

JENNIE KATHARINE KOLTER PTO

02/2021

BYLAWS

ARTICLE I: NAME

The name of this organization shall be “Jennie Katharine Kolter Parent-Teacher Organization” (hereinafter called “Kolter PTO” or “PTO”).

ARTICLE II: OBJECTIVE

The Objective of the Kolter PTO is threefold: 1.) to promote and encourage parent volunteers to give of their time, talent and resources in order to support the vision of the PTO Board of Directors (hereinafter called “the Board”) and the Jennie Katharine Kolter Elementary School (hereinafter called “Kolter” or “Kolter Elementary”) administration team; 2.) to provide financial support to meet school needs as identified by the Board and Kolter administration team, and; 3.) to foster a community atmosphere among parents, teachers, staff and students of Kolter Elementary.

ARTICLE III: POLICIES

1. This organization is organized exclusively for charitable, educational, or scientific purposes, including the making of distributions to organizations that qualify as exempt under section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law).
2. The organization shall not directly or indirectly participate or intervene in any way (including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities in an attempt to influence legislation by propaganda or otherwise. The organization shall not carry on any other activities not permitted by an organization exempt from Federal

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Income Tax under section 501(c)(3) of the Internal Revenue code of 1954, as from time to time amended.

3. In the event of dissolution of the organization, the Board shall, after paying or making provisions for the payment of all liabilities of the organization, dispose of all assets to another organization operated exclusively for charitable or educational purposes as shall at the time qualify as exempt under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).
4. The fiscal year of the organization will begin on August 1 and end on July 31.

ARTICLE IV: MEMBERSHIP AND DUES

1. Membership in the PTO shall be made available to any parent, legal guardian, or caretaker of a child attending Kolter Elementary, and any teacher or staff member at Kolter who subscribes to the Objectives (ARTICLE II) and Policies (ARTICLE III) of this organization.
2. There is no enrollment period nor any financial responsibility for membership. Any current parent, legal guardian or caretaker of a child enrolled at Kolter is automatically considered among the general membership.

ARTICLE V: BOARD OF DIRECTORS

1. The Kolter PTO Board shall consist of a President, VP Communications, VP Community Relations, VP Development, VP Volunteer Recruitment, Secretary, Treasurer, Assistant Treasurer, Past President / Advisor, and the school Principal.
2. The duties of the Board shall be (a) to transact necessary business in the intervals between meetings and such other business as may be referred to it by the organization; (b) to approve the plans of work of the standing committees; (c) to present reports at the general meetings of the organization; (d) to approve expenditures within the limits of the organization's funds; (e) to maintain permanent records of the organization which shall be kept by the President with a copy on file at the school.
3. All Board voting shall be by majority vote, with each Board member casting one vote and the President voting only if it will change the outcome.
4. A majority of members of the Board shall constitute a quorum.

5. VOTING BY E-MAIL: If an emergency exists or a decision is required by the Board at a time when it is not practical to hold a special meeting for the purpose of conducting a vote, the President or a person acting at his/her direction may poll the members of the Board by telephone, email, or video conference. Actions approved by a majority of the total number of members of the Board in this manner shall then be formally ratified by a vote of the Board at the next Board meeting at which a quorum is present.
6. Any officer or member of the Board may be removed by a two-thirds (2/3) majority vote of a quorum of the Board whenever, in its judgment, the best interest of the organization is served by the removal. Such vote shall be conducted within thirty (30) days of the President receiving written charges from three (3) Board members.
7. Any Board member may resign at any time. Such resignation shall be made in writing and shall take effect at the time specified therein, or, if no time be specified, at the time of its receipt by the President or Secretary. The acceptance of the resignation shall not be necessary to make it effective, unless expressly so provided in the resignation.

ARTICLE VI: ELECTION OF BOARD OFFICERS

1. Officers shall be elected at the last General Meeting each Spring through a written or electronic ballot distributed to the membership. No proxies will be allowed. A nominee shall be elected to office by a majority vote. Officers shall serve for a term of twelve months.
2. In order to be considered eligible to serve in one of the Officer positions listed above, a member must have served as chair (or co-chair) of a standing committee for at least one year, or be approved by the current Nominating Committee and President.
3. Nomination of officers and committee chairmanships shall be made by a Nominating Committee of no more than five (5) members, one of whom shall be the Principal, the others appointed by the President, one of whom shall not be a member of the Board, subject to the approval of the Board. The President shall appoint its chairperson; this chairperson shall report to the Board prior to the last General Meeting the name of at least one candidate for each office to be filled. Nominations shall also be solicited from the Membership and the Board. The consent of each candidate must be obtained before his/her name is placed in nomination. Additional nominations may be made from the floor at the last General Meeting,

provided the consent of said candidate has been obtained before his/her name is placed in nomination.

4. The newly-elected officers of the Board shall assume their duties at the conclusion of the last Board meeting of the school year following their election. No officer shall be eligible for the same office for more than two (2) consecutive years.
5. A vacancy occurring in an office shall be filled by a vote of the members of the Board. In case a vacancy occurs in the office of the President, one of the four Vice President positions shall become President and that Vice President position filled as prescribed above through a nominating committee.

ARTICLE VII: DUTIES OF BOARD OFFICERS

1. **The President** shall liaison with the school administration and HISD, attend all SDMC meetings, facilitate all Board and membership meetings, facilitate training and strategic planning meetings for the Board, write and distribute a weekly email, appoint committee chairs and attend committee meetings as needed, appoint nominating committee chair and assist in volunteer recruitment.
2. **The VP Communications** shall craft internal and external messaging goals for the year, assist Committee Chairs in promoting events, maintain all PTO social media accounts, regularly report committee updates to the President, maintain contact with chairs of the following committees in order to monitor and guide their efforts: Directory, Public Relations, Website/Technology, Yearbook, and Marquee.
3. **The VP Community Relations** shall manage and maintain constant communications with all Grade Level Coordinators throughout the year, serve as point person for all communication via room parent email lists, Winter Holiday Party and Last Day of School Party, regularly report updates to the President, maintain contact with the following committee chairs in order to monitor and guide their efforts: Grade Level Coordinators, Room Parents, Spiritwear, Green Initiative, Grassroom, "Friends of Kolter", and Spirit Night.
4. **The VP Development** shall (along with the President) develop fundraising goals and strategy for the year (including family and corporate underwriting), communicate with Treasurer and Assistant Treasurer to track progress, regularly report committee updates to the President,

maintain contact with chairs of the following committees in order to monitor and guide their efforts: Book Fair, Family Dinner Night, I Heart Kolter, Gala/Auction, Boosterthon, Grant Writing.

5. **The VP Volunteer Recruitment** shall help find, encourage and train volunteers for various committee and committee chair positions, organize and facilitate Committee Chair Training at the beginning of the school year, ensure that parents sign up through the district VIPS Program, assist committee chairs in finding volunteers for events (including creating a sign up and getting information to parents via room parents), coordinate volunteer appreciation efforts, regularly report committee updates to the President, maintain contact with chairs of the following committees in order to monitor and guide their efforts: Welcoming, Campout, Family Dance, Field Day, Teacher Appreciation, Dad's Club, Carnival, and Front Desk.
6. **The Secretary** shall take minutes at all General meetings of the organization. Minutes shall be distributed to all members on or before each General Meeting via the PTO website. The Secretary shall take minutes at all Board meetings of the organization and distribute minutes to Board members via email prior to each Board meeting. The Secretary shall remind the committee members of General and/or Board meetings. The Secretary will be responsible for the collection and archiving of documentation submitted by Committee Chairs and shall maintain contact with chairs of the following committees in order to monitor and guide their efforts: School Supplies, Summer Reading, and Box Tops.
7. **The Treasurer** shall have the following duties:
 - *Financial Transactions and Record-keeping:* Maintain custody of all PTO funds and keeps a full and accurate record of receipts and expenditures. Pay out funds only as authorized by these Bylaws. Provide bank statements to third-party bookkeeper, as retained by Kolter PTO on an annual basis, for purpose of reconciling bank accounts to QuickBooks or similar accounting software. Communicate, coordinate and oversee necessary review by bookkeeper.
 - *Financial Planning and Reporting:* Lead the process of preparing an annual budget for the organization. Prepare monthly financial statements to be presented at every meeting of the Membership and at others times when requested by the Board, and an annual report to be

presented at the end of each fiscal year. Monthly financial statements to include current balance of PTO funds as well as projected income and actual spending to date.

- *Processes and Procedures*: Develop and maintain forms and guidelines to ensure adequate financial processes are followed by PTO volunteers and for PTO financial activities. Coordinate with event chairs regarding budgets, financial controls and proper fund reporting and tracking.
- *Regulatory*: Oversee the preparation and filing of all applicable tax forms by qualified third parties including IRS Form 990 and quarterly sales tax returns. Ensure that IRS guidelines and sales tax regulations are followed.
- *Final Annual Report*: The final report shall be completed by the Treasurer no later than August 31. The newly elected Treasurer will assume his/her duties following review of the previous Treasurer's final report.

8. **The Assistant Treasurer** shall receive training by the Treasurer on all duties for the purpose of learning the Treasurer position and shall assist the Treasurer as needed. The Assistant Treasurer will be authorized to represent the Treasurer at meetings if the Treasurer is absent. The Assistant Treasurer will not be authorized to disburse funds from PTO bank accounts. The Assistant Treasurer will be authorized to collect money (e.g. checks, cash, coins, etc.) and deposit in the PTO bank account.
9. **The Past President / Advisor** shall serve in an advisory role to the President to maintain adherence to these Bylaws, processes and procedures, and to maintain relative consistency from President to President.
10. All officers shall deliver to their successor a permanent portfolio and all official material no later than ten (10) days following the last Board meeting of the school year. These materials shall include an annual report and recommendations.
11. The Vice-Presidents and other officers shall have such other duties and responsibilities, and shall oversee such other committees, as the Board and/or Membership shall from time to time prescribe.

ARTICLE VIII: FINANCES AND ACCOUNTING

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1. The Treasurer and Assistant Treasurer will prepare the annual budget, based on estimates of revenues and spending needs. In preparing the budget, they will consult each member of the Board and the Principal. Expenditures for fund-raising activities will be included in the proposed annual budget. The Board shall approve a budget for the Fiscal Year on or before September 30 of each year. Upon approval, the budget shall be presented to the Membership for approval at the first Membership meeting of the school year.
2. The Board will authorize the Treasurer to pay all bills incurred up to the amount approved for that category of expenditure in the budget. The Treasurer must have the approval of the Board and Membership to make payments for expenses exceeding the budget amount by Four Thousand Dollars (\$4,000) or 10% of previously approved budget, whichever is greater. All PTO Checks must have two (2) signatures, the Treasurer and the President.
3. Expenses not allocated in the budget must be approved as follows:
 - a. Any non-budgeted expense requested by the Principal, Administration team, or Board to support school needs that totals less than Fifteen Thousand Dollars (\$15,000) shall require the prior approval of the Board at a special meeting.
 - b. Any non-budgeted expense requested by the Principal, Administration team, or Board necessary to support school needs that totals more than Fifteen Thousand Dollars (\$15,000) must be approved by the Board then presented to the general Membership for a vote. At least three (3) days notice shall be given prior to a vote. The vote may occur in-person, by email, or by video conference. Approval shall be by a majority vote.
 - c. The Treasurer shall be authorized to pay all expenses not allocated in the budget deemed emergency or miscellaneous expenses, and approved for payment by the President or Board (not to exceed \$500).
4. The Board and/or Membership shall leave a balance of at least \$10,000 in the treasury at the end of each fiscal year to cover initial expenses for the following fiscal year. It is the intent of the Board and organization to approve an annual budget reflective of yearly fundraising goals and school needs and to therefore administer funds raised in a given year (to the best of its abilities) to ensure that families contributing to PTO funds will see results while their children are at Kolter Elementary. It is not the intention of the PTO to maintain a year-end balance

beyond \$10,000 except when a substantial expenditure warrants multi-year fundraising. Furthermore, any multi-year fundraising expenditure must be approved by the Board and Membership.

ARTICLE IX: MEETINGS

1. There shall be at least four (4) **General Membership Meetings** of this organization held as directed by the PTO Board and at least three (3) days notice shall be given. General meetings may be held in person or by video conference.
 - a. All general meeting voting shall be by majority vote, with President voting only if it will change the outcome.
 - b. Twenty members present at a general meeting will constitute a quorum.
2. There shall be at least (9) **Board Meetings**, as possible and deemed necessary by the President in order to coordinate Board activities and committee work, make necessary proposals and recommendations to Membership and set Membership meeting agendas.
 - a. Special meetings of the Board may be called by the President or by a majority of the members of the Board. Officers shall be elected at the last General Meeting each Spring as defined in ARTICLE VI.

ARTICLE X: STANDING AND SPECIAL COMMITTEES

1. The President shall appoint the chairperson of each standing committee based on recommendations by the Nominating Committee as soon as possible following the President's election and the Board and/or Membership shall approve the chairpersons at the first regular meeting of the school year. The term of office shall be one (1) year with extension(a) based on Board discretion and recommendation of the Nominating Committee (not to exceed two (2) consecutive years).
2. The President shall, as required, create special committees, to be ratified by the Board. The chairpersons of these committees shall be selected by the President and approved by the Board and shall serve for the life of the committees. Members of the Board may serve as members or chairpersons of special committees.

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3. The chairpersons of all committees shall present plans of work for approval by the Board and will comply with all PTO policies and procedures in effect.
4. All fundraising initiatives and collection of money must be coordinated with the Vice President of Development and approved by the Board.
5. The chairpersons of all committees shall report to designated Board member as identified in Article VIII or as designated by the President.
6. Should chairmanship of a standing committee become vacant, the President shall appoint a new chairperson.
7. The chairperson of each committee shall deliver to their successor a permanent portfolio and all official material before the end of the school year. These materials shall include an annual report, budget/expense report, contracts, official communications and recommendations.
8. There shall be, in addition to such committees as the President shall determine, the following standing committees:
 - BOOK FAIR | The Book Fair Chair shall plan, promote and execute a book sale fundraiser with associated events; funds support and improve the Kolter library. Includes coordinating committee volunteers, managing budget, working with Scholastic representatives, soliciting and gathering teacher wish lists, deciding on a theme / decorations, and coordinating with Kolter Administration and PTO events calendar.
 - BOOK FAIR FAMILY DINNER | The Family Dinner Chair shall plan, promote and execute a family dinner night held in conjunction with Book Fair. Includes working closely with Book Fair Chair and Kolter Administration. This event includes our GRANDS (Grandparents, Relatives, Aunts & Uncles, Neighbors, and Dedicated Caregivers) community.
 - BOOSTERTHON | The Boosterthon (Kolter Bolt) Chair shall plan, promote and execute a two-week pledge-based fundraiser where students seek out per-lap donations for a fun-run. Includes working with presenting company at agreed-upon level of support, coordinating committee volunteers, pre- and post-event coordination with teachers, holding a pep rally, delivering prizes, and coordinating with Kolter Administration and PTO events calendar.
 - BOX TOPS/ REWARD + INCENTIVE PROGRAM | The Box Tops and Incentives Chair shall promote, collect and submit Box Tops for Education tabs (paper and electronic) throughout the

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year; research additional reward / incentive programs for Kolter to consider and pursue as appropriate.

- CAMPOUT ON THE PRAIRIE | The Campout Chair shall plan, promote and execute an overnight campout event on the Kolter field to include camping, dinner, snacks, an outdoor movie and breakfast. Includes coordination or site, vendors, activities, ticket sales and coordinating with Kolter Administration and PTO events calendar.
- CARNIVAL | The Carnival Chair shall plan, promote and execute a Carnival-themed community fundraising event. Includes coordinating committee volunteers, managing budget, creating comprehensive plan for games/booths, coordinating classroom booths, managing ticket sales and distribution, all necessary pre-event, event and post-event logistics and coordinating with Kolter Administration and PTO events calendar.
- DAD'S CLUB | The Dad's Club Chair shall manage the planning and logistics for the Kolter Dad's Club. Includes encouraging participation from dads (and possibly grandfathers) willing to participate in special projects throughout the year.
- DIRECTORY | The Directory Chair shall coordinate family participation in and access to the online Kolter directory (family opt-in necessary to receive communication from PTO throughout the year). Encourage sign-up through promotional communication, maintain and update directory as necessary via Membership Toolkit.
- FIELD DAY | The Field Day Chair shall plan, promote and execute an all-day, school-wide field day event. Includes coordinating committee volunteers, managing budget, creating comprehensive plan for games/activities, communicating with teachers, coordinating tshirt/apparel for each class/team and coordinating with Kolter Administration and PTO events calendar.
- FIFTH GRADE PROMOTION | The Fifth Grade Promotion Chair shall organize, promote and execute celebratory festivities for 5th graders. Includes working with students to create a 5th grade t-shirt, planning and organizing a lock-in event, coordinating with Kolter Administration on last day of school clap-out, securing reservation for last day of school 5th grade party, and working with administration on logistics for promotion ceremony (location, date, decorations, refreshments, slide show, and other tasks as necessary).

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- “FRIENDS of KOLTER” | Work with the school counselor to support needs of identified students and families who may need extra assistance throughout the school year. Assist in preparation of school and class initiatives as directed by school counselor to encourage everyday inclusion of Kolter’s 4 values -- 1. Be Safe 2. Be Respectful 3. Be Committed to Learning 4. Be a Cougar who CARES. Specific events to include Red Ribbon Week and other kindness events throughout the year.
- GALA — AUCTION | *The Gala is one event with two specific roles: an AUCTION Chair and a PARTY Chair.* The Gala AUCTION Chair shall plan, promote and execute a large-scale live and silent auction at the Gala event. Includes overseeing contract with auction software vendor, identifying and soliciting auction donations, coordinating pickup of items, inputting items into database and software, writing descriptions, managing a committee of volunteers, managing a budget, coordinating display of all items, working closely with PARTY chair(s), coordinating Teacher Treasures, following up post event for loose ends and item delivery.
- GALA — PARTY | *The Gala is one event with two specific roles: an AUCTION Chair and a PARTY Chair.* The Gala PARTY Chair shall plan, promote and execute a large-scale social event to include dinner, dancing and a live and silent auction. Includes overseeing contracts, managing a committee of volunteers, managing a budget, working closely with AUCTION chair(s), coordinating venue, vendors, ticket sales, food, drinks, decor, graphic design, and night-of logistics.
- THE GRASSROOM (OUTDOOR LEARNING SPACES) | The Grassroom Chair shall oversee the fundraising for phased Grassroom site plan, work closely with architects, contractor and vendors associated, work closely with Kolter Administration team. Will also oversee the ongoing maintenance and general wellness of our Kolter garden and prairie habitats over time and team-up with teachers to provide the best outdoor learning experience for our students.
- GREEN INITIATIVE | The Green Team Chair shall plan, promote and execute all aspects of an environmentally responsible protocol on campus and at school events. Includes managing a committee of volunteers, identifying new opportunities and implementing all efforts.
- I HEART KOLTER | The I Heart Kolter Chair shall plan, promote and execute our annual family giving campaign — PTO’s primary source of unrestricted income. Create a theme, solicitation plan and all associated collateral materials; promote and encourage participation, manage

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committee of volunteers, manage budget, track and communicate progress, manage dissemination of prizes, plan and execute related events upon conclusion of giving.

- MARQUEE | Coordinate updates to Kolter Marquee to announce special events and birthdays.
- PARENT/CHILD DANCE | The Family Dance Chair shall plan, promote and execute our annual family dance event, including determining location and theme, facilitation of ticket sales, solicitation and management of volunteers and vendors, creation of a detailed plan for activities, coordination of food and decorations, promotion and night of logistics.
- PUBLIC RELATIONS | The PR Chair shall research and identify appropriate opportunities to promote Kolter achievements, milestones, teacher and student recognition, and school events in our local media throughout the year, draft press releases and coordinate with media outlets in order to achieve desired coverage.
- SCHOOL SUPPLIES | The School Supplies chair shall coordinate with faculty to determine each grade's needs for school supplies for the following year, secure bids on prepackaged supplies, promote and coordinate preorders, and organize volunteers for distribution at the start of the new school year.
- SPIRIT NIGHT | The Spirit Night Chair shall plan, promote and execute one spirit night fundraiser event per month throughout the school year. Includes identifying local restaurants and approaching them for participation, communicating and coordinating logistics with owners, creating and distributing Spirit Night fliers, ensuring collection of funds, properly thanking restaurants.
- SPIRIT WEAR | The Spirit Wear Chair shall plan, promote and execute at least two orders per year for Kolter-branded spirit wear items. Includes working with Administration, designers and vendors to determine items, coordinating all communication, ordering and fulfillment of spirit wear. Coordinates with the school counselor and nurse to provide uniforms for those in need.
- SUMMER READING | The Summer Reading Chair shall plan, promote and execute a summer reading program that engages and challenges students over the summer. Coordinate program with Administration and Grade Level Team Leads and develop a series of incentives and prizes to reward students for their achievement and participation.
- TEACHER APPRECIATION | The Teacher Appreciation Committee shall plan, promote and execute monthly teacher luncheons, occasional treats and a five-day Teacher Appreciation

Week (May) effort. Includes managing committee volunteers and budget, coming up with new ideas, working closely with Administration and PTO to manage timing and logistics associated.

- WEBSITE AND TECHNOLOGY | The Website and Technology Chair shall maintain the Kolter PTO website and address any associated technology needs. Includes working with committee chairs and Board to promote and communicate events, creating forms for online giving and ticket sales as appropriate.
- WELCOMING | The Welcoming Chair shall plan, promote and execute all events and efforts designed to welcome families to Kolter. Includes planning, coordination, communication and execution of the annual Kindergarten Roundup (held in April for all incoming Kindergarteners and their parents), Kindergarten Playdate (August), Snow Cone Social (August) and First Day of School Coffee.
- YEARBOOK | The Yearbook Chair shall produce a full-color yearbook to be sold to students. Includes identification of vendor, coordination of design and layout, management of volunteer committee members, taking photos at events, selling and coordinating the creation of 5th grade dedication ads and coordinating yearbook sales and distribution.

ARTICLE XI: PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order this organization may adopt.

ARTICLE XII: AMENDMENTS

These bylaws may be amended at any regular meeting of the Membership by majority vote provided that the amendment has been submitted in writing at the previous regular meeting.