

CONSTITUTION AND BY-LAWS OF THE PARKWAY WEST MIDDLE SCHOOL
PARENT-TEACHER ORGANIZATION Approved May 9, 2017

ARTICLE I. NAME AND LOCATION

A. NAME: This organization shall be known as Parkway West Middle School Parent-Teacher Organization, hereafter referred to as PTO.

B. LOCATION: The location of this organization shall be the Parkway Middle School at 2312 Baxter Rd., Chesterfield, Missouri, 63017.

ARTICLE II. PURPOSES

A. To provide Parkway West Middle School with support and assistance in achieving the total educational goals established by the school and Parkway School District.

B. To render services and to engage in activities that will foster communication and bring a closer relationship between the home and the school so that both may cooperate in the mental, physical and social development of the student.

C. To foster parent education.

D. To promote public and school recognition and support of Parkway West Middle School activities and programs.

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 enable school administrators to provide the school with extras.

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 President-Elect 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 West 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.

J. Any budget overages/expenditures of \$500 or less can be approved by a simple majority of the Executive Committee.

K. 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.

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 the school.

B. 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; President-Elect; a Vice-President for each grade level; Recording Secretary; Corresponding Secretary; Treasurer, and Immediate Past-President.

- A. The Principal shall serve ex-officio as an officer of the organization.
- B. No person, except the Principal and teacher representatives, shall serve more than two consecutive terms in the same office unless approved by simple majority of the Executive Committee.
- C. Officers shall be installed and shall assume their official duties for a term of one year at the May meeting, or last meeting of the school year

Section 2. EXECUTIVE COMMITTEE: The Executive Committee shall consist of officers of the organization and the Principal or his 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. In April, the Budget Committee (President, President-Elect, Treasurer, Treasurer-Elect and a minimum of three members of the Executive Committee) shall draw up the proposed budget for the following fiscal year. This proposed budget is to be presented to the organization for approval at the regular May meeting following installation of the new officers.
- 3. May designate an audit committee to audit the Treasurer's report – as needed.

B. Meetings of the Executive Committee may be called by the President or by a majority of the committee members as needed.

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 President-Elect, and at least one representative from the Executive Committee. The Chairman of the Nominating Committee is the President-Elect.

C. The Nominating Committee shall select one nominee 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 meeting of the year of the organization.

F.. 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. Recruit chairmen of all standing and special committees. The power to recruit committee members may be delegated to the Chairmen of any committee.
3. Perform other such duties as may be prescribed in these ByLaws or assigned by the Executive Committee or the organization.
4. Be authorized to sign checks on bank accounts of the organization.
5. Assume the role of advisor following the current term as President.

B. Past-President

The immediate Past-President shall act in an advisory capacity to the PTO for one year following the current term as President.

C. President-Elect

1. As President-Elect, will become President, then Past-President (advisor) in subsequent years.
2. May assume the duties and responsibilities of the President upon his/her request or in his/her absence.
3. May be responsible for committees and activities as designated by the President.
4. Shall serve as Chairman of the Nominating Committee.

D. Vice-Presidents (one per grade level)

1. Shall oversee and help facilitate grade level social activities and special events.
2. Shall assist the class sponsor and Student Leadership team in resolving any conflicts, misunderstandings, etc. that may occur.

3. Shall assist the President in addressing and resolving any concerns, issues, problems, etc. pertaining or related to class activities and special events.
4. Shall serve as a liaison to communicate class activities and events to the PTO.
5. Shall assist teaching team leaders in their grade in developing a parent committee to assist with team and grade level activities.

E. Recording Secretary

1. Shall be responsible for keeping accurate records of all meetings of the organization and Executive Committee.
2. Shall be responsible for upkeep of the PTO website.
3. May be responsible for committees and activities as designated by the President.

F. Corresponding Secretary

1. Shall be responsible for writing all correspondence (thank you notes and greeting cards) for the organization.
2. Shall collect and edit all PTO information for any PTO newsletters, or PTO section of the Principal's Newsletter or weekly communication.
2. Shall assist with PTO communications.

G. Treasurer

1. Handle all funds of the Parkway West 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 President will sign all checks.
2. Present a financial statement at every meeting and when requested by the Executive Committee. Prepare a final financial report at the end of the fiscal reporting year.
3. 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.
4. In cooperation with Budget Committee, prepare fiscal budget to be presented for approval at April or May meeting.

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 President-Elect, the Treasurer shall perform the duties of the President.

8. Responsible for committees and activities as designated by the President.

H. Principal

1. Shall serve as liaison between the school district, school and PTO.

2. Shall act in an advisory capacity to the PTO organization.

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.

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 President.

C. Chairpersons of all Standing Committees shall present a progress report at meetings as appropriate and shall keep their committee's notebook current during the year.

D. At the end of the school year, the Committee Chairperson shall pass along the notebook and summary of year to incoming Chairperson.

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

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 Committee Chairmen at least seven (7) 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.