

HANNA WOODS ELEMENTARY SCHOOL PARENT-TEACHER ORGANIZATION CONSTITUTION AND BY-LAWS

ARTICLE I: NAME AND LOCATION

- A. Name: The name of this organization shall be the Hanna Woods Elementary School Parent-Teacher Organization (herein referred to as PTO/Organization, not affiliated with any state or national organization).
- B. LOCATION: The location of this organization shall be Hanna Woods Elementary at 720 Hanna Rd, Ballwin MO 63021.

ARTICLE II: OBJECTIVES

- A. To enrich and enhance students' educational experiences, to support teachers in their creative and innovative thinking, and to provide a critical link between the Hanna Woods families and the school faculty.
- B. To assist in identifying and organizing parent volunteers to support school activities and events.
- C. To plan, organize, and execute fundraising events each school year that support Hanna Woods Elementary and the objectives and interests of the PTO.

ARTICLE III: POLICIES

- A. The organization and/or any member acting in their official capacity shall be non-commercial, non-sectarian, and non-partisan.
- B. The organization shall cooperate with the school to support the improvement of education in ways that will not interfere with administration of the school and shall not seek to control their policies.
- C. 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.
- D. In the event of the dissolution of the organization, its assets shall be distributed for one or more exempt purposes specified in Section 501 (c) (3) of the Internal Revenue Code of 1954
- E. The organization may give financial aid whenever practical to support school initiatives.
- F. Business may be conducted via in-person, written correspondence, and electronically via video, communications, phone, email, etc.
- G. The PTO shall not, directly or indirectly, participate or intervene in any political campaign on behalf of, or in opposition to, any candidate, public office, nor devote more than a insubstantial part of its activities to attempt to influence legislation by propaganda or otherwise: this however does not preclude supporting ballot propositions consistent with the PTO objectives.

H. Financial Guidelines:

1. The authority to write checks for the organization is granted only to elected board members. Each check will require one signature, preferably any of the following two: Treasurer or President. This policy facilitates fiscal accountability for the organization, and includes only elected board members because of the fiduciary, legal, and ethical responsibility they owe to the organization.
2. Money should be counted by two separate PTO members, one being the Treasurer, whenever possible. All monies collected, should be collected by a member of the Hanna Woods Staff or when possible, an Executive Board Member.
3. Activity money collected over a period of time should be turned in on a timely basis throughout the activity. Every effort should be made to turn in activity money to the Treasurer within 48 hours of the completed activity.
4. The PTO debit card can be used by any Executive Board member for budgeted or Executive Board -approved expenses only.
5. Only Executive Board members will have access and authority to use the debit card for PTO purchases. All committee chairs needing to purchase can request an Executive Board member to purchase for them, or submit for reimbursement through the reimbursement process.
 - Any committee chair that needs to request funds for an event or materials related to the planned event, can email any of the Executive Board members to purchase. The email should include the purchase links to ensure proper purchase and number of items requested.
 - The treasurer should also be copied on the email request.
 - The Executive Board member that completes the purchase will also need to send the invoice received to the treasurer upon receipt.
6. Expenses requesting reimbursement should be turned into the treasurer within 30 days of the activity in a board approved format to receive reimbursement. In the event of a lost receipt, a written explanation of the expense on the reimbursement form and signature is sufficient.
7. Money spent should benefit a majority of the students and/ or staff, either directly or indirectly.

ARTICLE IV: MEMBERSHIP

- A. All parents or guardians with a child currently enrolled at Hanna Woods and all current members of the administration, teaching staff, and support staff at Hanna Woods are members of the organization.
- B. Membership in this organization is open, regardless of race, color, creed, natural origin, or gender.

ARTICLE V: OFFICERS AND THEIR ELECTION

Section 1. Officers

A. The officers of this organization shall be the President, Vice President, Fundraising Coordinator, Volunteer Coordinator, Staff Appreciation Coordinator, Treasurer, Secretary, and VP of Operations [(Principal(s)].

B. No person, except the VP of Operations, shall serve more than two consecutive terms in the same office except as follows: Other officers may continue in office after being nominated and receiving $\frac{3}{4}$ approval of all ballots in the election.

C. After their election, officers shall assume their official duties at the summer Executive Board meeting and shall serve for a term of one year.

Section 2. Executive Board: The Executive Board shall consist of officers of the organization and the Principal(s).

A. Duties of the Executive Board shall be:

1. Conduct necessary business between regularly scheduled monthly meetings and other business that may be referred to by the organization.
2. Meetings of the Executive Board may be called by the President or by the majority of the board members as needed and shall meet at least once during the summer.
3. Present a recap report of the Executive Board meetings at the regular meetings of the organization.
4. The Executive Board shall abide by and have regards to the stipulations set out in these bylaws in carrying out its duty and functions.
5. The Executive Board shall have the discretion upon agreement at a PTO meeting and also consultation with the VP of Operation(s) to ensure that all duty and functions are carried out to the best interest of supporting the Hanna Woods School community.
6. In carrying out the duties, the Executive Board and committees may be guided by documents maintained by the officers from time to time. These documents may be found in the HW PTO Google Drive.

Section 3. Elections

A. Open PTO officer positions for the following school year are to be announced by the end of January. Nominations are only accepted from PTO membership (see Article IV: Membership) between February 1st and the March PTO meeting with additional nominations accepted at the meeting. Nominations are to be turned into the VP of Operations.

B. The out-going officers may give nominations for each office and shall submit the names of the nominees to the VPs of Operations before the March PTO meeting. Additional nominations may be made from the floor at this meeting. Nominations will be closed at the adjournment of the March PTO meeting.

- C. Only those who have consented to serve if elected shall be eligible for nomination, either as designated before the March PTO meeting or nominated from the floor.
- D. The nominees will be contacted by the President to notify them of the nomination. The President will also collect a brief bio to be shared about the nominee in relation to Hanna Woods, so that voters may get to know a little about them before voting takes place. The nominees and bios will be shared with the membership in the *Weekly Roar* by the 4th week of March. The VP of Operations shall be the conductor of the election process – sending out ballots and collecting votes. The results shall be shared with the Executive Board at the conclusion of voting.
- E. The officers-elect shall be contacted by the President by the second week of April and announced at the April PTO meeting or via electronic communications, providing at least one month for incoming officers to shadow outgoing officers.
- F. In the event of the resignation of an officer, the Executive Board shall appoint a replacement.
- G. If there is a vacancy on the Executive Board after the election process and announcement of the new board, a person that has interest can be voted in during other times in the school year. A nomination by an Executive Board member and majority vote by the Executive Board is required.

ARTICLE VI: DUTIES OF OFFICERS

Section 1. President and Vice President

The President shall:

1. Preside at all meetings of the organization and at Executive Board Meetings.
2. Make emergency decisions, should the need arise. All emergency decisions made will be shared with the Executive Board.
3. Perform such other duties as may be prescribed in these by-laws or assigned to him/her by the Executive Board or organization.
4. Cooperate with the Principal(s) and maintain a supportive relationship between the school and the PTO.
5. Will notify PTO members of regularly scheduled meetings and special meetings called by the Executive Board.
6. Submit weekly communications via a newsletter to be shared with the Hanna Woods community. This correspondence shall be submitted and sent weekly to the VP of Operations for distribution via email.
7. Will notify potential nominees during the election process and collect brief bio to be shared in the Weekly Roar and HW PTO newsletter.
8. Will upload any necessary documents to the HW PTO Google Drive.

The Vice President's office is a training position, grooming the individual to assume the office of President at the conclusion of the President's one- or two-year term.

The Vice President shall:

Preside at meetings when the President is absent.

Perform any of the above-described duties as assigned by the President.

Section 2. Fundraising Coordinator

The Fundraising Coordinator office may be shared by two officers of the board, therefore being co-coordinators.

The officer(s) of this position shall:

1. Attend all meetings of the organization and Executive Board meetings.
2. Research options, plans, and anticipated profits and expenses for any fundraising projects and present suggestions to the Executive Board.
3. Prepare and execute fundraising projects as approved by the Executive Board.
4. Report all Fundraising activities, expenses, and profits at each monthly PTO meeting.
5. Maintain confidential records of all contributions.
6. Maintain planning records of each fundraiser and pass on to the successor of this position and upload any necessary documents to the HW PTO Google Drive.
7. Oversee the solicitation and record keeping of donations from local businesses for PTO events and Committees.

Section 3. Volunteer Coordinator

The Volunteer Coordinator may be shared by two officers of the board, therefore being co-coordinators.

The officer(s) of this position shall:

1. Attend all meetings of the organization and Executive Board meetings.
2. Identify volunteers to serve as Committee Chairs and for school events.
3. Communicate with Committee Chairs/Volunteers to ensure an accurate description of their committees is recorded to be shared with the school population during the volunteer recruitment process and to provide the information to the Executive Board of the role and scope of work.
4. Attend events throughout the school year to recruit and sign up volunteers and be available to answer questions.
5. Recruit and communicate monthly with Room Parents. Notify teachers of their assigned Room Parent.

6. Keep record of various volunteer opportunities so that those inquiring of their duties can be informed and upload any necessary documents to the HW PTO Google Drive.
7. Invite appropriate chairpersons/representatives to speak about Hanna Woods committees and events 2 weeks prior to the meeting.

Section 4. Staff Appreciation Coordinator

The Staff Appreciation Coordinator office may be held by two officers of the board, therefore being co-coordinators.

The officers of this position shall:

1. Attend all meetings of the organization and executive board meetings.
2. Develops a plan for coordinating and executing staff appreciation events throughout the school year within the PTO budget. If an additional budget is needed during the school year, submit a request to the Executive Board for consideration.
3. Events should correlate with other appreciation days on the Parkway School District calendar. (National Appreciation Days)
4. All plans will be approved prior to scheduling by Principal(s)
5. Upload any necessary documents to the HW PTO Google Drive.

Section 5. Treasurer

The Treasurer shall:

1. Attend all meetings of the organization and Executive Board Meetings.
2. Receive all monies of the organization, and shall keep an accurate record of receipts and expenditures.
3. Pay out funds only as authorized by the Executive Board.
4. Be prepared to present a statement of account at every meeting, upon the request of the Executive Board and shall make a full report of the organization's budget for the upcoming school year at the first general meeting.
5. Provide to the organization's independent accountant all necessary data and receipts to prepare and file an annual tax return as stipulated by the Parkway School District and the IRS.
6. Keep records of finances/budget for 7 years.
7. In the event of absence of the President or Vice President, the Treasurer shall perform the duties of the President.
8. Treasurer shall work with any committees as necessary for proper financial management and shall attend events to take donations and payments.

Section 6. Secretary

The Secretary shall:

1. Attend all meetings of the organization and Executive Board meetings.
2. Create an agenda for all meetings. Send agenda to the Executive Board prior to meetings for review or additions.
3. Keep accurate records of all meetings for the organization and the Executive Board and forward finalized minutes to the Hanna Woods Technology specialist for posting on the PTO website and upload to the HW PTO Google Drive.
4. Serve as historian and be responsible for maintaining a file of all minutes, treasurer reports, and other permanent records of the organization.
5. Perform such other duties as delegated by the Executive Board.
6. Keep digital copies of minutes for 2 years.
7. Maintain the HW PTO Google Drive.

Section 7. Vice President of Operations, may be shared by the Principal and the Assistant Principal

The Vice President(s) of Operations shall:

1. Attend all meetings of the organization and Executive Board meetings.
2. Serve as a liaison between the school district and the organization.
3. Collect nominations for Executive Board positions and be responsible for the election ballots to be sent via the Weekly Roar and or provide paper copy upon request. Share election results with the Executive Board in conjunction with the process described in Article V, Section 3: Elections.

ARTICLE VII: MEETINGS

- A. The regular meetings of the organization shall be held monthly as determined by the Executive Board at the Summer Board Meeting.
- B. Special meetings may be called by the Executive Board with reasonable notice having been given.
- C. The privilege of holding office, introducing motion debating, and voting shall be limited to members. Each individual member shall have one vote.
- D. A majority of the Executive Board shall constitute a quorum for conducting business at any meeting of the organization.

ARTICLE VIII: STANDING AND SPECIAL COMMITTEES

- A. Standing and special committees shall be created by the Executive Board as may be required to promote the objectives and interests of the organization.
- B. All chairpersons of the standing committees shall be approved by the Executive Board and the executive officers-elect.
- C. The chairperson of each standing and special committee will meet with Principal(s) prior to the event to discuss plans and get first round approval from the Principal(s).
- D. Chairpersons will then present plans of work at the regular PTO meeting as appropriate, or update the Volunteer Coordinator to relay progress reports to be discussed by the Executive Board. All final approvals for events that are PTO funded will need approval from both the Principals and Executive Board.
- E. Chairperson of each committee shall keep records to be passed along to the future chairs. These records will be turned over to the Volunteer Coordinator to upload to the HW PTO Google Drive for future chairs.
- F. See Appendix-Revised May 2023

ARTICLE IX: PARLIAMENTARY AUTHORITY

- A. Robert's Rules of Order Revised shall govern this organization in all cases to which they are applicable and in which they do not conflict with these by-laws.

ARTICLE X: AMENDMENTS AND REVISIONS

- A. This constitution and by-laws may be amended or revised at any regular meeting of the organization by two-thirds vote of the members present, quorum required and voting. A written notice of the proposed amendment shall have been given at least 15 days prior to the meeting.
- B. A committee may be appointed to submit at a regular meeting a revised set of by-laws requested by a majority vote at a meeting of the organization or a two-thirds vote of the Executive Board.
- C. The committee shall be composed of at least four members, including one faculty member appointed by the Executive Board.
- D. This constitution and by-laws as amended or revised will take effect immediately upon adoption.

Article XI: RESIGNATION AND REMOVAL FROM OFFICE

- A. An Executive Board officer may resign from office if the resignation is presented in writing and delivered to the entire Executive Board.
- B. In the event of the resignation of the Treasurer, notice must be delivered to the entire Executive Board. If this occurs prior to the end of their term, the Treasurer must prepare a final financial report and return all record books along with all records, books, PTO money and other materials pertaining to the Treasurer position to the Executive Board.
- C. A Committee Chairperson may resign from office if the resignation is presented in writing and

delivered to the Volunteer Coordinator along with all records, books, PTO money and other materials pertaining to the committee.

D. Any Executive Committee Officer or Committee Chairperson may be removed from office when the Executive Committee determines by a majority vote if the person:

1. Fails to fulfill the responsibilities of the position;
2. Significantly interferes with the operation of the Executive Committee or the PTO; and / or
3. Knowingly violates one or more of the Hanna Woods Elementary policies and / or procedures in a significant manner.
4. The following steps for removal from office shall be taken (as applicable):
5. Two or more Executive Committee Officers challenge the fitness of Committee Chairperson or other Executive Committee Officer to continue to serve and bring the issue to the President.
6. The President notifies the person in question and all other Executive Committee Officers within two (2) days of becoming aware of the challenge.
7. The President calls a special meeting with the person in question and the Executive Committee Officers. Three (3) days notice must be given prior to the meeting. If the person in question does not agree to a meeting within fourteen (14) days, the Executive Committee Officers will set a meeting date by majority vote.
8. Each Executive Committee Officer who challenges the fitness of a committee chairperson or other Executive Committee Officer must present the potential grounds for removal from office and offer supporting evidence to the President within three (3) days of receiving notification as specified in subsection three (3).
9. The person in question must have an opportunity to respond to the issues.
10. All Executive Committee Officers, including the one who may be challenged, are required to vote in writing on whether there are grounds for removal from office of the person in question. This vote takes place immediately if all the Executive Committee Officers are present and the person in question has had an opportunity to respond. If all Executive Committee Officers are not present or the person in question has requested additional time to respond, the President must put the potential grounds for removal in writing and distribute this document to all Executive Committee Officers and the person in question within two (2) school days. The person in question shall have three (3) days to respond to the President. The President must distribute the response to all Executive Committee Officers within one (1) school day of receiving the response. If the person in question fails to respond, the President shall notify all Executive Committee Officers and the Executive Committee will vote on the grounds for removal at the next possible opportunity.
11. All Executive Committee Officers must vote by secret ballot on the grounds for removal of the person in question.
12. A two-thirds vote is required for removal from office. The President shall count the votes,

unless the President is in question and then the Vice President shall count the votes.

13. The President or Vice President, if applicable, shall notify the person in question of the vote.

14. Such proceedings shall be kept confidential and be closed to the general membership.

APPENDIX

A. STANDING COMMITTEES as of Revision May 2023

1. Book Fair Committee

- a. Purpose: Organizes book fairs with Hanna Woods Elementary staff.
- b. Book fairs are typically held in the Fall and Spring.
- c. All plans will be approved prior to scheduling by Principal(s)
- d. Communicates and updates the Volunteer Coordinator regularly during events.

2. 5th Grade Celebration Committee/Subcommittees

- a. Purpose: Coordinates and organizes the end of year celebration for the outgoing 5th graders.
- b. Total amount given to this event is set during the annual budgeting process. If during the planning process, the committee needs additional funding, approval can be granted by the Executive Board if funding is available.
- c. All plans will be approved prior to scheduling and communicating to families by Principal(s) and 5th grade staff.
- d. Committee Chair collaborates with 5th grade staff to ensure proper communication to all 5th grade Hanna Woods families.
- e. Communicates and updates the Volunteer Coordinator regularly during events.

3. Classroom Party Planning Committee

- a. Purpose: Coordinates and organizes the classroom parties
- b. Classroom parties are typically held in the Fall and Spring
- c. All plans will be approved prior to scheduling by Principal(s).
- d. Communicates and updates the Volunteer Coordinator regularly during events.
- e. Committee Chair in partnership with the Room Parent will plan and organize classroom parties.

4. Room Parent

- a. Purpose: Coordinates with classroom teachers on various activities within the classroom
- b. Provides support to the classroom teacher by communicating with other classroom parents.
- c. Provides support to the classroom teacher during classroom parties.
- d. Communicates and updates the Volunteer Coordinator when needed.

B. TREASURER INFORMATION:

1. Taxes due November 15th
2. IRS Tax Form 990-N is for revenue under \$50,000.
3. IRS Form 1099 must be sent to vendors paid over \$600.
4. Fiscal Year July 1st to June 30th

C. PTO COMMUNICATIONS:

- a. As desired, current Executive Board members are granted Facebook Administrator access to the Hanna Woods Parent Community Facebook Group and the Hanna Woods Elementary PTO Facebook Page.
- b. The Hanna Woods PTO weekly newsletter will be completed by the President and sent to the VP of Operations weekly for distribution.
- c. The Hanna Woods PTO gmail account will be used for Hanna Woods PTO business only. This email will be accessible to all current Executive Board members.
- d. All current Executive Board members will have access to the HW PTO Google Drive. The google drive will be accessible through the Hanna Woods PTO gmail account.