

## **GREEN TRAILS PTO BY-LAWS**

### **ARTICLE I: NAME**

The name of this association is the Green Trails Parent-Teacher Organization, Chesterfield, Missouri (hereinafter referred to as the PTO).

### **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. These bylaws shall be deemed the Articles of Association.

### **ARTICLE III: OBJECTIVES**

The Objectives of the PTO are:

- a) To promote the welfare of our students in school, home and community.
- b) To secure adequate laws for the care and protection of our students.
- c) To bring into closer relation the home and the school, that parents and teachers may cooperate in the education of our students.
- d) To develop between educators and the general public a united effort to secure the best possible education of our students.
- e) To support staff and administration to teach each student, every day.

### **ARTICLE IV: PURPOSE**

The PTO is organized exclusively for educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

### **ARTICLE V: BASIC POLICIES**

Section 1. The following are basic policies of this PTO:

- a) The PTO shall be non-commercial, non-sectarian, non-partisan, non-discriminatory, non-profit and autonomous.
- b) The name of the PTO 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 PTO.

- c) The PTO shall work with the school administration to provide a quality education of our students and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the Parkway Board of Education.
- d) The PTO may cooperate with other organizations and agencies concerned with child welfare, but persons representing the PTO in such matters shall make no commitments that bind the PTO unless properly authorized.
- e) No substantial part of the activities of the PTO shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the PTO shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.
- f) No part of the net earnings, or commission for services rendered, of the PTO shall inure to the benefit of, or be distributed to, its members, officers or other private persons except that the PTO shall be authorized and empowered to pay reasonable compensation of services rendered and to make payments and distributions in furtherance of the purposes set forth herein.

## **ARTICLE VI: MEMBERSHIP AND DUES**

Section 1: The membership of the PTO shall consist of every parent or guardian who has at least one child attending Green Trails School and the entire faculty and staff of Green Trails School. There shall be no annual membership dues.

Section 2: The membership year and the fiscal year will be July 1 to June 30.

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

Section 1.

- a) The officers of this association shall be co-Presidents, President elect, Past President, co-Vice Presidents of School Services, co-Vice Presidents of Programming, co-Vice Presidents of Fundraising, co-Secretaries and co-Treasurers. These officers shall be elected annually no later than the spring PTO meeting.
- b) Newly elected officers shall assume their official duties on July 1st of each year.
- c) Current officers shall continue official duties through June 30 of each year.
- d) An officer may not consecutively serve more than two one-year terms of any given position unless under extenuating circumstances. An officer can remain if

appointed by co-presidents and receives majority of board approval.

- e) Current and newly elected officers will work together during the end of the year so that an easy transition will occur.
- f) Positions can be changed (added or deleted) when done by majority board vote.

#### Section 2.

- a) The Executive Board, at a regular board meeting at least one month prior to the election of officers shall appoint a nominating committee and designate its chairperson.
- b) The Nominating Committee shall be composed of three (3) members of the PTO, including the incoming President and two additional PTO board members.
- c) The Nominating Committee shall send a nominating letter to all members of the PTO board requesting nominations for each of the available offices. The letter shall give each member of the PTO the opportunity to nominate themselves or any other member to any of the elected offices of the PTO.
- d) The Nominating Committee, with advice from the principal, shall select at least one nominee for each available office and shall submit the names of the nominees to the PTO membership prior to the meeting at which the election is held.
- e) Only those persons who have consented to serve, if elected, shall be placed on the ballot.
- f) The election of officers shall occur by ballot at the Spring PTO meeting. Every member of the PTO shall be given the opportunity to vote. The vote shall be tallied and the new slate of officers reported by the Nominating Committee to the general membership of the PTO via the newsletter following the Spring PTO meeting.

Section 3. The Executive Board shall fill vacancies in any office(s) by appointment. If the office of the President becomes vacant the Executive Board shall appoint a new President from within the current board to complete the unexpired term.

## **ARTICLE VIII: DUTIES OF THE OFFICERS AND COMMITTEE CHAIRPERSON**

Section 1. The co-Presidents shall preside at all meetings of the PTO and of the Executive Board; shall perform such other duties as assigned by the PTO; shall be a member ex-officio of all committees and shall coordinate the work of the officers and committees of the PTO.

Section 2. The President-elect shall act as aide to the Presidents and shall perform the duties of the Presidents in the absence of that officer. In the absence

of both co-Presidents and President-elect, then the Vice-Presidents shall appoint, by majority vote, one Vice President to act as President during the absence of that officer.

Section 3. The Vice-Presidents shall coordinate and supervise the committees assigned to them and perform such duties as may be designated. Duties are reviewed yearly.

Section 4. The Secretaries shall record the minutes of all meetings of the PTO and of the Executive Board; shall keep on file the bylaws, a list of all committees and perform such other duties as may be delegated.

Section 5.

- a) The Treasurers shall have custody of all the funds of the PTO. One other officer of the PTO Executive Board (to be designated each year) shall have check-writing authority in the event of the absence or incapacitation of the disbursement treasurer. The Treasurers shall keep a full and accurate account of receipts and expenditures; and shall make disbursements as authorized by the Executive Board or by the PTO. The treasurers shall present a statement of account at every meeting and shall be responsible for managing the budget process. They shall file the required Internal Revenue Service annual information returns on a fiscal year.
- b) The Treasurer positions will be occupied by two individuals (one to handle the book-keeping and financial reporting (controller), and one to write the checks and make the deposits) for a 2-year term to provide adequate segregation of duties and to safeguard the assets of the organization. The controller shall not be allowed to write or sign checks nor handle cash and deposits. The controller will also be responsible for opening and reviewing the monthly bank statements.
- c) The PTO's account may be examined by any PTO member at a time established by the Executive Board.
- d) The Treasurers shall make available certain tax documents available for public inspection and provide copies to requesting individuals in compliance with section 6104 of the Internal Revenue Code. The documents include, but may not be limited to, most recently filed annual information returns, and documents concerning tax-exempt status.
- e) The PTO must conduct an annual audit of the books in accordance with insurance policy requirements.

Section 6.

- a) All committee chair people shall perform all duties assigned to them by the

co-Presidents and/or Executive Board, including submission of cash receipts and disbursements relating to each program.

b) Only an Executive Board member may sign a contract that binds the PTO to any activity and only upon the approval of the Executive Committee.

Section 7. All officers and committee chair people shall:

a) Perform duties prescribed by parliamentary authority in addition to those outlined in these bylaws and those assigned from time to time.

b) Deliver to their successors all official material including a final report not later than thirty (30) days after their successors assume office.

## **ARTICLE IX: EXECUTIVE BOARD**

Section 1. The Executive Board shall consist of the elected officers of the PTO, the principal and assistant principal of school.

Section 2. The duties of the Executive Board shall be to transact necessary business of and for the PTO; to approve work plans for the committees; to report to the PTO membership; to review and modify the proposed budget by the first general membership meeting of the year; and monitor compliance with the financial budget throughout the year.

Section 3.

a) Regular meetings of the executive board shall be held prior to PTO meetings during the school year.

b) A majority of the Executive Board members shall constitute a quorum.

c) Special meetings of the Executive Board may be called by the co-Presidents or by a majority of its members.

Section 4. Members of the PTO who wish to address the board should contact the PTO co-Presidents one week prior to the scheduled meeting.

## **ARTICLE X: OPERATIONAL LIMITATIONS**

Notwithstanding any other provision of these articles, the PTO shall not carry on any other activities not permitted to be carried on (a) by an association exempt from federal income tax under 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code or (b) by an association, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

## **ARTICLE XI: GENERAL PTO MEETINGS**

Section 1. The co-Presidents and Past President shall arrange meetings of the PTO.

Section 2. The PTO shall conduct regular PTO meetings and maintain a regular schedule.

Section 3. Additional meetings can be scheduled as needed.

Section 4. A quorum is required for the purpose of transacting business at any meeting of the Executive Board. A quorum shall be achieved by having half plus one of the Executive Board roster present. A simple majority of those present and voting shall be required for passage of any motion, resolution or other vote.

## **ARTICLE XII: COMMITTEES**

Section 1. The Executive Board shall appoint committee chairpeople.

Section 2. Committee work shall not be undertaken without the consent of the Executive Board.

Section 3. The co-Presidents or the Executive Board may appoint special committees.

Section 4. The co-Presidents or the overseeing officer shall be a member ex officio of all committees and shall be notified of all meetings.

## **ARTICLE XIII: PARLIAMENTARY AUTHORITY**

ROBERT'S RULES OF ORDER NEWLY REVISED shall govern the association in all cases in which they are applicable and in which they are not in conflict with these bylaws.

## **ARTICLE XIV: AMENDMENTS**

Section 1.

a) 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 written notice of the proposed amendments and/or changes have been given not less than two weeks prior to said meeting.

b) A committee may be appointed to submit a revised set of bylaws by a majority vote at a general meeting, or by a two-thirds vote of the Executive Board. The requirements of adoption of a revised set of bylaws shall be the same as in the

case of an amendment.

## **ARTICLE XV: DISSOLUTION OF ORGANIZATION**

Upon dissolution of Green Trails PTO, the PTO, after paying or mailing provisions for the payment of all liabilities of the PTO, dispose of all assets of the PTO exclusively for the purposes of the 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, or the corresponding provision of any future federal tax code, as the officers shall determine. Any such assets not so disposed of shall be disposed of by the proper Court of St. Louis County, Missouri, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.