

## By-Laws for Hallsville Parent Teacher Organization

### **Article 1: Name**

The name of this organization shall be the Hallsville Schools Parent Teacher Organization (PTO) at 411 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 Schools PTO shall be composed of parents and guardians of students attending Hallsville 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 meeting.
3. No dues shall be collected.

### **Article 5: Officers and the Executive Board**

Section 1: 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 Schools PTO Executive Board shall be as follows:

President  
Vice President  
Secretary  
Treasurer  
School Liaison

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, not serving in the same office for more than two consecutive years.

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

Section 6: The Executive Board and standing committees shall maintain detailed records to pass on to successors.

## **Article 6: Duties**

### Section 1: Duties of the Executive Board

- a. The Executive Board will generally manage the affairs of the PTO.
- b. Present the yearly budget for approval by the general membership no later than the November 30<sup>th</sup>.
- c. Shall approve expenditures under \$500 not specified in the working budget. All expenditures above \$500, not specified in the budget must be approved in a general meeting by a simple majority vote of those PTO members present.

### Section 2: Duties of the President

- a. Shall preside at all general, special, and Executive Board meeting.
- 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 sign the checks of the organization and must review and approve monthly bank statements.

### 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.
- 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 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 meeting, including digital correspondence and votes.

- b. Shall make available copies of the minutes for review and approval.
- c. Shall be responsible for communicating the business of PTO.
- 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 reimbursement requests.
- b. All checks shall be signed by the Treasurer and President.
- 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 calendar year.
- f. In an emergency or under special circumstances, the Executive Board may be given the responsibility of his/her duties.
- g. Shall prepare all necessary tax returns and maintain tax-exempt status.
- h. Shall obtain President's approval on all monthly bank statements.

#### Section 6: Duties of School Liaison

- a. Shall be an employee of the school district.
- b. Shall maintain the PTO website and facilitate communication with parents and teacher concerning PTO business.
- c. Shall communicate PTO activities to the school board and administrators.

### **Article 7: Committees**

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 and are assigned by the president.

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

Section 3: Written progress and final reports shall be given at general and board meeting 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 treasurer is a member.
- Activities: Shall plan events and activities not listed in the standing committees.
- 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 and review scholarship applications and select the award recipients.
- Running Club: Shall plan and organize the Running Club for grades Kindergarten-5.

### **Article 8: Meetings**

Section 1. General meetings of this organization shall be held at least 5 times during the year. The Executive Board will set the meeting dates and times at their first meeting of the year.

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* shall govern this organization.

### **Article 9: Elections**

Section 1. Any current member of the Hallsville Schools PTO shall be eligible for elective office.

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

Section 3. Elections will occur at the November meeting.

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

Section 5. A term of office shall run from January 1 to Dec. 31.

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 10: 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 electronically.

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.

## **Article 11: 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 the Hallsville School District. If the Hallsville 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.

*Approved Jan. 26, 2015*