

Constitution and By-Laws of the Ross School Parent-Teachers Organization (PTO)  
Revised September 2018

Article I: NAME

The name of this organization is the Ross School Parent-Teachers Organization, St. Louis County, an autonomous unit organized on January 29, 1976.

Article II: ARTICLES OF ORGANIZATION

The organization exists as an unincorporated organization of its members. Its “articles of organization” comprise these by-laws which describe the purpose of the organization.

Article III: OBJECTIVES

*Section 1:*

The Objectives of the organization are: a) To promote the welfare of children in home, school and community. b) To bring into closer relation the home and the school, so that parents and teachers may cooperate intelligently in the education of children. c) To develop between educators and the general public such united efforts as will secure for all children the highest advantages in physical, mental and character education.

*Section 2:*

The objectives of this organization 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.

Article IV: BASIC POLICIES

The following are basic policies of this organization:

- a) The organization shall be non-commercial, non-sectarian, non-partisan and non-discriminatory.
- 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 promotion of the Objectives of the organization.

- c) The organization shall not – directly or indirectly – participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.
- d) The organization shall work with the school to provide quality education for all children and shall not attempt to set or control administrative policy for the school, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education.
- 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.
- f) No part of the net earnings of this organization shall be to the benefit of, or be distributed to, its members, trustees, officers or other private persons unless to pay reasonable compensation for services rendered.
- g) The fiscal year of the organization shall begin on July 1st and end on June 30th of the following year.
- h) In the event of 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 1986 as from time to time amended.

## Article V: MEMBERSHIP AND DUES

### *Section 1:*

All parents and guardians of a student attending Ross School and all members of the administrative and teaching staff of Ross School are automatically members of the PTO, so long as they are willing to uphold the policies of the PTO and subscribe to this Constitution and By-Laws of the Ross School PTO. Membership in the organization shall be available without regard to race, sex, color, creed or national origin.

### *Section 2:*

The privilege of holding office, introducing motions, debating, and voting shall be limited to members in good standing.

*Section 3:*

There are no dues.

Article VI: OFFICERS AND THEIR ELECTION

*Section 1: Executive Board*

- a) Members of the Executive Board shall be: president(s), vice-president(s), secretary(s), treasurer(s), teacher representative(s) and the principal.
- b) Duration: All officers shall assume their official duties toward the end of the school year, and shall serve for a term of two years, or until their successors take office. No person shall serve more than two consecutive terms, or serve more than 4 years, as an officer of the Executive Board
- c) The Executive Board shall:
  1. Transact necessary business in the intervals between General Meetings. A summation of Executive Board business shall be presented at General Meetings of the organization.
  2. Prepare and approve an annual budget for the organization.
  3. In case of a vote, each Executive Board member shall cast one vote. If there are co-officers, each co-officer shall be given a full vote. Members not present at the time of a vote will be given the opportunity to cast their votes if said votes could change the outcome.

*Section 2: New Board Member and Special Committee Chair Recruitment*

- a) All parents/caregivers are invited to serve on the PTO Board and/or as Special Committee Chair or Co-Chair.
- b) Public notice shall be made beginning in the Spring via PTO communications to alert the PTO general membership of the upcoming Executive Board and/or Special Committee Chair openings. Interested individuals will be allowed to nominate themselves for consideration by contacting the Vice Presidents.
- c) The current Board members will contact all interested parties and, in the event that there is an insufficient number of self nominations, begin actively contacting PTO Committee Chairs and members-at-large to recruit new

Board members/Special Committee Chairs. At least three members of each current Executive Board will form a nominating committee, which will be responsible for selecting all incoming Board members.

d) In the event that there is more than one suitable candidate for a vacant position, each nominee will be asked to provide a written statement to the Board, explaining their past/present involvement at Ross Elementary, and detailing why they want to, and how they plan to, serve as a member of the Executive Board.

e) Barring concerns from the current Executive Board, all new Officers shall be installed at the spring General Meeting and shall assume their duties immediately. In the event that a position is filled after such a meeting, the new member shall be installed at the next Board Meeting.

### *Section 3: Vacancies*

a) Any resignations must be submitted in writing to the Executive Board for their acceptance.

b) A vacancy shall be filled for the unexpired term by a person nominated by the remaining members of the Executive Board.

## Article VII: DUTIES OF OFFICERS

### *Section 1: Presidents*

a) The presidents shall preside at all meetings of the organization (General Meetings and Executive Board Meetings).

b) The presidents shall attend all Parkway School District PTO Leadership meetings and conferences.

c) The presidents shall appoint chair persons of all special committees.

d) The presidents shall perform such other duties as may be prescribed in the by-laws or assigned by the organization of the Executive Board, in order that the objectives of this organization may be promoted.

e) In the event of necessary decision making between the Executive Board meetings, the presidents shall contact the Executive Board members and reach a decision based on a majority.

f) The presidents is an ex-officio member of all positions and committees.

## *Section 2: Vice-Presidents*

- a) The vice-presidents shall act as aides to the presidents and shall perform the duties of the presidents in their absence.
- b) The vice-presidents shall serve as volunteer coordinator.
- c) At the end of the year, the vice-presidents shall collect from each committee chairperson detailed information of the committee's work for that year. Said information shall be reviewed by the vice presidents and presidents for approval and shall then be given as a reference to the next committee chair. See Appendix A for a list of committees.
- d) The vice-presidents shall serve as the Executive Board's hospitality representative with the purpose to:
  - 1) Show special recognition to any staff member during the course of the year (e.g. wedding, birth, death, illness, retirement, milestone years of service), the cost of which shall be approved by the Executive Board in accordance with the budget.
  - 2) Welcome new families who enroll during the course of the school year.
  - 3) Provide gifts to staff members engaged in school programs. A parent may be designated to present the gift at the event.
  - 4) Coordinate with Ross staff the provision of refreshments, decorations or other contributions to school-sponsored events. See Appendix B for a list of annual events.

## *Section 3: Secretaries*

- a) The secretaries shall keep a record of all meetings of the organization and of the PTO Board and shall provide a copy of the minutes within one week of all meetings.
- b) The secretaries shall create and release a monthly newsletter to be distributed through the school to all families.
- c) The secretaries shall perform such other duties as may be delegated by any correspondence received under the direction of the presidents.

## *Section 4: Treasurers*

- a) The treasurers shall receive all monies of the organization and shall keep an accurate record of receipts and expenditures.
- b) The treasurers shall pay out funds only as authorized by the Executive Board and/or general membership.
- c) The treasurers shall present a statement of account at every meeting and at other times when requested by the Executive Board.
- d) The treasurers shall make a full report at the last meeting of the year. S/he shall close the books by June 30.
- f) The treasurers shall prepare and submit to the Executive Board for approval a budget for the upcoming fiscal year. Recommendations submitted by committee chairpersons shall be taken into consideration.
- g) After the final report has been approved, the treasurers shall review Appendix B and revise (event addition or deletion) as needed. Revision of Appendix B will not be considered a revision or an amendment to these By-Laws and therefore will not be subject to Article XI.
- h) The treasurers shall conform to the requirements of generally accepted accounting principles and shall prepare Internal Revenue Service filing on a timely basis.
- i) The treasurers shall be the Board's representative for correspondence with and coordination of any insurance issues. The treasurers will work with committee chairs and the insurance company to determine the need for additional coverage for PTO sponsored events.

#### *Section 5: All Officers*

All Board Members, Standing Positions and Special Committee Chairs shall:

- a) Perform duties described in the parliamentary authority in addition to those outlined in these by-laws and those assigned from time to time.
- b) Deliver to their successors all official material at the last PTO Board meeting of the school year.

### Article VIII: STANDING POSITIONS AND SPECIAL COMMITTEES

#### *Section 1: Standing Positions*

- a) All PTO members chosen to serve in Standing Positions shall be approved by the Executive Board.
- b) Standing Positions shall also consist of representatives to Parkway School District committees as detailed in Appendix C.
- c) With the exception of Safety Network representative, fulfillment of all other Standing Positions is optional:
  - 1. The Safety Network representative shall provide status reports to the Board as often as they occur. Attendance at Executive Board Meetings is preferred, but written updates will be allowed.

### *Section 2: Special Committees*

- a) Special Committees may be appointed by the presidents as the need arises and automatically go out of existence when their work is finished and final report is accepted or adopted.
- b) Special Committees will consist of those listed in Appendix A. This list shall be updated annually. When changes are made (committee addition or deletion), Appendix A shall be revised.
- c) Revision of Appendix A will not be considered a revision or an amendment to these By-Laws and therefore will not be subject to Article XI.
- d) The chairperson of all committees shall present plans of work to the Executive Board for approval; attendance at the Executive Meeting is preferred, but written updates will be allowed.
- e) Special Committee Chairperson(s) shall provide a budget report to the Treasurer at the conclusion of their event detailing income and expenses. All deposits and reimbursement requests must be submitted using the proper forms.

### *Section 3: Cub Scouts and Boy Scouts Sponsorship*

The Ross School PTO shall serve as official sponsor of Cub Scout Troop 639 and Boy Scout Troop 641 that meet at Ross School.

## Article IX: MEETINGS

### *Section 1: General Meetings*

- a) At a minimum, a General Meeting shall be held in the fall and in the spring. These meetings are open to all PTO members and include all PTO Speaker's Series meetings and the Volunteer Appreciation dinner.
- b) The PTO Executive Board may request additional General Meetings as needed.

### *Section 2: Executive Board Meetings*

- a) Special Meetings, including meetings of the Executive Board may be called by the presidents or by two members of the Executive Board with seven days' notice having been given.

### *Section 3: Meeting Policies*

- a) Criticism of any school personnel shall not be allowed during debate in any General Meeting or Executive Board Meeting.
- b) The presidents have the option to institute a 3 minute limit per person on the discussion of any subject unless overruled by a majority vote of the Board.
- c) Members who wish to address the organization at either a General Meeting or Executive Board Meeting must contact the PTO presidents at least three days' prior to the scheduled meeting to discuss the addition to the agenda.
- d) Items brought up at a General Meeting or Executive Board Meeting must be supported by a majority vote by Board members in order to be approved.

### Article X: PARLIAMENTARY PROCEDURE

Roberts Rules of Order, Newly Revised shall govern the organization in all cases which they are applicable and in which they are not in conflict with these by-laws.

### Article XI: AMENDMENTS

- a) These by-laws may also be amended at an Executive Board Meeting by a majority vote of the members present and voting, provided that notice of the proposed amendments has been given in advance.
- c) A special committee designated to submit a revised set of by-laws may be appointed only by a majority vote at an Executive Board Meeting.



Article XII: SOCIAL MEDIA

All social media affiliated with, and/or bearing the name of, the Ross Elementary PTO must be administered by current members of the PTO Board, in keeping with the PTO’s social media expectations (which are adapted from the Parkway School District). This includes the PTO website and any Facebook pages/groups.

Article XIII: APPROVAL

We, the undersigned Executive Board of the 2015-2016 Ross PTO, do hereby approve this revised edition of the Constitution and By-Laws of the Ross School Parent-Teachers Organization (PTO). Presentation of the final version was made September 12, 2018.

Courtney Andrews, President, Tina Prinzi, Co-President

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Courtney Evans, Vice President, Rebecca Dockery, Co-Vice President

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Jonina Sarajena, Treasurer, Debbie Roberts, Co-Treasurer

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Jamie Stamp, Secretary, Amber Brown, Co-Secretary

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Dr. Lisa Luna, Principal, \_\_\_\_\_

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Sue Ziegler, Teacher Rep \_\_\_\_\_

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Tyra Hall, Teacher Rep \_\_\_\_\_

Appendix A: Special Committees

This list shall be revised annually with new committees added and out-dated committees removed.

1. 5th Grade Moving Up
2. Box Tops for Education
3. Buzz Book
4. Kindergarten Kick-Off
5. Pizza Nights
6. Restaurant Nights
7. Ronald McDonald Can-Tabs

8. Skate Nights
9. Spirit Wear
10. Sporting Events (Cardinals, Blues, etc)
11. Bingo
12. Winter Dance
13. Teacher Appreciation
14. Trivia Night / Silent Auction

#### Appendix B: Parkway School District Committees/Standing Positions

This list shall be revised annually by the President(s) to add/remove committees as they are created or eliminated by the district.

1. Government Relations
2. Parents Advocating for Multicultural Excellence in Education (PAMEE)
4. Parkway Advisory Council for Children with Disabilities (PACCD)
3. Parkway Alumni Association
4. Safety Network