

**MASON RIDGE ELEMENTARY SCHOOL PARENT TEACHER ORGANIZATION
SECOND AMENDED BYLAWS**

ARTICLE 1: NAME

The name of the organization shall be the Mason Ridge Elementary School Parent Teacher Organization, hereinafter referred to as the "Mason Ridge PTO" or "PTO."

ARTICLE 2: MISSION STATEMENT

The Mason Ridge PTO is organized for the primary objective of providing our school with funds, programs, resources, and services that will enrich the academic experience of every Mason Ridge student. Through active leadership and partnership with the school community, the PTO will fund programs and services outside of our school budget and encourage and sustain Mason Ridge family volunteerism to ensure our success.

ARTICLE 3: PURPOSE

Mason Ridge PTO is organized exclusively for educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

ARTICLE 4: OPERATIONAL LIMITATIONS

Mason Ridge PTO shall not carry on any other activities not permitted by an Association exempt from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code or by an Association, contributions to which are deductible under section 170 (c)(2) of the Internal Revenue Code.

ARTICLE 5: POLICIES

Section 5.1. The PTO shall be entirely non-commercial, non-sectarian, non-partisan, non-profit, nonpolitical, and autonomous.

Section 5.2. The PTO shall work with the school to support the delivery of a quality education for all children and shall not attempt to set or control administrative policy for the school.

Section 5.3. No part of the net earnings of Mason Ridge PTO shall inure to the benefit of, or be distributable to, its members, Officers, or other private persons except that the PTO shall be authorized and empowered to pay reasonable compensation for services rendered, and to reimburse reasonable expenses incurred by its members in furthering the organization's mission.

ARTICLE 6: MEMBERSHIP

All parents and guardians of a student attending Mason Ridge Elementary School and all members of the administrative and teaching staff of Mason Ridge are automatically members of the PTO, so long as they are willing to uphold the policies of the PTO and subscribe to its bylaws. Each member shall have one vote.

ARTICLE 7: MEETINGS

Section 7.1. General Meetings. General meetings of members shall be held on at least five (5) occasions during the PTO's fiscal year, which runs from July 1 through June 30. A calendar of General Meetings shall be maintained on the PTO website and may, at the discretion of the President, be provided in writing or other reasonable means.

Section 7.2. Executive Board Meetings. The President may call meetings of the Executive Board at their discretion as necessary to effectively carry out the PTO's mission.

Section 7.3. Motions. Motions to be considered during a General Meeting must be presented to the President and Vice President at least two (2) weeks prior to that General Meeting. If the office is shared, the notice must go to at least one (1) officer for each position. A President may waive this requirement at their discretion.

Section 7.4. Robert's Rules of Order, Revised, shall govern the General Meetings in all cases to which they are applicable and not otherwise in conflict with these bylaws.

ARTICLE 8: THE EXECUTIVE BOARD

Section 8.1. Members. The members of the Executive Board shall consist of the Officers of the PTO, the last presiding President, the Mason Ridge Principal and Assistant Principal, and up to two (2) Mason Ridge teacher representative(s) appointed by the Principal.

Section 8.2. Last Presiding President. The last presiding President is intended to provide continuity to the PTO and shall serve as a consultant to the PTO Executive Board. This position may be shared if the office of President was shared between Co-Presidents the previous year. The last presiding President is a non-voting member of the PTO Executive Board and is not required to have a student at Mason Ridge Elementary.

Section 8.3. Teacher Representative Terms. The Mason Ridge teacher representative(s) term shall not exceed two (2) consecutive years.

ARTICLE 9: OFFICERS

Section 9.1. Officers. The Officers of the PTO shall consist of President or Co-Presidents, Vice President or Co-Vice Presidents, Vice President of Chairs, Secretary, and Co-Treasurers.

Section 9.2. Duties. The duties of the Officers shall be:

- (a) To transact necessary business in the intervals between the General Meetings and such other business as may be referred to them.
- (b) To present a report at the General Meetings.
- (c) To prepare a budget for the PTO, to be presented and approved by the general membership per Section 11.1.

Section 9.3. Terms. All Officers serve for a term of one (1) year. No person shall be nominated to serve more than two (2) consecutive terms in the same office unless such is specifically requested by the Nominating Committee and approved by the Officers. A person may hold only one (1) Officer position at a time.

Section 9.4. Nomination of Officers. The President shall appoint a Nominating Committee. The Nominating Committee shall have a minimum of nine (9) members, consisting of one (1) representative from each grade level, one (1) official from the school administration, and one (1) Vice President, in addition to the President. The Vice President will preside over the nominating committee. The Nominating Committee shall select nominees for each office and present their slate to the Executive Board prior to the last General Meeting. The President shall serve as a non-voting member of the Nominating Committee. The Vice President shall be responsible for communicating the proposed slate to the general membership at least two (2) weeks prior to the General Meeting at which the slate will be voted upon.

Section 9.5. Election and Installation. The election of Officers shall be held annually at the last General Meeting of the year. The slate of proposed Officers will be presented at the meeting to be voted on by the members. If the slate fails to pass, nominations may be taken from the floor and each Officer position will be voted upon separately. The slate of Officers may be passed by a voice vote or by ballot. If Officers are nominated from the floor and there is more than one (1) nominee for office, the vote shall be conducted by ballot. Officers will be installed and begin to assume their duties after the last General Meeting.

Section 9.6. Vacancies. Any Officer or co-Officer vacancy shall be filled for the unexpired term by a person nominated by the President and elected by a majority vote of the Executive Board present at an Executive Board meeting.

ARTICLE 10: DUTIES OF OFFICERS

Section 10.1. President. The President shall preside at all General Meetings, Executive Board meetings, and Officers meetings. In the event of a tie vote, the President shall be the deciding vote. The President position can be divided between two (2) Co-Presidents with the individuals determining how to effectively split and manage the responsibilities of the position. The President shall nominate candidates for vacancies that occur in any offices. The President shall have the authority to form *ad hoc* committees for specific purposes or tasks as he or she deems necessary to effectively complete the PTO's mission. The President shall be an authorized signatory on all PTO bank accounts. The President shall assume the role of last presiding President the year following their presidency.

Section 10.2. Vice President. The Vice President shall act as an aide to the President, perform the duties of President in their absence. The Vice President position can be divided between two (2) Co-Vice Presidents with the individuals determining how to effectively split and manage the responsibilities of the position. The duties of the Vice President shall include, are not limited to: recruiting one (1) representative from each grade level to serve on the Financial Review Committee; coordinating purchases for financial requests and reimbursements; preparing the following year's budget to be approved at the last General Meeting in coordination with the Vice President of Chairs. The Vice President shall assume the office of President the year following their Vice Presidency.

Section 10.3. Vice President of Chairs. The Vice President of Chairs shall recruit and oversee the PTO committee chairs. The Vice President of Chairs shall maintain a description for each committee and ensure that each committee chair is documenting pertinent information relative to that committee for transition to the next year's committee chair.

Section 10.4. Secretary. The Secretary shall keep an accurate record of all General, Executive Board and Officer meetings and coordinate the publishing of the General Meeting minutes to the Mason Ridge PTO website. The Secretary shall serve as parliamentarian at all meetings.

Section 10.5. Treasurers. The Treasurer position shall be divided between two (2) Co-Treasurers in order to maximize financial integrity. The Co-Treasurers shall divide the following tasks: to receive all monies and pay all bills of the PTO, keep an accurate record of all receipts and expenditures, present a statement of account at every Executive Board meeting, and at other times when requested by the President, and cause all required Internal Revenue Service filings, including but not limited to annual returns, to be submitted on a timely basis. One Co-Treasurer shall be an authorized signatory on all PTO bank accounts.

ARTICLE 11: FINANCIAL CONTROL

Section 11.1. The Budget. It is the responsibility of the Officers, under the guidance of the President, to prepare an annual budget in a timely manner so that it may be presented to and approved by a majority vote of the general membership present and voting. The annual budget shall be prepared and presented for approval at a General Meeting in the spring for the following fiscal year. After the new Officers are elected in May they shall meet prior to the first General Meeting of the fiscal year to review the approved budget and, if necessary, the Officers shall propose any amendments to be voted on at the first General Meeting of the school year.

The Budget shall contain, in any reasonably understandable form, at least the following components:

- (a) A number of income and expense categories adequate to make the nature of the PTO's financial activities reasonably understood by the general membership;
- (b) The actual income and expenses in each of those categories for the previous two (2) fiscal years; and
- (c) A projection of the income and expenses for the current fiscal year.

Section 11.2. Budget Updates. Upon the adoption of the annual PTO budget by the general membership, the Treasurer shall give a budget update at each subsequent General Meeting, keeping the general membership apprised of any issues that may have arisen affecting the budgetary projections.

Section 11.3. Budgeted Line Item Additional Expense. When, in the judgment of the Officers, it becomes necessary to make an expenditure in excess of \$500.00 of a projected expenditure for any individual budgetary line item, such authority must be obtained by a majority vote of the general membership present and voting at any General Meeting. Such additional expenditures shall be limited to \$1,000.00 for an individual budgetary line item per fiscal year.

Section 11.4. Unbudgeted Financial Requests Over \$600. Financial requests over \$600.00 not included in the PTO budget must be presented to the Officers at least two (2) weeks prior to a General Meeting at which time it will be presented for consideration. Authorization of such financial requests requires a majority vote of the membership present and voting at the General Meeting at which it is presented.

Section 11.5. Unbudgeted Financial Requests of \$600.00 or Less. Financial requests of \$600.00 or less that are not individually budgeted line items shall be reviewed by the Financial Review Committee. The Financial Review Committee shall consist of the President, Vice President, Past- President, Co-Treasurers, Secretary, the Mason Ridge Principal (or their designee), and a member representing each grade level. The responsibility of this committee is to review and approve or disapprove requests for PTO funds up to \$600.00 per individual

request, not to exceed the overall budgeted line item for Financial Review. The Financial Review Committee is authorized to approve requests of up to \$600.00 by simple majority.

Section 11.6. Reserves. In keeping with the operational nature and mission of the PTO, a minimum financial reserve shall be kept at or near \$5,000.00.

Section 11.7. Financial Authority. Persons representing the PTO in financial matters shall make no commitments that bind the PTO unless properly authorized in writing.

ARTICLE 12: DISSOLUTION OF ORGANIZATION

Upon dissolution of Mason Ridge School PTO, Mason Ridge School PTO shall, after paying or making provisions for the payment of all liabilities of Mason Ridge School PTO dispose of all assets of Mason Ridge School PTO exclusively for the purposes of Mason Ridge School PTO in such manner, or to such organization or organizations organized and operated exclusively for educational purposes as shall at that 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 Officers shall determine. Any such assets not so disposed of shall be disposed of by the St. Louis County Circuit Court, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE 13: AMENDMENTS

These bylaws shall be reviewed from time to time. The Executive Board shall be responsible for presenting any amendments it deems necessary or desirable to the general membership at a General Meeting or special meeting. The proposed amendments shall take effect upon the affirmative vote of two-thirds (2/3) vote of the members present and voting at such meeting. The Secretary shall attest to the vote, such attestation will be made part of the revised document.

ATTESTATION:

These Second Amended Bylaws were duly approved by a two-thirds (2/3) or greater vote of the general membership present on this 12th day of December, 2022.

 12/12/22
Stephen Kadyk, PTO Secretary