

CONSTITUTION

ARTICLE I - NAME

This organization shall be named "Kilby Laboratory School (Kilby) Parent-Teacher Organization", herein referred to as the Kilby PTO. The organization may be referred to in short as the PTO.

ARTICLE II – PHILOSOPHY

The Kilby PTO is dedicated to maintaining an atmosphere of communication, cooperation, trust and support among the parents, teachers and staff of Kilby Laboratory School all while supporting the mission and values of the University of North Alabama. The PTO will provide service, social, and fund-raising activities that support Kilby and its goals for the students' academic, physical and social well-being.

ARTICLE III – OBJECTIVES

The PTO promotes the mission of Kilby as a laboratory school and as a school of excellence striving to achieve high scholastic standards for Kilby students and teachers-in-training. To support its purpose, the PTO seeks to attain these objectives:

- To ensure that the school philosophy is reflected in all organizational functions,
- To provide opportunities for family involvement in school activities,
- To communicate regularly with the Kilby director,
- To work cooperatively with the University of North Alabama,
- To respond expeditiously to communications from parents,
- To provide financial support for the enhancement of educational and extracurricular activities of the students, the welfare and improvement of the school, and other programs or needs that fall outside the annual school budget,
- To create a volunteer pool who will provide services to the school,
- To foster pride in Kilby throughout the University of North Alabama and the community.

ARTICLE IV – POLICIES

SECTION 1: The PTO shall operate for charitable, educational, nonpartisan, and non-commercial purposes and shall not discriminate based on age, sex, creed or national origin.

SECTION 2: Refer to the Addendum for a complete "Conflict of Interest" policy.

ARTICLE V – FISCAL YEAR

The fiscal year of the Kilby PTO will begin on July 1st and end on June 30th each academic year. Each newly slated Executive Officers will prepare and plan for meetings, events, and fundraising between these dates. Incoming Executive Officers may be required to take over and complete the outgoing officers remaining fiscal year agenda.

ARTICLE VI – AMENDMENTS TO THE CONSTITUTION

The Constitution may be amended by a majority vote of the PTO members present and voting at any General PTO meeting. The proposed amendment(s) will have been presented to the PTO in writing at least two (2) weeks before the General Meeting at which the vote takes place.

BYLAWS

ARTICLE I – MEMBERS

SECTION 1: QUALIFICATIONS

- A. Membership is open to all parents or legal guardians of students at Kilby Laboratory School, as well as members of the faculty and staff.
- B. Annual dues of fifteen dollars (\$15) per household will be required to be an Official member of the PTO. Annual dues shall be due by the Monday following the first General Meeting of the school year. Other qualified participants who pay dues late will become Official members immediately following the payment of dues. All Official members will be eligible for certain privileges, as detailed in Section 2 of this Article. Dues paid shall be good through the current fiscal year, as defined in ARTICLE V of the Constitution.

SECTION 2: OFFICIAL MEMBER PRIVILEGES

Official “due-paying” members will qualify for the following privileges:

- A. The rights to vote at all General PTO meetings on matters including, but not limited to, the election of officers, the approval of the annual PTO budget and amendments made to these Constitution and Bylaws.
- B. The right to hold office as an Officer, a member of the Executive Committee, a member of the Nominating Committee, or Chair of any Standing Committee.
- C. A discount on any item awarded a discount by the PTO Executive Committee. Discounted items may include, but not limited to, spirit wear, year books, dinners or entrance to special events. Items awarded with discounts may vary from year to year.

SECTION 3: INCLUSIVE PRIVILEGES

- A. Regardless of PTO membership, all parents or legal guardians of students at Kilby, as well as members of the faculty and staff, regardless of PTO membership are encouraged to attend and volunteer at all service, social and fundraising activities sponsored by the PTO. All may also serve on any Standing Committees.

SECTION 4: MEETINGS

- A. General Meetings of the PTO are open to all stakeholders of Kilby (parents/guardians, Kilby faculty and staff).
- B. General Meetings of the PTO will be held at least four (4) times each PTO fiscal year, as defined in Article V of the Constitution.
- C. Dates of General meetings will be announced on the Kilby School Calendar. Additional "Special-Called Business" meetings may be called by the PTO President with two (2) weeks advanced notice.
- D. Quorum at all General meetings and "Special-Called Business" meetings will consist of members present.

SECTION 5: RULES OF ORDER

- A. All meetings of the PTO shall be conducted as follows:
 - 1. PTO meetings shall be conducted in accordance with the Roberts Rules of Order, except for where it is not consistent with the PTO Constitution and Bylaws, herein.
 - 2. Any suggestions made at a general meeting concerning modification of established PTO policy shall be referred, without debate or vote, to the Executive Committee for study.
 - 3. A quorum shall consist of the members present at any regular or special meeting of the PTO, as defined in Article 1, Section 4, Item D.
 - 4. A majority of the members of the Executive Committee shall constitute a quorum at Executive Committee meetings.

ARTICLE II – EXECUTIVE COMMITTEE

SECTION 1: MEMBERS

- A. The Executive Committee will consist of the Director of Kilby, up to two Faculty Advisors, and the following Executive Officers: President, Vice President of Programming, Vice President of Public Relations, Vice President of Fundraising, Secretary and Treasurer.
- B. Spouses may serve jointly in the roles of President or Vice President of Programming.
- C. No Officer may be compensated by the PTO for their service.
- D. Each Executive Committee member present is entitled to one vote. When spouses from the same household serve jointly as President or Vice President of Programming, they are entitled to one vote and will forfeit their vote when there is no consensus between the spouses.

SECTION 2: ELIGIBILITY

- A. Only Official dues paying members will be eligible to serve as Officers of the Executive Committee.
- B. Officers may not come from the same household to serve in an officer position jointly, except for in the case of the President and Vice President of Programming positions.

SECTION 3: RESPONSIBILITIES

- A. The Executive Committee will work collectively and/or in coordination with other committees, PTO members, Kilby Faculty and Staff and community members to further the Mission of the Kilby Laboratory School PTO.
- B. The Executive Committee identifies significant issues, receives items of business submitted by parents, and makes appropriate recommendations to resolve issues.
- C. Each newly elected Executive Committee shall meet at least once between the date elected (See Article II, Section 4) and the end of the school year for planning summer activities, assisting the President in assigning committee chairs as needed, and preparing a balanced budget proposal which shall be presented and voted on at the first regular PTO General meeting of the school year.
- D. The Executive Committee shall meet at least six (6) times during the fiscal year which can include General Meetings.
- E. If Executive Committee meetings are deemed open to all Kilby stakeholders, only Executive Officers and Official PTO Members will be entitled to a vote at said meetings.

SECTION 4: ELECTIONS

- A. All nominations for Officers should be made to the Nominating Committee starting two months prior to the last General Meeting of the fiscal year.
- B. A slate of officers, chosen by the Nominating Committee and approved by the Executive Committee, will be presented to the PTO at the last General Meeting. Additional nominations may also be made from the floor at this time.
- C. After nominations have been allowed from the floor, Election of Officers will immediately occur with a quorum of members present, as defined in the Bylaws, Article 1, Section 4, Item D.

SECTION 5: TERMS OF SERVICE

- A. Newly elected Officers will assume responsibility of office for the next fiscal year, immediately following their election. Each term of service shall last until the end of the fiscal year for which the Officer is elected.
- B. Officers shall be elected for a term of one fiscal year.
- C. Officers may seek reelection at the end of each term, except:
 - 1. VP of Programming shall only proceed to the role of President in the next fiscal year, as outlined in this positions' duties of office.
 - 2. The departing President may only seek reelection to any executive position, excluding the role of President or VP of Programming.
- D. In the event the PTO fails to elect an Officer, the Executive Committee shall appoint an Officer for the vacant position, to be ratified by the PTO at the next General Meeting.
- E. Each Officer is expected to serve on a minimum of one Standing Committee. No officer will serve as Chair of more than one (1) Standing Committee.

SECTION 6: VACANCIES

- A. In the event an Officer resigns or vacates their office during the fiscal year, the Executive Committee shall appoint a replacement, to be ratified by the PTO at the next General Meeting.
- B. In the event that the President resigns or vacates for other reasons, the Vice President of Programming will serve out the remainder of the President's term. In this event, the Executive Committee shall appoint a replacement of the Vice President of Programming, to be ratified by the PTO at the next General Meeting.

SECTION 7: DUTIES OF OFFICE

A. PRESIDENT

- 1. Presides at all General Meetings and Executive Committee Meetings of the PTO.
- 2. Sets the agenda of each General Meeting and Executive Committee Meeting in collaboration with the Director of Kilby.
- 3. Appoints the chairs of all standing Committees in collaboration with the Executive Committee following Officer elections.
- 4. Appoints temporary ad-hoc committees as needed with the approval of the Executive Committee.
- 5. Maintains open communication (paper and web-based) with PTO members that meets the approval of the Director of Kilby.
- 6. Coordinates the work of all Officers and Committees so the purpose of the organization is served.
- 7. Serves as an ex-officio member of all Standing Committees.
- 8. Serves as direct support of the Spirit Wear Committee.
- 9. Serves as the primary contact for the Director of Kilby. The PTO President and Director should meet at least once a month to coordinate the efforts of the PTO and Kilby.
- 10. Sets the PTO calendar, including four (4) general meetings, in coordination with the Director of Kilby by April 1st of each year. Additional General Meetings may be called by the President with a two-week notice.
- 11. Leads the new Executive Committee in planning and implementing the Kilby "Welcome Back Party".

B. VICE PRESIDENT OF PROGRAMMING

- 1. Serves as the President elect and assists the current President as needed.
- 2. Performs the duties of the President in the Officer's absence, resignation or inability to serve.
- 3. Meets monthly with the President.
- 4. Serves as Chair of the Room Parent Committee and coordinates and appoints Room Parents in agreement with Kilby Faculty.
- 5. Serves as the Executive Officer contact for all Social Committees including, but not limited to: Book Fair, Fall Festival, Fun Day, Homecoming, Hospitality/Teacher Appreciation and Yearbook.

C. VICE PRESIDENT OF PUBLIC RELATIONS

1. Assists the President as needed.
2. Fosters pride in Kilby Laboratory School throughout Kilby, UNA and the Shoals community.
3. Coordinates with the Director to communicate with Kilby stakeholders and the University community regarding events supporting cooperation between Kilby and UNA.
4. Develops promotional materials to support events and fundraising and maintains the Kilby PTO Facebook page to communicate important information and dates to Kilby stakeholders on behalf of the Kilby PTO.
5. Coordinates with the Director and standing committees to facilitate public relations efforts throughout the Shoals community as needed.
6. May work with the President and Spirit Wear Committee to advise on approval of items and design.
7. Represents the PTO at city-wide meetings or other meetings outside of the organization.

D. VICE PRESIDENT OF FUNDRAISING

1. Assists the President as needed.
2. Assesses fundraising needs in order to fulfill the budget for the fiscal school year as laid out by the Treasurer.
3. Coordinates schedules of all minor and class level fundraisers including, but not limited to: Family Nights at restaurants, skating, etc. and assists as needed.
4. Serves as the Executive Officer contact for all Fundraising Standing Committees for larger scale fundraising events.
5. Serves as the Executive Officer to Giveback Program Committee.
6. Presents to the Treasurer a final expense and income report for each fundraiser (in cooperation with Standing Committee Chairs).

E. SECRETARY

1. Provides each newly elected Officer with a copy of the current Constitution and Bylaws before the first Executive Committee meeting.
2. Maintains records of the PTO including transactions, contracts, correspondence and related documents.
3. Assists the President in printing meeting agendas and bringing items needed to meetings.
4. Holds a copy of the PTO Constitution and Bylaws, Parliamentary Procedures and current Membership list and makes each available upon request to any PTO member at any PTO General or Executive Board meeting.
5. Records the minutes of each General and Executive Committee meeting and distributes them to the Executive Committee via email within (3) days of the meeting.
6. Assists all Committee chairs in maintaining a Committee handbook with organized records and event planning details, along with a copy of the current Constitution and Bylaws. Committee chairs should turn in their notebook to the incoming Secretary at the end of each fiscal year.

7. Handles social correspondence of the PTO including, but not limited to: gestures of appreciation and sympathy on behalf of the PTO, Christmas cards, etc.
8. Assists the Treasure in keeping record of dues paying members in the PTO.
9. Assists the President and Director in preparing, printing and distributing the Kilby Laboratory School Directory.

F. TREASURER

1. Acts as custodian of funds and performs all banking activities of the PTO. Maintains up-to-date, accurate financial records of the PTO, and keeps receipts of all expenditures.
2. Receives all funds of the PTO including, but not limited to: donations, dues, fundraising sales and contributions.
3. Provides a balanced budget proposal, as prepared by the Executive Committee, to the PTO at the first General Meeting for approval.
4. Provides a monthly written financial report to the Executive Committee by the tenth (10th) of the month for the previous month.
5. Has available a written financial report of receipts and expenditures at each General PTO meeting and at other times at the request of the Executive Committee and makes a full report at the end of the year.
6. Audits all invoices and receipts submitted for payment or reimbursement to ensure each request is in compliance with PTO policies. Pays all bills and disburse funds as authorized by the Executive Committee.
7. Initiate yearly audit by a qualified source external to the Executive Committee.

SECTION 8: UNA REPRESENTATIVE LIAISON

- A. This representative must be an Official Member of the PTO and be employed by UNA.
- B. Maintains Kilby PTO webpage by keeping information up to date.
- C. Manages the Kilby PTO email and communicates correspondence to proper Executive members.
- D. Serves as a liaison between UNA and the PTO to share resources and announcements that may serve beneficial to both stakeholders.
- E. This is a non-executive committee position that is recommended for nomination by the Executive Committee during the yearly Executive Committee elections. Outgoing committee members will assist the incoming President (VP of Programming) with nominating this representative that will report to the PTO President.

ARTICLE III – NOMINATING COMMITTEE

SECTION 1: MEMBERS

- A. The Nominating Committee shall consist of a representative from each class to be appointed by the President prior to the third (3rd) General Meeting of the PTO.
- B. The Nominating Committee is chaired by the Vice President of Programming.
- C. No member of the Nominating Committee may be nominated for an office.

- D. Each Nominating Committee member present is entitled to one (1) vote. When spouses from the same household serve jointly, they are entitled to one vote and will forfeit their vote when there is no consensus between the two joint members-

SECTION 2: RESPONSIBILITIES

- A. The Nominating Committee will convene two (2) months prior to the last General Meeting.
- B. The Nominating Committee will present a slate of potential Officers to the current Executive Committee for approval before the last General Meeting. Upon their approval, the Nominating Committee will present the approved slate to the PTO at the last General Meeting. Additional nominations may also be made from the floor at this time. After nominations have been allowed from the floor, Election Officers will immediately occur with a quorum of members present, as defined in Article 1, Section 4, Item D.

ARTICLE IV – ROOM PARENT COMMITTEE

SECTION 1: MEMBERS

- A. The Room Parent Committee shall consist of one (1) Room Parent or one (1) co-Room Parent from each class.
- B. The Vice President of Programming will serve as chair overall Room Parents, for grades Pre-K through 6th grade.
- C. Room Parents (and co-Room Parents) for the following school year will be selected by each teacher in agreement with the Director following the last General Meeting.

SECTION 2: RESPONSIBILITIES

- A. Room Parents and co-Room Parents responsibilities will be defined as needed by each teacher in conjunction with the Director and the needs of the Kilby PTO.
- B. In their responsibilities to the PTO, Room Parents will:
 - i. Assist in enlisting volunteers for PTO events like the Welcome Back Party, Fall Festival and Fun Day.
 - ii. Assist in communicating PTO information and promoting PTO events to their class's parents.
 - iii. Assist their Teacher Appreciation representative with Teacher Appreciation activities and responsibilities from the class.
 - iv. Assist in coordinating and planning room events/celebrations and seeking assistance from their class parents.

ARTICLE V – STANDING COMMITTEES

SECTION 1: MEMBERS

- A. The Standing Committees consist of the following committees: Hospitality/Teacher Appreciation, Fall Festival, Fun Day, Homecoming, Spirit Wear, Fundraising, 5K/Fun Run, Book Fair, Giveback Programs, Yearbook, and Grants & Contracts.
- B. All parents or legal guardians of students at Kilby, as well as members of the faculty and staff may volunteer on a Standing Committee. Only Official dues paying members of the PTO may serve as a Chair of a Standing Committee.
- C. PTO members should be given “Committee Interest Sheets” for the following year at the third (3rd) General Meeting of the school year. Members should turn these in before the fourth (4th) General Meeting.
- D. The incoming President, assisted by the outgoing President, will appoint the Chair of each Standing Committee for the following year within one (1) week, following Officer Elections.
- E. The Chair of each Standing Committee may select a co-chair and committee members with the approval of the newly elected President. PTO members will be given another opportunity to join existing Standing Committees at the start of the school year.

SECTION 2: GENERAL DUTIES

- A. Standing Committees shall exist for the purpose of carrying out a specific set of relative duties.
- B. Each Committee shall have one (1) Chair and one (1) Co-Chair in addition to other members.
- C. Committee Chairs will get all dates approved by the Director and their appropriate Executive Committee contact.
- D. The Chair of each Standing Committee will report to a contact on the Executive Committee. Committees will coordinate with the Executive Committee and Kilby Faculty appropriately, communicating essential information in a timely manner.
- E. Committee Chairs will get final pricing, order forms and purchases approved by the Treasurer and Executive Committee while sustaining an approved budget.
- F. The Chair of each Standing Committee should keep an up to date notebook of Committee activities and turn it into the PTO Secretary at the end of their term.

SECTION 3: STANDING COMMITTEE SPECIFIC DUTIES

A. 5K/ FUN RUN (KILBY CUB DASH)

- 1. Coordinates and implements the 5K/1 Mile Fun Run including, but not limited to: obtaining permits from the city, procuring police officers, set up, clean up, coordinating volunteers, snacks and all other race needs (i.e. medals, shirts, timers).
- 2. Coordinated with the Room Parent Committee, Spirit Wear Committee and Executive Committee as needed.
- 3. Reports directly to the Vice President of Fundraising.

B. BOOK FAIR

1. Library Media Specialist will coordinate the annual Book Fair and all volunteers.
2. Coordinate family event during Book Fair week (meal/festival).
3. Reports directly to the VP of Programming & Library Media Specialist.

C. FALL FESTIVAL

1. Plans and implements Fall Festival including, but not limited to: set up, clean up, volunteers, meals and general entertainment.
2. Coordinates with the Hospitality Committee, Room Parent Committee and Executive Committee appropriately.
3. Reports directly to the Vice President of Programming.

D. FUN DAY

1. Plans and implements Fun Day including, but not limited to: set up, clean up, volunteers, meals and general entertainment.
2. Coordinates with the Hospitality Committee, Room Parent Committee and Executive Committee appropriately.
3. Reports directly to the Vice President of Programming.

E. FUNDRAISING

1. Assists with developing and organizing small scale fundraising events or sales to help raise money for the PTO throughout the school year.
2. May include social outings, events, raffles, vendor fundraisers, etc.
3. All events should support Kilby's mission and PTO's guidelines.
4. Reports directly to the Vice President of Fundraising.

F. GIVEBACK PROGRAMS

1. Coordinates the yearlong fundraising efforts through "giveback" educational programs (such as Box Tops, Publix, Papa John's, etc. and other similar small-scale fundraisers).
2. Communicates, educates, and plans participation for programs.
3. Researches new "giveback" program opportunities.
4. Plans and implements class participation rewards.
5. Retains records of funds received from programs and communicates with Treasure for deposit instructions.
6. Reports directly to the Vice President of Fundraising.

G. GRANTS & CONTRACTS COMMITTEE

1. Assists in management and maintenance 501(c)(3) status.
2. Files all paperwork required to maintain non-profit and exempt status.
3. Works collectively with vendors and the Treasurer to file taxes.
4. Research grant opportunities that may impact Kilby school and notify PTO President of such grants.
5. Write grant proposals of approved grants to improve Kilby structures or programs.
6. May work in coordination with the Director of Office Grants and Sponsored Programs at UNA.

7. Committee members must possess some experience in grants/contracts to serve on committee. In the event Kilby PTO is unable to find qualified members; PTO will seek external assistance for tax filing and costs should be added as a proposed budget expense.

H. HOMECOMING

1. Plans and implements all Kilby specific Homecoming activities including, but not limited to: obtaining float permits, constructing and decorating floats and coordinating trailers.
2. Reports directly to the Vice President of Programming.

I. HOSPITALITY/ TEACHER APPRECIATION

1. Coordinates meals or refreshments for functions including, but not limited to: PTO meetings, special receptions, Fall Festival, Book Fair and Fun Day, in conjunction with PTO Executive Officers and Committee Chairs.
2. Ensures all food and drink served is in date and of expected quality.
3. Plans one (1) Teacher Appreciation activity or treat quarterly,
4. Plans a week-long Teacher Appreciation celebration towards the end of the school year, to coordinate with National Teacher Appreciation Week, working in conjunction with members of the Room Chair Committee to implement events.
5. Reports directly to the Vice President of Programming.

J. SPIRIT WEAR

1. Coordinates the ordering and dispensing of all Kilby Spirit Wear. May be asked to assist other committees in the ordering of shirts and other items.
2. Reports directly to the President.

K. YEAR BOOK

1. Coordinate the compilation of Kilby's yearbook. Tasks should include sales, copy, photocopy, layout design and advertisement.
2. Participates and recruits' others and in taking pictures at events for the purpose of yearbook selection.
3. Reports directly to the Vice President of Programming.

ARTICLE VII – AMENDMENTS

The Bylaws may be amended by a majority vote of the PTO members in attendance at any General Meeting. The proposed amendment(s) will have been presented to the PTO in writing at least two (2) weeks before the General Meeting at which the vote takes place.