



MOSAIC Elementary School PTO By-Laws

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 community.
2. To promote cooperation between parents and teachers in the education of children.
3. To develop the support and understanding of the general 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 projects as approved by the Executive Committee.
5. This organization shall not seek to direct or control administration activities or policies of the school.
6. No part of the monies of the organization shall go to the benefit of or be distributed directly to its members, trustees, or to private persons, except that the organization shall be authorized or empowered to 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 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 PTO.
3. Honorary members include faculty members or administrators of MOSAIC Elementary School, or may be conferred upon any person by unanimous vote of the Executive Board.

4. An annual enrollment of 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 to June 30th.

Article IV – Officers and Duties

1. **PRESIDENT:**

- a) The President shall preside at all meetings of the organization. (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., Vice President in order listed Secretary, Treasurer, etc.)
- b) The President shall act as 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, but shall not be permitted to cast a ballot except in the case of a tie vote.

2. **VICE PRESIDENT:**

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

3. **SECRETARY:**

- a) Shall record and distribute within 7 - 14 calendar days after any meeting the minutes of all meetings of the organization and of the Executive Committee.
- 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.

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.
- d) An annual report, having been duly approved by the Auditing Committee, shall be presented at the annual meeting showing receipts, expenditures, bonds, and securities 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, unless duly authorized by the Executive Board, shall be paid.
- g) The Treasurer is responsible for all legal fillings of the organization including IRS 990 forms and Missouri Tax exemption as well as other legal fillings that pertain to finances.

5. **PARLIAMENTARIAN:**

- a) Shall assist the Executive Committee to interpret the By-Laws when a question of clarity might arise, to reconcile a decision with the By-Laws, and advise the Executive Committee when neither can be done and a revision is required.
- b) The individual who accepts this position will acquire a current copy of ROBERTS RULES OR ORDERS. (The cost of which shall be reimbursed by the Treasurer) to advise the President when questions of order may arise.
- c) Shall review the By-Laws each March in which the year is divisible by 5, and coordinate modifications, additions, and deletions thereof.

6. **FUNDRAISING & EVENTS COORDINATOR**

- a) Shall oversee and coordinate all fundraising and events done by MOSAIC PTO and establish effective communication to support the fundraisers and events.
- b) Draft and edit solicitation letters and thank you's to donors, businesses that participate in fundraising with PTO.
- c) Shall work with 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 calendar of events and fundraisers to executive board and school office a long with event lead contact information.
- e) Shall establish a collaborative working relationship with committee/event chairs to execute appropriate communications about fundraisers and events conducted by PTO.
- f) Shall oversee MOSAIC product sales and keep accurate records and provide records and invoices to secretary and treasurer. This includes overseeing spirit wear orders and other MOSAIC products.
- g) Shall handle setting up MOSAIC Dine out fundraisers with local business and ensure all communication with business and school is done effectively. Handle obtaining flyers and publications for dine outs.

TEACHER REPRESENTATIVE(S):

- d) Shall be a faculty member(s) of MOSAIC Elementary School and be responsible for dissemination of information to and from the school staff.
- e) Teacher representatives shall act as liaison between PTO, administration, teachers, and students.
- f) Teacher representatives are not voting members, except in the case of the audit committee and removal of an officer.

6. **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 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 and provide a list of nominees to the Executive Committee on or before the April Executive Board.
3. Executive Board nominees shall have served as an active member of PTO from August-March and have served as an active participant in a committee function.
4. Additional nominations may be made from the floor.
5. Nominees are elected by the show of hands or by voice vote or by a closed ballot when there is more than one nomination for an office.
6. Only those persons who have consented to serve shall be nominated for, or elected to, such office. Voting shall not be limited to the nominees. SEE #3.
7. A vacancy occurring in an office shall be filled by a majority vote of the Executive Committee, due notice of such a meeting having been given. In case 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 until either replaced or confirmed by majority of the Executive Committee.
8. No officer shall hold the same office longer than two consecutive years.
9. Officers shall be installed at the May meeting and shall assume the 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.
10. 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 their previous fundraiser bills by December 31 of the school year in which they are to be nominated to the Executive Board. Additionally, a 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 Executive Committee shall consist of the officers of the organization as outlined in Article IV.
2. The duties of the Executive Committee shall be to create standing committees, approve plans of work of the standing committees, to present a report at the regular monthly meetings of the organization, to prepare and submit an annual budget, to appoint an audit committee, to approve expenditures, and to transact necessary business in the interval between organizational meetings.
3. Meetings of the Executive Committee shall be held as needed. Special meetings of the Executive Committee may be called by the President or by majority of its members giving at least 48 hours' notice. 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 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.
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.

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 approval.
3. The President of the Executive Committee may appoint special Committees.
4. The President, or his/her appointee, shall be a member, ex-officio of all committees and shall be notified of all meetings.

Article VIII - General Meetings

1. Meetings of the organization shall be scheduled by the Executive Committee at the June Executive meeting.
2. Special meetings may be called by the President, ten percent of the active members, or a majority 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 call. Any such meeting shall be in writing to all active members.
3. The privileges of holding office, making motions, debating, and voting shall be limited to active members.
4. The ROBERT'S RULES OF ORDER NEWLY REVISED shall govern the organization in all cases in which they are applicable.

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, provided that 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 his 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.

In witness whereof, we have hereunto subscribed our names this

Date _____

PTO President _____

PTO Vice-President _____

PTO Secretary _____

PTO Treasurer _____

PTO Parliamentarian _____

School Principal _____