

**By-Laws**  
and  
**Code of Conduct**

**Kenston Forest School  
Parent Teacher Organization**

*Effective: December 10, 2008*

# By-Laws

## Kenston Forest School Parent Teacher Organization

### Article I: NAME

The name of this non-profit organization shall be the Kenston Forest School Parent Teacher Organization, also known and referred to as the KFS PTO.

### Article II: PURPOSE

The purpose of the KFS PTO is to serve the students, parents, teachers and staff of Kenston Forest School. The KFS PTO shall function as an organization of support, both financial and voluntary, to promote and enhance education, school spirit, extra-curricular activities and the over-all welfare of the Kenston learning environment. The KFS PTO seeks to foster an atmosphere of cooperation between itself and all members of the KFS family (i.e. students, parents, teachers and staff) in order to pursue and encourage a close-knit relationship with each and to achieve the educational goals of Kenston Forest School.

This organization shall neither seek to direct the administrative activities of the school, nor to control its policies. This organization retains the right to make administrative or policy suggestions, but only when the entire school entity can benefit and where this organization does not stand to gain.

### Article III: POLICIES

#### Section A: Status

This organization shall be a non-profit organization that falls under the tax-exempt shelter of Kenston Forest School. The use of funds and proceeds derived by this organization shall be for the benefit and improvement of the school and/or school-sponsored clubs, organizations, activities, programs and/or student enrichment programs. No funds may be used to support any organized charitable drive outside of KFS.

#### Section B: By-Laws

##### **Part 1: Establishment**

This organization shall abide by the policies and guidelines set forth in this document known and referred to as the By-Laws and in accordance with modern legal and accounting laws and practices. Additional policies, guidelines and procedures for specific PTO functions and purposes shall be set forth under the appropriate Articles and Sections in this document.

##### **Part 2: By-Laws Amendments**

The KFS PTO By-Laws shall be examined at the conclusion of each school year by all Executive Officers. Any proposed changes must be presented to and voted on by the General Membership at the September meeting. If no changes are deemed necessary, the By-Laws shall stand as approved by the most recent vote.

The KFS PTO By-Laws may be changed during the school year as conditions arise. The following procedure must be followed:

1. Suggested changes must be presented to the General Membership at a regularly scheduled meeting.
2. The Secretary shall notify and make available to all members, both Executive and General, a copy of the By-Laws incorporating the proposed changes.
3. Action on any proposed changes shall take place at the following regularly scheduled meeting.
4. Voting may be by show of hands or by polling individual members. Majority shall rule.

### **Section C: Code of Conduct**

To clarify expectations of decorum and behavior of Executive Officers and Members, the PTO has created and will enforce the specifications listed in the KFS PTO Code of Conduct. The KFS PTO Code of Conduct is a companion document to and shall be regarded with as much respect and esteem as the PTO By-Laws.

The Code of Conduct shall be reviewed annually along with the PTO By-Laws. Any changes, amendments, etc. to the Code of Conduct document shall follow the same procedures as those set forth for the PTO By-Laws (Article III, Section C).

### **Section D: Dissolution Procedure**

Should the need arise for the dissolution of this organization, a committee shall be immediately appointed by the organization prior to the final dissolution date. The Dissolution Committee shall include but is not limited to all KFS PTO Executive Officers, the KFS Headmaster, the Lower School and Upper School Directors, and parent representatives from each of the following: Early Learning Center and Lower, Middle and Upper Schools. The Dissolution Committee shall exist to handle the termination of the Organization and disburse all funds on hand. Such disbursements shall be for the benefit of the school, under the laws of the Commonwealth of Virginia and not for individual gain or profit.

Dissolution of this organization is not final until all funds have been allocated.

## **Article IV: MEMBERSHIP**

The KFS PTO shall consist of individual Members. Membership in this organization shall be automatically granted to any and all Kenston Forest affiliates who meet one or both of the following requirements:

1. Parent(s) or Guardian(s) with a child or children attending KFS and/or the KFS Early Learning Program
2. Kenston Forest faculty and staff

Any interested parties are welcome to attend PTO meetings; however, voting is restricted to Members.

Participation in the PTO and PTO-sponsored events is strictly voluntary.

No Membership fees or dues will be associated with or collected by this organization; however, the Treasurer can accept donations.

## **Article V: GOVERNING BODY**

### **Section A: Establishment and Description**

The KFS PTO shall operate under the direction of a governing board known and referred to as the Executive Officers or Executive Committee. The Executive Committee shall consist of a President, Vice-President, Treasurer, and Secretary who shall be elected from the Membership by the Members using the procedure outlined in Article VI: ELECTIONS. In the event of a vacancy of either the Secretary or Treasurer seat, the two offices may be combined until both seats may be filled.

### **Section B: Executive Officer Duties and Responsibilities**

To maintain status as an active Officer, each Officer must be present at seven (7) of the nine (9) school-year Executive and Regular Meetings and a majority of the summer planning sessions. In the event an Officer does not fulfill his/her duties and obligations, or fails to attend the minimum number of meetings, the Executive Committee reserves the right to take appropriate remedial action, which includes, but is not limited to asking for the Officer's resignation and/or removing and replacing the Officer.

Each Officer is required to keep and maintain at all times accurate financial records, which must reconcile with the records kept by the Treasurer and Office Manager. In the event of a discrepancy, all Executive Officers must meet to reconcile accounts and, if needed, include the KFS Office Manager.

Each Officer shall maintain the integrity of his/her office, keeping in mind at all times the KFS PTO Code of Conduct and the purpose of the KFS PTO. Each Officer shall discharge to the best of his/her ability the specific duties assigned to each as follows:

#### ***President***

The President shall be the principal Executive Officer of the PTO and oversee the Executive Committee and the direction of the Membership.

Prior to holding the office of President, he/she shall hold the office of Vice-President, Secretary, or Treasurer for at least one (1) year, or serve as a PTO Committee Chairman for two (2) years.

Responsibilities of the President shall include, but are not limited to, the following:

- Posts the Regular Meeting agenda two business days prior to the meeting
- Acts as liaison between the PTO and the school administration for any matters pertaining to, but not limited to, the PTO and its activities
- Presides at all meetings of the Executive Committee and the Membership and maintains order as designated by Roberts Rules of Order
- Shall be an ex-officio member of all committees of the PTO and shall retain copies of all committee reports
- Votes only in the case of a tie vote of the Regular Membership. May also vote during a secret ballot.
- Represents the PTO at all on- and off-campus organizations, functions, or events, unless delegates otherwise
- Retains authority to sign any PTO forms and documents that require a PTO Officer's signature

### ***Vice President***

The Vice-President shall assist the President and the other Executive Officers in any and all activities as deemed necessary, and shall assume the responsibilities of the President in his/her absence. The Vice-President retains authority to sign any PTO forms and documents that require a PTO Officer's signature.

### ***Secretary***

The Secretary shall be the principal record-keeper for the PTO. He/she shall maintain a complete portfolio of all correspondence, minutes and reports from previous meetings, and any materials distributed at the meetings.

The responsibilities of the Secretary shall include, but are not limited to the following:

- Records the official minutes of Executive Sessions and distributes minutes to all Officers within one (1) week after the Session.
- Records the official minutes of Regular Meetings. Submits minutes to the President within one (1) week of the next meeting, and after the President's approval, posts the minutes for public viewing.
- Distributes copies of the minutes for Membership to approve by vote.
- Maintains a portfolio with all previous meeting minutes, as well as materials distributed at each meeting.
- Is prepared to refer to the minutes of previous meetings when requested
- Brings the most current copy of the PTO's By-Laws to all meetings
- Handles PTO correspondence
- Retains authority to sign any PTO forms and documents that require a PTO Officer's signature

In the event the President and Vice-President are unable to attend a Regular Meeting or Annual Meeting, the Secretary will preside.

### ***Treasurer***

The Treasurer shall abide by all financial policies and procedures as specified under Article VII: FINANCIAL POLICIES AND PROCEDURES. The responsibilities of the Treasurer shall include, but are not limited to, the following:

- Keeps and maintains all PTO financial records, including receipts, disbursements, donations, and proceeds from fundraisers
- Compiles Treasurer's Report and submits the Report for approval by the President by the Friday prior to the next meeting
- Maintains availability of PTO financial forms and instructions for each on the display case in the KFS Office.
- Obtains prior approval for all disbursements, both expenses and reimbursements, out of the PTO account by a majority vote of the Executive Committee or the General Membership.

- Works closely with the KFS Office Manager to ensure that only disbursements that have been legitimately approved and are accompanied by appropriate documentation are carried out
- **No disbursements shall be made without proper documentation, including receipts, invoices and PTO financial forms.**
- Handles directly all funds received and verifies that all documentation is in order
- Provides for each meeting, and as needed, a current and up-to-date accounting of PTO funds
- Obtains and provides the cash box for committees
- Retains the authority to sign any PTO forms and documents that require a PTO Officer's signature

The Treasurer will ensure that the PTO financial records concur with those of the KFS Office Manager at all times. Should a discrepancy occur, a meeting of the KFS Executive Officers and the Office Manager shall be called. In the event that a resolution is not possible, the Headmaster shall be notified.

## **Article VI: ELECTIONS**

### **Section A: General**

The KFS PTO Executive Officers shall be elected from the Membership by the Membership. Elections shall take place during the May Annual Meeting (see Article VIII, Section G "Annual Meeting") with installment of Officers to take place in June.

### **Section B: Eligibility for Officership**

Any person wishing to hold an Office within the KFS PTO must be a PTO Member (see Article IV: MEMBERSHIP). No person shall serve simultaneously as a PTO Officer and on the Board of the Lunenburg-Nottoway Educational Foundation. To be eligible for the Office of President, a Member must have served as a KFS PTO Vice-President, Secretary, or Treasurer for at least one year (1), or have served as a KFS PTO Committee Chairman for at least two (2) years.

### **Section C: Nominations**

Nominations for PTO Offices shall be accepted during the period lasting between the Regular March meeting and April 30 using the following procedure:

1. An Election Officer shall be appointed from among the Executive Officers to oversee the election process.
2. Nominations by secret ballot are to be made available. A sealed nomination box shall be placed in a central location on the day of the Regular March meeting. The KFS PTO shall advertise the availability of the nomination box and encourage nominations.
3. On May 1, the nomination box shall be opened by the Election Officer. Any and all Executive Officers shall be present and, if necessary, an objective third party. The Election Officer shall remove the nomination slips from the box and read them aloud to all present.
4. The Election Officer shall contact the nominees by May 3 to notify them of their nomination and ask if they accept.
5. The Election Officer shall make every effort to publicize the names of the candidates and the offices they seek through "Your PTO Connection" newsletter, on the KFS web site and any other available means.

### **Section D: Campaigning**

Discreet, positive campaigning, such as the wearing of buttons, shall be allowed at May Day and at other on-campus functions; however, no campaigning is to be conducted during school hours. Positive campaigning and slogans make no reference to the opponent, and are not intrusive in nature. Faculty and staff are to be excluded from any and all campaign overtures.

### **Section E: Election**

The following procedure shall be followed for the Election of Officers:

1. In the event that more than one candidate is running for the same vacancy, a secret ballot shall be prepared prior to the Annual Meeting. The vacancy shall be filled based on the results of a tabulated vote – the winner receiving the majority of votes. If secret voting ballots are needed, the Executive Committee shall appoint and acquire, prior to the May Annual Meeting, a Counting Committee, consisting of the Election Officer, another Executive Officer and at least two objective parties.
2. In the event that a member is unopposed for an office, voting shall be by show of hands or by oral consent (Aye/Nay).

3. If necessary, the Secretary shall distribute secret ballots to all Members as they arrive. Ballots will be distributed only immediately prior to the meeting and during the stipulated voting time. Voting shall take place between 3:00 – 3:30 p.m. on Election Day.
4. Once collected, the ballots shall be counted by the Counting Committee, and the results announced at the end of the meeting.
5. In the event a vacancy remains after the election, the Executive Committee retains the right to invite and appoint from among the eligible Membership an individual to fill the seat.

### **Section F: Installation of Officers**

Officers shall be installed and assume their duties during the June Regular Meeting following the May Annual Meeting and elections. The newly-elected Treasurer shall be installed at the June Regular Meeting, but shall not assume the full duties of the office until July 1, after the annual audit has been conducted and all records have been reconciled.

All Officers shall sign a written document that they have accepted a current copy of, read and shall abide by the KFS PTO By-Laws and Code of Conduct. The signed By-Laws and Code of Conduct Agreements are to remain in the permanent KFS PTO files.

### **Section G: Term of Office**

The term of the Executive Officers shall not be set; however, an Officer can be removed by majority vote of the Membership, or ask to be released from his/her duties and responsibilities. If it has been deemed necessary to remove or release an Officer, the Executive Committee retains the right to invite and appoint from the Membership a temporary replacement, who will fill the seat and fully perform the duties and tasks of the office until the May election.

In the event that an incumbent loses the May election, he or she shall immediately begin working with and including the newly elected Officer, who shall assume full responsibility for the office at the June Regular Meeting.

### **Section H: Immediate-Past-President**

The Executive Committee reserves the right to offer the Immediate-Past-President the Chairmanship of a committee. The Immediate-Past-President shall serve as Chairman of that committee until the purpose of the committee has been fulfilled, or until the end of the school year

## **Article VII: STANDING AND SPECIAL COMMITTEES**

### **Section A: Formation**

The Executive Board reserves the right to form standing and/or special committees as needs arise. These committees shall exist for a limited or unlimited duration as the Executive Board appoints. These committees shall follow all protocol and procedures as described by these By-Laws and shall not act independently of the Executive Board.

All standing and special committee members must be PTO members.

## **Article VIII: FINANCIAL POLICIES AND PROCEDURES**

### **Section A: Budget**

An annual budget will be set and determined prior to the beginning of each school year. The budget will be at the discretion of the Executive Officers. The PTO fiscal year shall run from July 1 through June 30. The Executive Officers shall audit the books in May and close the books by June 30. The budget from the previous year shall be reviewed and used as a guide for the formation of the new budget. The PTO General Membership shall vote on the budget at the September Regular Meeting.

The PTO shall operate within the boundaries of the budget, and a minimum of \$2,500 shall remain in the PTO account at all times.

### **Section B: Treasurer's Report**

The Treasurer's Report shall follow a standard format developed by the Treasurer and approved by the Executive Officers. The Treasurer's Report shall coincide with calendar months, noting the beginning balance on the first day of the month and ending balance on the last day of the month and all transactions occurring in between. The Treasurer's Report should include, but is not limited to the following: Beginning Balance, Income, Expenditures, Pending Transactions and Ending Balance, which always reflects the \$2,500 in reserve. All income and expenditures shall be listed as line items. The Treasurer shall note in the report and give accurate estimates of any pending transactions.

To compile the Treasurer's Report, the Treasurer shall obtain the Transaction Detail for Deposits and Expenditures from the KFS Office Manager. The Treasurer shall present and make available copies of a Treasurer's Report at each meeting.

**Section C: Fundraiser/Event Reports**

The Treasurer shall present a Fundraiser/Event Report within 30 days of an event or fundraiser. The report shall include but is not limited to the following: Expenditures, Income, Profit/Loss, if possible a Previous Years' Comparison, and any Additional Information as deemed necessary for clarity and explanation.

**Section D: Forms**

The PTO Treasurer and Executive Officers shall maintain accurate records and work with the KFS Office Manager to facilitate management of all financial transactions. To do so, PTO Executive Officers shall set a uniform procedure and create written forms for the following:

1. Funding Request
2. Check/Cash/Cash Box Request
3. Reimbursement Request
4. Donation Receipt
5. Deposit Notice

Forms and instructions shall be kept on the display case in the KFS Office, in the PTO Office and made available on the PTO page of the KFS website. The Treasurer shall be responsible for the continual availability of the forms.

**Section E: Expenditures**

Prior to being paid out, all expenditures must be voted on and approved by the majority of the quorum as specified under Article VIII, Section C. If a funding request is granted, invoices must be submitted within 30 days of the funding approval date. If the funds have not been claimed within 30 days, the funding is denied. The petitioner must re-submit the request and repeat the funding request process with an explanation of the delay in using the funds.

**No disbursements shall be made without proper documentation, including receipts, invoices and PTO financial forms.**

**Article IX: MEETINGS****Section A: General**

Meetings shall be held monthly, unless otherwise deemed necessary. The meeting dates and times shall be noted on the school calendar, on the website, and Members shall be notified by Instant Alert. The meetings will be held in the KFS Library or the PTO Office, unless announced otherwise and with 24-hour notice.

The Presiding Officer must attempt to conclude all business within an hour.

PTO Members may petition for a meeting to be held by submitting a written request, signed by a minimum of ten (10) Members, at least seven (7) days prior to the proposed meeting. The petition shall be presented to an Executive Officer or to the KFS Headmaster.

**Section B: Parliamentary Procedure**

Robert's Rules of Order Newly Revised shall govern the PTO in all cases to which they are applicable and to which they are not inconsistent with the PTO By-Laws and Code of Conduct.

**Section C: Code of Conduct**

The business and discussions at the PTO Annual Meeting and General Meetings are restricted to the agenda set forth by the PTO President (see Article VIII, Section F) and presented to each Member upon arrival. Criticism of individual teachers, administrators or parents shall not be voiced in open Meetings or Executive Sessions. Any individual problems arising shall be taken up outside the Meeting and should be addressed with either the President of the PTO or the Head Master of Kenston Forest School in accordance with school policy and PTO By-Laws and Code of Conduct.

The PTO will also enforce adherence to the PTO Code of Conduct, the companion to the PTO By-Laws, at any meetings, functions and events in which the PTO participates or sponsors.

**Section D: Attendance**

Attendance records shall be kept by the President. Sign-In forms shall be required for all PTO Executive and/or Regular Meetings, and all PTO fundraisers and events. Sign-In forms shall include the following information: Name, Date, Type of Meeting/Fundraiser/Event, Number of Executive Officers Present, Number of General Members Present, Total Number Present and whether the Quorum was met.

**Section E: Quorum**

During the school year, a quorum shall consist of five (5) Members, at least two (2) of whom are Executive Officers. A quorum is required for voting on matters of financial support.

During Christmas, Easter and summer vacation, and/or in the event that financial matters are deemed urgent or deadlines are imminent, a quorum is not required; however, if the previously specified situation occurs, voting on financial matters may take place if the entire Executive Committee is present. The vote on the matter must then be unanimous.

**Section F: Agenda**

The PTO Meetings shall follow an agenda that has been set and prepared by the PTO President. A copy of the agenda shall be made available to all attending the meeting. The agenda and meeting format shall be as follows:

- Call to order
- Invocation
- Approval of minutes
- Secretary's Report
- Treasurer's Report
- Vice-President's Report
- President's Report
- Old Business
- New Business
- Announcements
- Adjournment

**Section G: Discussion of Business**

The presiding officer may open the floor for other business and reserves the right to suggest tabling any business and request additional information. In addition, the presiding officer must attempt to limit discussion to ten (10) minutes and then, either call for a vote or recommend tabling the matter.

**Section H: Financial Support**

In deciding whether or not to grant financial support, the PTO reserves the right to consider, request and/or require past, present, and/or future participation and involvement with the PTO by individuals and/or groups seeking financial support. Asking is not a guarantee of receiving.

**Section I: Voting**

The presiding officer shall call for motions and seconds on business at hand. After adequate discussion, the presiding officer may call for a vote. Voting shall be oral (Aye/Nay) or by show of hands. Majority shall rule.

Voting on financial matters requires a quorum, and must follow the guidelines and procedures set forth under Article VIII, Sections E "Quorum" and H "Financial Support."

**Section J: Annual Meeting**

The May Regular Meeting shall be designated as the Annual Meeting. The Annual Meeting is for the election of PTO Officers and the celebration of Teacher & Staff Appreciation Week. All regular monthly business shall be kept to a minimum.

## **Article X: ACTIVITIES AND PROGRAMS**

The PTO supports numerous activities and programs that take place throughout the year at Kenston Forest. However, there are some areas or events that are solely sponsored by the PTO. They include, but are not limited to, the following:

- Accelerated Reader Program
- Yankee Candle Fundraiser
- Refreshments for Grandparents' Day
- The Gingerbread House
- Refreshments for the Christmas Program
- Longaberger Basket Bingo
- Teacher & Staff Appreciation Week
- Citizenship Scholarship
- "Your PTO Connection" Newsletter
- Cash-Back Programs:
  - Food Lion Shop & Share
  - BoxTops for Education
  - Target Take Charge of Education Program
  - Land's End
  - SchoolPop
  - Tyson's Project A+

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