

Kingston Hill Academy By-laws

Article I. Name and Status of Organization

The name of this association is the Kingston Hill Academy (KHA) Parent Teacher Organization (the "KHA PTO") of South Kingstown, Rhode Island.

Article II. Mission

Section 1. Statement: The Kingston Hill Academy PTO facilitates Kingston Hill Academy's educational mission by enhancing the resources of our students, families, staff and school through the creation of an extended social community working together to support and sponsor activities.

Section 2. Philosophy: An effective partnership among parents, teachers, the KHA Advisory Committee, the director and the Groden Center (hereinafter collectively referred to as "the administration") shall strengthen understanding of KHA 's goals, needs, and accomplishments. The KHA PTO shall invite involvement in enhancing the school's programs and services, and shall assist and encourage all partners in the critical job of educating the students of KHA.

Section 3. Objectives:

- a. To promote the welfare of children and youth in home, school, and community.
- b. To foster and further the highest educational opportunities for the children of KHA.
- c. To enhance the educational facilities and opportunities for the students of KHA that are not otherwise provided for in the school budget.
- d. To maintain communication between the home, the school, and the administration so that parents, teachers and administrators may cooperate intelligently in the education of children and youth.

Strategy: The objectives of the KHA PTO are promoted through the funding and promotion of educational and social activities, school-wide communications, fundraising events, and positive civic actions.

Article III. Basic Policies

Section 1. The KHA PTO shall be noncommercial, nonsectarian, and nonpartisan.

Section 2. The name of the KHA PTO 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 purposes of the KHA PTO.

Section 3. The KHA PTO shall not - directly or indirectly - participate or intervene in any way (including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.

Section 4. The KHA PTO shall not devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

Section 5. The KHA PTO may cooperate with other organizations concerned with the welfare children, but persons representing the KHA PTO in such matters shall neither be empowered to, nor make any commitments, that bind the organization.

Section 6. The KHA PTO shall cooperate with the school and the administration to support the improvement of education.

Section 7. The KHA PTO shall neither seek to direct the administrative activities of the school or the administration nor to control their policies.

Section 8. No part of the net earning of KHA PTO shall inure to the benefit of, or be distributed to, its members, officers or other private persons except that the KHA PTO shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the objectives set forth in Article II hereof.

Article IV. Membership

Section 1. Voting Membership

a. Voting membership is open to:

1. all parents and legal guardians of students currently enrolled at KHA and who are interested in promoting the objectives of the KHA PTO and willing to uphold its policies and subscribe to its bylaws.
2. all members of the teaching and administrative staff of KHA who are interested in promoting the objectives of the KHA PTO and willing to uphold its policies and subscribe to its bylaws.

b. Each individual voting member carries the privileges of holding office, making motions, debating, and voting, provided that he or she has signed in with the Recording Secretary at the start of the meeting.

Section 2. Non-Voting Membership: The KHA director and a representative from the Groden Center shall be entitled to serve in an advisory capacity to the KHA PTO. These shall be non-voting positions. If a director or representative has a child at the school, his or her status as a parent supercedes his or her status as a principal or superintendent.

Section 3. All memberships shall be made available without regard to race, color, creed, national origin, disability, age, sex, or sexual orientation.

Section 4. The membership year of the KHA PTO shall begin October 1 and shall end September 30.

V. General Membership Meetings

Section 1. Regular Meetings:

a. Regular meetings shall be held during the school year, the time to be fixed by the Executive Board at its first meeting of the year. Regular meetings should be monthly but must at least be quarterly.

b. An agenda, the updated monthly budget and the minutes from the previous meeting shall be available at each regular meeting and at the school office.

Section 2. Annual Meeting:

- a. The regularly scheduled meeting in the month of May shall be known as the organization's annual meeting.
- b. The order of business at the annual meeting shall be:
 1. presentation of annual reports of officers and standing committees;
 2. election of new officers;
 3. discussion of any additional business.

Section 3. Special Meetings Special meetings may be called as deemed necessary by the Executive Board, or by written request to the Chair from at least two (2) members stating the purpose of the meeting. Notice of all special meetings shall be made public by written announcements sent home through the school and with advance notice of at least five days. No business shall be transacted except that mentioned in the notice of the special meeting.

Section 4. Quorum six (6) members of the KHA PTO shall constitute a quorum for the transaction of business in any general membership meeting of the KHA PTO.

Section 5. Voting: Except as otherwise specified in these bylaws, a simple majority vote (50% + 1) of those members present and voting at a regular meeting shall be required for all action to be taken by the KHA PTO.

Section 6. Conduct and Parliamentary Procedure:

- a. All KHA PTO members shall conduct themselves appropriately during KHA PTO meetings and events. New ideas and open discussion is encouraged. Respect and courtesy toward each other is expected, and will be enforced.
- b. The rules contained in the current version of Robert's Rules of Order shall govern the KHA PTO in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.
- c. Rules for meeting conduct and procedure shall be presented by the Chair at the first regular meeting of the school year.

Article VI. Officers

Section 1. Officers:

- a. The Officers of the PTO shall be made up of one or more Chair(s), a Secretary, a Treasurer, and a Home room Liaison Coordinator.
- b. Officers shall assume their official duties during the first regularly scheduled meeting of the KHA PTO in the month of June (see Article V, Section 2b). The former treasurer(s) shall continue to serve in an advisory capacity until account signatures have been transferred and any audits of the accounts have been completed.
- c. Elected officials shall receive no compensation for their services and incur no liability for their acts as an elected official.

Section 2. Election of Officers: Officers of the KHA PTO shall be elected in the following manner:

- a. The Executive Board shall solicit names from all KHA PTO members for officer positions and committee chairs for the following school year. Only those who have consented to serve shall be eligible for nomination.
- b. The Executive Board shall nominate candidates and present a slate for consideration at the April regular meeting. The proposed slate will be voted on in the May regular meeting.

Section 3. Vacancies:

- a. If for any reason a vacancy occurs during an officer's term, the secretary shall post the vacancy for a period of ten school days and shall seek volunteers willing to serve for the remainder of the term. If there is one volunteer (or co-volunteers as allowed) for the office, that volunteer (or co-volunteers) automatically assumes the office by unanimous consent of the Executive Board. If there are opposing candidates, a ballot vote of the membership shall be conducted at the next regular meeting. If there are two opposing candidates, the candidate with a majority of votes shall be elected. If there are three or more opposing candidates, the candidate with a plurality of votes shall be elected. In the interim, Executive Board members shall share the duties of any vacant office.
- b. In the case that a vacancy occurs in the office of secretary, the vacancy shall be posted by the Chair.

Section 4. Terms and Term Limits:

- a. The term of each office shall be for one year.
- b. An officer who has served more than half a term is considered to have served a full term.
- c. Officers shall serve no more than two consecutive terms in the same position unless overridden by a regular vote of the general membership.

Section 5. Transition:

- a. Officers' records shall include all pertinent material organized by an officer during his or her term of office. Such materials shall include reports and proposals to the Executive Board, correspondence, record books, a current copy of the bylaws of the organization, event flyers and any other materials developed during the term of office.
- b. Outgoing officers shall deliver to their successors all officers' records following the annual meeting, except the treasurer(s), who shall keep those books until signature authority has been transferred and/or a satisfactory audit has been conducted upon the books for all accounts of the KHA PTO.
- c. The outgoing Board members shall be responsible for ensuring that any activities of the KHA PTO are completed, and financial responsibilities are met through June 30,

Article VII. Duties of Officers

Section 1. Chair(s):

- shall be the chief executive officer(s) of the KHA PTO;

- shall preside at all general and special meetings of the KHA PTO at which he or she may be present;
- shall be a member of Executive Board;
- shall preside at all Executive Board meetings at which he or she may be present;
- shall coordinate and supervise the KHA PTO's activities and the work of the elected officials and committees of the KHA PTO;
- shall post the vacant office of recording secretary when applicable;
- shall coordinate the PTO calendar with the school and district offices;
- in the case of co-chairs, only one Chair will preside at any meetings;
- the presiding officer will vote according to Robert's Rules of Order;
- shall perform such other duties applicable to the office as may be prescribed in these bylaws or by the parliamentary authority adopted by this organization or assigned to her/him by the organization or by the Executive Board in order that the objectives of the KHA PTO may be promoted.

Section 2. Treasurer:

- shall have custody of all funds of the KHA PTO;
- shall keep a full and accurate account of receipts and expenditures in accordance with good accounting practice;
- shall be responsible for the deposit of all monies and other funds in the name of, and to the credit of, the KHA PTO in such facilities as are approved by the Executive Committee;
- shall disburse funds as ordered by the Executive Board, and in accordance with the approved budget;
- shall be a member of the Executive Board;
- shall report the financial status of the organization at each regular meeting of the membership and when requested by the Executive Board and distribute to the membership a written financial statement as requested;
- shall perform such other duties applicable to the office as may be prescribed in these bylaws or by the parliamentary authority adopted by this organization or assigned to her/him by the organization or by the Executive Board in order that the objectives of the KHA PTO may be promoted.

Section 3. Secretary:

- shall give notice of all general and special meetings of the KHA PTO;
- shall record the minutes of all regular and special meetings of the KHA PTO;
- shall distribute to the membership the minutes of the previous regular meeting at each regular meeting and maintain a folder with all of the minutes in the office;

- shall be a member of the Executive Board;
- shall give notice of all Executive Committee meetings;
- shall record the minutes of all meetings of the Executive Board;
- shall hold and maintain the official copy of these bylaws;
- shall be responsible for the correspondence of the KHA PTO;
- shall maintain a membership list of KHA PTO members;
- shall perform such duties applicable to the office as may be prescribed in these bylaws or by the parliamentary authority adopted by this organization or assigned to her/him by the organization or by the Executive Board in order that the objectives of the KHA PTO may be promoted.

Section 4. Home room liaison coordinator:

- shall maintain and coordinate communications between the home room parent liaisons and the KHA PTO and administration,
- shall represent the KHA PTO membership at all Home room parent liaison committee meetings;
- shall report to the Executive Board and general membership the business conducted at such meetings;
- shall be a member of the Executive Board;
- shall perform such duties as applicable to the office as may be prescribed in these bylaws or by the parliamentary authority adopted by this organization or assigned to her/him by the organization or by the Executive Board in order that the objectives of the KHA PTO may be promoted.

Section 5. Committee Chair(s):

- shall represent the KHA PTO membership at all Committee meetings;
- shall report to the Executive Board and general membership the business conducted at such meetings;
- shall perform such duties as applicable to the office as may be prescribed in these bylaws or by the parliamentary authority adopted by this organization or assigned to her/him by the organization or by the Executive Board in order that the objectives of the KHA PTO may be promoted.

Article VIII. Executive Board

Section 1. The Executive Board shall consist of the officers of the KHA PTO plus the school director. The Executive Board shall be comprised of no fewer than four (4) and no more than six (6) members.

Section 2. The duties of the Executive Board shall be:

- to create standing and special committees necessary to carry out the objectives and aims of this organization;
- to approve individual deviations to the approved budget for expenditures up to and including the amount of \$50.00,
- to approve the plans of work of the standing and special committees;
- to recommend to the general membership to dissolve any standing or special committee;
- to select an auditor or an auditing committee to audit the treasurer's accounts;
- to prepare and submit to the general membership an annual budget for the organization;
- to uphold the responsibility of consulting the general membership in all instances in which it feels it can not accurately perceive the will and intent of the membership;
- to create the agenda for the general membership regular meetings;
- to perform such other duties as may be prescribed in these bylaws or by the parliamentary authority adopted by this organization or assigned to him or her by the organization in order that the objectives of the KHA PTO may be promoted.

Section 3. Meetings: The Executive Board shall determine a schedule for regular meetings of the Executive Board. Their meetings will be posted and open to the general membership. A simple majority of the Executive Board shall constitute a quorum.

Article IX. Finances

Section 1. Fiscal Policy:

- a. The fiscal year of the KHA PTO shall begin July 1 and end June 30.
- b. Obligations: The Executive Board may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the KHA PTO. The officers shall not have the authority, however, to enter into such agreements on behalf of KHA or the Groden Center, nor should they hold themselves out as having such authority.
- c. Loans: No loans shall be made by the organization to its officers or members.
- d. Commercial paper: All checks, drafts or other orders for the payment of money on behalf of the organization shall be signed by the treasurer or the Chair.

Article X. Committees

Section 1.

- a. Standing committees may be established by the Executive Board as are deemed necessary to carry on the work of the organization. Standing committees may only be constituted to perform a continuing, permanent function of the KHA PTO. Standing committees no longer deemed necessary shall be dissolved by a vote of the majority of the members at a regular meeting, and upon dissolution, any remaining committee funds shall revert to the KHA PTO's general operating fund,

b. Special committees may be appointed by the Executive Board, as needs arise, to carry out specified tasks, at the completion of which they automatically cease to exist. A special committee may not be appointed to perform a task that falls within the assigned function of an existing standing committee.

c. Subcommittees are subsets of standing or special committees, formed to perform specific functions, including planning particular events, activities, or projects, and are directed by subcommittee chairs.

Section 2. Work Plans: The chair of each standing committee and certain subcommittees as determined by the Executive Board shall keep the Executive Board apprised of their activities. All committee and subcommittee chairs shall keep accurate records of their committees' activities during the year.

Section 3. Terms and Term Limits:

a. The term of each special committee chair shall be for the duration of the existence of the committee, or until he or she is no longer eligible for membership in the KHA PTO.

b. The term of each standing committee chair shall be for one year.

c. Committee chairs shall serve no more than two consecutive terms in the same position unless overridden by majority vote of the general membership at a regular meeting.

Section 4. Transition:

a. Committee chair's records shall include all pertinent material organized by a chair during his or her term of office. Such material shall include reports to the Executive Board, correspondence, record books, a current copy of the bylaws of the organization, event flyers and any other materials developed during the term of office.

b. All outgoing committee chairs shall deliver to their successors all committee records at the annual meeting.

c. All unused supplies of standing committees shall be delivered to the successive committee chair. All unused supplies of special committees shall be delivered to the Executive Board.

Article XI. Amendments/ Revision of Bylaws

Section 1. These Bylaws may be amended at any regular meeting of the general membership of the KHA PTO by a two thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at least thirty (30) days prior to the meeting at which the amendment is voted upon.

Section 2. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing Bylaws only by a majority vote at a regular meeting of the KHA PTO. The requirement for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Article XII. Dissolution of the PTO

Section 1. Membership Approval: In the event dissolution is desired the Executive Board shall adopt a resolution recommending that this organization be dissolved. A two thirds vote shall then be required of the members present and voting at a regular meeting provided that

notice of the resolution shall have been given at least thirty (30) days prior to the meeting at which the resolution is voted upon.

Section 2. Distribution of Assets: Upon dissolution of the KHA PTO, the Executive Board shall, after paying or making provision for the payment of all of the liabilities of the KHA PTO, dispose of all the assets of the KHA PTO by distributing such assets to Kingston Hill Academy or another organization organized and operated exclusively for charitable, educational, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law). Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction who shall distribute such assets to an organization or organizations that is exempt from federal income taxation under section 501 (c)(3).

Ratified and Adopted:

Name: Eleanor Freda

Title: Co-Chair

Date: November 16, 2005

Name: Kelli Faye-Wolfe

Title: Co-Chair

Date: November 16, 2005

Name: Donna Coulter

Title: Secretary

Date: November 16, 2005

Name: Elizabeth Herron

Title: Treasurer

Date: November 16, 2005

Name: Mary-Beth LaCroix

Title: Home room Liaison Coordinator

Date: November 16, 2005