

# **Bylaws of the North School Parent-Teacher Organization of Holts Summit, Missouri**

## **Article I: Name**

The name of this organization shall be the North Elementary School Parent-Teacher Organization of Holts Summit, Missouri. It is a local PTO under the authority of Jefferson City High School PTO and the Jefferson City Parent Teacher Council.

## **Article II: Purpose**

Section 1. The Purpose of the North Elementary School Parent-Teacher Organization, in common with those of JCHS PTO and City Wide PTO shall be:

- To promote the welfare of children and youth in home, school and community.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the training of the child.
- To develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental and social education.

Section 2. The organization is organized exclusively for the charitable, scientific, literacy, or educational purposes within the meaning of Section 501c(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

## **Article III: Basic Policies**

The following basic policies of the North Elementary School PTO, in common with those of JCHS PTO and City Wide PTO shall be:

Section 1. The objects of the organization shall be promoted through an educational program directed toward parents, teachers, and the general public; shall be developed through conferences, committees and projects; and shall be governed and qualified by the basic policies set forth in this Article.

Section 2. This organization shall be noncommercial, nonsectarian, and nonpartisan. It shall not endorse a commercial enterprise or a candidate. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest, or for any other purpose than the regular work of the organization.

Section 3. The organization shall not – directly or indirectly – participate or intervene (in any way, including the publishing or distributing or statement) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of their activities to attempting to influence legislation by propaganda or otherwise.

Section 4. This organization shall seek neither to direct the administration activities of the school nor to control its policies.

Section 5. This organization may cooperate with other organizations and agencies in child welfare, such as conference groups or coordinating councils, provided its representative makes no commitments that bind the group it represents.

Section 6. In the event of dissolution of the organization, the assets of such organization shall be distributed for one or more of the exempt purposes specified in section 501 (c) (3) of the IRS code as from time to time amended, after paying or adequately providing for the debts and obligations of the organization.

#### **Article IV: Relationship with the JCHS and City Wide PTO**

Section 1. The local PTO shall be organized and chartered under the authority of the JCHS PTO, in conformity with such rules and regulations, not in conflict with the City Wide or JCHS PTO bylaws. The City Wide shall issue to this local PTO an appropriate charterer evidencing the organization is in good standing.

A local PTO in good standing is one that:

- Adheres to the Purposes and basic policies of the PTO;
- Has bylaws approved according to the procedures outlined by JCHS and City Wide PTO;
- Meets other criteria as prescribed by JCHS and City Wide PTO, including but not limited to financial policies and end of year reporting policies.

Section 2. The local PTO shall adopt such bylaws for the government of the organization as may be approved by JCHS and City Wide PTO and shall include verbatim any required language as stated in the model bylaws approved by the JCHS and City Wide PTO and are indicated by an underline of the Article Name. These articles include:

- Name
- Purposes
- Basic Policies
- Relationships with JCHS and City Wide PTO
- Amendments to the Bylaws
- Indemnification
- Fiscal Year

Section 3. The local PTO shall also include some provision for:

- Membership
- Executive Board, establishing a quorum,
- Elections, removal of officers, and vacancies
- Officers, duties
- Meetings
- Parliamentary authority and procedures
- Voting, electronic voting

### **Article V: Amendments to Bylaws**

Section 1. These bylaws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting; provided written notice of the proposed amendment(s) shall have been sent or available for review prior to the meeting at which the vote shall take place.

Section 2. A committee may be appointed to submit a revised set of bylaws as a substitute for these bylaws only by a majority vote at a meeting of the organization or by a two-thirds vote of the Executive Board.

### **Article VI: Indemnification**

LIABILITIES COVERED North Elementary School PTO

Section 1. The organization shall indemnify, to the fullest extent permitted by law, any person who was or is a party (other than a party plaintiff suing on his or her own behalf or in the right of the organization) or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (including an action by or in the right of the organization), by reason of the fact that such person is or was or has agreed to become a committee chair or officer of the organization, and

Section 2. The organization may indemnify, to the fullest extent permitted by law, any person who was or is a party (other than a party plaintiff suing on his or her own behalf or in the right of the organization) or is threatened to be made a party to such action, suit or proceeding by reason of the fact that such person is or was or has agreed to become an volunteer or agent of the organization, against expenses, including attorneys' fees, judgments, fines, and amounts paid in settlement actually and reasonably incurred by him or her in connection with such action, suit, or proceeding. Any and all indemnification provided by the organization shall continue as to a person who has ceased to be a chairperson, officer, or agent and shall inure to the benefit of the heirs, executors, and administrators of such a person.

## **Article VII: Fiscal Year**

The fiscal year of the North Elementary School PTO shall begin July 1<sup>st</sup> and end on June 30<sup>th</sup> the following year.

## **Article VIII: General Membership**

Section 1. Any person interested in the objects of the organization and willing to uphold its basic policies and subscribe to its bylaws, may be included as a member.

- a. Membership shall/can include parents, guardians, or grandparents with children enrolled at North Elementary School.
- b. Membership shall/can include all faculty and staff of North Elementary School.
- c. Membership in the organization shall be available without regard to race, color, creed, or national origin.

Section 2. All members are eligible to participate in its regular business meetings, or to serve in any of its elected or appointed positions.

## **Article IX: The Executive Board**

Section 1. The Executive Board shall consist of the officers of the organization and the Principal of the school. The Principal shall be ex-officio.

Section 2. The duties of the Executive Board shall be:

- a. to transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization;
- b. to communicate to the PTO general membership the activities and plans of the organization;
- c. to approve the plans of work of the standing committees;
- d. to appoint an audit committee at the annual Spring meeting to audit the Treasurer's accounts and records;
- e. to prepare and submit to the organization for approval a budget for the fiscal year; and
- f. to approve routine bills within the limits of the budget.

Section 3. The times of the meetings shall be set by the President. A majority of the Executive Board shall constitute a quorum. Special meetings of this board may be called by the President or by a majority of the members of the Board.

Section 4. Electronic voting may be executed if necessary to conduct organizational business between regular meetings. The item(s) up for vote must be sent to all Executive Board members and a quorum of all Executive Board members must

respond electronically to the vote within the specified period of time. The results of the voting will be provided to all Executive Board members. The President or Secretary will maintain a list of the votes received and will make it available to the Executive Board if requested.

## **Article X: Officers & Standing Committee Chairpersons & Election**

### Section 1. Officers

- a. The Officers of this organization shall be a President, Vice President, Secretary, Treasurer, and Assistant Treasurer, who with the Principal of North Elementary make up the Executive Board as defined in Article IX.
- b. These Officers shall be elected annually by ballot prior to May 1st with the exception of the offices of President and Treasurer, as described in Article XI, Section 3 and Section 6.
- c. Officers shall assume their official duties at the close of the school year and shall serve for a term of one year.
- d. No person shall serve in the same office for more than two consecutive terms.

### Section 2. Standing Committee

- a. Such Standing Committee shall be created by the Executive Board as may be required to promote the objects and interests of the organization. The chairpersons of the Standing Committees shall be elected annually by ballot prior to May 1st.
- b. Chairpersons shall assume their official duties at the close of the school year and shall serve for a term of one year.
- c. Chairpersons of Standing Committees will attend board meeting immediately prior to and after the activity for which they are Chair.
- d. The duties of the Standing Committee shall be outlined by the Executive Board and no committee work shall be undertaken without approval of a majority of the Executive Board.
- e. Permanent Standing Committees shall be: Assemblies, Chili Supper, Fall Festival, Fundraiser, Historian, Membership, School Store, Spirit, Staff Hospitality, Family Appreciation, Sports Day and Spring into Learning.
- f. The specific duties of each Standing Committee shall be recorded in a procedure folder to be kept up-to-date, reviewed annually by the President and passed on to his/her successor. The materials in the procedure folders will be maintained for three years.
- g. The committee chair is responsible for training the successive committee chair.
- h. Before any money is spent by a Standing Committee, it must be first approved by the Executive Board. Any reimbursements given must have proper documentation submitted to the Treasurer, including a receipt for what was purchased.

- i. The Executive Board may create additional Standing Committees as it may deem necessary in order to carry on the work of the organization. The term of each Chairperson shall be one year.

### Section 3. Elections

- a. There shall be a Nominating Committee consisting of five members, including the Vice President and the Principal, selected by the Executive Board and presented at the regular business meeting previous to the election of officers. The Vice President shall serve as the Chairperson of the Nominating Committee.
- b. The Nominating Committee shall select one nominee for each office and Standing Committee to be filled and report at the regular meeting in the Spring.
- c. Following the report of the Nominating Committee, an opportunity shall be given for nominations from the floor.
- d. Only those who have verbally consented to serve if elected shall be eligible for nomination, either by the committee or from the floor. The Nominating Committee will be required to verbally contact each nominee to determine their interest and availability in serving.
- e. The timeline for the Nominating Committee shall be as follows:
  - i. January/February: The Nominating Committee meets and accepts nominations from the general membership for Officers and Standing Committee Chairpersons.
  - ii. March: The Nominating Committee prepares ballot with all nominations for Officers and a proposed slate of Standing Committee Chairpersons.
  - iii. April 1 - April 15: The general membership votes for the PTO Board. Ballots will be sent out in the April school newsletter to parents. Ballots must be returned to school within a specific time as mentioned in the newsletter.
  - iv. May: Announcement of the new PTO Board shall be made in the May school newsletter.

### Section 4. Resignation or Removal

- a. Any Officer may resign by notice in writing to the Executive Board in care of the Secretary.
- b. Any Officer may be removed from office for good cause upon the vote of at least two-thirds of the Executive Board present at a meeting where a quorum of the Board exists. Such removal shall be considered upon the request of not less than three Officers; any such requests shall be submitted in writing to the Board in care of the Secretary. The Officer in question shall receive written notice not less than seven days in advance of the meeting at which the issue of removal is to be addressed. Upon request of the Officer subject to removal action, a hearing shall be held at said meeting prior to the vote of the Board.

### Section 5. Vacancies

- a. In the event of a vacancy in the office of President, the Vice President shall fill the office of the unexpired term.
- b. In the event of a vacancy in the office of Treasurer, the Assistant Treasurer shall fill the office of the unexpired term.
- c. Other vacancies shall be filled by appointment of the President, with approval of the Executive Board, for the unexpired term.
- d. In the event of the absence or inability to act of the President, the Vice President shall temporarily carry out the duties of the office

## **Article XI: Duties of Officers**

Section 1. Each officer shall keep an up-to-date procedure folder of the duties of his/her office and pass it along to his/her successor.

### Section 2. President

- a. The President shall preside at all meetings of the organization and of the Executive Board.
- b. The President will fill in if other officers are unable to perform their duties.
- c. The President shall serve as an ex-officio member of all Standing Committees.
- d. The President shall attend City Wide Parent Teacher Council meetings as the North Elementary PTO City Wide Representative.
  - i. In the event that the President is unable to attend a City Wide Parent Teacher Council meeting another Officer will attend in the President's absence.
  - ii. The Vice President will be asked first followed by the Secretary, Treasurer and lastly the Assistant Treasurer.
- e. The President shall perform such other duties as may be prescribed by these bylaws.
- f. The President shall vote only in the case of a tie.

### Section 3. The Vice President

- a. The Vice President shall act as an aide to the President.
- b. The Vice President shall serve in place of the President in the absence or disability of the President.
- c. The Vice President shall govern processes of the organization, including serving as Chairperson for the committee to review organizational bylaws on an annual basis.
- d. The Vice President shall serve as the Chairperson of the Nominating Committee.
- e. Nothing shall prevent the Vice President from also serving as Chairperson of a Standing Committee.

- f. At the end of the current President's term, the Vice President will assume the President's position and shall serve for one term.
- g. This provision can be nullified by a two-thirds vote of the full Executive Board.

#### Section 4. Secretary

- a. The Secretary shall keep an accurate record, in a bound book, of all meetings of the organization and of the Executive Board.
- b. The Secretary shall keep on file a copy of the current bylaws.
- c. The Secretary shall keep a list of all Standing and Special Committees.
- d. The Secretary is responsible for all correspondence of the organization.
- e. The Secretary shall perform such other duties as may be delegated to him/her.
- f. The Secretary's records will be maintained for seven years.
- g. The Secretary shall serve as the Chairperson of the Membership Committee.
- h. In the event that the Secretary is unable to attend a PTO Board meeting another Officer, either the Vice President, Treasurer or Assistant Treasurer, will keep an accurate record of the meeting and submit in the Secretary's absence.

#### Section 5. Treasurer

- a. The Treasurer shall have custody of all the funds of the organization, shall keep a full and accurate account of receipts and expenditures, and shall make disbursements in accordance with the approved budget, as authorized by the Executive Board.
- b. The Treasurer shall present a financial statement at every regular meeting of the organization and at other times when requested by the Executive Board.
- c. The Treasurer's account shall be examined annually by an Auditing Committee of not less than three members and including the Assistant Treasurer and the President of the organization to review the Treasurer's records. If satisfied that the Treasurer's Annual Report is correct, they shall sign a statement of the fact at the end of the report. The Auditing Committee shall be appointed by the Executive Board at the Spring meeting and submit its report at the first meeting in the Fall.

#### Section 6. Assistant Treasurer

- a. The Assistant Treasurer shall act as an aide to the Treasurer and shall serve in case of absence or disability of the Treasurer.
- b. The Assistant Treasurer shall oversee cashier duties at PTO events.



- c. The Assistant Treasurer shall collect, tally and submit Moser's receipts, Campbell's Soup Labels, Tyson Projects A+ Labels and My Coke Rewards Labels.
- d. The Assistant Treasurer may enlist volunteers to assist with these activities.
- e. At the end of the current Treasurer's term, the Assistant Treasurer will assume the Treasurer's position and shall serve for one term. This provision can be nullified by a two-thirds vote of the full Executive Board.

Section 7. All officers shall:

- a. Perform duties outlined by these bylaws.
- b. Schedule and attend a meeting with their successors in order to deliver all official materials and conduct an orientation at the date set for transition.

## **Article XII: Duties of Standing Committee Chairpersons**

### Section 1. Assemblies

The Assemblies Chairperson shall seek and review opportunities for school assemblies and present them to the PTO Board and Principal for approval.

### Section 2. Chili Supper

The Chili Supper Chairperson shall enlist volunteers to serve on the Chili Supper Committee. In conjunction with the committee, the chairperson shall organize the Chili Supper, which shall include food and marketing.

### Section 3. Fall Festival

The Fall Festival Chairperson shall enlist volunteers to serve on the Fall Festival Committee. In conjunction with the committee, the chairperson shall organize the Fall Festival, which shall include food, games, prizes and marketing.

### Section 4. Fundraiser

The Fundraiser Chairperson shall research fundraising opportunities and present them to the Executive Board. The Fundraiser shall serve as the Chairperson of the Basket Auction Committee and shall enlist volunteers to serve on the Basket Auction Committee. The Basket Auction Committee shall solicit donations and organize baskets for auction at the Organization's Chili Supper. The Fundraiser Chairperson shall be responsible for sending thank you correspondence for any donations received.

### Section 5. Historian

The Historian Chairperson is responsible for a pictorial history in the form of a yearbook and shall maintain the PTO Bulletin Board. The Historian Chairperson shall enlist volunteers to serve on the committee to assist with these activities.

#### Section 6. Membership

The Secretary shall serve as the Chairperson of the Membership Committee and shall enlist volunteers to serve on the Membership Committee. The Chairperson and/or committee members shall be present at School Registration, Open House and Kindergarten Registration and/or Kindergarten Open House in order to obtain and organize parent information. A PTO Handbook shall be created and dispersed at School Registration, Open House and Kindergarten Registration and/or Kindergarten Open House. A family directory shall be created and dispersed in late September. The Chairperson shall coordinate with the Principal on a Parent Volunteer Program.

#### Section 7. School Store

The School Store Chairperson shall enlist volunteers to serve on the School Store Committee. The School Store Chairperson shall order supplies, organize volunteers and manage the School Store.

#### Section 8. Spirit

The Spirit Chairperson shall evaluate opportunities for creating and selling school spirit items. The Spirit Chairperson shall make recommendations to the PTO Board regarding ordering and selling school spirit items. The Spirit Chairperson shall enlist volunteers as needed to sell items at appropriate PTO events.

#### Section 9. Staff Hospitality

The Staff Hospitality Chairperson shall enlist volunteers to serve on the Staff Hospitality Committee. In conjunction with the committee, the Chairperson shall organize appreciation and food preparations as needed for the school staff. Among these events are: Staff Appreciation Week, Parent/Teacher Conferences, Staff Back to School Breakfast and distribution of the Certified Staff Monetary Gift.

#### Section 10. Family Appreciation

The Family Appreciation Chairperson shall enlist volunteers to serve on the Family Appreciation Committee. The Chairperson shall organize family appreciation events such as Donuts with Dad, Munchies with Mom and Goodies with Grandparents.

#### Section 11. Sports Day

The Sports Day Chairperson shall enlist volunteers to serve on the Sports Day Committee. In conjunction with the committee, the Chairperson shall organize Sports Day, which shall include activities and snacks.

#### Section 12. Spring into Learning

The Spring into Learning Chairperson shall enlist volunteers to serve on the Spring into Learning Committee. In conjunction with the committee, the Chairperson shall organize A Spring into Learning Night, which shall be related to any and/or all of the following:

- a. Family Reading Night
- b. Family Science Night

- c. Family History Night
- d. Family Art and/or Music Night

### **Article XIII: PTO Board**

Section 1. The PTO Board shall consist of the Officers of the organization, the Chairperson of the Standing Committees, the Principal of North Elementary School and a teacher representative appointed by the Principal. Along with the Principal, the teacher representative shall be ex-officio.

Section 2. The Duties of the PTO Board shall consist of:

- a. Conducting necessary business of the organization;
- b. Approving the plans and work of the Standing Committees;
- c. Presenting a report at the PTO Board Meetings;
- d. Voting, and;
- e. Examining routine expenses.

Section 3. Meetings of the PTO Board shall be held monthly or at the discretion of the President. A simple majority of the PTO Board shall constitute a quorum.

### **Article XIV: Meetings**

Section 1. PTO Board Meetings shall be held monthly during the school year.

- a. All PTO Board Meetings are open to the General Membership and all are encouraged to attend.
- b. In order to discuss new business with the PTO Board, interested parties must contact the PTO President, Vice President and Secretary at least 48 hours in advance of the scheduled meeting.
- c. Voting at the monthly PTO Board Meetings is limited to the PTO Board Members, which are as follows:
  - i. Officers
  - ii. Standing Committee Chairpersons

Section 2. A General Membership meeting may be held at the discretion of the PTO Board.

### **Article XV: Funds and Budget**

Section 1. All PTO checks shall have two authorized signatures. Authorized signatures on PTO checks shall include the Treasurer and either the President and/or the Assistant Treasurer. The signature on any check cannot be the payee. In the case of the Treasurer needing reimbursement, the check must be signed by the President and the Assistant Treasurer.

Section 2. To be reimbursed from the PTO a reimbursement form along with the receipt or invoice must be stapled to the reimbursement form and submitted to the Treasurer. If it is not an item as written in the budget, the President shall call for a motion and the expenditure shall be voted on.

Section 3. There must be a minimum of \$500.00 in the bank account at all times.

Section 4. At the end of the school year there must be at least \$3,000.00 left in the bank account to be used for start up funds for the following school year.

Section 5. A budget will be determined by the Executive Board Members prior to the first general meeting (August) each school year. The budget will be discussed at that first meeting and must be approved at the second general (September) meeting. All expenditures within the realm of the approved budget are authorized expenditures.

**Article XVI: Parliamentary Authority and Procedure**

Roberts Rules of Order Revised shall govern this organization in all cases to which they are applicable and in which they are not in conflict with these bylaws.

**Article XVII: Dissolution**

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

The above Bylaws have been seen and approved this \_\_\_\_\_ day of \_\_\_\_\_ 2014.

Signed by:

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Secretary

---

Treasurer

---

Assistant Treasurer