

Claymont Elementary Parent Teacher Organization By-Laws 2022

Article I. NAME

The name of the "Organization" is Claymont Elementary Parent Teacher Organization, Ballwin, Missouri.

Article II. PURPOSE OF THE ORGANIZATION

Section II.1

- (a) The purpose of the Organization shall be to support the education of children at Claymont Elementary by fostering relationships among the school, parents, and teachers.
- (b) To promote public and school recognition and support Claymont Elementary School activities, programs, and individual students.

Article III. BASIC POLICIES

Section III.1

- (a) The Organization exists as an unincorporated association of its members.
- (b) The Organization shall be noncommercial, nonsectarian, and nonpartisan.
- (c) 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 for any purpose not appropriately related to promotion of the objects of the Organization.
- (d) The Organization shall not, directly or indirectly, participate or intervene 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.
- (e) The Organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the Organization and such matter shall make no commitments that bind it.
- (f) Nothing herein shall be constructed to prohibit the Organization from sponsoring activities designed to raise money for educational purposes.
- (g) In the event of the dissolution of the Organization, its assets shall be distributed for one or more of the exempt purposes specified in section 501(c)(3) of the Internal Revenue Code of 1986 as from time to time amended.

Section III.2 FISCAL POLICIES

- (a) The Executive Board can vote to approve a major PTO expense of up to \$500 between regular meetings.

- (b) The Executive Board shall be notified of any proposed expenditure which exceeds \$500.00 so the expenditure can be approved at the next scheduled General Meeting.
- (c) Any proposed expenditure, which exceeds \$500.00, shall fall under Parkway School Board Policy and Guidelines - Purchasing DJF.BP.
- (d) Any approved expenditure shall include an expiration date. If the approved expenditure is not made prior to the expiration date or the fiscal year end, the funds will revert back to the general fund.
- (e) Budgeted and approved committee funds shall not be carried over from one fiscal year to another. Any funds not used shall revert to the general fund.

Article IV. MEMBERSHIP

Section IV.1

- (a) All parents and guardians of a student attending Claymont Elementary School and all members of the administrative and teaching staff at Claymont are automatically members of the PTO, so long as they are willing to uphold the policies of the PTO and subscribe to its By-Laws.
- (b) All members, in good standing with the organization, shall be entitled to make motions, debate and vote at any general meeting of the Organization, and shall be entitled to hold office and to serve on any committee to which they may be appointed.

Article V. MEETINGS OF THE ORGANIZATION

Section V.1 REGULAR MEETINGS

The Executive Board shall decide the number of regular meetings of the Organization to be held during the school year. The regular meeting of the Organization shall be on the same day and at the same time each month, to be determined by the executive board; unless there are conflicting dates with district calendar

Section V.2 SPECIAL MEETINGS

Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the recording secretary. Previous notice of the special meeting shall be sent to the members at least seven (7) business days prior to the meeting, via email, flyer, and/or social media.

Section V.3 ANNUAL BUDGET MEETING

The annual budget meeting will be held in lieu of the May Executive Board meeting. The budget meeting will include line item review of current budget and updates for the following year's budget. The annual budget meeting should include all current and incoming officers. The updated annual budget should be approved by a majority vote of members present and voting. Notice of the updated annual budget shall be given at previous meeting or through electronic correspondence within at least seven (7) days of May General meeting.

Section V.4 QUORUM

The PTO members present shall constitute a quorum.

Section V.5 NOTIFICATION OF MEETINGS

The president or secretary will notify the members of the meetings via email at least one week prior to the meeting. At least two (2) days notice shall be given of any change of date.

Article VI. OFFICERS AND THEIR ELECTION

Section VI.1 OFFICERS

- (a) The Executive Officers of the Organization shall consist of:
 - i. President(s)
 - ii. Vice-President(s)/President(s) Elect
 - iii. Recording Secretary
 - iv. Social Media Coordinator
 - v. Treasurer
 - vi. Fundraising Officer(s)
 - vii. Volunteer Coordinator
 - viii. Past President(s)
- (b) The officers shall assume their official duties on the last day of the school year, and shall serve for a term of one school year, or until their successors take office. No person shall serve more than two consecutive terms in the same office, unless approved by the general membership. No person shall serve more than five consecutive years as an officer of the Executive Board unless approved by the general membership.
- (c) Newly selected Executive Officers shall attend the final Executive Board meetings prior to the beginning of their elected term (April, May, and/or June).

Section VI.2 EXECUTIVE BOARD DUTIES

- (a) The Executive Board shall:
 - i. Transact necessary business in the intervals between general meetings. A report of Executive Board business shall be presented at general PTO meetings.
 - ii. Prepare an annual budget for the Organization, to be approved by its members by May of each year.
 - iii. Create standing committees in accordance with Article IX.
 - iv. Approve routine bills within the limits of the budget.
 - v. Establish a schedule of regular meetings for the year.
- (b) Meetings of the Executive Board shall be held as necessary during the school year. It is recommended that a monthly meeting be held one week prior to general meetings. A simple majority of members shall constitute a quorum following an attempt to reach all members.

- (c) Meetings of the Executive Board may be called by the president or by two members of the Executive Board.

Section VI.3 NOMINATING COMMITTEE

- (a) The president(s) shall appoint a nominating committee to be formed in February, consisting of four to six (4-6) members, two to three (2-3) members from the Executive Board, and two to three (2-3) members from the general membership. Once the committee is formed, the names of the nominating committee shall be made public by means of the PTO newsletter, or a general membership meeting, whichever comes first.
- (b) The nominating committee shall select at least one (1) to a maximum of three (3) nominees at the general meeting prior to the general election meeting (which is held in May) at which time 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.

Section VI.4 REMOVAL FROM OFFICE

Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a general meeting where previous notice has been given.

Section VI.5 VACANCY

A vacancy occurring in any office shall be filled for the expired term by a person elected by a majority vote of the remaining members of the Executive Board, notice of such an election having been given. In any case a vacancy occurs in the office of President(s), the Vice-President(s) shall elevate to President(s) and a new Vice-President(s) shall be elected at the next General meeting, with at least seven (7) days notice.

Article VII. OFFICERS' DUTIES

Section VII.1

The President(s) shall:

- (a) Preside at all meetings of the Organization and all meetings of the Executive Board; shall appoint chairpersons of special committees.
- (b) Perform such other duties as may be prescribed in the by-laws or assigned by the Organization in order that the objectives may be promoted. In the event of necessary decision making between general board meetings, the president shall contact the Executive Board members and reach a decision based on a majority.
- (c) Review/edit all news from all committees and meetings to be published by an executive board member in the PTO newsletter.
- (d) Be an ex-officio member of all positions and committees.

- (e) Act as backup administrator for all online accounts.
- (f) Make sure all Committee Chair positions are filled
- (g) Develop PTO calendar with principal/assistant principal
- (h) Update PTO website
- (i) Develop special topics/guest speakers for general meetings
- (j) Monthly meeting with Executive Board members (develop meeting agenda)
- (k) Organize general PTO meetings
- (l) Monthly meetings with principal(s)
- (m) Prepare newsletter, and share with principal(s) to be included in school newsletter

Section VII.2

The Vice-President(s) shall:

- (a) Act as an aid to the President and perform the duties of the President in the President's absence or inability to act.
- (b) Work with Parkway School District and Claymont Elementary to coordinate the special project(s) completion for the school year.
- (c) Serve as the President the succeeding year.
- (d) Decorate/Update front staff bulletin board and PTO bulletin

Section VII.3

The Recording Secretary shall:

- (a) Keep an accurate record of all general, and executive board meetings of the Organization.
- (b) Perform other duties as may be delegated.
- (c) Send approved General Meeting Minutes to be uploaded to PTO website no later than 2 weeks after general meeting.

Section VII.4

The Social Media Coordinator shall:

- (a) Compile and coordinate all news from all Committees to be reported through online communication.
- (b) Act as primary administrator for social media account(s).

Section VII.5

The Treasurer shall:

- (a) Receive all money of the Organization and deposit into PTO bank account.
- (b) Keep an accurate record of receipts and expenditures.
- (c) Pay out funds as authorized by the Executive Board of the Organization.
- (d) Maintain checks and balances and sign off on receipts.
- (e) Reconcile bank statements monthly.
- (f) Present a statement of account(s) at the Executive Board and General meetings.

- (g) Present an income and expense report at the Executive Board and General meetings.
- (h) Renew bookkeeping software membership annually.
- (i) Renew PTO insurance policy annually.
- (j) File the yearly tax return for the Organization.

Section VII.6

The Fundraising Officer(s) shall:

- (a) Coordinate periodic fundraising events throughout the year.
- (b) Work closely with the Executive Board to ensure the financial needs of the Organization are being met.
- (c) Provide regular reports of fundraising revenue.
- (d) Work closely with Treasurer regarding deposits and fundraising revenue

Section VII.7

The Volunteer Coordinator shall:

- (a) Compile committee volunteer lists and forward to committee chairs.
- (b) Solicit additional volunteers if necessary with the assistance of the Executive Board.
- (c) Act as primary administrator for online school directory

Section VII.8

The Past President(s) shall:

- (a) Attend Board and General meetings.
- (b) Advise and support current President.

Article VIII. PTO BOARD

Section VIII.1

The PTO Board shall consist of the Executive Board and the Principal or designated staff representative.

Section VIII.2

The duties of the PTO 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 approve the plans of work of the standing and special committees.
- (c) To attend the regularly scheduled monthly PTO meetings and/or present a report at regular meetings of the Organization.
- (d) To deliver to their successors all official material, which includes job descriptions, prior to new school year.

Article IX. STANDING COMMITTEES

Section IX.1

The incoming president and outgoing president shall see that the required standing committees are established beginning in April. It may create such other standing committees as it deems necessary to promote the objectives and carry on the work of the Organization, subject to the approval of the Organization.

- (a) The incoming president shall appoint a chairperson for each of the standing committees.
- (b) Each committee chairperson shall serve one year and until the selection and qualification of a successor. No one chairperson shall serve more than two consecutive years as chairperson for the same standing committee unless approved by the majority of the Executive Board.
- (c) The chairperson of each standing committee shall present a report if necessary, at regular meetings of the PTO Board and/or communicate activity of the committee to the President.

Section IX.2

Standing committees will be established to carry out the objectives of the Organization.

- (a) The chairperson of each of the following standing committees shall be a member of the PTO:

- Abilities Awareness Day
- Arts Partners/Art Appreciation
- Beautification
- Cardinals Night
- Chatterbox
- Claymont Sign
- Claymont Spiritwear
- FACT-astic Math
- Family Night
- Fifth Grade Celebration
- Fun & Fitness
- Generation to Generation
- Girls on the Run (Fall/Spring)
- International Night/STEAM night
- Kids Vote (Presidential - every 4 years)
- Library Aides
- Picture Day
- Red Ribbon Week
- Room Parents
- Staff Appreciation
- Talent Show
- Trivia Night
- Trunk or Treat
- Welcome Committee

- Yearbook

Article X. SPECIAL COMMITTEES

Section X.1

- (a) The power to form special committees, determine their size, and appoint their chairperson(s) rests with the President, subject to the approval of the Executive Board.
- (b) The chairperson of a special committee will contact volunteers provided by the Volunteer
- (c) Coordinator and select additional members if needed, subject to the approval of the Executive Board. The chairperson of a special committee will maintain documentation on that special committee to be turned in to the President at the conclusion of its work.
- (d) The chairperson of each special committee shall present a report, if necessary, at the regular meeting of the PTO Board.
- (e) The special committee will be dissolved at the conclusion of its work.
- (f) The President shall be a member ex-officio of all standing and special committees except the nominating committee.

Article XI. PARKWAY DISTRICT COMMITTEES

Section XI.1

- (a) A representative from Claymont Elementary School shall be appointed by the President with the approval of the Executive Board to serve on each of the following district committees, as directed by the district coordinators. The committees may include:
 - PACCD - Parents Advisory Council for Children with Disabilities
 - School Photographer
 - Government Relations
 - Alumni Association Representative
 - PAMEE - Parents Advocating for Multicultural Excellence in Education
 - Special Connections
- (b) One representative to each of the district committees shall provide written quarterly reports of activities and report information as needed at general meetings.

Article XII. FISCAL YEAR

The fiscal year shall begin on July 1st and end the following June 30th.

Article XIII. PARLIAMENTARY AUTHORITY

Robert's Rules of Order Revised shall govern the Organization in all cases in which they are applicable.

Article XIV. AMENDMENTS

- (a) The By-Laws shall be reviewed every three (3) years by a committee of PTO members appointed by the Executive Board.
- (b) These By-Laws may be amended at any regular meeting of the Organization by a majority vote of the members present and voting, provided notice of the proposed amendment shall have been given at a previous meeting or through electronic correspondence within at least seven (7) days of the general meeting.

These amended, restated Constitution and By-Laws were approved and adopted by the members of the Organization, upon proper notice, at a regular meeting of the Organization

duly called and held on December 6th, 2022.

Co-Presidents

Lauren Deichmann
Lauren Deichmann

Casey Pfarr
Casey Pfarr

Co-Vice Presidents

Alyssa Cho
Alyssa Cho

Fatima Zapata
Fatima Zapata

Claymont Elementary PTO By-Laws Summary of Changes - 10-2022

A copy of the By-Laws with revisions will be posted on the PTO website following the October 11th, 2022 PTO General meeting. Please review and let the board know if there are any questions. The revised By-Laws will be up for vote to approve at the December 6th, 2022 PTO General meeting.

- The entire document has been re-formatted (ie: font, section headers, paragraph indents)
- Date in title has been updated from 2019 to 2022 to reflect year when ByLaws were revised
- Article V (Meetings of the Organization) - updated wording in sections 1,2,3, and 5 of Article V to clarify how current meetings are scheduled and are run
- Section VI.1 (Officers) - updated listing of Officers to reflect current Executive Board structure
- Section VI.2 (Executive Board Duties) - changed three instances of “GENERAL” to “general” - removed capital letters.
- Section VI.3 (Nominating Committee) - clarified numbers; updated month of “...general election meeting (which is held in...)” from April to May
- Section VI.4 (Removal From Office) - changed the word regular to general
- Section VI.5 - (Vacancy) - removed the word “Body” from “...elected at the next General Body meeting,...”
- Article VII (Officers’ Duties) - Updated officer duty sections for each officer
- Section VIII.2 (The duties of the PTO Board shall be:) - updated wording in this section to expand timing of when old board members and new board members should meet to hand off materials
- Section IX.2 (Standing Committees) - update list of committees to reflect current committees
- Section X.1 - updated wording to “maintain documentation” (removed “keep a notebook”)
- Article XIV (Amendments) - Updated date and officer names