



# **JOHN F. KENNEDY MIDDLE SCHOOL PARENT TEACHER ORGANIZATION BYLAWS**

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### **ARTICLE I: NAME**

The name of this organization shall be the John F. Kennedy Middle School Parent Teacher Organization (JFK PTO).

### **ARTICLE II: OBJECTIVE**

The objective of this group shall be to develop a closer relationship between the home and school so that the parents and the teachers of John F. Kennedy Middle School may cooperate in the education of the child.

### **ARTICLE III: POLICIES**

- A. This organization shall be nonprofit, nonpartisan and nonsectarian.
- B. The purpose of this organization shall be educational, informative, and objective, but shall not seek to direct the technical function nor control the operative policies of the school.
- C. No commercial enterprise nor political candidate shall be endorsed by this organization. Neither the name of the organization nor the names of its Executive Board Members in their official capacities on the JFK PTO shall be used in any connection with a commercial concern or any partisan interest. This organization may cooperate with other agencies active with children's welfare.

### **ARTICLE IV: MEMBERSHIP + QUORUM**

All teachers, school personnel, and parents or guardians of children attending John F. Kennedy Middle School may become members.

- A. To become a member, one must register and pay the annual dues as established by the organization. The dues of the JFK PTO shall be determined annually in June by a majority vote of the Officers and the Board Members. The annual dues for all teachers and school personnel shall be half that which parents or guardians shall pay. In cases of financial hardship, a member may submit a registration form without payment of dues, inside an envelope marked as "Confidential." The dues of such members shall be sponsored from donations received from other members at the time of registration or, in the absence of donations, from the Kennedy Cares fund.
- B. A member shall be deemed in good standing when such member is a registered PTO member. Only members in good standing of the organization shall be eligible to vote on JFK PTO business matters or to serve in any of its elective or appointive positions, with the exception of the President or Vice President position. In order to serve in the position of President or Vice President, a member in good standing shall also attend the majority of JFK PTO meetings in a given school year, and/or volunteer for a PTO activity or event, and/or be a current or previous Officer, Coordinator, or committee Chairperson, including any previous Executive Board experience in the elementary school setting.
- C. Quorum shall consist of a minimum five board members present at either an in-person or virtual meeting in order to proceed with a vote and shall include a minimum of two officers.

## ARTICLE V: OFFICERS

- A. The officers shall be President, Vice President, Secretary, and Treasurer.
- B. Should the need arise for two individuals to hold an officer position, they will be considered Co-Presidents, Co-Secretaries and Co-Treasurers. If there are Co-Presidents, the duties of the Office of Vice President will be combined with the duties of the Office of the President. Please see Article IV, Section B for voting details.
- C. Duties:
1. PRESIDENT
    - Preside over all PTO Meetings.
    - Monitor progress of committees and solicit reports from Coordinators for Executive Board meetings.
    - Oversee the PTO Fundraising Program.
    - Be involved in PTO functions, activities and fundraisers.
    - Initiate a vote when needed.
    - Be the liaison between the PTO and the Administrative staff at the school.
    - Be a signature authority on the bank account.
  2. VICE PRESIDENT
    - Act in an advisory and assistive capacity to the President.
    - In the absence of the President, conduct the presidential duties.
    - Prepare and distribute the agenda for PTO meetings.
    - Ensure the formation of a Southington High School Scholarship committee annually: The Scholarship Committee shall consist of three JFK PTO members, not including the Vice President. The Vice President shall gather the applications and give the committee members a copy of each application with the names and any identifiable information of applicants removed/obscured. This allows for an impartial vote. After all of the essays are read the applicant choices are discussed amongst the committee and two winners (one boy and one girl) are chosen. The Vice President may name a Chairperson of the Scholarship Committee and in this capacity, the Chairperson will oversee the function of the Scholarship Committee. In the presence of a Chairperson, the Vice President shall refrain from voting on this matter.
    - Be a signature authority on the bank account.
  3. TREASURER
    - Pay all bills and issue all checks for reimbursement in accordance with the budget adopted by the JFK PTO, as well as when authorized, as specified by the bylaws. Provide financial reports for monthly meetings.
    - Make deposits and reconcile monthly bank statements; maintain general ledger for accounting transactions.
    - Prepare a yearly budget with input from Board members.
    - Ensure the formation of the Budget and Auditing Committees as stated in the bylaws.
    - Prepare all required tax forms or seek out professional assistance as necessary to complete them, including annual Form 990-N filing, maintaining non-profit and tax-exempt status are followed.
    - Act as a resource to the Board and membership regarding any financial issues of the PTO.
    - Maintain and file financial records which will be held onsite at the school (e.g. in the PTO closet) for five years. Ensure expired years are safely destroyed.
    - Execute any responsibilities required in these bylaws under Financial Policies.
    - Be a signature authority on the bank account.

#### 4. SECRETARY

- Record the minutes of all meetings, including regular JFK PTO meetings, any Executive Board meetings, or any special sessions.
- Present previous meeting minutes at the general membership meetings, circulating in advance to the board, in paper copy at a general meeting and posting them on the PTO website.
- Maintain the PTO Mailbox and sort/forward mail on a regular basis as needed.
- Create and maintain email lists on Google Contacts, including membership and volunteer resources.
- Responsible for any mass e-mailing done by the PTO.
- Keep a calendar of events for the PTO.
- Assist the Public Relations and Communications Coordinator as needed.
- Maintain the PTO's electronic documents/templates on file. Documents shall include those routinely or previously used by the PTO in the performance of its duties, i.e. Meeting Agenda, Treasurer's Deposit & Reimbursement forms, Fundraiser Flyers, etc. Keep Google Drive organized and current.
- Ensure that passwords are changed annually on the JFK PTO Google account (southingtonjftpto@google.com) at the beginning of the fiscal year in July. The Secretary may change said passwords or delegate tasks to the appropriate Board member; responsible for keeping a current log of such accounts and passwords (e.g. CheddarUp with Membership Coordinator, Bank Account Information with Treasurer, etc.).

#### ARTICLE VI: COORDINATORS

- A. The coordinators shall be (1) Enrichment Events Coordinator, (2) Book Fair Coordinator, (3) Membership Coordinator, (4) Fundraising Coordinator, (5) Public Relations and Communications Coordinator.
- B. No more than two people shall hold a Coordinator position at one time. If there are two persons elected as a Co-Coordinator position, they shall be given one vote to represent that position. If these two persons do not agree on what their vote shall be, then they shall abstain from the vote in which there is disagreement.
- C. Duties:

##### 1. ENRICHMENT EVENTS COORDINATOR(S)

- Oversee and act as the contact person for Committee Chairperson(s) of all events planned on the annual calendar of events set for the academic while staying within a pre-approved budget. Events may include Back to School Staff Luncheon, Open House, Incoming 5<sup>th</sup> Grade Parent Orientation, Teacher Appreciation Luncheon, and miscellaneous Student Activities. All events must be approved by the JFK administration.
- All event flyers must be shared with the Board for awareness in advance of submitting to school administration for approval prior to being publicized. All programs must be approved by the PTO Officers and the JFK administration.
- Recruit volunteers to assist with each event. This will include parent volunteers to provide beverages and baked goods for certain events. Partner with the Secretary who maintains the volunteer list.
- Attend monthly PTO meetings to provide information and updates on events.
- Coordinate with JFK administration and the community where necessary.
- Oversee Cultural Arts program and name a Chairperson, if needed. Cultural Arts events are usually held, at a minimum, twice annually. Research, coordinate, and implement visiting contracts with Cultural Arts programs. Act as a liaison between the Cultural Arts performers, JFK Administration, and the PTO. Ensure that all programs must be approved by the JFK Administration. As the performance date approaches, coordinate with JFK to ensure that the performers have any necessary equipment, such as microphones,

extension cords, etc. On the day of the event, be available to greet performer(s) & make payment. All events must be conducted within the pre-approved Cultural Arts budget. Attend monthly PTO meetings to provide information and updates on Cultural Arts programs.

## 2. BOOK FAIR COORDINATOR(S)

- Oversee Book Fair Fundraisers from beginning to end.
- Book Fairs are usually held in the Fall and Spring.
- Act as a liaison between the Representative of the book supply company, JFK Administration, and the PTO.
- Recruit and Coordinate volunteers for the Book Fairs.
- Keep PTO updated on status of funds/Scholastic dollars raised.
- Attend monthly PTO meetings to provide information and updates on Book Fairs.

## 3. MEMBERSHIP COORDINATOR(S)

- Create annual revisions to membership brochure which should include:
  - Instructions on how to join the PTO.
  - Membership information required and a list of volunteer opportunities for members to check off.
  - Information on funds raised by the PTO in the previous year and how the funds were utilized.
  - Contact information for the current Membership Coordinator(s).
- Submit membership payments to the Treasurer.
- Attend JFK Open Houses to promote PTO Membership.
- Attend monthly PTO meetings to provide information, promote and provide membership status updates.

## 4. FUNDRAISING COORDINATOR(S)

- Research and propose new fundraising ideas to the PTO.
- Attend monthly PTO meetings to provide information and updates on status of all fundraising events, including income generation.
- Oversee and act as the contact person for Fundraising Chairperson(s) for all fundraising programs. Chairs are responsible for overseeing a particular fundraising program.
- Send communication/flyers to the Public Relations and Communications Coordinator for distribution. All fundraising flyers must be shared with the Board for awareness in advance of submitting to school administration for approval prior to being publicized. All programs must be approved by the PTO Officers and the JFK administration.
- Collect and manage orders and/or ticket sales and arrangement fulfillment of goods.
- Recruit volunteers to assist with each program.
- Attend monthly PTO meetings to provide information and updates on programs.
- Stay within a pre-approved budget.
- Coordinate with JFK administration and the community where necessary.
- Analyze the success and failure of programs to consider for future fundraisers and annual planning.

## 5. PUBLIC RELATIONS AND COMMUNICATIONS COORDINATOR(S)

- Contact coordinators and chairpersons at least a month or two before their event to provide necessary information including overview of procedure, flyer approval, and contact information.
- Maintain and keep PTO social media accounts active; post content.
- Oversee any Community Services Committees, such as Kennedy Cares.
- Write thank you notes to individuals or businesses, as needed.
- Be responsible for the purchase of gifts and/or cards to acknowledge a birth, death, or illness or surgery for a JFK Staff person. The monetary amount spent on these gifts shall be in accordance with the budget adopted by the JFK PTO, & as entered under line item "Sunshine Fund."

## ARTICLE VII: EXECUTIVE BOARD

- A. This Executive Board shall consist of elected and appointed Officers and Coordinators.
- B. The past President of the PTO may remain on the Executive Board, as President's Advisor, (holding the position and all rights as such), for the following year.
- C. The term shall consist of one year beginning and ending with that of the fiscal year as defined in these bylaws. No officer shall hold the same position for more than three consecutive terms unless there is a lack of other nominations. There shall be no term limit on coordinator positions. Each person elected shall hold only one executive board position at a time.
- D. Resignation of an Executive Board position should be done in writing to the PTO Executive Board with the date that the resignation is effective. If a Board member is unable or refuses to submit a written letter of resignation, but plans to resign, then a verbal resignation must be followed by a Motion of Recognition of resignation by the PTO at large. The date and time of the Motion of Recognition of resignation will serve as the effective time and date of said resignation.
- E. A vacancy, either due to a resignation or a leave of absence, occurring in an Executive Board Position shall be filled by a majority vote of the Executive Board with the exception when there is a vacancy in the office of President. In this circumstance, the Vice President shall become the President and a new Vice President will be appointed as indicated above. Any vacancy replacement shall serve for the remainder of the school year.
- F. Executive Board Members can be removed from office, with cause, by a majority vote of those present at a regular meeting where 14 days written notification has been given.
- G. The President and/or any two members of the Executive Board shall have the authority to call special meetings of the Executive Board as needed. Minutes shall be recorded at all Executive Board meetings and subsequently emailed to the Executive Board.
- H. Elections:
  - Executive Board elections will be held at the general PTO meeting each May, unless the elections are to take place at an extraordinary PTO meeting in June.
  - A nominee must be present in order to be considered for election or have another PTO member present to represent him/her at the election.
  - The PTO members present will vote via silent ballot. In the event of a tie, those members of the Executive Board who are present will vote, via silent ballot, to break the tie. If there is an even number of Executive Board members present, then the President shall abstain from voting in order to avoid a tie.

## ARTICLE VIII: FINANCIAL POLICIES

- A. **Treasurer's Reports**  
The Treasurer shall keep accurate records of any income, disbursements, and bank account information. A Treasurer's report shall be presented to the PTO at monthly meetings with line items for income, expenditures, fundraising, and scholastic dollars. A midyear projection report shall be presented to the PTO by the Treasurer at the January PTO meeting.
- B. **Budget Committee**  
The Budget Committee shall consist of the Officers and Fundraising Coordinator. A tentative budget, including scholastic dollars, shall be drafted in the spring by the budget committee, no later than April 30th for the upcoming school year. The budget shall be proposed at a special Executive Board meeting in May and approved by a majority vote of the Executive Board Members present.



C. Disbursement of funds.

Any funds spent outside of the approved budget, including additional scholastic dollars, which are not an emergency, shall be voted on by the Executive Board. The allocation of these funds is dependent on a majority vote of those present assuming quorum.

The Officers shall have the authority to vote on time-sensitive issues and/or to disperse emergency funds outside of the approved budget items. This vote must be approved by a majority vote of the Officers in order to authorize the vote on the issue and/or the dispersing of funds. An emergency shall constitute an immediate need that arises in between PTO meetings. The Officers shall be authorized this emergency discretionary fund, not to exceed \$500.00, for each school year.

D. President's Discretionary Funds

The President shall have a discretionary fund. This fund shall be a line item in the budget and can be used to fund any item(s) he/she deems necessary without a vote. The amount of the fund will be determined annually during budget planning and setting activities.

E. In order to obtain any reimbursement from the Treasurer, a receipt shall be provided. All checks written to an individual shall require written approval with the signature of the Treasurer, as well as a signature from either the President or Vice President, and neither signature may be that of the person requesting the funds. Checks written to a corporation or business shall require this written approval with two signatures only when the check is for more than \$500.00.

F. A minimum checking account balance of \$500 must be maintained at all times. This amount is not to be used for startup costs for the following year.

G. All funds raised by PTO events and/or donations shall revert to the general fund. However, any member may make a formal request at a PTO meeting to allocate funds raised from an existing or new event for a particular project. The request must be approved by a majority vote of the members present.

H. Allocation of any excess funds raised throughout the year once all bills are paid, minimum checking is maintained, and startup costs for the upcoming year are considered, will be considered and discussed by the Executive Board members at a special Executive Board meeting in June, and its usage approved by a majority vote of Executive Board Members present.

I. Fiscal Year

The fiscal year will run from July 1st to June 30th.

J. Auditing Committee

The Auditing Committee is a committee of five people: Principal or Assistant Principal, one current Board member, one former Officer (preferably a former Treasurer), as well as two general PTO members in good standing. This committee shall examine the Treasurer's accounts annually to coordinate with the end of the fiscal year. One of the two general PTO members shall be the chairperson whose duty it is to ensure an audit is performed annually. The Treasurer and Fundraising Coordinator will submit end of the year reports to the Auditing Committee and will be available for follow up. Alternatively, the PTO Executive Board shall have the authority, by majority vote, to hire an outside accountant to review the financials of the PTO as needed.

K. IRC Section 501(c)(3)

Notwithstanding any other provisions of these articles, the organization is organized exclusively for one or more of the purposes as specified in section 501(c)(3) of the Internal Revenue Code of 1986, and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal Income Tax under IRC 501(c)(3) or

corresponding provisions of any subsequent law.

The organization may be dissolved with 30 days notification and a two-thirds vote of those present and voting at the meeting. In the event of dissolution, all of the remaining assets and the property of the organization shall, after payment of all necessary expenses thereof, be distributed to the organizations that qualify under section 501(c)(3) of the Internal Revenue Code of 1986, or to the Federal Government or State or Local governments for a public purpose subject to the approval of a Justice of the Supreme Court of the State of Connecticut. Thus, any remaining funds shall be used with the approval of the same majority vote of the membership present, for the benefit of the school.

#### **ARTICLE IX: MEETINGS**

- A. Meetings are generally held at John F. Kennedy Middle School in Plantsville, CT. They may also be held virtually or at another location with advance notice.
- B. General membership meetings will be held every other month unless there is a need for additional meetings. The meetings will be held the last Wednesday of the month at 6:30 PM, unless otherwise notified by the Executive Board.
- C. It is expected that each Board position is represented at each PTO meeting. In the case where a position is held by two members, a minimum of one member should attend. In the rare event that a Board member cannot attend a meeting, it is expected that said member make arrangements for their responsibilities to be met.
- D. Each elected Board Member shall attend bi-monthly meetings in order to complete a one year term. If a member is unable to attend meetings and/or fulfill the obligations of the position as set forth in Article V and VI above, the member will resign and a replacement will be voted upon by the Executive Board.
- E. "Robert's Rules of Order" shall govern the organization in all cases in which they are applicable and are not in conflict with these bylaws.
- F. The last regular meeting of the year shall be held in May. An extraordinary meeting may be held in June, if necessary. New Executive Board Members shall be elected at this meeting and shall take office at the end of the fiscal year.

#### **ARTICLE X: AMENDMENTS**

- A. These bylaws may be amended at any regular or executive board meeting of the organization by a majority of members present and voting, with at least three executive board members present. Once amended by majority vote, the changes will go into effect immediately.
- B. Bylaws shall be reviewed at a minimum of once a year and revised as necessary.

Created: May, 2013  
 Revised: August, 2013  
 Revised: May, 2015  
 Revised: May, 2018  
 Revised: August, 2021  
 Revised: May, 2022  
 Revised: October, 2022 [Approved by Executive Board on October 26, 2022]



