**CONSTITUTION & BYLAWS OF
KIMBALL MIDDLE SCHOOL PTK
Rev 09-18-12**

**Article I − NAME**

The name of the organization shall be Kimball PTK (Parents Together for Kimball).

**Article II − PURPOSE**

The objective of Kimball PTK shall be to:

1. Promote communication between teachers, parents and community;
2. Encourage a positive, supportive atmosphere to enhance students' educational and extracurricular experiences
3. Coordinate parent volunteers
4. Organize fundraisers

**Article III − BASIC POLICIES**

1. Kimball PTK is organized and shall be operated exclusively for the educational and charitable purposes described above and no part of the net earnings of the Kimball PTK shall inure to the benefit of, or be distributable to, its members, officers or other private persons, except that the Kimball PTK shall be authorized and empowered to pay rendered and to make payment and distributions in the furtherance of the purposes set forth above.
2. Kimball PTK shall not carry on any propaganda, or otherwise attempt, to influence legislation and shall not participate in, or intervene in (including the publishing or distribution of statements), a political campaign on behalf of any candidate for public office.
3. Kimball PTK will seek neither to direct the administrative activities of the school nor to control its policies, and will adhere to Board policies and procedures
4. The District is not, and will not be responsible for Kimball PTK's business or the conduct of its members.
5. Kimball PTK's funds will not be used for any items, programs or events that do not directly benefit the students or teachers at Kimball Middle School. Furthermore, all funds given to Kimball Middle School cannot be earmarked for any particular use.
6. Kimball PTK shall obtain a Federal Employer Identification Number (FEIN), and keep it on record with Kimball Middle School

**Article IV − MEMBERSHIP**

1. Organizational membership shall be open to parents of students and staff members of Kimball Middle School.
2. If a member in good standing should move out of the Kimball Middle School area, she/he has the right to retain membership and/or hold an Officer position until the end of the current fiscal year. If an officer shall leave prior to the end of their term, replacement will be nominated by the President and the Principal and approved by majority vote of the Officers.

**Article V − OFFICERS OF THE ORGANIZATION**

1. The officers of Kimball PTK shall consist of the President, one seventh grade parent as Vice President to be known as 7th Grade Vice President, one eighth grade parent as Vice President to be known as 8th Grade Vice President, a Secretary and Treasurer. The Principal will be an ex-officio member.
2. They shall hold office for one complete year. The term for the President and 8th grade parent Vice President shall be from June 1st through May 31st and the term for the 7th grade parent Vice President, Secretary and Treasurer shall be October 1st through September 30th.
3. It is acceptable for an officer to serve up to two terms in the same position.
4. It is the duty of the out-going officers to orient the new officers so that the organization will continue to function smoothly. Orientation is to take place in a pre-installation meeting and should be done verbally, substantiated by an annual report, submitted in duplicate: one copy to the current Officer of the Organization and one copy to the incoming Officer. It is helpful to document any outstanding issues which the new officer may need to address. It is expected that the out-going Officers attend the first meeting of the subsequent year for orientation purposes.
5. Any Officer who does not adhere to the purpose or bylaws of Kimball PTK may be removed by two thirds vote of the Officers and Principal.

**Article VI − DUTIES OF THE OFFICERS OF THE ORGANIZATION**

1. The officers shall be expected to attend all meetings of the organization.
2. The officers shall appoint a special committee when deemed necessary.
3. As officers of the organization, they shall be responsible for performing the necessary duties that are needed for the benefit of the organization.
4. The President shall preside over the monthly agenda planning meetings and the monthly PTK meetings.
5. The Secretary shall keep the minutes of all organizational meetings and supply a copy to the Officers.
6. The Treasurer shall keep accounting of all deposits and pay bills upon approval of the Officers and obtain receipts for the same. All checks will require the signature of both the treasurer and the designated officer. Any purchases over $300.00 need to be approved by the Officers. A recommended minimum of $1000.00 shall remain in the treasury at the end of the fiscal year. The Treasurer's books shall be audited at the end of the fiscal year by the out-going Officers, the incoming Officers, the incoming Treasurer, and the out-going Treasurer as an ex-officio member.
7. The Vice Presidents shall be designated as a liaison between each committee chair and the Officers to ensure each committee is carrying out the duties deemed necessary.
8. The succession of Officers shall be:

\*President
\*8th Grade Vice President
\*7th Grade Vice President

1. The Officers shall take part in reviewing the By-Laws and annually making revisions as necessary. A majority vote of the Officers will be required for every revision.
2. It shall be the duty of the Committee Chairs to coordinate plans and activities of their Committee.
3. When a vote is necessary, the majority of the members present will be the deciding factor. Agreement of the school administration is necessary for decisions that potentially affect the operation of the school.

**Article VII − DUTIES OF COMMITTEE CHAIRS**

1. Committee Chairs shall be approved by the Officers of the Organization. The team of Committee Chairs shall follow the organizational fiscal year.
2. It shall be the duty of the Committee Chairs to coordinate plans and activities of their committee and have general management of their committee and its Officers.
3. Each Committee Chairperson shall submit in writing an annual report and/or file to the Officers and to his/her successor at the orientation meeting.

**Article VIII** − **DUTIES OF THE COMMITTEES**

**The following is a list of suggested committees, these shall function, as needed, in any given school year.**

1. Spiritwear Committee-Shall consist of a team that will design, promote, and organize the selling of Kimball spiritwear at all school functions.
2. Fund Raising Committee-Shall consist of a team that will organize and coordinate functions that will raise money for a predetermined purpose.
3. School Store-Shall consist of a team that will organize and run a school store for students during lunch hours.
4. School Improvement Committee (SIP)-Shall consist of a group of individuals who will work with the staff to evaluate and determine what steps need to be taken to educationally improve Kimball Middle School.
5. Citizens Advisory Council – Shall consist of up to 7 individuals who will attend district meetings.
6. Concessions Committee-Shall consist of a team that will purchase and sell concessions at school sporting events.
7. Staff Relations Committee-Shall consist of a team that will organize and carry out PTK sponsored events for the benefit of the Kimball staff.

**Article IX − MEETINGS**

1. The regular monthly meetings will be established at the first meeting of the fiscal year.
2. There shall be an officers meeting preceding the monthly meeting to plan the agenda for the monthly PTK meeting.

**Article X** − **NOMINATIONS AND ELECTION OF OFFICERS**

1. In April, the PTK Officers shall begin compiling a sign up list of prospective Officers and Committee Chairpersons for the next year.
2. The President and 8th Grade Vice President will be elected at the May PTK meeting. The 7th Grade Vice President, Secretary and Treasurer will be elected at the September PTK meeting. Voting members shall consist of members present.
3. Installation shall take place in May for the President and 8th Grade Vice President and installation for the 7th Grade Vice President, Secretary and Treasurer shall take place in September.

Committee Chairs will not be confirmed until the President and 8th Grade Vice President are in office. The Officers are responsible for recruiting and dispute resolution regarding committee membership.

**Article XI − CONTRACTS AND FINANCE**

1. Contracts

The executive board may authorize any office or officers, agent or agents of the Kimball PTK, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Kimball PTK, and such authority may be general or confined to specific instances

1. Checks, Drafts, Etc.

All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Kimball PTK shall be signed by such officer or officers, agent or agents of the Kimball PTK and in such manner as shall from time to time be determined by resolution of the Executive Board. In the absence of such determination by the Board, such instruments shall be signed by the Treasurer and countersigned by the President of the Organization.

1. Deposits

All funds of the Kimball PTK shall be deposited from time to time to the credit of the Kimball PTK in such banks, trust companies, or other depositories as the Executive Board may select.

1. Gifts

The Executive Board may accept on behalf of the Kimball PTK any contribution, gift, bequest or device for the general purposes or for any special purpose of the Kimball PTK.

1. Books and Records

Kimball PTK shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of the Executive Board.

1. Fiscal Year

The Fiscal Year of the Kimball PTK shall be the twelve month period ending June 30th of each year or such other period as may be established from time to time by the Executive Board

1. Maintenance/Protection of Finance

Kimball PTK agrees to maintain and protect its finances by arranging regular audits and obtaining a bond.

**Article XII − WAIVER OF NOTICE**

Waiver of Notice

Whenever any notice is required to be given under applicable law, or these Bylaws, waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

**Article XIII − INDEMNIFICATION**

1. Direct Indemnification

Kimball PTK shall indemnify any and all of its officers, committee members and employees for expenses and other amounts paid in connection with legal proceedings (whether threatened, pending or completed) in which any such persons become involved by reason of their serving in any such capacity for the Kimball PTK or serving in certain other capacities at the request of the Kimball PTK.

1. Insurance

Kimball PTK shall purchase and maintain insurance on behalf of any and all officers, committee members, employees, agents or other authorized representatives of the Kimball PTK against any liability asserted against any such person and incurred in any such capacity, or arising out of the status of serving in any such capacity, whether or not the Kimball PTK would have the power to indemnify them against such liability under the provisions of Section 1 of this Article.

**Article XIV − DISSOLUTION**

Dissolution

In the event of the dissolution of the Kimball PTK, the Executive Board shall, after paying or making provision for the payment of all of the liabilities of the Kimball PTK, dispose of all of the remaining assets of the Kimball PTK (except any assets held by the Kimball PTK upon condition requiring return, transfer or other conveyance in the event of dissolution, which assets shall be returned, transferred or conveyed in accordance with such requirements) exclusively for the purposes of the Kimball PTK in such manner.

**Article X − AMENDMENTS**

These By-Laws may be amended by a majority vote of the Officers of the Organization.

Note: Throughout the bylaws, parent refers to parent/guardian.