

# CRAIG ELEMENTARY SCHOOL OF PARKWAY SCHOOL DISTRICT PARENT TEACHER ORGANIZATION

## BYLAWS

### Article I – Name

The name of the Organization shall be the Craig School Parent-Teacher Organization (PTO).

### Article II – Purpose

The Craig School PTO (“Organization”) is organized for the purposes listed below:

- To provide Craig Elementary School with support and assistance in achieving the total education goals established by the School and Parkway District;
- To render such services and engage in such activities that will foster communication and bring a closer relationship between the home, school, and community so that all can cooperate in the mental, physical, and social development of the student; CV gf your magically
- To foster parent education; and
- To promote publically and support Craig Elementary School activities, programs, and individual students.

The Organization will encourage a positive, supportive atmosphere to enhance students’ education and extracurricular experiences.

This Organization is considered a “Subgroup” of the Parkway School District Parent-Teachers Organization Council for purposes of Code Section 501(c)(3) of the Internal Revenue Code in order to serve as the organization sanctioned by the Parkway School District for the purpose of discussing issues of interest to Craig Elementary School.

As a Subgroup, this Organization shall be governed by the Parkway School District Parent- Teachers Organization Council Bylaws and may also adopt additional rules or regulations as needed so long as they are not inconsistent with those Bylaws.

### Article III – Membership

**1. Voting Members.** Any parent, guardian, or other adult standing in loco parentis for a student at Craig Elementary School may be a member and shall have voting rights. A principal, teacher or staff member employed at Craig Elementary School shall also be a member and have voting rights.

**2. Dues.** There are no dues associated with being a member of the Craig School PTO. **Article IV – Executive Board**

**1. Management and Number.** The property, business, and affairs of the Organization shall be controlled and managed by the Executive Board. This includes but is not limited to transacting business between meetings in preparation for the general meeting, creating standing rules and policies, creating standing and temporary committees, reviewing and

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submitting a budget to the membership, considering sensitive expense requests under \$300.00, and preparing reports and recommendations for the membership. The Executive Board shall establish by resolution the number of directors to constitute the Executive Board. At least six of the Directors shall be officers of the PTO Organization: President, VP- Fundraising, Secretary, VP-Social Activities, VP-Finance, and Ambassador. The school principal(s) shall be ex-officio voting members. The President of the Organization shall automatically serve as the President of the Executive Board.

**2. Terms, election and Vacancies.** Directors shall hold office from July 1 until June 30 of the following year or until their successor-director has been duly appointed and qualified.

**3. Regular Meetings.** Regular meetings of the Executive Board shall be held as frequently and at such time and place as determined by the Executive Board. The Secretary shall call special meetings of the Board of Directors at any time on request by the President or two members of the Executive Board.

**4. Place of Meetings.** Meetings of Directors shall be held at Craig Elementary School or at another designated place upon agreement of the Executive Board. Members of the Board may also participate in meetings by means of conference telephone or other communications equipment whereby all persons participating in the meeting can hear each other. Participation in a meeting in such manner shall be deemed presence in person at the meeting for all purposes.

**5. Quorum.** Half the number of board members plus one constitutes a quorum.

**6. Decision via electronic ballot.** In the event that a decision can be made unanimously without meeting, an e-mail or text message vote may be used to decide time-sensitive issues.

## Article V – Officers & Elections

**1. Officers.** The Officers of the Organization shall be President, Secretary, Vice President – Fundraising, Vice President – Social Events, Vice President - Finance and Ambassador.

**2. Nominations and Elections.** Elections will be held at the second to last meeting of the school year. The nominating committee shall be directed by the school principal and shall consist of at least two (2) persons other than the principal. The nominating committee will present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

**3. Eligibility.** Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate.

**4. Terms of Office.** Officers are elected for one year terms. Officers should serve no more than two (2) consecutive terms in the same office. An officer may continue in their position for

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one year after their term expires, if a replacement cannot be found. For the second term, the Officer must be re-elected via the regular election process. Each person elected shall hold only one office at a time.

**5. Vacancies.** If there is a vacancy in the office of President, the Executive Board shall elect a replacement to serve the remainder of the current year's term. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting to serve the unexpired term.

**6. Removal From Office.** Any Officer elected may be removed from office with or without cause by the affirmative vote of two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given whenever in its judgment, the interests of the organization will be served thereby.

**7. No Compensation.** As this is a non-profit Organization, no Officer shall receive compensation for his or her services.

## Article VI – Duties of Officers

**Officer Responsibilities.** All officers shall read these bylaws and provide a signed copy to the secretary to be kept on file. In addition, officers shall be responsible for maintaining correct and appropriate policies and procedures on all committees via appropriate verbal direction and written formats including email.

**Delegation of Power.** In case of absence of any Officer of the Organization or for any other reason that the Executive Board may deem sufficient, the Executive Board may delegate the power or duties of such Officer to any other Officer or to any Director for the time being, provided a majority of the entire Executive Board concurs therein.

### 1. **President. The President shall**

- preside over meetings of the organization and Executive Board,**
- set monthly agendas,**
- serve as the primary contact for the principal(s),**
- represent the Organization at meetings outside the organization,**
- serve as an ex-officio member of all committees,**
- coordinate the work of all the officers and committees so that the purpose of the organization is served**
- appoint the chair of all standing and special committees not otherwise chaired by other officers**
- act as authorized signer on financial institution accounts**
- review contracts or any agreement that obligates the Organization to \$500.00 or more, or beyond the current school year**
- promote Craig School and Craig School PTO in a positive manner at all appropriate venue, including press, media and social media at all times**

### 2. **Vice President - Fundraising. The VP-Fundraising shall 3**

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- assist the president and carry out the president's duties in his or her absence or inability to serve
- review and present as necessary information regarding fundraisers
- coordinate all fundraising efforts, including securing and directing fundraiser committee chairs
- review contracts or any agreement that obligates the Organization to \$500.00 or more, or beyond the current school year
- attend all meetings of the general membership, Executive Board and any other meetings the Executive Board deems, by majority vote, to be mandatory
- promote Craig School and Craig School PTO in a positive manner at all appropriate venue, including press, media and social media at all times
- perform all duties as requested by the President.

## **Vice President – Social.** The VP-Social shall

- present, coordinate, schedule and assign chairpersons for all social activities.
- assist all chairpersons in conducting social events, working with the VP-Fundraising as appropriate.
- coordinate and communicate with volunteers for social events and in school events
- provide proper notice and verbiage to the school secretary for all school social events
- attend all meetings of the general membership, Executive Board and any other meetings the Executive Board deems, by majority vote, to be mandatory
- properly schedule facilities usage with the school's principal(s)
- review contracts or any agreement that obligates the Organization to \$500.00 or more; or beyond the current school year
- promote Craig School and Craig School PTO in a positive manner at all appropriate venue, including press, media and social media at all times
- perform all duties as requested by the President.

## **Secretary.** The Secretary shall

- record the minutes of all meetings. Any corrections to these minutes made at the next meeting shall be reflected in a corrected, final version of the minutes which are then posted in the same manner as the draft copy
- keep an accurate record of all Executive Board meetings which may or may not be made available to the general membership. Any corrections to these minutes made at the next meeting shall be reflected in a corrected, final version of the minutes which are then posted in the same manner as the draft copy
- make available all approved minutes within six (6) days of meetings, via copies in a prominent location at the school, Internet site/email, or other means
- answer all official correspondence (including thank yous, condolences, birth announcements, etc.) and be responsible for all publicity under the direction of the president
- oversee all promotion and posts on social media and Craig School PTO website

- keep a copy of the minutes, bylaws, rules, membership list, monthly sign-in forms and any other necessary supplies, and bring to meetings
- attend all meetings of the general membership, Executive Board and any other meetings the Executive Board deems, by majority vote, to be mandatory

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- review contracts or any agreement that obligates the Organization to \$500.00 or more; or beyond the current school year
  - promote Craig School and Craig School PTO in a positive manner at all appropriate venue, including press, media and social media at all times
  - perform all duties as requested by the President.
- 5. Vice President – Finance.** The VP-Finance shall
- have custody of the Organization funds and securities
  - act as an authorized signatory on Organization checks drawn on Organization accounts
  - keep full and accurate accounts of receipts and disbursements in books & records of the Organization to be maintained by him/her for such purpose and as prescribed by the Parkway School District Parent-Teachers Organization Council
  - receive and deposit all moneys and other valuable effects of the Organization in the name and to the credit of the Organization in depositories designated by the Executive Board
  - disburse the funds of the Organization as may be ordered by the Executive Board according to the approved budget
  - present a financial statement at every meeting and at other times of the year upon request of the Executive Board
  - prepare & publish annual financial report after the close of the fiscal year

- provide a trimester report for inclusion in the school newsletter to the school secretary as well as electronic reports to the school technical representative for inclusion on the website
- submit all records annually for audit
- present a draft budget for the following school year to the Executive Board for approval prior to the annual meeting (April meeting)
- ensure all Organization and Executive Board procedures are in place to keep exemption current per Internal Revenue Code section 501(c)(3)
- file all tax return and financial reports as required by the State of Missouri and Federal agencies
- establish and publish guidelines and procedures for requesting funds from VP-Finance
- review contracts or any agreement that obligates the Organization to \$500.00 or more; or beyond the current school year
- attend all meetings of the general membership, Executive Board and any other meetings the Executive Board deems, by majority vote, to be mandatory
- promote Craig School and Craig School PTO in a positive manner at all appropriate venue, including press, media and social media at all times
- perform all duties as requested by the President.

#### **6. Ambassador**

- create goodwill within the school by reaching out to families, new and old
- give notice of all meetings in accordance with these Bylaws
- review contracts or any agreement that obligates the Organization to \$500.00 or more; or beyond the current school year
- attend all meetings of the general membership, Executive Board and any other meetings the Executive Board deems, by majority vote, to be mandatory

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□ promote Craig School and Craig School PTO in a positive manner at all appropriate venue, including press, media and social media at all times

□ perform all duties as requested by the President. **Article VII – Meetings**

**Regular Meetings.** The regular meeting of the Organization shall be on the second Tuesday of each month during the school year at 7 p.m., or at a time and place determined by the Executive Board at least one month before the meeting. The secretary will notify the membership of the meetings in the school newsletter [i.e. Craig Courier] at least one week prior to the meeting and post notification on PTO website and social media.

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**3. 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 Secretary. Notice of the Special Meeting shall be sent to the members at least 10 days prior to the meeting via posted notification on PTO website and social media.

**Annual Meeting.** The annual meeting will be held in place of the April regular meeting. The annual meeting is for presenting reports, electing officers, and conducting other business that should arise. The secretary will notify the membership of the Annual meeting in the school newsletter at [i.e. Craig Courier] least one week prior to the meeting and post notification on PTO website and social media.

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**4. Quorum.** The quorum shall be ten (10) non-board members of the Organization and at least four (4) Executive Board members.

## Article VIII – Committees

**Membership.** Committees shall be appointed as the member or the Executive Board shall from time to time deem necessary to carry on the work of the corporation. Committees may consist of members and board members, with the President acting as an ex officio member of all committees.

**Committee Chairs Responsibilities.** All officers shall read these bylaws and provide a signed copy to the secretary to be kept on file. In addition, officers shall be responsible for maintaining correct and appropriate policies and procedures on all committees via appropriate verbal direction and written formats including email. Promote Craig School and Craig School PTO in a positive manner at all appropriate venue, including press, media and social media at all times.

**3. Standing Committees.** The following committees shall include but are not limited to:  Teacher Appreciation

- Family Events
- Party Coordinators
- Yearbook
- Picture Day

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- Hospitality  BoxTops
- Buzz Book  Apparel
- Book Fair
- 5K&1MileFunRun
- Parkway Advisory for Children with Disabilities (appointed by Principal)

**4. Committees Chair Reports.** The chairperson shall present plans, verbally or in writing, to the Executive Board before work is performed.

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**5. Committee Finances.** The chairperson must be cognizant of the Organizational budget and adhere to the outlined accounting procedures.

Article IX – Finances

**Budget.** The VP-Finance shall present a draft budget for the following year to the Executive Board for approval prior to the annual meeting. After receiving Executive Board approval, the budget will be voted upon by the membership. The VP-Finance may from time to time submit amendments to the budget for the current fiscal year, which may be adopted by a majority vote of the Executive Board.

If additional funds are needed during a school year beyond funds raised in the prior fiscal year, an Organization meeting vote is required thus allowing the use of the additional funds from savings. This shall require a 75% majority vote of those present (assuming a quorum) to be approved. The secretary will notify the membership of the vote in the school newsletter [i.e. Craig Courier] and post notification on PTO website and social media.

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**3. Authorized signers.** Two authorized signatures shall be required on each check over the amount of \$1000. Authorized signers shall be the President, VP - Finance, and Secretary.

**4. Financial Reporting.** The VP-Finance shall prepare financial statement at the end of the fiscal year to be reviewed by the Executive Board. This annual accounting of all funds, cash or otherwise, received or expended, including the Organization tax return and year-end financial statements shall be provided to the Parkway School District Parent-Teachers Organization Council ("Corporation") on or before November 15 following the fiscal year end of the Corporation. Failing to provide satisfactory reports annually shall, at the discretion of the Council's Board of Directors, be subject to exclusion as a Subgroup of the Corporation.

**5. Fiscal Year.** The fiscal year shall coordinate with the fiscal year of the Parkway School District Parent-Teachers Organization Council. It shall begin on July 1<sup>st</sup> and end of June 30<sup>th</sup> of the following year.

**Financial Records.** The VP-Finance shall keep accurate records of any disbursements, income, and bank account information. These records shall be kept at a minimum of six (6) year for Federal and State tax purposes.

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**6. Fund raising.** All fundraising shall be deemed funds of the Organization; however, all such funds may be spent exclusively to benefit Craig School and the students therein.

**7. Reimbursement.** A current State of Missouri Tax Exemption certificate shall be provided to each officer. In addition, if and when updates are made to the certificate, a copy of the renewed certificate document shall be mailed to the Parkway Director of Finance.

## Article X – Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised*, shall govern the Organization in all cases in which they are applicable and in which they are not inconsistent

with these bylaws and any special rules of order the Organization may adopt.

## Article XI – Dissolution

Should the Organization cease to exist, or if for any other reason, the purposes for which the Organization was organized no longer exist, the Organization shall be dissolved. After satisfying the Organization's liabilities, and expenses of winding up and dissolving, all assets of this Organization shall be transferred to Parkway School District Parent-Teachers Organization Council, a non-profit corporation chartered in the State of Missouri.

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

## Article XII – Amendments & Revisions

**1. Notice and Vote.** These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the Secretary. Notice may be given by postal mail, e-mail, school newsletter [Craig Courier]. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

**2. Review.** This Constitution & Bylaws shall be reviewed and/or revised as needed, but no longer than three (3) years, by a committee appointed by the President.

## Article XIII – Adoption

The undersigned officers have affixed their signatures hereto, to evidence the fact that the Bylaws have been duly adopted at a General Meeting on the \_\_\_\_ day of \_\_\_\_\_, 2017.

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President

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Secretary

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