

**Carman Trails  
Parent Teacher Organization  
Bylaws**

September 10<sup>th</sup>, 2019

**ARTICLE I: NAME**

The name of this organization is the Carman Trails Parent Teacher Organization (“PTO” or “Organization”), located in St. Louis County, Missouri. It is a local parent and teacher organization in the Parkway School District.

**ARTICLE II: PURPOSE**

The organization exists as a subchapter of the incorporated Parkway School District Parent-Teacher Organization Council, a nonprofit, section 501(c) (3) organization. Its “articles of organization” comprise these bylaws, as from time to time amended, and its articles of organization, if any. In the absence of separate articles of organization, the bylaws shall be deemed to be the articles of organization. In the event of any conflict between these bylaws and the articles of organization, these bylaws shall govern.

**ARTICLE III: OBJECTIVE**

The purpose of the PTO is to support and enhance the education of Carman Trails’ students. The Objectives of the organization are:

1. To serve as a forum for communication among parents, teachers and administrators. PTO encourages a positive, supportive atmosphere to enhance students’ educational, social and extracurricular experiences.
2. To assist in identifying and organizing parent volunteers to support school activities.
3. To plan, organize, and execute fundraising events each school year. Fundraising support will be provided to support teachers and student programs not covered by the school district. In addition, PTO will provide funding for select improvement projects for Carman Trails School, with the approval and consent of the Carman Trails Principal.

**ARTICLE IV: BASIC POLICIES**

The following are basic policies of this organization:

1. The organization shall be noncommercial, nonsectarian, and nonpartisan.
2. 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 purpose not appropriately related to promotion of the Objectives of the organization.
3. The organization shall not, directly or indirectly, participate or intervene in any political campaign on behalf, or in opposition to, any candidate for public office.

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4. The organization shall cooperate with the school to support the improvement of education in ways that will not interfere with the administration of the school and shall not seek to control its policies.
5. The organization may cooperate with other organizations and agencies concerned with education and child welfare, but persons representing the organization in such matters shall make no commitments that bind the organization unless specifically authorized to do so by the PTO Board.
6. In the event of the dissolution of the organization, its assets shall be distributed to Carman Trails Elementary School for the benefit of its students in accordance with Section 501(c)(3) of the Internal Revenue Code of 1986 as from time to time amended.
7. A vote is approved or disapproved by simple majority of the members presented, unless otherwise stated in these bylaws. A vote may be verbal, show of hand, electronic ballot, or written ballot at the discretion of the presiding officer. An electronic vote will be done with measures taken to ensure duplicative votes are avoided, and the integrity of the election is held to the highest ethical standard possible.
8. Personal business may not be promoted by guest speakers at PTO meetings unless approved by the PTO Board prior.

**ARTICLE V: MEMBERSHIP & DUES**

**Section 1: Membership**

All parents and guardians of children currently registered at Carman Trails Elementary School, and faculty and staff are automatically members of the PTO, so long as they subscribe to the objectives and basic policies of this organization, subject only to compliance with the provisions of the bylaws. Membership in this organization shall be available without regard to race, color, creed, or national origin.

**Section 2: Dues**

No membership dues are required by any member of this organization.

**Section 3: Membership Privileges**

All members have the privilege to attend and vote at meetings, make motions, participate in discussions, serve as volunteers, be appointed to serve on a committee, or elected to run for a vacant office. Only members can be appointed to serve as committee chairs, or responsible for PTO and school associated events.

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**ARTICLE VI: OFFICERS & ELECTIONS**

**Section 1: Officers**

1. The officers of this organization shall consist of President, Vice-President, Secretary, Treasurer, Volunteer Chair(s), and Fundraising Chair(s). The positions of president and vice-president can be co-chaired. An officer cannot serve in more than one position. An officer must be the parent or guardian of a child enrolled at Carman Trails Elementary.
2. Officers, other than the treasurer shall assume their official duties at the end of the school year in progress and shall serve for a term of one year and until the election and qualification of their successors. The treasurer shall assume their official duties upon receipt of all official treasurer materials, but no later than one week prior to the beginning of the following school year.
3. A person shall not be eligible to serve more than two consecutive terms in the same office. However, an officer may continue in her/his position after her/his term expires if a qualified replacement cannot be found and pending approval by vote at a general membership meeting.

**Section 2: Vacancies & Removal from Office**

1. If an officer is unable or unwilling to fulfill his/her term, written notice shall be given to the Executive Board. The Executive Board, by majority vote, may replace the officer until an election of the general membership can be held, with proper notification to the membership.
2. The Executive Board shall retain the right to replace any Executive Board member in the event of negligence of duty, behavior outside of Parkway's Volunteer and Responsibility statement, and/or excessive absenteeism, should such absence impede the operation of the Organization. Improper behavior by an Executive Board member while representing the PTO which would bring discredit to the Organization shall be grounds for removal from the board.

Improper behavior shall include but not be limited to:

- attempted personal use or misuse of Executive Board appointment to influence school system employees, commercial concerns, government employees, or general public
- misuse of funds
- failure to work in a productive manner with board members
- discussion of sensitive or derogatory issues in the presence of the general membership or public
- rude or irresponsible behavior as deemed by the majority of the Executive Board
- any behavior in violation of Parkway's Volunteer Commitment and Responsibility Statement

**Section 3: Nominations & Elections.**

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1. By March 1<sup>st</sup>, the Executive Board must notify all members of board vacancies. This notice shall include the description of each position that is vacant, a call for nominees to fill each seat, and a reasonable date for all candidate nominations to be submitted to the Executive Board members.
2. All members have the opportunity to express interest in serving on the Executive Board for any vacancy. All interested parties will have the opportunity to share their vision, qualifications, and interest either at a board meeting or electronically to the membership prior to a vote.
3. Each nominee must consent to reading and upholding the bylaws of the organization, and Parkway's Volunteer Commitment and Responsibility Statement in order to be considered for a board vacancy.
4. A ballot of all members nominated and their specific platform or vision statements, will be announced to the membership a minimum of 7 days before the election is held. There may be several nominations for open positions, but all will be put before the membership to vote upon.
5. The election may be held either at the last general membership meeting of the school year or before if done through an electronic ballot vote.
6. The vote shall be taken of all eligible nominees, and can be done on paper, by show of hands for those present at the last general meeting, or via electronic ballot depending on the Boards determination of voting process for that year.
7. The officers shall be elected by a simple majority vote. In the event of a tie, concurrent voting will happen of the two candidates who received the same number of votes until a winner by simple majority is found.

**ARTICLE VII: DUTIES OF OFFICERS**

**Section 1: President**

The president(s) shall preside at all meetings of the organization and of the Executive Board at which he/she may be present; shall give notification of all meetings; shall oversee the appointment of the chairmen of all committees and other PTO volunteers; have general supervision over the interests of the organization; shall cooperate with the Principal and maintain a supportive relationship between the school and the PTO; shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the organization or by the Executive Board; shall attend Parkway Advisory and Leadership meetings as needed; and shall coordinate the work of the officers of the organization in order that the Objectives may be promoted. The president(s) shall not have voting privileges during general membership meetings of the organization, with the exception of casting the deciding vote in the event of a tie.

**Section 2: Vice President**

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The vice president(s) shall act as aide to the president(s); shall coordinate the work of the committees and other volunteers of the organization in order that the Objectives may be promoted; and shall research new fundraising opportunities.

**Section 3: Secretary**

The secretary shall record the minutes and votes of all meetings of the organization and of the Executive Board; shall provide copies of the minutes at all meetings; shall have custody of all documents belonging to the organization, including the bylaws and financial reports, except those currently necessary to the work of other officers and chairmen; shall keep these records in an organized manner with all records available for historical purposes, and shall perform such other duties as may be delegated to him/her.

**Section 4: Treasurer**

The treasurer shall have custody of all of the funds of the organization; shall keep a full and accurate account of receipts and expenditures; shall make disbursements in accordance with the approved budget, as authorized by the organization, or the Executive Board; shall present a financial statement at every meeting of the organization and at other times when requested by the Executive Board; shall prepare the annual budget for approval by the membership at the final general membership meeting of the school year; shall ensure the filing of the required tax forms, for the fiscal years under their term, in a timely manner; and shall also be an ex-officio member of the Ways & Means Committee.

**Section 5: Fundraising Chair(s)**

The fundraising chair(s) are responsible for organizing events, assisting President in identifying event chair persons as needed, and identifying possible funding opportunities for the school. This position will also work to promote Carman fundraising events

**Section 6: Volunteer Chair(s)**

The volunteer chair(s) are responsible for finding members to assist with PTO events, assisting President in identifying event chair persons as needed for committees, and promoting opportunities to assist teachers and staff for the school. The Volunteer Chair(s) shall ensure that each committee is documenting pertinent information relative to that committee to assist future chairs in execution of the activities of that committee.

**Section 7: Transfer of Officers' Materials**

All officers, except treasurer, shall deliver to their successors all official material within one week of the installation of new officers, but no later than one week after completion of the current school year. The treasurer shall deliver all official material no later than one week prior to the beginning of the following school year, except for records needed to complete the tax return will be delivered upon completion of the tax return for the prior school year.

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**ARTICLE VIII: EXECUTIVE BOARD**

**Section 1: Membership**

The Executive Board shall consist of the officers of the organization, the PTO advisor and the Principal and Assistant Principal of the school or a representative appointed by them.

**Section 2: PTO Advisor**

The Executive Board may at their discretion, appoint a former Executive Board member as a PTO advisor to serve on the Executive Board for the school year. This member is sometimes referred to as the "Past Board Member". This member does not have voting privileges.

**Section 3: Duties**

The duties of the Executive Board shall be:

1. to transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization;
2. to appoint an auditor to examine the treasurer's accounts;
3. to approve non-routine, unbudgeted expenses of PTO in the amount not more than \$300. Any expense over this amount must be brought to the organization for approval by vote.

**Section 4: Meetings**

Regular meetings of the Executive Board shall be held during the school year, the time to be selected by the board. Half the number of Executive Board members plus one shall constitute a quorum. Special meetings of the Executive Board may be called by two or more members of the board.

**ARTICLE IX: MEETINGS**

**Section 1: Regular Meetings**

A minimum of four regular meetings of the organization shall be held throughout the school year, with effort made to accommodate as many of the general membership as possible. Meetings will be held at the discretion of the Executive Board. Reasonable notice shall be given to change the date or time of a scheduled meeting. A list of dates of all PTO meetings for the current school year will be made available to the membership. All meetings held will be business meetings.

**Section 2: Special Meetings**

Special meetings may be called by the Executive Board with reasonable notice having been given.

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**Section 3: Quorum**

Half the number of Executive Board members plus one shall constitute a quorum or a minimum of 5 members for the transaction of business in any meeting of this organization.

**Section 4: Urgent Board Business**

For time sensitive issues an electronic vote may be done if a decision can be made unanimously without calling a meeting of the Executive Board members together.

**ARTICLE X: STANDING & SPECIAL COMMITTEES**

**Section 1: Committees**

The Executive Board may create such standing committees as it may deem necessary to promote the Objectives and carry on the work of the organization. The term of each chairman shall continue until the end of the school year.

**Section 2: Transfer of Materials**

All committee chairmen will deliver to the Vice President all material, which includes a job description, within one week of the completion of the current school year.

**ARTICLE XI: FINANCES**

**Section 1: Fiscal Year**

The fiscal year of the organization shall begin July 1st and end June 30<sup>th</sup>. A budget of expected income and expenses should be submitted for approval by the Treasurer (or authorized representative in the event the Treasurer is not available) at a general meeting of the PTO membership for each fiscal year. There shall be no more than the budgeted operating expenses in the account for the following year unless it is for a predetermined capital project or goal as set by the PTO Executive Board.

**Section 2: Financial Review**

The treasurer's accounts may be examined annually by a volunteer to obtain reasonable assurance about whether the accounts are free of material misstatement and shall sign a statement of that fact at the end of the examination. The individual doing the review would be appointed by the Executive Board before the final PTO meeting of the school year and would complete his/her work prior to the first PTO meeting of the following school year.

**Section 3: Check Authorization**

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There will be at least three authorized check signers. The check signers shall be members of the Executive Board.

**Section 4: Debit Card**

The Treasurer, or member of the Executive Board may hold a debit card for convenience of purchase. This person shall be referred to as the, “card holder”. Each purchase using the card shall be approved by one other Executive Board member prior to the purchase being made if over \$300. If under \$300 the Treasurer or President may approve the purchase. The debit card can only be checked out from the card holder for a 36-hour period. Each time the card is requested it must be signed out with date and time listed following the borrower and Card Holder or Treasures signatures with the amount to be spent listed and the company/organization to which charge(s) will be made. No additional charges, not previously approved will be paid by the PTO. Any charges over and above the amount agreed upon must be paid by the person who made the unapproved purchase. This also includes sales tax, as the PTO is exempt from paying sales tax.

**Section 5: Cash**

There will be times where cash is collected for events, fundraisers, or sales. Whenever cash is used or received the monies will be counted, reviewed, and verified by a minimum of two Executive Board Members and the Committee Chair (when applicable). If possible, the Treasurer and Executive Board will make funds available for approved purchases to forego members, teachers, and volunteers incurring interest charges for approved purchases with their personal funds.

**ARTICLE XII: AMENDMENTS**

**Section 1:**

These bylaws may be amended or revised at any general membership meeting of the organization by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at least fifteen days prior to the meeting.

**Section 2:**

The bylaws of the PTO must be reviewed by a committee every five years and amended or revised as deemed necessary.

**Section 3:**

The bylaws of the PTO should be reviewed by the PTO Executive Board annually.