

2007-2008 BYLAWS OF THE WILLOW BROOK PTO

ARTICLE I: NAME

The name of this organization is the Willow Brook Elementary School Parent Teacher Organization (PTO), St. Louis County, Missouri.

ARTICLE II: ARTICLES OF ORGANIZATON

The articles of organization of a constituent organization include: (a) the bylaws of such organization and (b) the certificate of incorporation or articles of incorporation of such organization (in cases in which the organization is a corporation) or the articles of association by whatever name (in cases in which the organization exists as an unincorporated association).

ARTICLE III: PURPOSES

Section 1. The Objects of the Willow Brook PTO are:

- A. To promote the welfare of children and youth in home, school and community.
- B. To raise the standards of school life.
- C. To bring into closer relation the home and the school, that parents and teachers may cooperate in the education of children and youth.
- D. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and character education.

Section 2. The organization is structured exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future Federal tax code (hereinafter "Internal Revenue Code").

ARTICLE IV: BASIC POLICIES

The following are basic policies of the Willow Brook PTO:

- A. The organization shall be noncommercial, nonsectarian and nonpartisan.
- B. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the Objects 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 attempting to influence legislation by propaganda or otherwise.
- D. The organization shall work with the schools to provide quality education for all children and youth, 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 boards of education.
- E. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.
- F. Notwithstanding any other provisions of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- G. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundations, or organizations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE V: BYLAWS AND RECORDKEEPING

Section 1. This PTO shall adopt such bylaws for the government of the organization as may be approved by the Willow Brook PTO members.

Section 2. Bylaws of each constituent organization shall include an article on amendments.

Section 3. This PTO shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization, including, specifically, the number of its members, the dues collected from its members. Such books of account and records shall at all reasonable times be open to inspection by Willow Brook PTO members.

Section 4. This PTO shall collect dues from its members annually in an amount agreed to by PTO members.

Section 5. Units shall submit a copy of their bylaws for approval once every three years.

Section 6. Willow Brook PTO shall elect officers before April 30. No person shall hold any elective or appointive position in any local PTO who is not a member in good standing of such local PTO.

Section 7. PTO may dissolve in the following manner:

- A. The Executive Board shall adopt a resolution recommending that the local PTO be dissolved and directing that the question of such dissolution be submitted to a vote at a special meeting of members having voting rights. Written or printed notice stating that the purpose of such meeting is to consider the advisability of dissolving the local PTO shall be given each member entitled to vote at such meeting at least thirty days prior to the date of such meeting.

ARTICLE VI: MEMBERS AND DUES

Section 1. Every individual who is a member of this PTO is entitled to all benefits of such membership.

Section 2. Membership in this PTO shall be made available without regard to race, color, creed or national origin, under such rules and regulations, as may be prescribed in the bylaws of this PTO. Membership is limited to family members or guardians, and staff.

Section 3.

- A. This PTO shall conduct an annual enrollment of members, but may admit persons to membership at any time.
- B. The membership year shall be July 1 through June 30.

Section 4. Each member of this PTO shall pay such annual dues to said organization as may be prescribed by the organization.

Section 5. Each member of this PTO shall pay annual dues of up to \$5.00 per person or \$10.00 per family to the organization.

ARTICLE VII: OFFICERS AND THEIR ELECTION

Section 1. Each officer shall be a member of this PTO.

- A. The officers of the Willow Brook PTO shall consist of a president, no more than three vice-presidents (one of whom shall be a staff member of the school), a secretary, and a treasurer.
- B. Officers shall be elected by ballot. However, if there is but one nominee for any office, election for that office may be by voice vote.
- C. Officers shall assume their official duties following the close of the school year and shall serve for a term of one year or until their successors are elected.
- D. A person shall not be eligible to serve more than two consecutive terms in the same office.
- E. In order to qualify for the offices of President or Treasurer, the nominee shall have served previously on the Executive Board for at least one (1) year.

Section 2. Nominating Committee:

- A. There shall be a nominating committee assembled by this PTO at a regular meeting at least two (2) months prior to the election of officers.
- B. The nominating committee shall select at least one (1) nominee for each office to be filled and report to the organization at, or before, the regular meeting in March. Additional nominations may be made from the floor.
- C. Only those persons who have signified their consent to serve if elected shall be nominated for, or elected to, such office.
- D. The nominating committee shall solicit volunteers for standing committees and chairpersons.
- E. In the absence of a nominating committee, the existing officers shall fulfill the duties of the nominating committee.

Secton 3. Vacancies:

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the members who are present, notice of such election having been given. In case a vacancy occurs in the office of President, the first Vice President shall serve notice of the election.

ARTICLE VIII: DUTIES OF OFFICERS

Section 1. The President shall:

- A. Preside at all meetings of the Willow Brook PTO and of the Executive Board;
- B. Perform such other duties as may be prescribed in these bylaws or assigned by the organization or by the Executive Board;
- C. Be a member *ex officio* of all committees except the nominating committee;
- D. Coordinate the work of the officers and committees of the organization in order that the Objects may be promoted;
- E. Meet with the principal at least thirty (30) days before the close of school for the purpose of establishing meeting dates and times for the following school year.

Section 2. The First Vice President shall:

- A. Act as an aide to the President;
- B. Perform the duties of the President in the absence or inability of that officer to serve.
- C. Provide babysitting services for PTO monthly meetings throughout the school year.

Section 3. The Second/Third Vice Presidents shall:

- A. Act as aide to the President and Vice President;
- B. Perform the duties of Vice President in the absence of that officer in their designated order;
- C. Report on Staff activities.

Section 4. The Secretary shall:

- A. Record the minutes of all meetings of the organization and of the Executive Board;
- B. Shall keep on file a current copy of the bylaws;
- C. Maintain a current membership list, and a list of all standing and special committees;

- D. Perform other delegated duties as assigned.

Section 5. The Treasurer shall:

- A. Have custody of all the funds of the organization;
- B. Keep a full and accurate account of receipts and expenditures;
- C. Make disbursements as authorized by the President, Executive Board, or association in accordance with the budget adopted by the organization;
- D. The Treasurer and the President are signatories for the PTO bank accounts;
- E. Present a financial statement at every meeting of the organization and at other times when requested by the Executive Board;
- F. Prepare Internal Revenue Service forms at the proper time;
- G. The Treasurer's accounts shall be examined annually and/or upon the election of a new treasurer by an auditing committee who, satisfied that the Treasurer's annual reports since the last audit are correct, shall sign a statement of that fact at the end of the report, to be presented at the first regular meeting of the PTO after completing the audit;
- H. The Treasurer shall chair the Finance Committee.

Section 6. All officers shall:

- A. Perform the duties outlined in these bylaws and those assigned from time to time;
- B. Deliver to their successors all official materials not later than ten (10) days after their successors assume office;
- C. Meet before the close of school for the purpose of establishing meeting dates and times for the following school year.

ARTICLE IX: EXECUTIVE BOARD

Section 1.

- A. The Executive Board shall consist of the officers of the organization, the chairpersons of standing committees, and the principal of the school or the principal's representative. The chairpersons of the standing committees

shall be selected by the nominating committee or the officers of the organization and the principal of the school or the school's representative.

- B. The President may appoint a parliamentarian, subject to the approval of the officers of the organization.

Section 2. The duties of the Executive Board shall be:

- A. To transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization;
- B. To create standing and special committees;
- C. To approve the plans of work of the standing committees;
- D. To present a report at the regular meetings of the organization;
- E. To select an auditing committee to audit the Treasurer's accounts;
- F. To authorize the finance committee to prepare and submit to the organization for approval an annual budget;
- G. To approve routine bills within the limits of the budget;
- H. To approve non-budgeted expenditures of \$50.00 or more between regular meetings of the Executive Board being contacted by the President of the organization for approval.

ARTICLE X: MEETINGS

Section 1. Only members of the organization shall be eligible to serve in any elective or appointive position.

Section 2. The Executive Board may create such standing committees as it may deem necessary to promote the Objects and carry on the work of the organization. The term of each chairperson shall be one (1) year or until the selection of a successor.

Section 3. Special committees may be appointed by the President or the Executive Board. A special committee is created for a specific purpose and automatically ceases existence when its work is done and the Executive Board receives its final report.

Section 4. 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. A plan of work is defined to be a timeline of proposed committee action, including expenditure of funds in excess of any budgeted amount.

Regular maintenance of the committee's plan of work does not need Executive Board approval. No standing committee may enter into a contract binding the organization without prior approval of at least a quorum of the Executive Board.

Section 5. The President shall be a member *ex officio* of all committees except the nominating committee, and shall be notified of all meetings.

ARTICLE XII: FISCAL YEAR

The fiscal year of this PTO shall begin on July 1 and end on the following June 30.

ARTICLE XIII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the PTO and are not in conflict with these bylaws.

ARTICLE XIV: AMENDMENTS

Section 1.

- A. These bylaws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting, provided that notice of the amendment has been given at the previous regular meeting.
- B. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a meeting of the organization, or by a two-thirds vote of the Executive Board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

ARTICLE XV: FUNDS MANAGEMENT

Section 1. Anyone collecting money, which is defined as cash, coin, check, or money order, must deliver 100% of it within 14 days of initial possession to the Treasurer. Anyone holding a cash box for an event must return the box and its contents within 14 days of the event as well. The person responsible for collecting the money is defined as the person in charge of the event. This responsibility cannot be delegated. In lieu of delivering it to the Treasurer, the money can be delivered to the Willow Brook school office. Likewise, any credit card slips must be turned over to the bank for processing within 14 days of possession. If an event lasts for more than one day, such as collecting membership dues or collecting admission fees, then 100% of the money held at the time must be delivered within 14-day intervals.

Violation of this bylaw for amounts of \$100 or more will set in place the following actions.

1. The PTO Treasurer will remind the violator of the deadline orally. If the money is not received by the Treasurer or the school office within 4 business days, the Treasurer must inform the PTO President of the infraction.
2. The PTO President will contact the violator orally and in writing, specifying a due date of no more than 7 days to turn in the money to the school office. Furthermore, the violator will be relieved of all duties involving PTO funds and will be banned from handling PTO funds in the future.
3. If the violator fails to comply, the Principal will send a certified letter specifying a due date no more than 7 days later that the money be delivered to the school.
4. Further failure to comply may result in the matter being turned over to Pattonville School District Level Personnel for possible criminal prosecution. Any exceptions will be evaluated on a case by case basis by the Principal and at least 2 other PTO representatives.

Section 2. The Treasurer must deposit any amount \$100 or more to the bank within 14 days of possession. Failure to comply will result in the same actions being taken as are outlined in section 1 above, including being immediately relieved of all Treasurer duties. As bank account co-signer, the PTO President will temporarily handle PTO money until a new PTO Treasurer can be elected. As a regular practice, the President will view the monthly bank statements as a check on the Treasurer's earnestness.