

By-Laws for Hallsville R-IV Parent Teacher Organization

Article 1: Name

The name of this organization shall be the Hallsville R-IV Parent Teacher Organization (PTO) at 421 E. Hwy 124, Hallsville, MO 65255

Article 2: Objective

Enhance the cooperation between home, school and community to benefit the education of children and youth.

Article 3: Scope

This organization shall provide support for school functions, engage in fundraising projects, encourage parent, teacher, and community involvement, and cooperate with school administration in providing educational opportunities.

Article 4: Membership and Voting Eligibility

1. The Hallsville R-IV PTO shall be composed of parents and guardians of students attending R-IV Schools, as well as teachers, staff, school administrators and community members who have an interest in the well-being of the school and its students.
2. Voting privileges will be extended to all members present at the general PTO meetings.
3. No dues shall be collected.

Article 5: Officers and the Executive Board

Section1: The officers of the organization shall make up the executive board.

Section 2: The executive board is the entity charged with the management and responsibility for the organization. The board shall establish the objectives of the organization and determine the policy for the development of the objectives.

Section 3: The order of the succession for Hallsville R-IV PTO Executive Board shall be as follows:

President
Vice President
Secretary
Treasurer
School Liaison
Committee Chairs

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Section 4: No member shall hold more than one office at a time. Officers shall be elected by vote to serve for a term of one year.

Section 5: Two people working together may hold any office, other than President or Treasurer.

Section 6: The Executive Board, with the exception of committee chairs, will consist of no more than two employees of the school district.

Article VI: Duties

Section 1: Duties of the Executive Board.

- a. The Executive Board will generally manage the affairs of the Parent Teacher Organization.
- b. Present the yearly budget for approval by the general membership no later than the last meeting of the fiscal school year.
- c. Shall approve expenditures under \$500.00 not specified in the working budget. All expenditures above \$500.00 not specified in the budget, must be approved in a general meeting by the majority of those PTO members present.

Section 2: Duties of the President.

- a. Shall preside at all general, special and Executive Board Meetings.
- b. Shall coordinate the works of the officers and committees in order that the objectives and policies may be promoted.
- c. May form committees and appoint committee chairs as deemed appropriate to further the work of the organization.
- d. Shall be an ex-officio member of all committees and shall be notified of all meetings.
- e. Shall cast the deciding vote in case of a tie at all board and membership meetings.
- f. Shall be one of the officers authorized to the sign checks of this organization.

Section 3: Duties of Vice President

- a. Serve as an aide to the President.
- b. Represent the President in his/her absence or upon request.

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- c. If temporarily representing the President, the Vice President must immediately report to the President any new business.
- d. Shall automatically become president if the position is vacated for any reason.
- e. Shall be one of the officers authorized to the sign checks of this organization.
- f. Shall work with the treasurer to prepare an annual budget.

Section 4: Duties of the Secretary

- a. Shall record and present the minutes of all the general, special and Executive Board meetings.
- b. Shall make available copies of the minutes for review and approval.
- c. Shall be responsible for preparing the PTO newsletter(s).
- d. Shall be responsible for maintaining record keeping system, for the safe keeping of the minutes and other legal documents.
- e. Shall maintain a current listing of volunteers for committees.

Section 5: Duties of the Treasurer

- a. Shall receive all monies of this organization, keep accurate record of receipts and expenditures, and make disbursements as authorized by the Executive Board, in accordance with approved budgets and receipt of vouchers.
- b. All checks shall be signed by the Treasurer or authorized Executive Board member.
- c. Shall provide a financial statement at each meeting.
- d. Shall work with the Vice president to prepare an annual budget.
- e. Submit the books annually for an audit certifying its correctness at the close of the school year.
- f. In an emergency or under special circumstances, the Executive Board may be given the responsibility of his or her duties.
- g. Shall prepare all necessary tax returns and maintain tax-exempt status.

Section 6: Duties of School Liaison

- a. Shall maintain the PTO website.
- b. Shall communicate PTO activities to school board and administrators.

Article VI: Duties

Section 1. The President may form standing committees as deemed necessary to promote the objectives and policies and carry out the work of this organization. Committee chairs are members of the board. Committee chairs are assigned by the President and are members of the Executive Board.

Section 2. These committee chairs shall organize volunteers from the membership to accomplish the goal of committee.

Section 3. Written Progress and final reports shall be given at general and executive meetings as projects/events are planned and completed. Copies will be provided to the PTO secretary.

Section 4. Standing Committees may include the following committees:

- Merchandise: Handle all aspects of spirit apparel sales (design, ordering, selling and maintenance of inventory.)
- Membership and Hospitality: Coordinate volunteers for committees and provide refreshments at general meetings.
- Fundraising: Raise money to support PTO programs as agreed upon by the PTO membership. The treasure is a member.
- Activities: Shall plan events and activities not listing in the standing committees and may include, candy grams, skating parties, middle parties, Boxtop4 Education campaign, Create-a-Gift Night and Family Movie Night. Three members shall co-chair this, one from each of Primary, Intermediate and Middle School building.
- Festival: Shall oversee the organizing of the Festival.
- Staff Appreciation: Shall plan and organize events during the designated Staff Appreciation Week in the district.
- Scholarship: Shall receive, review scholarship applications and select the award recipients.

Article VIII: Meetings

Section 1. General meetings of this organization shall be held 5 times during the school year (August, October, January, March, and May). The executive board at their first meeting of the year will set meeting dates and times.

Section 2. Executive board meetings will be held prior to the general meeting, with the time and date fixed by the Board. Meeting dates will be announced.

Section 3. The president with prior notice may call special meetings.

Section 4. Rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this organization.

Article IX: Elections

Section 1. Any current member of the Hallsville R-IV PTO shall be eligible for elective office for the subsequent school year.

Section 2. Nominations for officers will be solicited and accepted during the month of March. A slate of nominees will be published prior to the May general meeting.

Section 3. Elections will occur at the May general meeting.

Section 4. Voting shall be done by ballot or by voice at the May meeting; majority vote shall rule.

Section 5. A term of office shall run from July 1-June 30 concurrent with the District's fiscal year.

Section 6: Any vacancy in an elective office, except President, shall be filled by a member of PTO, excluding current Executive Board members, and shall be appointed by the Executive Board.

Article X: Amendments

Section 1: These by-Laws may be amended at any general meeting by two-thirds vote of the members present and voting, provided the amendment has been presented at a previous general meeting and published in the PTO Newsletter.

Section 2: A by-law committee may be appointed every three years to review these by-laws.

Section 3: Approved amendments are to be enacted immediately and may be retroactive where applicable.

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Article XI: Dissolution

Section 1. Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of this PTO, the remaining assets shall be distributed to Hallsville R-IV School District. If Hallsville R-IV School District ceases to exist, remaining PTO assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code or shall be distributed to the federal government, or to a state or local government, for a public purpose.