



## **MOSAIC Elementary School PTO By-Laws (Rev 051122)**

### **Article I – Name of Organization**

The name of the organization shall be **MOSAIC Elementary School PTO**.

This organization shall be organized exclusively for the charitable and educational purposes of the children attending MOSAIC Elementary School within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

### **Article II – General Purpose**

1. To promote the welfare of the children attending MOSAIC Elementary school in home, school, and across the community.
2. To promote cooperation between parents and teachers in the education of children.
3. To develop the support and understanding of the public to secure every child the highest advantages in physical, mental, and social education.
4. To provide support to the school community and its members in accordance with the MOSAIC PTO Vision statement and as agreed upon by a majority vote of the Executive Board.
5. The objectives of this organization shall be achieved by fundraising activities, conferences, educational programs, and other projects as approved by the Executive Board.
6. This organization shall not seek to direct or control administration activities or policies of the school in any manner.
7. No part of the monies of the organization shall be distributed directly to the benefit of or directly to its members, trustees, or to private persons, except that the organization shall be authorized or empowered to reimburse and/or pay for the reasonable compensation for services rendered and make payment distribution in furtherance of the purposes set forth in Article II.
8. No substantial part of the activities of the organization shall perpetuate propaganda or attempt to influence any local, city, state, or federal legislation.
9. Funds deemed necessary may be raised through various activities as approved by a majority vote of the Executive Board.

### **Article III - Membership**

1. Membership in this organization shall be of two classes: active and honorary.

2. An active member is any person who is a parent or guardian of a MOSAIC Elementary School student. All active members are eligible to vote in elections and other general voting matters that pertain to the PTO and its activities.
3. Honorary members include faculty members or administrators of MOSAIC Elementary School or the title may be conferred upon any person by unanimous vote of the Executive Board.
4. An annual enrollment of members and for members shall be conducted. Additional members may be accepted at any time during the school year.
5. The membership year will be July 1<sup>st</sup> of a year to June 30<sup>th</sup> of the following year.

#### **Article IV – Executive Board Officers and Duties**

##### **1. PRESIDENT:**

- a. Shall preside at all meetings of the organization.
- b. Shall act as a judge in all elections and declare the results.
- c. Shall see that these bylaws and all orders of the organization are strictly carried out.
- d. Shall perform all other executive duties incumbent upon his/her office.
- e. Shall be a member, ex-officio, of all committees, though shall not be permitted to cast a ballot except in the case of a tie vote.
- f. In the event the president cannot preside at a scheduled meeting, this section shall be used as a chain of command to determine who shall chair the meeting; i.e., in order listed, Vice President, Secretary, Treasurer, etc.

##### **2. VICE PRESIDENT:**

- a. Assistant to the President.
- b. Perform duties of the President in the President's absence.
- c. Carry out all other duties assigned by the President.

##### **3. SECRETARY:**

- a. Shall record the minutes of all meetings of the organization and of the Executive Committee and distribute within 7 - 14 calendar days after the corresponding meeting.
- b. Responsible for true and accurate records of organization's meetings.
- c. Shall keep on file the bylaws and standing rules.
- d. Shall perform such other duties as may be assigned.
- e. If the Secretary is not present for a meeting, record-keeping duties shall fall to another board member present at the meeting and must be arranged in advance of the meeting in question.
- f. the meeting in question.

##### **4. TREASURER:**

- a. Shall receive all funds, proceeds of any projects, and any other funds, which properly belong to the organization, and deposit said funds in a bank or trust company approved by the Executive Board in the name of the organization.
- b. Shall keep a systematic and correct account of all funds received and paid out, preserving all records and bills, etc., belonging to and which is the property of the organization.
- c. Shall disburse funds by direction of the Executive Board by majority vote.
- d. An annual report, having been duly approved by the Auditing Committee, shall be presented at the annual meeting showing income, expenditures, receipts, bonds, securities and other assets owned by the organization.
- e. The Audit Committee will be made up of the Treasurer, the school principal, and an active PTO Member who is not an officer or committee chairperson. The audit will take place at the end of each fiscal year.

- f. No bill or claim against the organization shall be paid, unless duly authorized by the Executive Board.
- g. The Treasurer is responsible for all legal filings of the organization including IRS 990 forms and Missouri Tax exemption as well as other legal filings that pertain to finances of this 501(c)(3) organization.

**5. PARLIAMENTARIAN:**

- a. Assist the Executive Board to interpret and clarify the By-Laws as questions may arise, reconcile a decision with the By-Laws, and advise the Executive Board when a revision to the By-Laws may be necessary when neither can be done.
- b. The individual who accepts this position may acquire a current copy of ROBERTS RULES OF ORDERS to advise the President when questions of order may arise. The cost of this book shall be reimbursed by the Treasurer.
- c. Shall review the By-Laws annually in the spring and coordinate all modifications, additions, and deletions thereof with all other members of the Executive Committee.

**6. FUNDRAISING & EVENTS COORDINATOR**

- a. Shall oversee and coordinate all fundraising and events done by the MOSAIC PTO as well as establish and manage effective communication with both the Executive Board and event leads through procedures established at the start of the fiscal year.
- b. Draft and edit solicitation letters and thank you notes to donors and businesses that participate in fundraising with the PTO to be signed by the President and school principal.
- c. Shall work with the Executive Board to map out annual fundraisers, dine outs and event time frames, communications for school community and work with the executive board to appoint event chairs to successfully run MOSAIC PTO events and fundraisers.
- d. Shall communicate a calendar of events and fundraisers to the executive board and to the school office, along with event lead contact information.
- e. Shall establish a collaborative working relationship with committee / event chairs to execute appropriate fundraiser and event communications conducted by the PTO.
- f. Shall oversee MOSAIC-branded product sales and keep accurate records, as well as provide all records and invoices to the secretary and treasurer. This includes overseeing Spirit Wear orders and other MOSAIC-branded products.
- g. Shall handle setting up MOSAIC Dine Out fundraisers with local businesses and ensure all communication with businesses and MOSAIC is done effectively. Handle obtaining flyers and publications for Dine Outs.

**7. TEACHER REPRESENTATIVE(S):**

- a. Is an optional position and will be held on an as needed basis by a faculty member(s) of MOSAIC Elementary School.
- b. Responsible for the dissemination of information between the board and the school staff.
- c. Teacher representative(s) shall act as a liaison between the PTO, administration, teachers and students.
- d. Teacher representatives are non-voting board members, except in the case of the audit committee and removal of an existing officer.

**8. ADMINISTRATIVE REPRESENTATIVE(S):**

- a. Shall be the liaison between the school district and MOSAIC Elementary School administrative staff and the organization.
- b. May be staffed by the principal and/or the assistant principal of the school.
- c. Administrative representatives are not voting members except in the case of the audit committee and removal of an officer.

## **Article V – Election and Installation of Officers**

1. A nominating committee shall be convened no later than the month of March for the process of securing nominations. The PTO President and the Administrative Representative shall appoint three non-board PTO members to serve with them on this committee.
2. The nominating committee shall solicit nominees for each office to be filled, then provide a list of all nominees to the Executive Committee on or before the April Executive Board Meeting.
3. Executive Board nominations are open to any parent whose student will be attending MOSAIC Elementary School the following school year and who has fully paid any outstanding fundraiser bills by December 31<sup>st</sup> of the school year in which they are being nominated. Furthermore, nominees shall have served as an active member of the PTO from August to March and served as an active participant in a committee function.
4. Additional nominations may be made from the floor for any PTO Board position, either by self-nomination or nomination by another PTO member.
5. Nominees are elected by closed written ballot, a show of hands, or a voice vote when there is more than one nominee for an office.
6. Only those persons who have consented to serve shall be nominated for, or elected to, such office. Voting shall be done by all members of the PTO present at the time of the election with the exception of the current PTO President who will only cast a vote in the event a tiebreaker is necessary.
7. A vacancy occurring in an office shall be filled through a similar process as described in Article V.2 – 6. This will happen only after the remaining Executive Committee members have first had the option of filling the vacancy and have been confirmed by a majority vote of the Committee. If a vacancy occurs in the office of the President, the Vice President shall automatically assume the office of President pro tem until either replaced or elected .
8. Officers shall be installed at the May meeting and shall assume their active duties at the beginning of the school district's fiscal year. The incumbent Executive Board shall make sure that all incoming officers are acquainted with their obligations as well as transfer any documentation and other non-documentation items in their possession.
9. Any current Executive Board member may be reelected to the Executive Board provided there are no more than four absences during the current school year, including no more than two "unexcused absences". An "unexcused absence" results from an absence from a meeting in which (a) the president is not notified prior to the meeting and (b) the absent board member has not arranged for a person to cover his/her duties.

## **Article VI – Executive Committee**

1. The PTO Executive Board shall consist of the officers of the organization as outlined in Article IV of these By-Laws.
2. The Executive Board will create standing committees, approve plans of work of the standing committees, present a report at the regular monthly meetings of the PTO, prepare and submit an annual budget, appoint an audit committee, approve expenditures, and transact necessary business in the interval between organizational meetings.
3. Meetings of the Executive Board shall be held as needed but at least once a month. The time frame after the monthly PTO meeting is tentatively earmarked as the time for the monthly PTO board meeting. Special meetings of the Executive Board may be called by the President or by most of its members giving at least 48 hours notice to all members. Notice of the General and Executive Board meetings shall be posted at MOSAIC Elementary School.
4. Individuals who are not on the Executive Board or any standing committee may address the Executive Board. The individuals shall state their intention to the President or the

President's designate prior to the beginning of the Executive Board meeting. The President or the President's designate shall include the individuals on the agenda.

5. Upon majority votes of all executive board members, any financial activity may be subject to an audit by a certified public accountant not on the Executive Board.
6. An officer can be removed from office by a majority vote of the executive committee for failure to perform the duties of his/her office as well as by 2 unexcused absences and 4 total absences.

#### **Article VII - Standing and Special Committees**

1. Standing committees shall be created by the Executive Board to promote the objectives and interests of the organization. The officers of the organization shall select the chairpersons of the standing committees or the chairpersons can be volunteers subject to the approval of the Executive Board.
2. The chairperson of each standing committee shall present a plan of work to the Executive Board for approval. The Executive Board shall undertake no committee work without consent and without prior approval by a majority affirmative vote.
3. The President of the Executive Board may appoint special Committees.
4. The President or their appointee shall be a member ex-officio of all committees and shall be notified of all committee meetings.

#### **Article VIII - General Meetings**

1. Meetings of the organization shall be scheduled by the Executive Board at the June Executive Board meeting.
2. Special meetings may be called by the President, twenty percent of the active PTO members, or most of the Executive Board. The call for such special meetings shall specify the business to be transacted and no other business shall be transacted except that specified in the meeting notice. Any such meeting shall be in writing to all active members at least one week in advance of the meeting taking place.
3. The privileges of holding office, making motions, debating, and voting shall be limited to active members of the Executive Board.
4. The ROBERT'S RULES OF ORDER NEWLY REVISED shall govern the organization in all cases in which they are applicable as interpreted and clarified by the Parliamentarian.

#### **Article IX – Amendments**

1. These By-Laws may be amended at any general meeting of the organization, or any executive board meeting, by a majority vote of those members present and voting, notice of the proposed amendment(s) shall have been presented in writing to all members at least two weeks before the date of the vote.
2. A committee may be appointed to submit a revised set of By-Laws as a substitute for the existing By-Laws only by majority vote at a meeting of the organization or by a majority vote of the Executive Board. The requirements for adoption of a revised set of By- Laws shall be the same as in the case of an amendment.

#### **Article X – Miscellaneous**

1. Nothing herein shall constitute members of the organization as partners for any purpose. No member or officer of this organization shall be liable for the acts or failures to act on the part of any member or officer of the organization. Nor shall any member or officer be liable for his acts or omission to act arising out of willful misfeasance.

2. Each officer or member shall be charged with and held responsible for all properties of the organization turned over to them and shall be prepared at any time to account for this property.
3. Upon the dissolution of this organization, assets shall be distributed to remaining Mehlville School District Parent/Teacher Organizations or another 501(c)(3) 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.
4. Any chartered organization that is sponsored by the MOSAIC PTO will have its leadership reviewed annually by the full PTO board to determine if its chartered status will be retained for another year's time.

In witness whereof, we have hereunto subscribed our names to this set of By-Laws for the MOSAIC PTO Organization and will execute these by-laws to the best of all our abilities.

\_\_\_\_\_ Date

PTO President \_\_\_\_\_

PTO Vice-President \_\_\_\_\_

PTO Secretary \_\_\_\_\_

PTO Treasurer \_\_\_\_\_

PTO Parliamentarian \_\_\_\_\_

School Principal \_\_\_\_\_