

**CONSTITUTION AND BY-LAWS OF THE PARKWAY SOUTH MIDDLE
SCHOOL PARENT-TEACHER ORGANIZATION**

ARTICLE I. NAME AND LOCATION

- A. NAME: This organization shall be known as Parkway South Middle School Parent-Teacher Organization, hereafter referred to as “PTO” or “organization.”
- B. LOCATION: The location of this organization shall be the Parkway South Middle School at 760 Woods Mill Road, Manchester, MO 63011.

ARTICLE II. OBJECTIVES

- A. To provide Parkway South Middle School with support and assistance in achieving the total educational goals established by the school and Parkway School District.
- B. To assist in identifying and organizing parent volunteers to support school activities.
- C. To plan, organize, and execute fundraising events each school year that supports Parkway South Middle.
- D. To promote communication between parents, teachers, staff and the Parkway South Middle community.
- E. To encourage a positive, supportive atmosphere to enhance students’ educational and extracurricular experiences.

ARTICLE III. POLICIES

- A. The organization shall operate for charitable, educational, not-for-profit, non-sectarian, nonpartisan and non-commercial purposes and shall not discriminate based on age, sex, creed, or national origin.
- 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 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 attempt to influence legislation by propaganda or otherwise.

- D. 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.
- E. The organization may give financial aid whenever practical to support school initiatives.
- F. The organization may cooperate with other organizations and agencies concerned with education and child welfare, but persons representing the organization in such matters shall make no commitments which binds the organization unless specifically authorized to do so by the Executive Committee.
- G. Except as otherwise provided in the By-Laws, the Principal, President, and/or Vice President may authorize any officer to enter into any contract in the name of the PTO organization.
- H. In the event of the dissolution of the organization, its assets shall be transmitted to the General Funds of the Parkway South Middle School, or if that entity should cease to exist, then to the Parkway School District.
- I. Business may be conducted via phone, email, and written correspondence in addition to in-person.
- J. Notwithstanding any other provisions of these articles, this organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal Income tax under Section 501 (c)(3) of the Internal Revenue Code of 1986, or the corresponding provision of any future United States Internal Revenue Law or (b) by a corporation, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code of 1986, or the corresponding provision of any future United States Internal Revenue Law.
- K. Financial guidelines:
1. Money spent should benefit a majority of the students and / or staff, either directly or indirectly.
 2. Adults must handle the collection, disbursement and record keeping of PTO monies.
 3. Money should be counted by two separate PTO members, one being the Treasurer, whenever possible.
 4. Every effort should be made to turn in activity money to the Treasurer within 24 hours of the activity. Activity money collected over a period of time should be turned in on a timely basis throughout the activity.
 5. Expense vouchers requesting reimbursement should be turned in to the Treasurer within 30

days of an activity. Additional expense voucher forms may be obtained from the Treasurer or found in the Treasurer mailbox in the school office. In the event of a lost receipt, a written explanation of the expense on the voucher and a signature is sufficient.

6. Executive Committee approval is needed for unbudgeted expenditures up to \$300.
7. PTO Membership present at a meeting must approve unbudgeted expenditure over \$300.
8. PTO check book should be balanced monthly to the bank statement by the Treasurer and reviewed by another Executive Committee member.
9. There will be an attempt to collect a service charge for all returned checks equal to the bank charge.

ARTICLE IV. MEMBERSHIP

- A. The members of this organization shall include all parents or legal guardians of the students, the administrative staff, and the teachers of Parkway South Middle School, so long as they are willing to uphold the policies of the PTO and subscribe to its bylaws.
- B. Membership to the PTO will be available to all people regardless of race, color, creed, national origin or sex.
- C. There are no dues associated with being a member of the PTO.
- D. The membership year and fiscal year shall run from July 1 to June 30.

ARTICLE V. OFFICERS AND THEIR ELECTION

Section 1. OFFICERS: The officers of the organization shall be President, Vice President, Secretary, Treasurer, Co-Treasurer, Fundraising Coordinator and Volunteer Coordinator.

- A. Qualifications for Officers: must be a member of the PTO, have a child currently enrolled or be a member of staff.
- B. The Principal or their designee shall serve ex-officio as an officer of the organization.
- C. No person, except the Principal and teacher representatives, shall serve more two years unless a qualified replacement cannot be found and pending approval by vote of the PTO members and the Board.

D. Officers shall be installed and shall assume their official duties for a term of two school years beginning in June of the election year.

E. To provide institutional memory and support, past Officers, such as the President, may be invited by the Executive Committee to attend the summer Executive Committee meeting and the first general PTO meeting of the school year.

Section 2. EXECUTIVE COMMITTEE: The Executive Committee (also known as the Executive / PTO Board) shall consist of officers of the organization and the Principal or their appointed representatives.

A. Duties of the Executive Committee shall be:

1. Transact necessary business in the intervals between meetings and other such business as may be referred to it by the organization.
2. At the summer Executive Committee meeting, the proposed budget should be drawn up based on the current expenditures and donations received over the course of the year as recommended by the Treasurer and Co-Treasurer. In August, the proposed budget is to be presented to the organization for approval at its first regular meeting following installation of the new officers.
3. May designate an audit committee to audit the Treasurer's report - as needed.
4. May designate a budget committee to assist the Treasurers prepare for the following school year.
5. The Executive Board may be responsible for PTO committees and activities as designated by the President.

B. Meetings of the Executive Committee may be called by the President or by a majority of the committee members as needed and shall meet at least once during the summer.

C. A simple majority shall constitute a quorum.

Section 3. ELECTIONS

A. The Nominating Committee shall be appointed by the Executive Committee in February.

B. The Nominating Committee shall consist of the President, the Vice President, and at least one representative from the Executive Committee, such as the Volunteer Coordinator. The Chairman of the Nominating Committee is the Vice President.

C. The Nominating Committee shall compile the list of candidates and present their recommendations for each office.

- D. Only those who have consented to serve if elected shall be eligible for nomination, as designated by the committee.
- E. Election of officers shall be held at the last general meeting of the year of the organization, no later than the end of the current school year.
- F. Officers will be elected by a simple majority (51%) of the PTO membership present and voting at the last general meeting. The officers shall be announced at the next general meeting.
- G. In the event of the resignation of any officer or nominated candidate, the Executive Committee shall appoint a replacement to serve for the unexpired term.

ARTICLE VI. DUTIES OF OFFICERS AND PRINCIPAL

A. President

1. Preside at all meetings of the organization and Executive Committee.
2. Organize agenda for meetings and invite appropriate representatives.
3. Perform other such duties as may be prescribed in these Bylaws or assigned by the Executive Committee or the organization.
4. Attend or appoint a representative to attend South area advisory meetings or PTO Leadership meetings and report back to the Executive Board.
5. Cooperate with the Principal and maintain a supportive relationship between the school and the PTO.
6. Will notify PTO members of regularly scheduled meetings and special meetings called by the Executive Committee.
7. Oversee various PTO sponsored activities.

B. Vice President

1. The Vice President will shadow the current President and will become President in their second year.
2. May assume the duties and responsibilities of the President upon his/her request or in his/her absence.
3. Attend all meetings of the organization and the Executive Committee.
4. Shall serve as Chairman of the Nominating Committee.

5. Verify and check financial records with the Treasurer on an intermittent basis.

C. Secretary

1. Shall be responsible for keeping accurate records of all meetings of the organization and Executive Committee.
2. Shall forward finalized minutes to Parkway South Middle Technology Specialist for posting on the PTO website as well as the approved budget in August.
3. Update and maintain the PTO website by forwarding information to the Parkway South Middle Technology Specialist.
4. Shall be responsible for writing all correspondence (thank you notes and greeting cards) for the organization.
5. Shall assist the Executive Committee with editing content and PTO correspondence as requested by the President or Principal.
6. Shall assist with PTO communications.
7. Shall take and keep attendance records for all meetings.
8. In case of Secretary's absence from any meeting, an Executive Committee member will be appointed to take the minutes.
9. Attend all meetings of the organization and the Executive Committee.
10. Shall serve as historian and be responsible for maintaining a file of all minutes and other pertinent records of the organization.
11. Keep digital copies of the minutes for two years.
12. Keep an accurate record of all Executive Committee meetings, but those minutes shall not be made available to the general membership.

D. Treasurer and Co-Treasurer

1. Treasurer balances and reconciles bank statement and makes all deposits. Co-Treasurer writes all checks.
2. Handle all funds of the PTO, pay out expenditures in accordance with the prepared budget and approved grants, sign all checks, and maintain an accurate record of expenditures and receipts. In Treasurer's absence, the second authorized co-Treasurer can perform duties as requested or required.
3. Present statement of income and expenses at every meeting and when requested by the Executive Committee. Prepare a final financial report at the end of the fiscal reporting year.

4. Send out an update for all budget line items in April to assist in the preparation of the budget for the following year. At April meeting, receive requests for new line item additions.

5. Prepare Treasurer's book for audit on an annual basis at the end of his/her term or as requested.

6. Prepare reports for the IRS as an organization exempt from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.

7. In the event of absence or disability of the President and Vice President, the Treasurer shall perform the duties of the President.

8. Responsible for committees and activities as designated by the President, including attending social and academic functions to take donations or payments for fundraising events.

9. Attend all meetings of the organization and the Executive Committee.

10. Receive all monies and make all deposits.

11. Treasurer forwards approved budget to Secretary.

12. Maintain confidential records of all contributions.

E. Volunteer Coordinator

1. Recruit and appoint volunteer committee chairpersons and volunteers on an annual basis through an online sign up website.

2. Attend social / academic events throughout the year to recruit and sign up volunteers and be available to answer questions.

3. Reach out to committee chairpersons and volunteers to notify them of their duties.

4. Request, collect, and compile synopsis of positions and duties of various volunteer opportunities so that those inquiring as to the nature of the their duties can be informed.

5. Attend all meetings of the organization and the Executive Committee.

6. Keep record of volunteer committee chairpersons and volunteers.

F. Fundraising Coordinator

1. Be responsible for the Hassle-free fundraising program that is done each school year. It requires periodic mass emails.
2. Help coordinate restaurant nights out, which is new to PSM in 2018-19 school year.
3. Be a physical presence at events like open house, shaved ice social and conference nights to help accept financial donations.
4. Attend all meetings of the organization and the Executive Committee.
5. Report all fundraising activities, expenses and profits at each PTO meeting and Executive Committee meeting.

G. Principal

1. Shall serve as liaison between the school district, school and PTO.
2. Shall act in an advisory capacity to the PTO.
3. Serves as a member of the Executive Committee.

ARTICLE VII. MEETINGS

- A. The organization shall meet at least six times during the school year to conduct the business of the organization, plan programs, and oversee implementation of organization programs.
- B. The simple majority of the Executive Committee shall constitute a quorum for the conduct of business at any meeting of the organization.
- C. Special meetings may be called by a simple majority of the Executive Committee.
- D. Executive Committee members shall meet at least once during the school year (summer meeting). This is not a general PTO membership meeting.

ARTICLE VIII. STANDING COMMITTEES

- A. May be created by the President or the Executive Committee.
- B. Chairpersons of the Standing Committees shall be recruited by the Volunteer Coordinator.
- C. Standing Committee Chairpersons and volunteers serve at the pleasure of the Volunteer Coordinator.
- D. Chairpersons of all Standing Committees shall present a progress report at meetings as appropriate and shall keep their committee's information current during the year.

E. At the end of the school year or their term, the Committee Chairperson shall pass along all pertinent information and contacts, as well as a summary of the year to incoming Chairperson and Volunteer Coordinator.

F. No Committee Chairperson shall serve more than three consecutive terms of a particular committee unless approved by simple majority of the Executive Committee.

G. All money spent by the committees must be pre-approved by the Executive Committee.

H. Standing Committee Chairpersons are to recommend at least two candidates at the end of their appointment, but are not allowed to appoint their replacement. Appointments are made by the Volunteer Coordinator.

ARTICLE IX. PARLIAMENTARY AUTHORITY

A. These By-Laws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting. Notice of the proposed amendment shall have been given in writing to all members at least fourteen (14) days prior to the meeting.

B. The rules contained in Robert's Rules of Order shall govern this organization in all cases in which they are applicable, and in which they are not inconsistent with these By-Laws.

ARTICLE X: RESIGNATION AND REMOVAL FROM OFFICE

A. An Executive Committee Officer may resign from office if the resignation is presented in writing and delivered to the entire Executive Committee.

B. In the event the President chooses to resign, the President must deliver the resignation to the entire Executive Committee.

C. In the event of the resignation of the Treasurer notice must be delivered to the entire Executive Committee. 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 committee.

D. A Committee Chair 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.

E. 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 Parkway South Middle PTO policies and / or procedures in a significant manner.

F. The following steps for removal from office shall be taken (as applicable):

1. 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.

2. The President notifies the person in question and all other Executive Committee Officers with two (2) days of becoming aware of the challenge.

3. 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.

4. 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).

5. The person in question must have an opportunity to respond to the issues.

6. 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.

7. All Executive Committee Officers must vote by secret ballot on the grounds for removal of the person in question. 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.

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

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

ARTICLE XI: RULES OF ORDER

It is the responsibility of the President (or designated presiding officer) to ensure all meetings convened of the PTO or Executive Committee are orderly and allow full participation. There should be an agenda, a vote of acceptance of any previous minutes, reports of any pertinent committees or officer activity and the opportunity to address any old or new business that may be brought forward. Prior to any votes, the motion should be repeated by the presiding officer and documented prior to the vote. In the event the presiding officer determines it necessary to invoke more formal rules of order the Roberts Rules of Order Newly Revised will be referenced as guidance to help govern this organization in cases to which they are applicable and in which they are not consistent with these By-Laws.

Updated 2019