

# Henry School PTO

## Bylaws (revised May 2019)

### **ARTICLE I: NAME**

The name of the organization is the Henry School Parent Teacher Organization (or Henry School PTO); herein referred to as “the PTO,” located in St. Louis County, City of Ballwin. It is a local organization, independent of any and all other organizations, acting as part of a group of tax-exempt organizations under the Parkway School District Parent Teacher Organization Council.

### **ARTICLE II: ARTICLES OF ORGANIZATION**

The PTO exists as an unincorporated association of its members. Its “articles of organization” comprise these Bylaws as from time to time amended, and its articles of association, if any. In the absence of separate articles of association, the Bylaws shall be deemed to be the articles of association. In the event of any conflict between these Bylaws and any articles of association, these Bylaws shall govern.

### **ARTICLE III: MISSION AND PURPOSES**

The mission of the PTO is the support and enhancement of the educational experiences of Henry School’s students by providing an organization through which the parents, school, and teachers can work cooperatively, and by providing financial support for programs funded outside of the annual school budget. Its purposes are to:

1. provide Henry Elementary School with support and assistance in achieving the educational goals established by the School and Parkway School District;
2. facilitate the home and school relationship, that parents and teachers may cooperate in the education of the child;
3. develop between educators and the general public such united efforts as will secure that every child is afforded the highest advantages in physical, mental, and social education.

The mission and purposes of the PTO are promoted through educational programs directed toward parents, teachers, and the general public, and are developed through committees, projects, and programs.

### **ARTICLE IV: POLICIES**

1. The PTO shall operate for charitable, educational, nonpartisan, non-sectarian, and non-commercial purposes and shall not discriminate based on age, sex, creed, or national origin.
2. The policies of the PTO are established in part to maintain a tax-exempt status as defined by Section 501(c)3 of the Internal Revenue Code.
3. The name of the PTO and the names of any of its members in their official capacities shall not be used in any connection with a commercial concern or political interest or for any purpose not appropriately related to the Mission or Purposes of the PTO.

4. The PTO shall not, directly or indirectly, participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office, nor devote more than an 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's mission and purposes.
5. The PTO may cooperate with other PTOs within the same school district that have similar goals and interests, but shall not interfere with the administration of these schools or seek to control its policies.
6. The PTO may cooperate with other organizations and agencies concerned with education and child welfare, but persons representing the PTO in such matters shall make no commitments that bind the PTO unless specifically authorized to do so by the Executive Committee.
7. The fiscal year of the PTO shall begin on July 1<sup>st</sup> and end on the following June 30<sup>th</sup>.

## **ARTICLE V: MEMBERSHIP**

1. Any individual who is a parent or guardian of a child at Henry School, or whom is a teacher or staff member of Henry School who subscribes to the mission and purposes of the PTO is considered a member of the PTO. Membership in the PTO shall be available without regard to race, color, creed, sex, or national origin.
2. Only members of the PTO shall be eligible to participate in its business meetings, or to serve in any of the elected or appointed positions.
3. Each member shall have one and only one vote. Voting may take place by voice at meetings or, in the case of Officer elections or other special referendums as determined by the PTO Executive Board, by written ballot.

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

### **Section 1 – Elected Officers**

1. The elected officers of the PTO shall consist of the President, Vice President-Fundraising, Vice President- Community Activities, Vice President-Communication and Technology, Secretary, and Treasurer. The positions of President or Treasurer may be a shared position between two individuals, thus acting equally as Co-Presidents or Co-Treasurers. These Officers in total shall comprise the Executive Board.
2. Officers shall be elected by ballot or affirmation annually at a general meeting in the spring (typically April or May meeting).
3. Officers shall assume their official duties at the last regularly scheduled Board meeting of the school year, and shall serve for a term of one year and until the election and qualification of their successors.
4. A person serving in the position of President or Vice-President shall be eligible to serve more than two consecutive terms in the same office if elected by the PTO members.
5. For the purpose of keeping financial records consistent, a person serving as Treasurer may serve for more than two consecutive terms only if the length of the term is approved by the President, Vice-President, Secretary, the Board members, and the Principal, and if elected by the PTO members. During the Treasurer's last term in office, it is advised that their successor serve on the Board as "Incoming Treasurer."
6. The Secretary may serve as many consecutive terms as elected by the general membership of the PTO if approved by the President, Vice-President, Treasurer, the Board members and the Principal.
7. A person may hold only one Officer's position at a time. An Officer may also act as Chair of up to two standing committees.
8. All Officers shall act in the best interest of the PTO.

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9. No Officer shall be compensated by the PTO for their service.
10. Each officer shall attend the Executive Board and monthly PTO meetings.
11. Each Officer is expected to serve on a minimum of one committee.
12. No Officer shall secure any contract in the name of the PTO without the approval to do so by a vote of the PTO members. Contracts secured to achieve budgeted program objectives shall be considered approved by the PTO members. Any such approved purchases must be made within the budgetary restrictions.
13. Any Officer can be removed from office, with or without cause, by a two-thirds vote at a regular PTO meeting. Advance notice of the vote shall be given to the PTO membership at least one week prior to the meeting.
14. Each Officer shall assist in the nomination of incoming Chairpersons of the Standing Committees.

## **Section 2 – Nominations**

1. There shall be a nominating committee of no less than three and up to five members, two of who shall be selected by the Executive Board from its body, and three of whom shall be selected by the PTO at a regular meeting at least two months prior to the election. The committee shall choose a chairperson from its ranks. The Principal shall serve as a member ex-officio of the nominating committee.
2. The nominating committee shall select at least one to a maximum of three nominee(s) for each Officer position to be filled and report its nominees at the regular meeting prior to the general election meeting. At the meeting prior to the general election, additional nominations may be made from the floor.
3. Only those persons who have signified their consent to serve if elected shall be nominated for, or elected to such office.

## **Section 3 – Vacancies**

1. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Committee, notice of such election having been given. In case a vacancy occurs in the office of President, the Vice-President shall serve notice of the election.
2. 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.

## **Section 4 – Appointed Officers**

1. The appointed officers of the PTO should be recommended by the President with the approval of the Executive Committee.
2. The appointed officers may consist of the following committee chairpersons: Book Fair, Box Tops, Care, Community Service, Dad's Club, Fifth Grade Activities, Fine Dining, Fundraising, Hospitality, International Night, Room Parents, Reading Recognition, School Beautification, Social, Spirit Wear, STEM Night, Trivia Night, Volunteer, Welcome, Wonderful World at Henry, Yearbook, and such others as the President and the Executive Board may deem necessary to carry out the purposes of the PTO.
3. All Executive Board members, committee chairpersons, district representatives, and teacher representatives shall comprise the PTO Board.

## **ARTICLE VII: DUTIES OF OFFICERS**

## Section 1 – President

The President(s) shall:

1. Preside at all meetings of the PTO and of the Executive Committee at which he or she may be present.
2. Prepare each meeting's agenda.
3. Perform such other duties as may be prescribed in these bylaws or assigned by the PTO or the Executive Committee.
4. Coordinate the work of the Officers and committees of the PTO in order that its purposes may be promoted.
5. Have (with the approval of the Executive Committee) the power to recommend appointed officers, and to establish special committees and appoint a committee chairperson in order to conduct the business of the PTO.
6. Attend all or Secure a board representative to attend Parkway PTO Leadership meetings, and represent the PTO at civic or other meetings outside the organization.
7. Be a member ex-officio of all standing and special committees except the nominating committee.
8. Spend no more than \$500 on any one item or combination of related items, not included in the budget, without the consent of the Executive Board.
9. **Be an authorized co-signer on withdrawals or checks drawn on bank accounts of the PTO, in conjunction with the Treasurer. In the case of two co-Presidents, only one both may act as a co-signer on any given withdrawal or check.**
10. Announce PTO meetings to the School population at least one week in advance of that meeting.

## Section 2 – Vice-Presidents

There shall be three functional Vice Presidents: Fundraising, Community Activities, and Communication and Technology.

The President shall select one of the Vice Presidents to:

1. Act as aide to the President and perform the duties of President in the President's absence or inability to act.
2. Serve as chairperson of one of the standing committees or a program chairperson.
3. Attend all Parkway PTO Leadership meetings.
4. **Be an authorized co-signer on withdrawals or checks drawn on bank accounts of the PTO, in conjunction with the Treasurer.**
5. Be responsible for committees and activities as designated by the President.

The Vice President-Fundraising shall:

1. Be a member of the Trivia Committee.
2. Oversee, Book Fairs, Box Tops, no hassle fundraiser, Amazon smiles and any other fundraising programs as elected by the PTO membership.
3. Review options for fundraising on an annual basis.
4. Work to help train any new committee chairs in these areas.

The Vice President-Community Activities shall:

1. Oversee Social, Trunk or Treat, Kickball, Book Fair Breakfasts and International Night events and lend support as needed.
2. Review activities and learn from other schools what they are doing to build community.

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3. Work to help train any new committee chairs in these areas.

The Vice President-Communication and Technology shall:

1. Maintain the PTO's social media, approving membership requests, providing event information, and monitoring content.
2. Oversee the Website Coordinator, MySchoolAnywhere site Administrator, and any other technology.
3. Work to help train any new committee chairs in these areas.

### **Section 3 – Secretary**

The Secretary shall:

1. Record the minutes of all meetings of the PTO and of the Executive Board and shall perform such other duties as may be delegated. Copies of the minutes should be forwarded to each Executive Board member within two weeks of the recorded meeting. PTO meeting minutes should be posted to the PTO website.
2. **As part of the record of each meeting of the PTO, compare the bank statements of all PTO accounts to the financial statements prepared by the Treasurer. Notation of reconciliation shall be made in the minutes.**
3. Circulate the minutes from the preceding PTO meeting at each monthly PTO meeting.
4. Maintain all records of the PTO, including transactions, contracts, correspondence and related documents. These records should include planning records for PTO events, to be made available upon request to a committee chair planning a similar event, and turned over to the next Secretary.
5. Serve as Corresponding Secretary (official correspondence, sympathy, birthday, and thank you notes).
6. Hold a copy of the PTO Bylaws, current Membership list and make each available upon request to any PTO member at any PTO or Executive Board meeting.
7. Provide a printed copy of these Bylaws to each newly elected Executive Board member prior to the first regular PTO meeting.
8. Oversee the external communications activities of the PTO (i.e., website). The Secretary may delegate website maintenance, but should coordinate and supervise these activities.

### **Section 4 – Treasurer**

The Treasurer(s) shall:

1. Have custody of all of the funds of the PTO and perform all banking activities.
2. Be an authorized and required signer of all withdrawals or checks drawn on bank accounts of the PTO. In the case of two co-Treasurers, only one may act as a signer on any given withdrawal or check.
3. Keep full, up-to-date, and accurate account of receipts and expenditures.
4. Receive all funds of the PTO; including but not limited to donations, fundraising sales and contributions.
5. Audit all invoices and receipts submitted for payment or reimbursement to ensure each request is in compliance with PTO policies. Make disbursements in accordance with the approved budget, as authorized by the PTO, the Executive Board, or a special committee.
6. File all required Federal tax reports as well as other filings and district financial reports, pertaining to the PTO's 501(c)3 status.

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7. Present a financial statement at every meeting of the PTO and at other times when requested by the Executive Board, and shall make a full report at the end of the school year.
8. Be responsible for the maintenance of such books of account and records as conform to the fiscal year.
9. The Treasurer's accounts may be examined annually by a financial review committee or other non-Officer member. The Treasurer shall submit all requested / required financial data related to PTO operations to these reviewers within two weeks prior to the end of the fiscal year. Upon their satisfaction that the annual report is correct, this committee shall sign a statement of that fact at the end of the report.

## **ARTICLE VIII: PTO BOARD AND EXECUTIVE COMMITTEE**

### **Section 1 – Executive Board**

The Executive Board shall consist of the elected officers of the PTO.

### **Section 2 – Executive Committee**

The Executive Committee shall consist of the elected officers of the Executive Board, the Principal, and the Assistant Principal.

### **Section 3 – PTO Board**

The PTO Board shall consist of the Executive Committee, the Chairperson of each of the standing committees noted in Article X, and Henry School's representatives to Parkway School District Committees noted in Article XI. The members of the PTO Board shall serve until election and qualification of their successors.

### **Section 4 – Duties**

The duties of the PTO Board shall be:

1. To transact necessary business in the intervals between PTO meetings, and such other business as may be referred to it by the PTO.
2. To approve the plans of work and regularly review activities of the standing and special committees.
3. To present a report at the regular meeting of the PTO; to make available minutes of all meetings to any PTO member upon request.
4. May appoint an auditing committee at least two weeks before the annual meeting to audit the Treasurer's accounts.
5. To act upon the President's recommendation relative to appointed officers.

The duties of the Executive Board shall be:

1. To create standing committees in accordance with Article X.
2. To see that a budget for the fiscal year is prepared for submittal to the PTO for approval.
3. To approve routine bills within the limits of the budget.
4. To establish a regular schedule of meetings.

## **ARTICLE IX: MEETINGS OF THE PTO**

1. The Executive Board shall decide the number of regular meetings of the PTO to be held during the school year. Those meetings will be held to conduct business of the PTO, plan programs, and oversee implementation of PTO programs. Seven (7) days notice shall be given of any change in date. The PTO Board members present shall constitute a quorum.
2. Meetings should be held monthly at least quarterly, except during July and August, at the School, unless a cancellation is agreed by the Executive Committee.
3. Executive Board meetings shall be held no less than quarterly on a date mutually agreed upon by the Officers.
4. Special meetings of the PTO may be called by the Executive Board, seven (7) days notice having been given. Special meetings may also be called at any time during the school year by written request to the Secretary by at least five (5) PTO members; the objective(s) of such Special meeting must be set forth and presented to the PTO membership at least 10 days prior to the meeting.
5. The general election meeting of the PTO will be in the spring. The transition meeting will be held at the last meeting of the school year.
6. The newly elected Executive Board shall meet at least once between July 1<sup>st</sup> and the first PTO meeting of the upcoming fiscal year for the purposes of reviewing the approved budget proposal for any needed changes before the upcoming year. Any changes should be proposed and a vote shall be taken at the first regular PTO meeting as to either accept or amend the Executive Board's proposed budget.

## **ARTICLE X: STANDING AND SPECIAL COMMITTEES**

### **Section 1 – Standing Committees**

The Executive Board shall see that the required standing committees are established. It may create such other standing committees as it deems necessary to promote the purposes and carry out the mission of the PTO.

1. The President shall appoint a chairperson for each of the standing committees.
2. Each standing committee chairperson, unless otherwise provided for, shall select the members of the chairperson's committee, subject to the approval of the Executive Committee.
3. Each standing committee chairperson shall serve one year and until the election and qualification of a successor.
4. Each standing committee chairperson shall assist in the nomination of their successor.
5. The reports of the standing committees are to be made at each regular meeting of the PTO, as needed.
6. The chairperson of each standing committee shall present a plan of work to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board.
7. The chairperson of each committee shall keep a written record of the activities of their committee in a manner that would allow these records to be passed on to future chairs. These records should be turned over to the incoming chairperson during transition in addition to the Secretary, who will maintain a comprehensive file of all events planned by the PTO and make them available to future chairs.
8. No committee chairperson shall secure any contract in the name of the PTO without the approval to do so by vote of the PTO members. Any approved purchases must be made within budgetary restrictions.

Standing committees will be established to carry out the purposes and mission of the PTO. Those standing committees are:

Book Fair	Room Parents
Box Tops	School Beautification
Care	Social
Dad's Club	Spirit Wear
Community Service	STEM Night
Fifth Grade Activities	Trivia Night
Fine Dining	Volunteers
Fundraising	Welcome
Hospitality	Wonderful World at Henry
International Night	Yearbook
Reading Recognition	

### **Section 2 – Special Committees**

The power to form special committees, determine their size and appoint their chairperson rests with the President, subject to the approval of the Executive Committee.

1. The chairperson of a special committee will select the members of that committee, subject to the approval of the Executive Committee.
2. The reports of the special committee will be made according to the direction of the Executive Committee of the PTO.
3. The special committee will be dissolved at the conclusion of its work.

## **ARTICLE XI: MEMBERSHIP IN RELATED ORGANIZATIONS**

### **Section 1 – PTO Leadership and Project Parkway**

1. The PTO Leadership team meets monthly during the school year to learn and share about issues of common interest and concern and is a key means of communicating items from the District and between the schools. The Henry School PTO shall be represented at the PTO Leadership by the President and or Vice-President. Other members of the Executive Board are encouraged to participate.
2. Project Parkway is an ongoing initiative that brings together members of the Parkway School District community to help set the future direction of the schools in the District. Meetings are held quarterly and address on an ongoing basis the District's progress towards meeting the goals outlined in its strategic plan. The PTO should name an Officer or other member to engage in this ongoing work.

### **Section 2 – Other Parkway District Committees**

1. A representative from Henry School shall be appointed by the President with approval by the Executive Committee to serve on each of the following District Committees, as directed by the District Coordinators:

Parkway Advisory Council for Children with Disabilities (PAACD)  
Parkway Alumni Association  
Parkway Ambassadors  
Government Relations  
Safety Network  
Health Advisory



2. One representative to each of the District Committees shall serve on the PTO Board and make reports as needed at regular monthly meetings of the PTO.

### **Section 3 – Other Henry School Organizations**

Henry PTO will act as the sponsor of the Scouting organizations that meet at Henry School.

## **ARTICLE XII: FUNDS**

1. PTO funds shall be used for programs, events, and items that directly benefit the students of the School or the School community (e.g. Reading Recognition awards, Field Trips, or Teacher Appreciation Luncheon).

2. All funds raised for the PTO must be documented and submitted to the PTO Treasurer within 10 days of receipt. All funds received by the Treasurer shall be deposited into the PTO bank account within 4 days of receipt. Separate deposit receipts should be maintained for funds received from each unique fundraising event.

3. Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the PTO Treasurer. Reimbursement requests should be submitted to the PTO Treasurer within 30 days of the incurred expense or by three weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by a receipt. Any cash advance to cover expenses prior to a purchase must be documented in detail. All unused funds must be returned to the PTO Treasurer immediately following the purchase.

4. Monetary requests for non-budgeted items may be submitted by any PTO member to the Executive Board of the PTO for consideration as a grant request. Grant requests under \$1000 may be approved by a vote of the Executive Board. Requests greater than \$1000 must be approved by vote of the PTO at the next scheduled meeting.

5. All checks written by the PTO or funds withdrawn from a PTO account require two authorized signatures if in excess of \$1000 requires two signers, of which one must be the Treasurer (or one of two co-Treasurers). In the case of co-Treasurers, only one of the two co-Treasurers may act as signatory on any given check or withdrawal, with the other signatory required to be another authorized signer (either the President or Vice-President).

6. In an emergency, the Treasurer may act as sole signatory on checks of less than \$500 provided that confirmation is received from the PTO President or Principal and provided that full documentation of the emergency, including the nature of expense, date, amount, and the time and content of the confirmatory discussion with PTO President or Principal is immediately made with record of the payment. Such emergency documentation will then be submitted to the Executive Committee electronically or in hard copy prior to the next PTO meeting to provide oversight. Emergency situations should be quite rare.

7. An updated financial report shall be made available in printed form to each PTO member at each PTO meeting.

8. The PTO is authorized to carry over funds from one fiscal year to the following one as recommended by the Executive Board.

## **ARTICLE XIII: PARLIAMENTARY AUTHORITY**

### **Section 1 – Rules**

Robert's Rules of Order shall govern the PTO in all cases in which they are applicable and in which they do not conflict with these Bylaws. A copy of these Rules shall be held by the Secretary and be made available at each meeting.

### **Section 2 – Amendments and Revisions to Bylaws**

The Bylaws may be amended through this process:

1. These Bylaws may be amended at any regular meeting of the PTO by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment(s) shall have been given at the previous meeting.
2. 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 PTO, or by a two-thirds vote of the Executive Committee. The requirements for adoption of a revised set of Bylaws shall be the same as in the case of an amendment.
3. All approved amendments and revisions shall become effective immediately and be recorded by the Secretary.

## **ARTICLE XIV: DISSOLUTION**

### **Section 1 – Dissolution**

The PTO may be dissolved provided that prior notice is given to the PTO membership, a vote is taken at the next scheduled regular PTO meeting, and the request is approved by a majority vote of those present.

### **Section 2 – Remaining Funds**

Upon a vote to dissolve the PTO, the remaining PTO funds shall first be used to pay an outstanding PTO debt and then either:

1. A vote shall be taken by the PTO membership to spend remaining funds on an item or items that benefit the students, or;
2. The remaining funds shall be held in escrow by the Principal for use by a future School PTO. If a PTO is not formed within 24 months, the funds shall revert to the School and be used toward the benefit of the students under the direction of the Principal.

## **Revisions of the Henry School PTO Bylaws (revised May 2017)**

The following changes were made to meaningfully update and make them more applicable to Henry School PTO.

### **ARTICLE VII:**

Requires **President or VP to be a cosigner** on withdrawals or checks.

Specifies that if there are co-Treasurers or co-Presidents that **only one of each co-officer** may be a signer on any given check or withdrawal.

**Requires the Secretary to verify the reconciliation** of bank statements with the Treasurer's financial records at each PTO meeting and to note that in the minutes (which they're supposed to be keeping and publishing).

### **ARTICLE XII:**

**Requires all checks and withdrawals to have two signatures** – one of which must be the **Treasurer** and the other the **President or Vice President**.

**Provides an emergency provision** where the Treasurer may act as sole signatory on a check up to \$500 provided they 1) have confirmation, presumably verbal from the President or Principal and 2) formally document the nature of the emergency including that confirmation and then submit the documentation to the Executive Committee prior to the next meeting for oversight. This provides for the capability to write a check with one signature if absolutely necessary (e.g. Pres and VP out of town, but something due today) but provides onerous enough stipulations to prevent it from being done on a regular basis.