO and PTO Council shall be responsible for maintaining a budget, against which regular expenditures are levied.

1. Before the close of the school year, the Executive Committee shall develop a draft budget for the following school year. Prior to the start of the school year, the draft should be discussed, amended and approved at a regular meeting by the corresponding Board per the voting requirements in these by-laws. Each line item should be reviewed. Historical data is helpful but should not preclude thoughtful discussion of each program.
2. Each event/program or expense category should have a budgeted line item. Although the individual components of that line do not need to be recorded or approved, the Board should have a general understanding of what types of expenses will be covered by each budget line. Line items without defined purpose or funding direction are not permitted.

3. Once approved, budget allocations may be drawn upon freely by the corresponding committee without line item approval. If however, it is discovered that expenditures must exceed budgeted amounts, additional funds may be requested and approved by vote. Commitments or purchases cannot be made until a vote has taken place. Each Committee Chair is to review the balance of their budget allocation at each meeting and, if necessary, request additional funds at that time to avoid last minute and/or electronic votes.
4. The current board should leave a cash operating fund on hand for the following year, equal to the amount needed to fund events and programs that occur prior to collection of the major fundraiser.

C. EXPENDITURES: Cash outlays will be made by the treasurer when accompanied by proper forms (see Appendix) and supporting documentation. Supporting documentation may include original receipts, signed contracts or funding requests. When these documents are not available, an expenditure may be made at the treasurer's discretion, subject to approval by the PTO Council Treasurer. An expenditure will be granted under any of the following conditions:

1. An expense is allocated against a budgeted line, and is less than the remaining budget balance for that line. The corresponding committee chairperson should submit this expense.
2. An expense falls under a budgeted line, there is not enough budget balance remaining for the expense, but a vote by the Board has occurred approving additional funds. A corresponding committee chairperson should submit this expense.
3. A funding request has been submitted and approved. A funding request form (see Appendix) should be completed by Building or District staff to request financial support for items/programs or services that are not addressed in the PTO Budget. The funding request should be presented by the requestor and/or the Building President and discussed at a PTO meeting and subjected to vote. When motioning a vote for a funding request, the Treasurer should be prepared to report on the projected cash surplus or deficit for the year to determine the feasibility of the request.
4. In situations where a fundraiser has netted surplus funds, or the funding direction of a revenue-generating program has not been specifically identified or quantified in the budget approval process, the President may

motion for a vote to allocate those funds. This allocation should be discussed with the Building Staff in advance.

5. If “petty cash” is required to make change at a revenue-generating event, the Treasurer is authorized to provide up to \$200 without supporting documentation to the Committee Chair. The \$200 must be returned to the Treasurer within the receipts of the event.
6. In an emergency situation, a President may approve an unbudgeted expenditure of up to \$100 without a vote of the Board, not to exceed three separate emergencies within a PTO fiscal year.
7. Regardless of the above conditions, all expenditures must support the mission of the PTO and be in accordance with these by-laws.

D. AUDITS/INTERNAL CONTROLS:

1. The PTO fiscal year shall be July 1 – June 30.
2. Each Building and PTO Council’s fiscal accounts shall be examined annually by an auditor chosen by PTO Council. Accounts shall not be audited by their own Treasurer. Audits shall include but are not limited to verification of bank balance, adherence to budget or votes, adherence to by-laws, inclusion of proper financial reporting and supporting documentation.
3. On a monthly basis, each Treasurer should prepare financial documents for their accounts as prescribed by PTO Council (see Appendix). These reports must disclose receipts and disbursements made, current status of budget, restricted/reserved funds and cash balance available as verified by a bank statement. The Building or Council President must validate the bank balance to these financial reports and document validation with a signature.
4. Each Treasurer is responsible for maintaining an accurate check signing register with the bank, not to exceed current Treasurer, current President and Treasurer of PTO Council.
5. The Treasurer of PTO Council shall have access to all PTO bank accounts for the purposes of investigating concerns and verifying reporting on an ongoing basis. PTO Council Executive Committee may commission a special audit of the financial records of any Building PTO if deemed necessary.
6. When collecting receipts for any event, a representative of the corresponding committee shall prepare proper documentation for the

receipts (see appendix), shall count and double count the receipts, sign off and present the deposit to the Treasurer or secure the deposit in the safe within 48 hours of the event, notifying the Treasurer. In the event that the receipts exceed \$500, the receipts must be double counted by another committee representative. The Treasurer shall complete a third count of receipts, and may not perform the first or second counts.

V. PARLIAMENTARY PROCEDURE

A. MEETINGS: Regular Meetings of each Building PTO and PTO Council will be held during the school year according to the below schedule, which may be altered on an exception basis as needed:

1. PTO Council – First Friday of every month, 9:00 a.m.
2. Timmons – Second Wednesday of every month, 9:30 a.m.
3. Kenston Intermediate – Third Wednesday of every month, 9:30 a.m.
4. Kenston Middle School – Second Thursday of every month, 9:30 a.m.
5. Kenston High School – Second Tuesday of every month, 9:45 a.m.
6. The dates and times of these meetings are to be set by the Building or PTO Council President prior to the start of the school year.
7. All meeting procedures shall be governed by these by-laws, with Roberts Rules of Order.
8. Building PTO Meetings shall be open to all Kenston parents/guardians, and staff for that building. PTO Council Meetings are open only to the PTO Council members and District staff, building administrators. The PTO Council President may extend invitations to other attendees on an as needed basis.
9. The Council or Building President may call a special meeting of the Executive Committee or of the Board, providing advance notice to all its members.

B. VOTING:

10. A vote shall be called, according to Robert's Rules, for any transaction of business including but not limited to, budget approval, funding requests, budget amendments, officer elections, amendments to by-laws, calendar approval, elimination or addition of events, elimination or addition of board positions, changes to board member duties.
11. Voting members of PTO Council shall include the Executive Committee (with exception of the president), members-at-large, E-Comm chair, Bomber

Hangar Chair, Care Blue chair and all Building Presidents. If a building has a Co/Vice-President, the building shall have only one vote. In the absence of a Building President, the Co/Vice-President may vote.

12. Voting members of Building PTO Boards shall include the Executive Committee and all board members, with the exception of the President. Members holding multiple board positions shall be limited to one vote.
13. A vote will generally be taken with a show of hands, tabulated by the President but may be done by written ballot for officer elections or other special circumstances.
14. In the event of a tie vote, the President may vote in order to eliminate the tie.
15. The majority of the board shall constitute a quorum for the transaction of business with a majority vote of those in attendance necessary to approve a motion. Majority shall be calculated based on number of individuals serving on the published board roster, regardless of how many board positions an individual holds.
 - a) In a case where a quorum is not met at a regularly scheduled meeting, a motion may be put to vote if the financial impact is less than \$250. A majority vote of the voters in attendance is required for passage.
 - b) In a case when a quorum is not met at a meeting, a motion may be discussed among those in attendance and subsequently voted on electronically, in a format which allows public view of votes and comments. All voting board members will be asked to participate in the electronic vote, thereby requiring a majority of the voting board for passage of the motion.
16. When possible, motions to vote should be announced prior to the meeting.
17. In the event of an emergency motion where the timing is such that resolution is needed prior to the next meeting, an electronic vote may be called at the discretion of the President. A majority vote of the board will be required.
18. The results of all voting shall be final and adhered to by all Board members until another vote is called. The results of all votes shall be published in the minutes.

C. AFFILIATES:

1. It shall be the policy of the PTO to aid and/or sponsor non-partisan organizations within the community whose purpose is to assist in the development and training of children in the community, with President and Council approval.
2. The PTO Council and Building PTOs shall neither verbally nor financially aid or sponsor any political issues or candidates.
3. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the Mission Statement of the organization.

D. AMENDMENTS: Concerns regarding amendments to these by-laws shall be brought to the attention of the PTO Council Executive Committee who will review said concerns and place the issue on the agenda of the next scheduled PTO Council meeting.

1. Amendments to these by-laws shall be approved by a majority vote of PTO Council based on the voting policy in these by-laws.
2. Individual Building PTO Boards may recommend changes to PTO Council, but may not amend these by-laws.
3. Building PTO's may request amendments to building-specific segments of these by-laws, such as board positions or meeting times. Prior to requesting the amendment to PTO Council for approval, the amendment should pass a vote of the Building PTO.

VI. APPENDIX

APPENDIX A – KENSTON HIGH SCHOOL PTO BOARD

Beautification Chair

Bomber Bash Chair

Care Blue Chair

Celebrate Blue Chair

Directory Chair

E-Communications Chair

Hospitality Chair

Senior Breakfast Chair

Staff Appreciation Chair

Volunteer Coordinator Chair

Website Chair

APPENDIX B – KENSTON MIDDLE SCHOOL PTO BOARD

Beautification Chair

Bomber Hangar Chair

Book Fair Chair

Care Blue Chair

Dance Concessions Chair

Fundraising Chair

Hospitality Chair

Skate Night Chair

Staff Appreciation Chair

Volunteers/Membership Chair

Website/E-Communications Chair

8th Grade Party Chair

APPENDIX C – KENSTON INTERMEDIATE SCHOOL PTO BOARD

Head Room Parents

Membership & Volunteers Chair

Runathon Chair

Beautification Chair

Staff Appreciation Chair

E-Comm/Website Chair

Points Program Chair

Invention Convention Chair

Service Project Chair

Care Blue Chair

Health and Wellness Chair

Lost & Found Chair

Library Volunteers Chair

Book Fair Chair

Playground Chair

Bomber Hangar Chair

Breakfast & Books Chair

Calendar Chair

Family Events Chair

Monster Mash Bash Chair

End of Year Party Chair

Historian

Hospitality

APPENDIX D – TIMMONS ELEMENTARY SCHOOL PTO BOARD

Beautification Chair

Book Fair Chair

Breakfast and Books Chair

Care Blue Chair

E-Comm/Website Chair

Family Events Chair

Hospitality Chair

Fundraising Chair

One School One Book Chair

Points Program Chair

Grade Reps

Library Volunteers Chair

Lost and Found Chair

Membership/Volunteers Chair

Playground Chair

Play Blue Chair

Service Project Chair

Silver Bells Cookie Sale Chair

Staff Appreciation Chair