

**Kent Elementary Parent Teacher Organization (KEPTO) Bylaws**  
**1091 Route 52**  
**Carmel, NY 10512**  
**Revised: April 3, 2021**  
**Voted In: April 5, 2021**  
**Building Principal Approval: April 5<sup>th</sup>, 2021**

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**Article I – Name**

The name of the organization is the Kent Elementary Parent Teacher Organization (KEPTO) of the Carmel Central School District, New York.

**Article II – Purpose and Objectives**

**Purpose:** The purpose of the KEPTO is to act as a liaison group between educators and the community by supporting such united efforts as well as securing, for the children in the Kent Elementary School, the highest advantages in physical, mental, and social education.

**Objectives:**

- To provide a communication system between the parents, the school, and the school district.
- To provide members with information concerning their school.
- To provide programs and activities for the children in the Kent Elementary School that are in addition to the curriculum programs.
- To make funds available to Kent Elementary School for school related purposes that are approved by the organization.

**Article III – Basic Policies**

The Basic policies of the KEPTO are as follows:

- This shall be a non-profit, non-commercial, non-partisan organization. As such the name of the organization may not be used in connection with any commercial or political interests that are not appropriately related to the organization.
- No committees are permitted to fundraise independently from the KEPTO.
- All monies fundraised go directly into the KEPTO general fund.
- All emails will either be sent to/from or Cc'd to/from kepto@carmelschools.org.
- The Executive Board must vote spending of funds in excess of \$100.00 unless prior budget approval was obtained. Vote can take place at a meeting or by email between Executive Board members.
- All volunteers, including Executive Board members, must pay for their participants at all events.

- KEPTO will pay for admission to PTO Expos or other educational activities if approved by the Executive Board via majority vote. Mileage will be reimbursed for these trips. KEPTO will not reimburse for food purchases at these events.
- All elected Executive Board positions will be available to answer questions when necessary for one (1) year following their completion of term.

#### **Article IV – Membership and Dues**

##### **Membership:**

- All parents and guardians of students attending the Kent Elementary School, including parents & guardians of homeschooled students of which Kent Elementary School is their designated “home school”, and all faculty and staff employed at the Kent Elementary School shall be considered “general members” of the KEPTO.
- The membership year shall run from July 1<sup>st</sup> to June 30<sup>th</sup>. Any new persons shall be considered members as of the date of their children’s enrollment in the school, or as of the date of their employment as faculty or staff.

##### **Dues:**

- No dues shall be required for membership in the KEPTO.
- If the funds of the organization become low enough to warrant it, dues may be reinstated at any time without amendment to the bylaws.
- Request for voluntary contributions may be made at any time subject to the approval of two-thirds (2/3) of the Executive Board.

#### **Article V- Executive Board Meetings, Duties, & Responsibilities**

- Regular meetings of the Executive Board shall be held monthly during the school year and, at least, once during the summer months.
- All meetings shall be presided over by the President. In the absence of the President, the Vice President shall preside, and in the absence of the Vice President, another officer chosen by the President and/or Vice President shall preside.
- An annual meeting of the Executive Board will be held in June. This Executive Board meeting will serve as a joint meeting with the newly elected Executive Board in order to lend continuity and a historical perspective to the organization.
- An Executive Board member cannot be absent for more than three (3) consecutive Executive Board meetings or five (5) Executive Board meetings in total over the course of one (1) year. Absence of this kind may result in a request for the member’s resignation.
- An agenda for each meeting is to be sent out to the Executive Board by the Secretary, 24 hours prior to the meeting. All submissions for the agenda need to be given to the Secretary at least 72 hours prior to the meeting.

##### **The general duties of the KEPTO Executive Board shall be:**

- To handle the regular business of the organization, to consider and initiate new projects, and to approve routine bills within the limits of the budget.

- To create special committees in addition to standing committees specified in the bylaws. It will also be the duty of the Executive Board to appoint chairpersons for the work plans of these committees and to periodically review the progress of these committees.
- To deliver to their successors all official materials at the transition meeting in June, as noted in Article VI, Paragraph II.
- To provide dates of events to the Kent Elementary School and or the District Office for publication.
- To provide the students, faculty, and staff fliers for distribution of said events, fundraisers, and any other family activities.

### **Article VI – Schedule of Meetings**

- Regular, full membership/general meetings of the KEPTO shall be held during the school year. A minimum of seven (7) days notice shall be given of all regular meetings.
- An annual transition meeting will be held in June, at which time the newly elected officers will assume their duties with the officer’s ex-officio in attendance.
- The Treasurer’s end-of-year report will be submitted at the final transition meeting of the school year with a report of outstanding balances.
- A quorum of conducting business shall not be less than five (5) members. A simple majority is needed for the passage of all motions.
- Executive Board meetings will be held once monthly following or prior to the general meeting.

### **Article VII – Executive Board**

The Executive Board of the KEPTO shall consist of at least seven (7) elected officers. The Officers shall be a President, a Vice President, a Treasurer, a Secretary, a Fundraising Coordinator, an Event Coordinator/s, a Hospitality Coordinator, and Trustees. Any “general member” with at least one (1) child enrolled at the Kent Elementary School, including children enrolled as a homeschooled student, may serve in any capacity on the Executive Board.

### **Elections and Terms of Officers:**

#### **Election Rules:**

- Officers shall be elected by written ballot annually in the month of May.
- All general members of the KEPTO shall be given the privilege to vote once at the May election meeting or by absentee ballot.
- Nominations will be held virtually whereas all nominations must be made online. Nominations will only be accepted up until the day of the general PTO meeting in April.
- During the April meeting, all nomination will be considered and accepted as per current KEPTO bylaws, The PTO Executive Board will then vote to go to the ballot.

- Only Executive Board positions are voted on which include: a President, a Vice President, a Treasurer, a Secretary, a Fundraising Coordinator, an Event Coordinator/s, a Hospitality Coordinator, and Trustee/s. These are the only positions that will be put on the ballot.
- Any candidate running for the positions of President or Vice President must have already served on the Executive Board within the last two (2) years.
- Any candidate running for an uncontested position will automatically win that position. Candidates of any contested position will have the opportunity to speak at the election meeting in May.
- By the completion of the May election meeting, a final vote shall be tallied (present and absentee votes counted) and the new officers shall be announced.
- The KEPTO Executive Board reserves the right to alter the “Election Rules” set henceforth if a need should arise that is uncovered by the aforementioned rules.

Term of Office:

- Officers are elected and committed to serve for a term of two (2) years, but not to exceed two (2) consecutive terms.
- Officers will assume their duties effective July 1<sup>st</sup>. If a position becomes vacant during the school year, a replacement officer shall be elected by two-thirds (2/3) of the remaining Executive Board members for the remainder of the current school year. During the May elections, there will be an election to finish the term of the vacant position.
- If an officer resigns or is voted out by a two-thirds (2/3) majority vote of the Executive Board before fulfilling their two (2) year commitment, he/she will be ineligible for nomination for any future Executive Board positions, unless extenuating circumstances are discussed and agreed upon by the Executive Board during an Executive Board meeting.

Request for Resignation:

In the event that an Executive Board member is deemed detrimental to the effective functioning of the KEPTO and/or the school, a request for resignation can be initiated by a majority vote of the Executive Board. It is the President’s responsibility to present the request for resignation. In the event the President’s resignation is being requested, the Vice President will be responsible to request resignation of the President.

Emergency School Closure Clause:

In the event that school is closed for a long period of time that interferes with the election process of the KEPTO Executive Board, the current Board members will retain their positions until such a time that school resumes normal operations. Nomination letters will be distributed within 2 weeks of school reopening with the nominations due by the next regular Board meeting of KEPTO and elections will be held the following meeting after that. Should schools remain closed until the close of a school year, positions being held by Executive Board members that will no longer be members of KEPTO the following school year will vacate their positions and the position will remain vacant until elections are held.

## **Article VIII – Standing in Special Committees**

Each year the incoming Executive Board shall create the following standing committees to advance the objectives and carry on the work of the KEPTO. Each standing committee will consist of one (1) chairperson and additional members as needed. The chairperson shall be either an officer of the Executive Board or selected by the Executive Board. All committees will share all information with the Executive Board at their request.

### **Functions of Standing Committees:**

- Yearbook Committee – Produce a quality yearbook for the Kent Elementary School. Yearbook Editor is the chairperson of the committee and must be selected at the beginning of the school year. It will be the responsibility of the Yearbook Committee to take extra pictures for the yearbook. Before finalizing the yearbook it will be viewed by the Executive Board for final approval.
- Fundraising Committee – Assist the Fundraising Coordinator to facilitate the organizing, ordering, and distribution of fundraising materials for the Fall and Spring campaigns. Assist Fundraising Coordinator with fundraising events such as Book Fairs and the Snowflake Gift Shop. This will include securing necessary supplies for the events as well as set up and take down of the events.
- Events Committee – Assist the Events Coordinator/s with the organization and execution of family activities and assist the Events Coordinator/s with the organization of activities.
- School Store Committee – Organize and execute the running of the School Store. Schedule attendance of members to be present for the school store. Purchase supplies for the School Store with approval of the Executive Board. Give money to the Treasurer on a weekly basis when store is open. Keep a record of all transactions of the school store.
- Fourth Grade Committee - Will be made up of a chairperson, which will be a 4<sup>th</sup> grade parent, and two 4<sup>th</sup> grade parents from each class. Duties shall include, but will not be limited to, the organization of the 4th grade brunch, breakfast DVD production of 4th grade activities and the 4th grade mingler. Committee may assist the staff with any appropriate enrichment programs for the 4<sup>th</sup> grade.
- Field Day Committee - Assist the school faculty with the organization of field day via a designated liaison from the Executive Board, provide funds as deemed fit by the Executive Board, and to provide support as necessary to ensure the success of the event.
- Donation Committee - To contact local vendors to receive various donations for events, and to send out thank you notes to those vendors that have donated.

## **Article IX – Bylaw Amendment and Revision**

- These bylaws may be amended at any meeting of the Executive Board by a two-thirds (2/3) vote and/or by a majority vote at a general meeting of the association.

- A committee may be appointed to submit a revised set of bylaws, a substitute for the existing laws, only by a majority vote at a general meeting of the association and/or by two-thirds (2/3) vote of the Executive Board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.
- All amendments and revised bylaws may become effective only upon approval of the building Principal.

## **Article X- Duties of the Executive Board**

### **Section 1 – The President shall:**

- Be principle executive officer of the KEPTO and shall supervise and control all business and affairs of the KEPTO.
- Preside at all meetings of the Executive Board, all general full membership meetings, and monthly meetings with the Kent Elementary School building Principal as well as any other meetings of the organization. If unable to attend a meeting shall appoint the Vice President to preside over the meeting as stated in section 3.
- Act as group spokesperson at KEPTO functions or appoint an alternate Executive Board member to serve as spokesperson.
- Attend Parent Council Meetings and meetings at the District Office as necessary.
- Present request for resignation from Executive Board member when necessary, as detailed in Article VII.
- Review for approval all written correspondence going home to the general membership and going out to the community.
- Review for approval any and all contracts involving the KEPTO.
- Organize and schedule dates for school events, along with the Vice President, Events Coordinator/s, and Fundraising Coordinator, including but not limited to school pictures, book fairs, holiday shops, and fundraising.
- Send dates of the KEPTO functions to the District Office for review and placement onto the District School Calendar in April.
- Complete building use form requests for events for the entire year according to dates and guidelines established by the school district. Also to coordinate the details with the building custodian(s) & building Principal or appoint other Executive Board member/s to do the like.
- Authorize appointed Executive Board member/s to purchase 3<sup>rd</sup> & 4<sup>th</sup> grade planners, staff calendars, field day water bottles, event supplies, KEPTO supplies, etcetera.
- Oversee all events and fundraising opportunities.
- Oversee the 4<sup>th</sup> grade committee.
- Oversee special committees to organize functions.
- Oversee and/or be responsible for the Box Top & DeCicco's reimbursements.
- Obtain donations from businesses, local or otherwise (i.e. submitting grant applications).
- Maintain, with the Vice President, social media platforms & website.

Section 2 – The President’s Ex-Officio shall:

- Leave a list of current committee chairpersons for the new President.
- Leave the following years KEPTO calendar of functions scheduled.

Section 3 – The Vice President shall:

- Perform the duties of the President in his/her absence.
- Assist in presiding over all KEPTO general meetings; including but not limited to opening & closing meetings & motioning votes.
- Attend Parent Council meetings, meetings at District Office, and meetings with the President, and Principal of the School as needed.
- Work with coordinators to recruit committee chairs.
- Organize with the main office secretary and photo studio picture day, 4th grade group picture and picture retake day.
- Oversee the yearbook committee.
- Collect and tally absentee ballots for the May election meeting except when Vice President is on the ballot.
- Oversee the Snowflake Gift Shop.
- Organize the school supplies program. Collect all orders and money and give to the Treasurer on a weekly basis.
- Collect monies for all ticket sales, along with the Secretary, and keep a computerized tally for all monies received. Money to be given to the Treasurer in a timely manner.
- Collect monies for yearbook sales, along with the Secretary, and keep a computerized tally of all sales. Money to be given to the Treasurer weekly.
- Maintain, with the President, social media platforms & website.

Section 4 – The Treasurer shall:

- Be responsible for the supervision of all monies received and expended by the KEPTO. Must keep the Executive Board informed of all pertinent financial matters.
- Have custody of all funds of the organization.
- Keep records of funds, income, and expenditures for KEPTO by activity.
- Have the records available within thirty (30) days of a member inquiry. All inquiries must be in writing.
- Be custodian of the bank records and perform banking for the organization in a timely manner.
- Deposit all monies within thirty (30) days of receiving.
- Act as spokesperson for the organization in the event of inquiries to our finances.
- Disburse funds as authorized by the organization.
- Provide a brief financial report at all regular meetings.
- Financial reports to be provided at every general meeting. These reports to include the current bank balance, list of upcoming bills with amounts, and a list of recently paid bills with amounts.
- Prepare a full end of year report of the organization’s financial status/activity and present the report at the final Executive Board meeting of the school year.

- Appoint a financial secretary to assist with his/her duties as necessary. The financial secretary will not be a member of the Executive Board.
- Keep a record of the organization's disbursements and receipts by each month of the fiscal year to submit to the accountant by July 31<sup>st</sup>. Also, to be available to meet with the accountant as needed for any financial advice during the school year.
- Each year the KEPTO may vote toward two (2) scholarships to graduates of the Carmel High School. The scholarships are to be distributed to two (2) students who graduated from KES. After the current year's recipients are selected, keep a record of scholarships awarded, and send checks payable to student as instructed.
- Keep a record of all transactions of the school store.
- Keep a master copy of the yearbook orders. Collect the monies from the yearbook coordinator and deposit weekly.
- Ensure that a "Chain of Custody" form has been completed & signed each time monies are exchanged.

Section 5 – The Secretary shall:

- Record the minutes of all General Board Meetings. If recording Secretary cannot attend meetings he/she must designate someone on the Executive Board to take the minutes in their absence.
- Distribute meeting minutes to the Executive Board Members.
- In the event that meeting minutes are requested, in writing, by a general member of the KEPTO, the Secretary or any other Board member will provide them within thirty (30) days.
- Minutes are to include names of all meeting attendees and provide a recap summary of meeting content.
- Contact all volunteers for all functions chaired/organized by the KEPTO as requested/needed by person organizing function. Organize volunteer listing and times.
- Send thank you notes to all faculty & staff volunteers and keep a master list of all volunteers' names.
- Update KEPTO bylaws in July as needed.
- Retrieve and disburse phone messages from the KEPTO district voicemail box.
- Retrieve emails from the KEPTO email address. Emails must be checked a minimum of every two (2) days. To retain electronic copies of correspondence for the school year.
- Provide District Office with any information that the KEPTO would like to have included on the School House News email to the community.
- Prepare meeting agenda based on topics provided by the Executive Board. Make copies and distribute at meetings.
- Responsible to keep a register of all Executive Board members and committee members. Information shall include but are not limited to names, addresses, phone numbers, and emails.
- Create a monthly email/calendar of all KEPTO functions and distribute by the 20<sup>th</sup> of every prior month to all Executive Board members and committee members.

- Send the names of the elected officers, together with their phone numbers, addresses, and email to the district office immediately following their election.
- Maintain records of all contracts and KEPTO documents.
- Collect monies for all ticket sales, along with the President or Vice President, and keep a computerized tally for all monies received. Money to be given to the Treasurer in a timely manner.
- Collect monies for yearbook sales, along with the Vice President and keep a computerized tally of all sales. Money to be given to the Treasurer weekly.
- Send thank you notes to all donors & sponsors.

Section 6 – Fundraising Coordinator shall:

- Set up a meeting with chosen fundraising company for discussion with the Executive Board.
- Review vendor contract with the President for approval.
- Oversee all book fairs and Snow Flake Gift Shop along with the Vice President.
- Coordinate all aspects of the fundraising event, including:
  - Distribution of fundraising packets
  - Recruiting and supervising chairpersons for events
  - Meeting with chairpersons to explain event distribution and their responsibilities
  - Assign "jobs" to the scheduled volunteers during fundraising events.
  - Being available to oversee delivery of merchandise
  - Coordinating with school secretary and custodian the times and locations of parents picking up merchandise.
  - Resolve all problems and issues with fundraisers.

Section 7 – Events Coordinator/s shall:

- Be responsible for the coordination of events and purchase of supplies (with approval if needed) for all KEPTO events/functions.
- Research and coordinate family events.
- Assist the Vice President and Fundraising Coordinator with book fairs and holiday shops as needed.
- Organize the staff appreciation activities.
- Also serve as Volunteer Coordinator for events.

Section 8- Hospitality Coordinator shall:

- Be responsible for the celebration of National Appreciation Days, Holidays, & other notable days which include but is not limited to: Custodian Day (Oct.), Halloween (10/31), Thanksgiving (Nov.), School Psychologist Day (Nov.), All December Holidays, Law Enforcement Day (Jan.), Valentine’s Day (2/14), Dr. Seuss’ Birthday (3/2), Read Across America Day (3/2), School Social Worker Day (Mar.), Bus Driver Day (Apr.), Administrative Professionals Day (Apr.), Staff Appreciation Week (May), Principal Day (May), Nurse Appreciation Day (May), Teacher’s Day (May), Receptionist Day (May), etcetera.
- Work with Event Coordinator/s to obtain event concessions & decorations.

- Distribute donation request letters to parents as needed.

Section 9 – Trustee/s shall:

- Attend meetings and be available to help at functions throughout the school year.
- Be assigned to oversee and be the PTO representative for special committees.
- Be assigned to work/train with Executive Board members as needed (as his/her term is ending).