

**BY-LAWS OF THE PARKWAY EARLY CHILDHOOD PARENT TEACHER ORGANIZATION**  
**(EC-PTO)**

**ARTICLE I. NAME**

Section 1. The name of this organization shall be Parkway Early Childhood Parent Teacher Organization (EC-PTO). This organization was formally known as Parkway Early Childhood Organization (EChO).

**ARTICLE II. PURPOSE**

Section 1. The purposes of Parkway EC-PTO are:

- a. To promote communication, interaction, and support among parents of young children (birth to age five) in the Parkway School District and the Early Childhood Staff.
- b. To assist the Early Childhood Director, Early Childhood Staff, and the Parkway School District Administration in obtaining the optimum quality of Early Childhood Education within the resources of the school district.

Section 2. Parkway EC-PTO is organized exclusively for educational purposes within the meaning of Section 501 ( c ) (3) of the Internal Revenue Code.

**ARTICLE III. GOALS**

Section 1. The goals of this organization are:

- a. To provide support and act as advocates for the Parkway Early Childhood Center and Staff.

- b. To establish and maintain a district-wide network of communication, support and cooperation.
- c. To provide a framework and a positive and open atmosphere for the exchange of information, ideas, and concerns between parents of young children and Parkway administrators.
- d. To maintain the flexibility within the organization to meet the needs of the parents and administrators involved as those needs develop and change.
- e. To encourage members to serve as communication liaisons between their elementary school community and this organization.

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#### **ARTICLE IV. POLICIES**

Section 1. This organization shall be non-commercial, non-sectarian, and non-partisan. No commercial enterprise or political candidates shall be endorsed by it.

Section 2. No substantial part of the activities of Parkway EC-PTO shall be the carrying of propaganda or otherwise attempting to influence legislation; and Parkway EC-PTO shall not participate in or intervene (including the publishing of distribution of statements) in any political campaign on behalf of any candidate for public office.

#### **ARTICLE V. MEMBERSHIP AND DUES**

Section 1. Membership is open to:

- a. Any resident of the Parkway School District.
- b. Any non-resident parent who is currently, as of the school year, enrolled as a Center member, participating in Early Childhood programs.
- c. Any Early Childhood staff member.

Section 2. Membership in the organization shall be available without regard to race, color, creed, or national origin.

Section 3. The organization shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

Section 4. Only members in good standing of the organization shall be eligible to participate in its business meetings, or to service in any of the offices or committee chairs.

Section 5. Annual dues shall be determined by the EC-PTO Board each Spring for the following year.

Section 6. No part of the net earnings of the Parkway EC-PTO shall inure to the benefit of, or be distributed to, its members, officers, or other private persons except that Parkway EC-PTO shall be authorized and empowered to pay reasonable compensation for services rendered.

## **ARTICLE VI. OFFICERS, APPOINTMENTS AND ELECTIONS**

Section 1. The officers of this organization shall be: President or Co-Presidents, Secretary, and Treasurer.

Section 2. Committee Chairpersons shall be: Fieldtrips, Community Service, Fundraising, Newsletter, and Festival of Fun.

Section 3. Current EC-PTO members may volunteer for a office or committee chair.

Section 4. Where as more than one person wants to hold the same office or committee chair, the office or chair may be shared by two people as co-officers or co-chairs or an election should be held by the EC-PTO Board with current EC-PTO Board members voting.

Section 5. Names of new officers or committees chairs shall be submitted to the EC-PTO Board during the regular monthly meeting (March). During the following months regular meeting (April) the names shall be agreed upon by the EC-PTO Board or voted on if an election is necessary. A simple majority is necessary. In the event of a tie, the Executive Committee will design the outcome.

Section 6. The Executive Committee is made up of the offices of the President/Co-Presidents, Secretary and Treasurer.

Section 7. The EC-PTO Board is made up of the offices of the President/Co-Presidents, Secretary, Treasurer and the Committee Chairs or Co-Chairs.

Section 8. A vacancy occurring in any office, except the President/Co-President, shall be filled for the unexpired term by a person elected by the Executive Committee. A vacancy in the office of President or Co-President, shall be filled for the unexpired term by a person elected by the EC-PTO Board.

Section 9. No person shall serve more that two consecutive terms in the same office.

Section 10. Terms for officers and committee chairs are for the school year (July 1 to July 1.)

## **ARTICLE VII. DUTIES OF OFFICERS**

Section 1. The President/Co-Presidents shall preside at all meetings of the organization and all Standing Committees, and shall be a member, ex-officio of all committees. The power to appoint committee members may be delegated to the committee chairperson. The President/Co-Presidents shall be the communication link with the Director of Early Childhood Education and the Early Childhood Center.

Section 2. The Secretary shall keep an accurate record of all meetings of the organization and of the Executive Committee. The Secretary shall post minutes of all meetings of the general membership and Executive Committee in the Early Childhood Center for a period of at least two weeks following the meeting at which they were approved. The Secretary shall notify all members of the Executive Committee or EC-PTO Board of meeting dates, times, locations, and shall provide notice of meetings to the general membership. He/she shall handle all official correspondence of the organization under the direction of the President/Co-Presidents. The Secretary shall perform such other duties as may be prescribed by these by-laws or assigned by the organization or the Executive Committee.

Section 3. The Treasurer shall receive all monies of the organization, shall keep and accurate record of all receipts and expenditures, and shall pay out funds only as authorized by the EC-PTO Board. The Treasurer shall present a statement of account at every Executive and General Meeting. He/she is a member ex-officio of the Membership Committee and shall be responsible for keeping an accurate record of all paid members. The Treasurer, with the aide of the Early Childhood Center, is responsible to ensure that accurate IRS and Missouri tax forms are filed in proper years.

## **ARTICLE VIII. EXECUTIVE COMMITTEE**

Section 1. Voting members of the Executive Committee shall be the officers of the organization. Where an office is shared by more than one person, each officer shall be entitled to vote. The Director of Early Childhood Education shall be an ex-officio member of the Executive Committee, with all rights except voting. The meeting of the Executive Committee are open, except at the discretion of the President/Co-Presidents.

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

- a. To transact necessary business in the intervals between organization meetings and other such business as may be referred to it by the organization.
- b. To approve plans and activities of the standing committees and special committees.

- c. To prepare the annual budget of the EC-PTO and its standing committees and present it to the EC-PTO Board for approval at the first General Meeting of the school year.

Section 3. A majority of the Executive Committee shall constitute a quorum.

## **IX. EC-PTO BOARD**

Section 1. Voting members of the EC-PTO Board are made up of the offices of the President/Co-Presidents, Secretary, Treasurer and the Committee Chairs or Co-Chairs. Where an office or a committee chair is shared by more than one person, each officer or chairperson shall be entitled to vote. The Parkway Early Childhood Center Director shall be an ex-officio member of the EC-PTO Board, with all rights except voting. The meetings of the EC-PTO Board are open, except at the discretion of the President/Co-Presidents.

Section 2. The duties of the EC-PTO shall be:

- a. To transact necessary business at the monthly meetings of the EC-PTO.
- b. To approve plans and activities of the standing committees and special committees.
- c. To approve financial expenditures of the EC-PTO.
- d. To approve the general budget of the EC-PTO and the individual budgets for the standing committees at the first General Meeting of the school year.
- e. To approve the membership dues each spring.

Section 3. A majority of the EC-PTO Board shall constitute a quorum.

## **ARTICLE X. COMMITTEES**

Section 1. The following shall be standing committees:



- a. Fund-raising
- b. Membership
- c. Special Events
- d. Newsletter
- e. Field Trips
- f. Community Service
- g. Festival of Fun

Section 2. The Executive Committees shall see that committees are established to promote the objectives and carry on the work of the organization.

Section 3. Committee chairpersons shall appointed by the President/Co-Presidents. Committee members shall be appointed by the committee chairperson.

Section 4. The President/Co-Presidents, or his designee, shall be a member ex-officio of all committees.

Section 5. The reports of each committee shall be made at each regular meeting of the EC-PTO.

Section 6. The chairpersons of each standing committees shall present plans of work to the EC-PTO Board for approval.

#### **ARTICLE XI. MEETINGS**

Section 1. Meetings of the organization or its Executive Committee shall be called by the President/Co-Presidents or by a majority of the Executive Committee as deemed necessary. Three days notice will be given for all General Meetings and or Executive Meetings.

Section 2. Monthly meetings of the EC-PTO shall be published in the newsletter and shall be open for any member to attend.

#### **ARTICLE XII. REPRESENTATION IN PARKWAY ORGANIZATIONS**

Section 1. This organization shall be represented in the Parkway Citizens Advisory Council (CAC), the Parkway Parent Information Network (PPIN), the Safety Network, Area Advisories and any other organization of committees chosen by the Executive Committee in accordance with the provisions of those organizations.

Section 2. Appointment of representatives to Parkway organizations shall be made by the Executive Committee.

### **ARTICLE XIII. AMENDMENTS**

Section 1. By-laws of this organization may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting, provided notice of the proposed amendments shall be given at least one month prior to the meeting.

Section 2. These by-laws shall be reviewed and/or revised every three years by a committee appointed by the President of this organization. Such revisions are to be approved in a manner prescribed in Article XIII., Section 1.

#### **ARTICLE XIV. OPERATIONAL LIMITATIONS**

Section 1. Notwithstanding any other provisions of these articles, Parkway EC-PTO shall not carry on any other activities not permitted to be carried on:

- a. By an Association exempt from Federal Income tax under section 501 ( c ) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or
- b. By an Association, contributions to which are deductible under section 170 ( c ) (2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

#### **ARTICLE XV. DISSOLUTION OF ORGANIZATION**

Section 1. Upon the dissolution of Parkway EC-PTO, Parkway EC-PTO shall, after paying or making provisions for the payment of all the liabilities of Parkway EC-PTO, dispose of all the assets of Parkway EC-PTO exclusively for the purpose of Parkway EC-PTO in such manner, or to such organization or organizations organized and operated exclusively for educational purposes as shall at the time qualify as an exempt organization or organizations under section 501 ( c ) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the EC-PTO Board shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of Parkway EC-PTO is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

The undersigned officers have affixed their signatures hereto, to evidence the fact that the by laws have been duly adopted on the 10<sup>th</sup> day of February, 1988.

/ss/ Jean McDowell, Interim Board (President-Elect, 1987-88)

Karen O'Brien, Interim Board

Pam Sacuto, Interim Board

Revised May 16, 1989

Revised April 17, 1990

Revised September, 1995

Revised March 13, 1996

Revised March, 1999