

Approved, February 11, 2010

**PARENT TEACHER ORGANIZATION AND PARENT COUNCIL
KEYSTONE SCHOOL, SAN ANTONIO, TEXAS
BYLAWS**

ARTICLE ONE

Name

- Section 1. The name of this organization shall be the Keystone Parent Teacher Organization, hereinafter referred to as "PTO."
- Section 2. The Parent Council shall serve as the executive committee of the PTO.

ARTICLE TWO

Purpose and Restrictions

- Section 1. The purpose of the PTO shall be to support Keystone School and its staff in completing the school's mission and to foster effective and open communication between the school and parents. Additionally, the organization will work with the school to enhance the educational and recreational opportunities for students, parents, and school staff.
- Section 2. The Keystone Board of Trustees is the sole governing body of Keystone School. All clubs and organizations, which exist to support Keystone School, including the PTO, are ultimately governed by the Board of Trustees. All bylaw changes must be approved by the Board of Trustees. The purpose and timing of fund-raising activities of the PTO must be coordinated with the development office of the school and approved by the Board of Trustees. Funds raised and expenditures incurred by the PTO are under the general oversight of Keystone's Business Manager and the school's auditor.

ARTICLE THREE

Membership

- Section 1. All parents or legal guardians of children currently enrolled in Keystone School and all administrative and teaching staff of the school shall be members of the PTO.
- Section 2. Though not required for membership, financial contributions to support the PTO may be solicited by the Parent Council. These tax-deductible contributions shall be acknowledged with receipts upon request.
- Section 3. All members of the PTO shall be entitled to one (1) vote at any and all meetings of the general membership.

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ARTICLE FOUR
General Membership Meetings (“PTO Meetings”)

- Section 1. The Parent Council shall hold a minimum of two (2) general membership meetings, hereinafter referred to as “PTO Meetings” every school year, one (1) in each semester. Notice of the date, time and place of such meetings shall be given to all members at least 14 days in advance.
- Section 2. The agenda of the fall PTO Meeting shall include a presentation of the PTO budget for the fiscal year. The agenda of the spring PTO Meeting shall include the presentation of Parent Council and committee reports, and the election of the new Parent Council.
- Section 3. Special meetings of the PTO may be called upon the written request of the President or upon the written request of the majority of the Parent Council or upon the written request of ten percent (10%) of the members. Notice of the date, time, place, and purpose of such meeting shall be given not less than seven (7) days before the day of the meeting. Matters to be considered shall be limited to those mentioned in the notice of the meeting.
- Section 4. The presence of 15 members at a meeting held in accord with these bylaws shall be required to constitute a quorum for the transaction of business at any regular or special PTO Meeting.
- Section 5. When a quorum is present at any meeting, the vote of the majority of the members present shall be the act of the members, unless the bylaws require the vote of a different number. Any vote shall be by voice or by show of hands except for the election of the Parent Council, which shall be conducted using ballots. Voting by proxy will not be permitted.

ARTICLE FIVE
Parent Council

- Section 1. The Parent Council shall consist of the following officers: President, President-Elect, Vice President–Communications, Vice President–Community, Vice-President–Fund Raising, Vice President–Student Enrichment, Treasurer, Secretary, Parliamentarian, and a Representative for each of the three divisions of the school. Council members shall take office on June 1st and serve for a one-year term.
- Section 2. The Head of School shall be an ex officio member of the Parent Council.
- Section 3. The Parent Council shall meet monthly or at such times as the President determines.
- Section 4. The Parent Council shall have the authority to handle any and all matters pertaining to the management and business of the PTO, subject to the provisions of these Bylaws.
- Section 5. The presence of seven (7) Parent Council members shall be required to constitute a quorum for the transaction of business at Parent Council meetings.
- Section 6. Vacancies on the Parent Council shall be filled by appointment by a majority vote of the Parent Council members for the remainder of the unexpired term.
- Section 7. No Parent Council member shall retain the same office for more than two (2) terms in succession.

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ARTICLE SIX
Duties of Parent Council Members

- Section 1. The President shall:
- a. Preside at all meetings of the Parent Council and of the PTO;
 - b. Represent the organization to the Administration and Board of Trustees of Keystone School;
 - c. Appoint all standing and special committee chairs, in consultation with other Parent Council members;
 - d. Maintain frequent and regular contact with the Head of School;
 - e. Sign checks for the PTO, along with Keystone's Business Manager, in the event the Treasurer is unavailable to do so; and
 - f. Perform all duties that may arise under the purview of the office.
- Section 2. The President-Elect shall:
- a. Assist the President in any tasks assigned by the President;
 - b. Preside at meetings in the event that the President is unable to do so;
 - c. Become familiar with the duties and functions of the office of President;
 - d. Assume the office of President at the end of the one-year term as President-Elect; and
 - e. Perform all duties that may arise under the purview of the office.
- Section 3. The Vice-President—Communication shall:
- a. Organize and oversee production of the PTO newsletter;
 - b. Organize and oversee maintenance of the PTO webpage;
 - c. Provide notice of all PTO Meetings as outlined in Article Four, Sections 1 and 3; and
 - d. Perform all duties that may arise under the purview of the office.
- Section 4. The Vice-President—Community shall:
- a. Organize and oversee events for the purpose of welcoming new students and their families;
 - b. Compile a list of parent volunteers and distribute this list to the appropriate Parent Council members and committee chairs.
 - c. Organize and oversee teacher appreciation activities;
 - d. Assist administrators and faculty members as needed to coordinate parent support for events that bring the community of students, parents, teachers, and staff together; and
 - e. Perform all duties that may arise under the purview of the office.
- Section 5. The Vice-President—Fund Raising shall,
- a. In coordination with the development office and with the approval of the Board of Trustees (as outlined in Article Two, Section 1), organize and oversee all programs intended to solicit or generate funds for the PTO and its initiatives; and
 - b. Perform all duties that may arise under the purview of the office.

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- Section 6. The Vice-President—Student Enrichment shall:
- a. Organize and oversee all PTO sponsored guest-speaker events for the PTO members and/or the Keystone students;
 - b. Organize and oversee disbursement of PTO funds designated for the benefit of all divisions of the school; and
 - c. Perform all duties that may arise under the purview of the office.
- Section 7. The Secretary shall:
- a. Keep correct minutes of all meetings;
 - b. Read the minutes of each meeting as called upon by the President;
 - c. Maintain all correspondence, as required; and
 - d. Perform all duties that may arise under the purview of the office.
- Section 8. The Treasurer shall:
- a. Ascertain the funds expended by the various committees in prior years and make recommendations to the Parent Council in preparing the budget;
 - b. Receive all money for the PTO and make deposits;
 - c. Sign checks for PTO funds (along with, Keystone's Business Manager or Head of School when required, in accordance with Article 9, Section 4);
 - d. Keep an accurate record of all receipts and expenditures;
 - e. Provide a statement of accounts for every Parent Council and PTO meeting, and as called upon by the President;
 - f. Issue acknowledgements for tax purposes to PTO donors upon request or as required by law.
 - g. Provide financial information to the school's Business Manager and auditor as required; and
 - h. Perform all duties that may arise under the purview of the office.
- Section 9. The Parliamentarian shall:
- a. Advise the President, the Parent Council and the PTO as to matters of parliamentary procedure;
 - b. Review the PTO Bylaws annually and recommend revisions as appropriate;
 - c. Serve as non-voting chair of the Nominating Committee (see Article Seven); and
 - d. Perform all duties that may arise under the purview of the office.
- Section 10. The Lower School, Middle School and Upper School Representatives shall:
- a. Act as liaisons for PTO support to their respective Division Heads;
 - b. Represent the interests of their respective divisions at all Parent Council and PTO meetings;
 - c. Bring matters for consideration with regard to events and activities in their respective divisions before the Parent Council;
 - d. Upon request, assist their respective Division Heads and the Vice-President—Community with the organization and coordination of parent volunteers; and
 - a. Perform all duties that may arise under the purview of the office.

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**ARTICLE SEVEN
Nominations and Elections**

- Section 1. The Nominating Committee shall be chaired by the Parliamentarian and shall consist of three (3) PTO members: one (1) representing each division of the school. Only the three (3) representative PTO members shall vote on the transaction of business in Nominating Committee meetings.
- Section 2. Members of the Nominating Committee shall be selected by the Parent Council. All members of the PTO are eligible to serve.
- Section 3. Nominating Committee members may not be considered as candidates for election to the Parent Council.
- Section 4. The Nominating committee shall open up nominations for Parent Council positions to all PTO members.
- Section 5. The Nominating Committee shall prepare the slate of candidates for all Parent Council positions. The Parliamentarian shall obtain the consent of each candidate before placing his or her name on the slate. The slate shall be distributed to all PTO members at least 14 days prior to the spring PTO Meeting.
- Section 6. Parent Council elections shall be held at the spring PTO Meeting. Prior to the election, additional nominations shall be permitted from the floor. Election of the Parent Council shall be conducted using ballots, and it shall be the responsibility of the Parliamentarian to prepare such ballots. Voting by proxy will not be permitted.
- Section 7. Ballots shall be collected immediately and counted by the Head of School and two members of the PTO who are not on the Parent Council, the Nominating Committee, or the proposed slate. A majority of the votes cast by PTO members present at the meeting shall constitute an election.

**ARTICLE EIGHT
Standing and Special Committees**

- Section 1. Standing and special committees shall be created and/or terminated at the discretion of the Parent Council for the purposes of accomplishing the business of the PTO. The President, with the aid of the Parent Council, shall appoint chairs of the standing and special committees as needed to execute the projects for the year.
- Section 2. All committees shall function under the supervision and with the support of a specific Parent Council member, and chairs shall keep that Parent Council member informed of all committee activities. Chairs shall be prepared to report on their committee's activities at Parent Council meetings and at PTO Meetings as requested.
- Section 3. All expenditures to accomplish the purposes of the standing and special committees shall be designated in the PTO's budget. Expenditures exceeding budgeted amounts must be approved in advance by a majority vote of the Parent Council.

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**ARTICLE NINE
Financial Policies**

- Section 1. An annual budget shall be prepared by the incoming Parent Council, and approved by the Head of School and the school's Business Manager prior to the expenditure of any funds. The PTO fiscal year shall begin on June 1st and end on May 31st. The budget shall be presented as part of the Treasurer's report at the first PTO meeting of the school year.
- Section 2. Reimbursements for PTO expenditures shall only be made upon presentation of the appropriate receipt documentation. Each receipt shall be signed by the member making the reimbursement request. The Treasurer shall retain receipts or copies of the receipts in the permanent accounting records.
- Section 3. The PTO will not reimburse sales tax. Upon request, the Treasurer shall provide proof of tax exempt status for members to show when making PTO purchases
- Section 4. All checks must be signed by either the Treasurer or the President. Checks for amounts exceeding \$250 must also be signed by the school's Business Manager or the Head of School.
- Section 5. The Treasurer shall follow accepted sound financial procedures, keeping permanent records of all monies received, deposited and disbursed.
- Section 6. The financial report shall be examined annually during the school auditing process and periodically by the school's Business Manager

**ARTICLE TEN
Rules of Order**

Robert's Rules of Order shall be followed at all meetings of the PTO and the Parent Council.

**ARTICLE ELEVEN
Amendments**

These Bylaws may be amended at any PTO Meeting at which there is a quorum by a two thirds (2/3) majority, provided written notice of the proposed amendment has been sent to the membership at least 14 days prior to the meeting in which it will be considered. No amendments to these Bylaws shall take effect without approval from the Board of Trustees.