



MOSAIC Elementary School PTO By-Laws (Rev 011219)

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. The objectives of this organization shall be achieved by fund raising activities, conferences, educational programs and other projects as approved by the Executive Committee.
5. This organization shall not seek to direct or control administration activities or policies of the school in any manner.
6. 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.
7. No substantial part of the activities of the organization shall be carrying on of propaganda or otherwise attempting to influence any local, city, state or federal legislation.
8. Funds deemed necessary may be raised through various activities as approved by a majority vote of the Executive Committee.

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 1st of a year to June 30th of the following year.

Article IV – Executive Board Officers and Duties

1. PRESIDENT:

- a. The President shall preside at all meetings of the organization.
- b. The President shall act as a judge in all elections and declare the results.
- c. The President shall see that these bylaws and all orders of the organization are strictly carried out.
- d. The President shall perform all other executive duties incumbent upon his/her office.
- e. The President 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 any 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.

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. The Treasurer 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 before the June meeting each 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 Committee to interpret and clarify the By-Laws as questions may arise, to reconcile a decision with the By-Laws and advise the Executive Committee when a revision to the By-Laws may be necessary when neither can be done.
- b. The individual who accepts this position will 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 November and coordinate all modifications, additions and deletions thereof with all other members of the PTO Board.

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 to support the fundraisers and events.
- b. Draft and edit solicitation letters and thank you notes to donors and businesses that participate in fundraising with the PTO.
- c. Shall work with the Executive Committee to map out annual fundraisers, dine outs and event time frames, communications for school community and work with 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. Shall be a faculty member(s) of MOSAIC Elementary School and be responsible for dissemination of information between the board and the school staff.
- b. Teacher representative(s) shall act as a liaison between the PTO, administration, teachers and students.
- c. 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 select nominee / nominees based on merit 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 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.
7. A vacancy occurring in an office shall be filled by a majority vote of the Executive Committee, with notice of such a meeting having been given to all members prior to the vote. If a vacancy occurs in the office of the President, the Vice President shall serve notice of the meeting and automatically assume the office of President pro tem until either replaced or confirmed by majority of the Executive Committee.
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 Committee 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. The membership of the Executive Committee shall be open to any parent of a student who will be attending MOSAIC Elementary School the following school year and has fully paid any outstanding fundraiser bills by December 31 of the school year in which they are to be nominated to the Executive Board.
10. Any current Executive Board member may be reelected to the Executive Board provided there are no more than five absences during the current school year, including no more than three "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 Board Executive Committee shall consist of the officers of the organization as outlined in Article IV of these By-Laws.
2. The Executive Committee will create standing committees, approve plans of work of the standing committees, resent a report at the regular monthly meetings of the PTO, prepare and submit an annual budget, appoint an audit committee, approve expenditures and to transact necessary business in the interval between organizational meetings.
3. Meetings of the Executive Committee shall be held as needed, at least once a month. The timeframe after the monthly PTO meeting is tentatively earmarked as the time for the monthly PTO board meeting. Special meetings of the Executive Committee 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 Committee meetings shall be posted at MOSAIC Elementary School.
4. Individuals who are not on the Executive Committee or any standing committee may address the Executive Committee. The individuals shall state their intention to the President or the President's designate prior to the beginning of the Executive Committee meeting. The President or the President's designate shall include the individuals on the agenda.
5. Upon majority votes of all executive committee 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 excessive unexcused absences.

Article VII - Standing and Special Committees

1. Standing committees shall be created by the Executive Committee 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 Committee.
2. The chairperson of each standing committee shall present a plan of work to the Executive Committee for approval. The Executive Committee shall undertake no committee work without consent and without prior approval by a majority affirmative vote.
3. The President of the Executive Committee 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 Committee 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 Committee.
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, if 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 Committee. 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 this set of By-Laws for the MOSIAC 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 _____