

**CONSTITUTION AND BYLAWS  
OF  
PIERREMONT SCHOOL  
PARENT-TEACHER ORGANIZATION**



## **ARTICLE I: NAME**

The name of this organization shall be the Pierremont School Parent-Teacher Organization, Manchester, Missouri.

## **ARTICLE II: PURPOSE**

The purpose of this organization is to work with the school in a united effort to secure for every child the highest advantages in physical, mental, emotional and social education.

## **ARTICLE III: BASIC POLICIES**

The following are basic policies of this organization:

- 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 in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the purpose of this 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, but shall not seek to direct the administrative activities of the school or to control its policies.
- e. The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization in such matters shall make no commitments that bind the organization.

## **ARTICLE IV: DISBURSEMENTS OF FUNDS**

Section 1:

The Treasurer and the President shall have custody of all funds of this organization, i.e., checking, savings, C.D. and etc. All receipts for expenditures, major or minor, must be submitted to the Treasurer and paid out of PTO accounts only. Checks over \$1000 written by the PTO or funds withdrawn from a PTO account must be reviewed and signed or initialed by the President prior to payment being issued. In an emergency, the Treasurer may act without the President's signature, provided that confirmation is received from the President and provided that full documentation of the emergency, including the nature of the expense, date, amount, and the time and content of the confirmatory discussion with PTO President is made with record of the payment. Such emergency documentation will then be submitted to the Officers electronically or in hard copy prior to the next PTO meeting to provide oversight. Emergency situations should be quite rare.

Section 2:

All funds must remain in PTO designated accounts until receipts or reason shown for the expenditure have been submitted.

Section 3:

A recommended amount of no less than 10% of the net profits for the school year shall remain in the Pierremont PTO accounts at the end of the school year.

Section 4:

All funds allocated for a specific purpose from a previous school year shall be included in the proposed budget to be submitted to the general membership in the fall. These funds will not be subject to vote at that time having previously been approved.

Section 5:

In the event of the dissolution of the organization, its assets shall be distributed for one or more of the exempt purposes specified in section 501 (c) (3) of the Internal Revenue Code of 1954 as from time to time amended.

## **ARTICLE V: MEMBERSHIP**

Section 1:

Any individual who subscribes to the purposes of this organization may automatically become a member 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:

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 regular meetings of the organization, members shall be privileged to bring to the attention of the officers any business pertaining to the organization.

## **ARTICLE VI: OFFICERS AND THEIR ELECTION**

Section 1: Officers

- a. The officers of this organization shall be a President, Vice-President, Recording Secretary and Treasurer.
- b. The term for the President and Vice-President is two years. Additionally, the President and Vice-President shall not serve more than one term in the same office. The positions of President or Vice-President may be a shared position between two individuals, thus acting equally as Co-Presidents or Co-Vice Presidents. Under no circumstances may any of the officers be related. In the event the PTO fails to fill all Officer positions at the spring election meeting, the incumbent of the expiring term may remain in office for one additional year or until an election of a new Officer at any regular meeting. The incumbent may not remain in an Officer position for two additional years.
- c. Officers shall not be appointed as committee chairpersons with exception of Trivia Night. The President will chair Trivia Night with support from the officers and principal.

## Section 2: Election

- a. Once the President has fulfilled one term the Vice-President will be appointed to President.
- b. In the case of a Vice-President that is not able or does not want to become President, there will be an election. The President shall appoint, prior to March 1, a nominating committee consisting of five members, one of whom shall be selected from the officers, two from the general membership, a representative from the teaching staff, and the principal. When the committee is formed, the names of the nominating committee shall be made public by the President via a PTO announcement or a general membership meeting.
- c. The nominating committee shall select one nominee for each office to be filled and announce their slate at the March general meeting or by announcement to the general membership at least fourteen days prior to the election of officers. The nominating committee shall not nominate one of its own members for any office.
- d. The election shall be held no later than April, at which time an opportunity will be given for nominations from the floor, provided that the nominees have given their consent prior to being nominated.
- e. Officers shall be installed and assume their duties at the final meeting of the year.

## Section 3: Vacancies

A vacancy occurring in any office except the office of President shall be filled for the unexpired term by a person elected by a majority of votes of the remaining members of the officers. If the vacancy occurs in the office of President, the Vice-President shall assume the office for the unexpired term.

# **ARTICLE VII: DUTIES OF OFFICERS**

## Section 1:

The President shall preside at all meetings of the organization and all meetings of the officers. He/she shall appoint the chairpersons of all standing and special committees, and shall be a member ex-officio of all committees.

## Section 2:

The Vice-President shall act as an aide to the President and shall perform the duties of the President in his/her absence. He/she shall also be responsible for scheduling programs of interest for the general membership throughout the school year and publishing information on the PTO website and Facebook page.

## Section 3:

The Recording Secretary shall keep a record of all official meetings of the organization and shall perform the duties of answering all official correspondence and give notification of all meetings, under the direction of the President. Meeting minutes shall be posted on the PTO website.

Section 4:

- 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 organization. The Treasurer shall present a financial statement at every officer meeting and general membership meeting and at other times when requested by the officers. The Treasurer shall be responsible for the maintenance of books of accounts and records.
- b. The Treasurer shall present all account information to the officers annually for examination.

Section 5:

Additional duties of the officers shall be:

- a. To transact necessary business in the intervals between general membership meetings and other business as may be referred to it by the organization.
- b. To approve the plans of work of the standing committees and special committees.
- c. To present periodic reports of its actions to the general membership with no less than three (3) meetings in a school year.
- d. To prepare and submit to the organization for approval a budget for the fiscal year.
- e. To approve routine bills within the limits of the budget.

## **ARTICLE VIII: GENERAL MEMBERSHIP MEETINGS**

Section 1:

- a. No less than three (3) regular general membership meetings shall be held during the school year, the time to be affixed by the President and announced on the school calendar.
- b. In the event of an election, special consideration should be given for the time and mechanics required for the election of officers when determining the program for the April meeting.
- c. Those in attendance at general membership meetings will constitute a quorum.

## **ARTICLE IX: STANDING AND SPECIAL COMMITTEES AND APPOINTMENTS**

Section 1:

Standing committees shall be Beautification, Bingo Night, Fall Festival, Fun Fair/Field Day, Room Parent Coordinator, Spirit Wear, Fall Fundraiser (TJ's pizza), Staff Appreciation, and Trivia Night. The President shall appoint the chairpersons of the standing committees. Each committee chairperson shall serve one year and until the selection and qualification of a successor. No one chairperson shall serve more than two consecutive years as a chairperson for the same standing committee unless approved by the majority of the officers.

Section 2:

The chairpersons of all standing committees shall present plans of work to the officers for approval.

Section 3:

The officers shall appoint special committees as the needs arise and will automatically go out of existence when their work is finished.

Section 4:

All chairpersons shall keep an ongoing accounting of business executed during their term of office and make a complete report to be passed on to the succeeding officer.

## **ARTICLE X: AMENDMENTS AND REVISIONS**

Section 1:

- a. The officers shall review these bylaws periodically.
- b. Upon recommendation of the officers, these bylaws may be amended at any regular meeting of the organization by a two-thirds vote of the members present.
- c. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the organization, or by the recommendation of the officers. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Pierremont PTO revised bylaws as of November 2019.