

BYLAWS OF MARTIN LUTHER KING, JR. ELEMENTARY SCHOOL PARENT-TEACHER ORGANIZATION

I. NAME: The name of this organization shall be the Martin Luther King, Jr. Parent-Teacher Organization ("PTO").

II. PURPOSES: The purpose of this corporation shall be to further and promote the education of children attending the Martin Luther King, Jr. Elementary School ("King School"). This shall include:

A. Providing an equitable environment for promoting intellectual, physical, social, and emotional well being of the children of King School.

B. Providing opportunities for working jointly with others in the educational training and development of children within the school.

C. Providing a forum for discussion of issues pertaining to the school and the community.

D. Providing opportunities to enhance the spirit of cooperation between parents and teachers.

E. Doing anything reasonably in furtherance of, or incidental to the foregoing.

III. MEMBERSHIP AND VOTING: All parents and guardians of students of King School and the faculty shall be members. All members are entitled to one vote on any issue before a general membership meeting of the PTO.

IV. DUES: No dues shall be required for membership in the PTO. The executive board shall have the authority to ask for a donation by members to support the organization.

V. MEETINGS OF THE MEMBERS: An annual meeting of the general membership shall be held once every spring to elect officers. The meeting shall be held in the months of May or June.

VI. SPECIAL OFFICERS AND BOARD MEMBERS: The officers of the PTO shall be the following: A. President, B. Vice President, C. Secretary, and D. Treasurer, who shall all serve on the Board of Directors.

The Board of Directors shall also include: E. the Newsletter (Editor) Coordinator, F. the Technology Director, G. PTO Council Representative, H. the Principal of King

School, I. the Vice Principal of King School, and J. a Teacher Representative..

VII. ELECTION OF OFFICERS:

- A. The officers, other than those seated by appointment, shall be elected at the annual general membership meeting. They shall be elected each year to serve a one-year term. Officers elected by the general membership may serve a total of four years as an officer.
- B. Officers will serve from July 1 through June 30 of the following year.
- C. Vacancies that may occur through resignation, or other reasons, may be filled by election by the Board.
- D. The Executive Board shall nominate a slate of officers and board members one month prior to the election at the general membership meeting. The proposed slate will be published and circulated to the membership prior to the election at the general membership meeting.
- E. Nominations may be made from the floor at the general membership meeting. The nominee must consent to have her/his name places in the nomination.

VIII. EXECUTIVE BOARD:

- A. The PTO Executive Board shall consist of the officers.
- B. For meetings of the Executive Board, a majority of voting members shall constitute a quorum.
- C. The Executive Board may appoint committees from time to time to serve for a defined period for any purpose.
- D. The Executive Board shall meet as necessary but at least four (4) times a year to conduct the business of the PTO.
- E. A vacancy on the Executive Board is created when an officer:
 - 1) leaves the King School community;
 - 2) submits a letter of resignation; or

- 3) the remaining Executive Board members vote unanimously to remove a member for failure to maintain a reasonable attendance record.

F. Vacancies are filled by Board election until the next election at a general membership meeting.

IX. DUTIES OF THE EXECUTIVE BOARD:

- A. The President shall preside at all meetings of the PTO and all Board meetings. S/he will call all meetings and appoint all members to committees created by the Board subject to Board approval. S/he will serve as ex officio member of all committees. The PTO President shall, in addition to the Treasurer, have authority to sign checks for the PTO/KSC (King School Council) activities.
- B. The Vice-President will preside at meetings in the absence of the President.
- C. The Secretary shall keep a written record of all meetings of the PTO and the Board. S/he will conduct the correspondence of the PTO.
- D. The Treasurer shall maintain all financial records and finances of the PTO. S/he will report on the financial conditions of the PTO at each Board meeting and will make an annual report at the spring general membership meeting. S/he will pay all bills authorized for payment. S/he will cooperate with the Board and devise a budget to guide in the establishment of revenue-raising activities.
- E. The PTO Council Representative will attend PTO Council as a representative of the King School PTO. S/he will regularly report to the Board on the activities of the Council.
- F. The Newsletter (Editor) Coordinator shall work with the Secretary and Vice President to publicize any and all programs, regular meetings and special events sponsored by the PTO. S/he will propose whatever means are appropriate to inform the membership of issues and events. S/he shall coordinate the preparation of the publications of the PTO.
- G. The Technology Director shall work with the Board to update and maintain a website, and provide oversight and guidance on the technology stack and security, as able.

X. ADOPTION OF THE BYLAWS AND AMENDMENTS

All amendments must be presented to the membership by special notice given prior to a PTO general membership meeting.

Amendments require approval by two-thirds of the membership present at a general meeting called to consider the amendments as an agenda item.