

BYLAWS FOR PATTONVILLE HEIGHTS PTO

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BYLAWS FOR PATTONVILLE HEIGHTS PTO

ARTICLE I: NAME

The name of this organization is the Pattonville Heights Parent Teacher Organization (PTO).

ARTICLE II: ARTICLES OF ORGANIZATION

The articles of organization of a constituent organization include: (a) the bylaws of such organization and (b) the certificate of incorporation or articles of incorporation of such organization (in cases in which the organization is a corporation) or the articles of association by whatever name (in cases in which the organization exists as an unincorporated association).

ARTICLE III: PURPOSES

Section 1. The Objects of the Pattonville Heights PTO are:

- a. To promote the welfare of children and youth in home, school, community, and place of worship.
- b. To raise the standards of home life.
- c. To secure adequate laws for the care and protection of children and youth.
- d. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

Section 2. The Objects of the National PTO Network and the Pattonville Heights PTO are promoted through an educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article IV.

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

ARTICLE IV: BASIC POLICIES

The following are basic policies of the Pattonville Heights PTO:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the Objects of the organization.
- c. 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 to attempting to influence legislation by propaganda or otherwise.
- d. The organization shall work with the schools to provide quality education for all children and youth, and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.

- e. The organization shall not enter into membership with other organizations.
- f. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.
- g. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501 (c)(3) of the Internal Revenue Code, or (ii) an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- h. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundations, or organizations which have established their tax exempt status under Section 501 (c)(3) of the Internal Revenue Code.
- i. The bylaws of all constituent organizations shall prohibit voting by proxy, (unless proxy voting is specified by applicable state law).
- j. This PTO shall adopt bylaws for the government of this organization.
- k. Bylaws of each constituent organization shall include an article on amendments.
- l. Each officer or board member of a constituent organization shall be a member of the Pattonville Heights PTO.
- m. This PTO shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization, including, specifically, the number of its members, and the dues collected from its members. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Pattonville Heights PTO.

- n. This PTO shall collect dues from its members.
- o. Only members of a local PTO who have paid dues for the current membership year may participate in the business of that association.
- p. Bylaws of each constituent organization shall include a provision establishing a quorum.
- q. The members of the nominating committee for officers of a constituent organization shall be elected by the membership, Board of Directors/Managers, Executive Board, or Executive Committee.
- r. Pattonville Heights PTO shall elect officers before May 31. No person shall hold any elective or appointive position in the Pattonville Heights PTO who is not a member in good standing of such local PTO.
- s. The Pattonville Heights PTO may dissolve in the following manner:
 - 1. The executive committee (or other body that, under bylaws, manages the affairs of the local PTO) shall adopt a resolution recommending that the local PTO be dissolved and directing that the question of such dissolution be submitted to a vote at a special meeting of members having voting rights. Written or printed notice stating that the purpose of such meeting is to consider the advisability of dissolving the local PTO shall be given each member entitled to vote at such meeting at least thirty days prior to the date of such meeting.
 - 2. Only those persons who were members of the Pattonville Heights PTO on the date of the adoption of the resolution and who continue to be members in good standing on the date of the special meeting shall be entitled to vote on the question of dissolution.
 - 3. Approval of dissolution of the local PTO shall require the affirmative vote of at least two-thirds of the members present and entitled to vote at the special meeting, a quorum being present.

ARTICLE V: MEMBERSHIP AND DUES

Section 1. Every individual who pays dues to the Pattonville Heights PTO is a member of this PTO.

Section 2. Membership in this PTO shall be made available without regard to race color, creed or national origin.

Section 3.

a. This PTO shall conduct an annual enrollment of members. but may admit persons to membership at any time.

b. The membership year shall be August 1 through June 30.

Section 4. Each member of this PTO shall pay such annual dues to said organization as may be prescribed by the organization.

Section 5. Each member of this PTO shall pay annual dues of \$5.00 for individual, \$7 for family, and \$20 for a business membership.

Section 6. Ten or more paid members shall constitute a PTO unit.

ARTICLE VI: OFFICERS AND THEIR ELECTION

Section 1. Each officer shall be a member of this PTO.

Section 2.

a. The officers of this organization shall consist of a president, one vice president, a recording secretary and a treasurer.

b. Officers shall be elected by a nominating committee. However, if there is but one nominee for any office, election for that office may be by voice vote.

c. Officers shall assume their official duties following the close of the meeting in May and shall serve for a term of one year and until their successors are elected and installed.

d. A person shall not be eligible to serve more than two consecutive terms in the same office. Any person having served more than one half of a term shall be credited with having served that complete term.

- e. After serving two consecutive terms in the same office, that person shall not be eligible for that office for one year.
- f. If no person is elected to serve after the current officer has completed their term, this person may serve an additional one year with the approval of the current Executive Board.

Section 3. Nominating committee:

- a. There shall be a nominating committee composed of three members, two parents and one staff member, who shall be elected by this PTO at a regular meeting in February prior to the election of officers. The committee shall elect its own chairman.
- b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees, in writing, before April 1st. At the regular meeting in April, additional nominations may be made from the floor.
- c. Only those persons who have signified their consent to serve if elected, either in writing or in person at the April meeting shall be nominated for. or elected to. such office.

Section 4. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the executive board, notice of such election having been given. In case a vacancy occurs in the office of president, the vice president shall serve notice of the election.

Section 5. In order to vote in the annual election of officers, an individual shall have been a member of this association for at least thirty (30) days.

ARTICLE VII: DUTIES OF OFFICERS

Section 1. The president shall:

- a. preside at all meetings of the association;
- b. perform such other duties as may be prescribed in these bylaws or assigned by the association;

- c. be a member ex officio of all committees except the nominating committee;
- d. coordinate the work of the officers and committees of the association in order that the Objects may be promoted and;
- e. formally notify bank of any changes in authorized signatures on all bank accounts.

Section 2. The vice president shall:

- a. act as aide to the president; and
- b. perform the duties of the president in the absence or inability of that officer to serve.

Section 3. The recording secretary shall:

- a. record the minutes of all meetings of the association;
- b. have the current approved copy of the bylaws;
- c. maintain a list of all standing and special committee chairmen and committee members; and
- d. perform other delegated duties as assigned.

Section 4. The treasurer shall:

- a. have custody of all the funds of the association;
- b. keep a full and accurate account of receipts and expenditures;
- c. make disbursements as authorized by the president, executive board, or association in accordance with the budget adopted by the association;
- d. have checks or vouchers signed by two members of the executive board;

- e. present a financial statement at every executive board and regular meetings of the association and at other times when requested by the executive board;
- f. make a full report at the meeting at which new officers officially assume their duties (usually the annual meeting);
- g. be responsible for the maintenance of such books of account and records as conform to the requirements of Article IV, Section I. of these bylaws;
- h. be responsible for preparing or for having prepared Internal Revenue Service forms at the proper time; and
- i. the treasurer's accounts shall be examined annually, before the August meeting, or upon change of officer, by an auditing committee of three members who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The auditing committee shall be appointed by the executive board at its May meeting.

Section 5. All officers shall perform the duties outlined in these bylaws. Upon the expiration of the term of office or case of resignation, each officer shall turn over to their successor, without delay, all records, procedure books, and other materials pertaining to the office, and shall return to the treasurer, without delay, all receipts and funds pertaining to the office.

ARTICLE VIII: EXECUTIVE BOARD

Section 1.

- a. The executive board shall consist of the officers of the association, the chairmen of standing committees, and the principal of the school or a representative appointed by him/her. The chairman of the standing committees shall be selected by the officers of the association.

Section 2. The duties of the executive board shall be:

- a. to transact necessary business in the intervals between association meetings and such other business as may be referred to it by the association;
- b. to create standing and special committees;
- c. to approve the plans of work and expenses of the standing committees;
- d. to present a report at the regular meetings of the association;
- e. to select an auditing committee to audit the treasurer's accounts;
- f. to prepare and submit to the association for adoption a budget for the year;
- g. to approve routine bills within the limits of the budget;
- h. to approve all necessary expenditures.

Section 3. Regular meetings of the executive board shall be held during the school year, the time to be fixed by the executive board at its first meeting of the year. A majority of the executive board members shall constitute a quorum at an executive board meeting of this association. Special meetings of the executive board may be called by the president or by a majority of the members of the executive board.

ARTICLE IX: MEETINGS

Section 4. At least one regular meeting of the association shall be held during the school year. Dates of meetings shall be determined by the executive board and announced at the first regular meeting of the year. Seven days' notice shall be given of a change of date.

Section 5. Special meetings of the association may be called by the president or by a majority of the executive board, seven days' notice having been given.

Section 3. The annual meeting shall be the last regular meeting of the year, at which time annual reports shall be received.

Section 4. Installation of officers will be at the May meeting.

Section 5. A simple majority of the association shall constitute a quorum, which consists of 20 members of the association, for the transaction of business in any regular or special meeting of this association.

Section 6. The privileges of holding office, making motions, making nominations, debating and voting shall be limited to members of this association whose dues are paid.

ARTICLE X: COMMITTEES

Section 1. Only members of the association shall be eligible to serve in any elective or appointive positions.

Section 2. The executive board may create such standing committees as it may deem necessary to promote the Objects and carry on the work of the association. The chairman of each standing committee shall be appointed by the officers of the association. The term of each chairman shall be one year or until the selection of a successor.

Section 3. Special committees may be appointed by the president or the executive board. A special committee is created for a specific purpose and automatically ceases its existence when its work is done and its final report is received by the organization.

Section 4. The chairman of each standing committee shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive board. No expenses shall be incurred or committed without the consent of the executive board.

Section 5. The power to form special committees and appoint or elect their members rests with the president or the executive board.

Section 6. The president shall be a member *ex officio* of all committees except the nominating committee. The president shall be notified of all committee meetings.

ARTICLE XI: FISCAL YEAR

The fiscal year of this PTO shall begin on July 1st and end on the following June 30th.

ARTICLE XII: AMENDMENTS

Section 1.

- a. These bylaws may be amended at any regular meeting of the association by two-third vote of the members present and voting, provided that notice of the amendment has been given at the previous regular meeting.
- b. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a meeting of the association, or by a two-thirds vote of the executive board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

BYLAWS FOR PATTONVILLE HEIGHTS PTO

Bylaws Committee: _____
(Chairman)

(Member)

(Member)

(Member)

Bylaws Revised: _____
(Date)

Bylaws Approved By Unit: _____
(Date)