

~~CONFIDENTIAL~~
APRIL 2008

CONSTITUTION AND BY-LAWS OF
RIVER BEND ELEMENTARY SCHOOL PARENT-TEACHER ORGANIZATION

ARTICLE I

Name

The name of this organization shall be the River Bend Elementary School Parent-Teacher Organization ("Organization").

ARTICLE II

Objectives

SECTION 1

- a. To bring the home and school into closer relationship in order that parents and teachers may cooperate intelligently in the training of the child, and to develop between educators and the general public, such united efforts as will secure for each child the highest advantages in intellectual, social, moral and physical education.
- b. To promote public and school recognition and support of River Bend School activities, programs and individual students.

ARTICLE III

Policies

Section 1

The purpose of the Organization shall be to support, enhance, and communicate the educational goals of River Bend School, and to offer recommendations when appropriate. These efforts will be developed through conferences, committees and projects.

Section 2

This association shall be non-commercial, non-sectarian, and non-partisan. No commercial enterprise and no candidate shall be endorsed by it. Neither the name of the organization nor the names of its officers in their official capacities shall be used in any connection with a commercial concern or with any partisan interest or for any purpose other than the regular work of the Organization.

SECTION 3

Notwithstanding any other provisions of these articles, the Organization shall not carry on any activities not permitted to be carried on (a) by any organization exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code (or the corresponding provision of any future Revenue Code (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions, to which are deductible under Section 170 (c) (2) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Law).

SECTION 4

Upon the dissolution of the Organization, the Board shall, after paying or making provisions for the payment of all of the liabilities of the Organization, dispose of all the assets of the organization exclusively for the purposes of the Organization in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, or scientific purposes under Section 501 (c) (3) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Law), as the Board shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the County of St. Louis, exclusively for such purposes or to such organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

SECTION 5

The Organization shall not seek to direct the administrative activities of the school or to control its policies.

ARTICLE IV

Membership

SECTION 1

All parents and guardians of a student attending River Bend School and all members of the staff of River Bend School are automatically members of the Organization, so long as they are willing to uphold its policies and subscribe to its By-Laws and Constitution.

SECTION 2

There are no dues.

SECTION 3

All members shall be entitled to make motions, debate and vote at any general meeting of the Organization, and shall be eligible to hold office and to serve on any committee of the Organization to which they may be appointed. Between general meetings of the Organization, members may bring to the attention of the Board any business pertaining to the Organization.

SECTION 4

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

ARTICLE V

Officers and Their Election

SECTION 1

Officers

- a. The officers of this Organization shall be: (1) a President, (2) a Vice-President, (3) a Recording Secretary, (4) a Corresponding Secretary and (5) a Treasurer.
- b. Officers shall assume their official duties on June 1 and shall serve for a term of one year or until their successors are determined. No person shall serve more than two consecutive terms in the same office.
- c. The "Executive Committee" shall consist of the officers of the Organization. The school Principal and Assistant Principal shall be non-voting members of the Executive Committee
- d. The PTO "Board" shall consist of the Executive Committee and the Standing Chairpersons.

SECTION 2

Nominating Committee

- a. The President shall appoint and announce at the first monthly meeting, following January 1, a "Nominating Committee" consisting of six members, or more, at least one of whom shall be from the general membership, one shall be the exiting President, at least three of whom shall be from the Board and the Principal of the school. The Nominating Committee shall elect a chairperson.

b. The Nominating Committee shall select one nominee for each of the five elective offices to be filled, and present its proposed slate of officers to the Board and the general membership at least seven days prior to the last general meeting of the year. The Nominating Committee does not select Committee Chairpersons.

c. The election shall be held at the last general meeting of the PTO, at which time, an opportunity will be given for nominations from the floor provided the consent of the nominee has been previously secured.

d. A vacancy occurring during the course of the year shall be appointed by the President and approved by a majority vote of the remaining members of the Executive Committee.

e. Officers shall be installed and assume their official duties on June 1 and serve one year.

SECTION 3

Vacancies and Succession

If the President vacates office, the Vice-President shall become President. A vacancy occurring during the course of the year shall be appointed by the President and approved by a majority vote of the remaining members of the Executive Committee.

ARTICLE VI

DUTIES OF THE OFFICERS

SECTION 1

The President shall preside at all meetings of the Organization and all meetings of the Executive Committee and Board. He/she will be a member ex-officio of all committees. Upon consultation with the outgoing President, he/she shall appoint the chairpersons of all standing and any special committees for the following year.

SECTION 2

The Vice-President shall act as an aide to the President, and shall perform the duties of the President in the absence of that officer. He/she shall serve as the President the succeeding year.

SECTION 3

The Recording Secretary shall keep an accurate record of all general meetings of the Organization and of the Executive Committee, and perform such other duties as may be delegated.

SECTION 4

The Corresponding Secretary shall be responsible for all official correspondence and give notice of all meetings. He/she shall be in charge of preparing the *PTO & You* newsletter.

SECTION 5

The Treasurer shall receive all monies of the Organization, shall keep an accurate record of receipts and expenditures, and shall pay out funds only when authorized by the Organization. Before the first general meeting, he/she will prepare a budget after consultation with the President and Principal. The Treasurer shall present a statement of account when requested by the Executive Committee and shall make an annual report at the last general meeting and a final report after the end of the fiscal year. The Treasurer's account shall be examined annually by three members of the Executive Committee who, satisfied that the Treasurer's report is correct, shall sign a statement of that fact at the end of the report. Expenditures to be made by the Treasurer shall be cosigned by the Treasurer and the President of the Organization.

ARTICLE VII

The fiscal year of this Organization shall begin July 1 and end June 30.

ARTICLE VIII

Meetings

SECTION 1

- a. Regular meetings of this Organization will be held monthly or as determined by the President.
- b. Special meetings may be called by the Executive Committee with five days notice.

c. One-third of the Board shall constitute a quorum for conducting business at any Board meeting of this Organization.

d. There shall be at least two general meetings of the Organization each year. Five days notice shall be given before meetings. At the last general meeting of the school year an up-to-date financial statement shall be given and new officers elected.

SECTION 2

All members shall have the privilege of holding office, of making motions, of debating and of voting at general meetings. All members may attend Board meetings but may not vote.

ARTICLE IX

Executive Committee

SECTION 1

The regular members of the Executive Committee shall consist of the officers of the Organization, the Principal and Assistant Principal.

SECTION 2

The duties of the Executive Committee 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 approve the plans of work of the officers and standing and special committees.

c. To present a report at the last general meeting of the Organization.

d. To prepare and submit to the Organization a budget for the fiscal year.

e. To approve routine bills within the limits of the budget.

f. To plan regular meetings of the Organization.

SECTION 3

The regular meetings of the Executive Committee shall be determined by the President upon consultation with the other members of the Executive Committee. A majority shall constitute a quorum.

ARTICLE X

Section 1

At the end of each year, and as subsequent needs are determined, the incoming President shall decide what standing committees are to exist during the coming term. The incoming President, upon consultation with the outgoing President, shall then appoint a chairperson for each planned standing committee. Each chairperson (1) is responsible for carrying out the function implicit in his/her title, as interpreted by the Executive Committee; (2) shall recruit any other members necessary for his/her committee; (3) is responsible to the Executive Committee, from whom standing committees receive direction, and (4) before the end of the term submit a report to the Executive Committee prior to the last regular general meeting in the term. One copy of the report will be retained in the secretary's files and one copy will be given to the incoming chairperson.

Section 2

Temporary committees and subcommittees may be formed as needed. Heads of these groups are not members of the Board by virtue of performing that function; however, members of the Board may head up temporary committees and subcommittees.

ARTICLE XI

Rules of Order

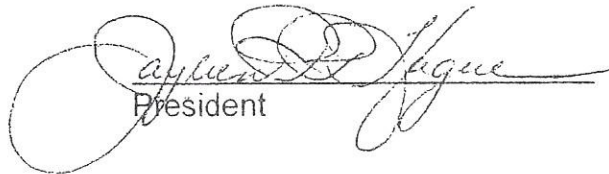
The rules contained in Robert's Rules of Order Revised shall govern this Organization in all cases to which they are applicable.

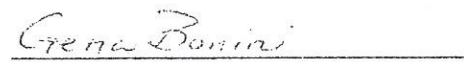
ARTICLE XII

Amendments

This Constitution and By-Laws may be amended in part or revised in their entirety at any meeting of the Board, by a two-thirds vote of the members present and voting, provided a quorum is present. Notice of the proposed amendments or revisions must be given at least seven days prior to the meeting.

The undersigned officers have affixed their signature hereto to evidence the fact that the Constitution and By-Laws have been duly adopted at a regular meeting on the 8th day of April, 2008.


President


Recording Secretary