

**PLEASANT HILL PARENT-TEACHER ORGANIZATION  
OF PLEASANT HILL, MISSOURI**

**BYLAWS**

**NOVEMBER 2001**

**PLEASANT HILL PTO BYLAWS**

ARTICLES OF ORGANIZATION

This organization exists as an unincorporated association of its members. Its articles of organization comprised of these bylaws as from time to time amended.

ARTICLE I NAME

SECTION A. The name of this organization is the PLEASANT HILL PARENT TEACHER ORGANIZATION OF PLEASANT HILL, MISSOURI.

ARTICLE II PURPOSE

SECTION A. To promote the welfare of children and youth in home, school and community.

SECTION B. To raise the standards of education.

SECTION C. To encourage cooperation between parents and teachers in the education of children and youth.

SECTION D. To unite educators and general public in an effort to secure the highest advantages in academic, physical and social education for all children and youth.

SECTION E. To seek to improve the care and protection of children and youth.

ARTICLE III BASIC POLICIES

SECTION K. The checking account must have a minimum of \$3,000 in the account at all times.

SECTION A. No part of the net earnings of the Organization shall inure to the benefits of, or be distributed to, its members, officers or other private persons except that the Organization shall be authorized and empowered to pay reasonable compensation for services rendered.

SECTION B. The Organization may authorize two representatives to attend an annual PTO Conference. The two representatives shall be the President and Vice-President, or two Executive Committee members appointed by the Executive Committee. The PTO Conference time and location is to be determined by the Executive Committee per PTO Conference schedule. Funding for attendance for further educating the two Executive Committee members for this annual event is to be provided by the PTO and conference cost and expenses to be voted on at PTO business meetings.

SECTION C. The Organization shall promote the objective through educational programs directed towards parents, teachers and general public; and development through conferences, committees, projects and programs.

SECTION D. The Organization shall be noncommercial, nonsectarian and nonpartisan.

SECTION E. The name of the organization or names of any members in their official capacities shall not be used in any connection with a commercial concern or any partisan interest or any purpose not appropriately related to promotion of the purpose of the organization.

SECTION F. The Organization shall require that all solicitations for goods and/or services require approval at a PTO business meeting.

SECTION G. No part of the activities of the organization shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the organization shall not participate in or intervene (including the publishing or distribution of statements) in any political campaign on behalf of any candidate for public office.

SECTION H. The Organization shall work with the schools to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy recognizing that the legal responsibility to make decision has been delegated by the people of the board of education.

SECTION I. The Organization may cooperate with other organizations and agencies concerned with child welfare, but person representing the organization in such matter shall make no commitments that shall bind this organization.

SECTION J. Notwithstanding any other provisions of these Bylaws, the Organization, the Executive Committee shall, after paying or making provisions for the payment of the liabilities of the Organization, dispose of all the assets of the Organization exclusively for the purpose of the Organization in such manner, or to such purpose as shall at the time qualify as an exempt organization of organizations under 501 ( c)(3) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law), as the Executives Committee shall determine.

SECTION K. The officers should attempt to keep a balance of \$3,000 in the checking account at all times. (Amendment to Bylaws by the Executive Committee on November 20, 2017)

SECTION L. All Teacher Funds Request over \$300 must be presented by the teacher/staff member and approved at a business meeting by a majority vote of  $\frac{2}{3}$  members. (Amendment to Bylaws by the Executive Committee on November 20, 2017)

## ARTICLE IV MEMBERSHIP

SECTION A. Membership in this PTO shall be made available to any individual (all teachers, administrators, parents or guardians of all Pleasant Hill students) subscribes to objectives and basic policies of the Pleasant Hill PTO, without regard to race, color, creed, sex, national origin under the rules and regulations provided by these bylaws.(Amendment to Bylaws by the Executive Committee on November 9th, 2010 and November 20, 2017)

SECTION B. Members of the Organization shall be eligible to vote in the business meeting or serve in any of its elective or appointive positions. (Amendment to Bylaws by the Executive Committee on November 9, 2010)

SECTION C. There shall be no dues. (Amendment to Bylaws by the Executive Committee on November 9, 2010)

## ARTICLE V OFFICERS

SECTION A. The officers of the organization shall be a president, a vice-president and a treasurer. (Amendment to Bylaws by the Executive Committee on May 4, 2010)

SECTION B. Officers shall assume their official duties at the end of July and shall serve for a term of one year or until their successors are elected. (Amendment to Bylaws by the Executive Committee on September 6th, 2016 and November 20, 2017)

SECTION B.1. In the event that no eligible person has expressed an interest in occupying a specific office, then the incumbent may remain in that office for an additional term or a nominating committee may be convened to fill the office if the Executive Committee deems this as appropriate action. - (Amendment to Bylaws by the Executive Committee on March 4, 2004)

## ARTICLE VI ELECTION OF OFFICERS

SECTION A. The form for nominations shall be sent out 30 prior to elections. The nominees must submit the form one week prior to elections in order to be on the ballot. Voting is conducted by all members attending the meeting in which they circle one name for each position from the nominees on the ballot. The Administrators from each building (Primary, Elementary and Intermediate Schools) will then conduct the election and count the votes. (Amendment to Bylaws by the Executive Committee on November 20, 2017)

SECTION B. Nominations for board positions must be contacted one week prior to elections and must consent to serve if elected. All nominees must be a parent or guardian of a student in the Pleasant Hill School District. (Amendment to Bylaws by the Executive Committee on November 20, 2017)

SECTION C. The officers shall be elected annually by ballot no later than May 31st. If there is but one nominee for any office, the election may be voice. (Amendment to Bylaws by the Executive Committee on September 6th, 2016 and November 20, 2017)

SECTION D. A vacancy occurring in an office shall be filled for the remainder of the term. Due notice of such election shall be given. Office shall be filled by majority vote at a PTO business meeting. In case a vacancy occurs in the office of president, the vice-president shall serve notice of the meeting. (Amendment to Bylaws by the Executive Committee on November 20, 2017)

#### ARTICLE VII DUTIES OF OFFICERS

SECTION A. The president shall preside at all business meetings and executive committee meetings of the organization, perform such other duties as assigned by the organization, shall be an ex-officio of all committees and coordinate the work of the officers and committees of the organization to promote the objectives. (Amendment to Bylaws by the Executive Committee on November 20, 2017)

SECTION B. The vice-president shall act as an aide to the president and shall perform the duties of any officer in the absence or inability of that officer to serve. If the chairperson of any standing committee vacates his/her office or reappointment becomes necessary, the vice-president shall appointed that chair seat until the executive committee appoints a new chairperson.

SECTION C. The secretary (upon election/when needed) shall record the minutes of all business and executive committee meetings of the organization; keep on file the bylaws and standing rules and perform such other duties as may be delegated to him/her. (Amendment to Bylaws by the Executive Committee on September 6th, 2016 and November 20, 2017)

SECTION D. The treasurer shall have custody of all of the funds of the organization; keep a full and accurate account of receipts and expenditures; make disbursements in accordance with the approved budget as authorized by the executive committee or by the organization; present a financial statement at every executive committee meeting; have available a transaction list at every business meeting and prepare Internal Revenue Service forms at the proper time. The treasurer's accounts shall be examined annually by The Pleasant Hill School District before 7/15. (Amendment to Bylaws by the Executive Committee on November 20, 2017)

SECTION E. Only officers of this organization shall receive monies and must be given to the treasurer immediately and deposited in a timely manner. A special file will be set up at each school and monies are to be locked up at all times. Anyone picking up monies must sign out on the appropriate sheet at each school and notify the treasurer. (Amendment to Bylaws by the Executive Committee on November 20, 2017)

SECTION F. All officers shall perform duties prescribed in the parliamentary authority in addition to those outlined in these bylaws and those assigned from time to time and deliver to their successors all official material no later than ten days after their successors assume office with the exception of the Treasurer who shall deliver his/her materials to newly elected officer after the audit has been completed. (Amendment to Bylaws by the Executive Committee on November 20, 2017)

## ARTICLE VIII EXECUTIVE COMMITTEE

SECTION A. The executive committee shall consist of the officers of the organization, the past president, or past vice-president if the past president is unavailable, and the principals of the schools or a representative appointed in their absence.

SECTION B. The executive committee shall hold meetings during the school year, not less than two times per year, times to be established by the president or by majority vote of the executive committee. Adequate notice of at least seven (7) days advance notice is advised, unless an emergency prevails.

SECTION C. A majority of the executive committee members shall be present to constitute a quorum for the transaction of business.

SECTION D. The duties of the executive committee shall be to transact necessary business in the intervals between organization meetings and such other business as may be referred to by the organization; create standing committees; approve plans of work of the standing committees; appoint committee chairpersons; to present reports at the business meetings of the organization; and other special committees; to approve and submit to the organization an annual budget for the upcoming year to be voted on at the first regularly scheduled meeting. (Amendment to Bylaws by the Executive Committee on November 20, 2017)

SECTION E. If the Committee Chairpersons are appointed, the Executive Committee has the power to reappoint someone to that position with a special hearing that has been called. If Committee Chairpersons are elected, the Executive Committee has the power to re-elect someone to the position with a special hearing that has been called.

## ARTICLE IX MEETINGS

SECTION A. The business meetings of this organization shall be held on dates designated by the officers at 5:45 pm the day of the scheduled meeting throughout the school year. (Amendment to Bylaws by the Executive Committee on September 6th, 2016)

SECTION B. The executive meeting: See Article VIII, Section B.

SECTION C. The business meeting shall approve bills within the budget limits; perform transactions necessary to operate on a month-to-month basis; approve plans of work of the standing committees; and to present an updated report. (Amendment to Bylaws by the Executive Committee on September 6th, 2016)

SECTION D. A quorum is achieved by a  $\frac{2}{3}$  vote of members in attendance of the organization's business meeting.

## ARTICLE X MEETING ATTENDANCE

SECTION A. Officers shall miss no more than two meetings. Upon the third absence a new officer will be elected to fill the remaining year.

SECTION B. Committee chairpersons shall miss no more than three meetings. Upon the fourth absence the Vice President will fill the position until a new chairperson is appointed.

SECTION C. Courtesy phone calls may be made to the absentee by an officer.

## ARTICLE XI STANDING AND SPECIAL COMMITTEES

SECTION A. Standing committees shall be created by the executive committee and may consist of Hospitality Committee, Carnival Committee, Fundraising Committee, Publications Committee, plus any other committees the executive board deems necessary to promote the objectives and carry on the work of the organization.

SECTION B. The chairperson of each standing committee shall present written plans of work to the PTO business meeting for approval. No committee work shall be undertaken without the consent of the PTO organization or special phone vote.

SECTION C. All committee chairpersons shall be present at all business meetings or appoint representatives in their absence; file detailed reports of procedures conducted by the committee before June 30th, present status reports at each executive committee meeting and business meetings when deemed necessary by the executive committees. The terms for each chairperson shall be for one year.

SECTION D. Special committees may be appointed by the executive committee.

SECTION E. This organization will undertake fundraising projects only with prior approval by obtaining  $\frac{2}{3}$  vote at a PTO business meeting. All proposals shall be submitted in writing in detail when presented at the business meetings.

SECTION G. If a situation arises where a Committee Chairperson needs additional approval an email vote must be obtained. The Committee Chairperson will contact the President. The President will do an email vote of the members in attendance at the exact meeting in which that item was voted on. (Amendment to Bylaws by the Executive Committee on November 20, 2017)

## ARTICLE XII PARLIAMENTARY AUTHORITY

SECTION A. ROBERTS RULES OF ORDER, NEWLY REVISED shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

## ARTICLE XII AMENDMENTS

SECTION A. A committee may be appointed to submit a revised set of Bylaws as a substitute for the existing Bylaws on by a  $\frac{2}{3}$  vote at a meeting of the organization or by majority vote of the executive committee. Revised Bylaws may be adopted at any PTO business meeting of the organization by a simple majority present and voting provided that notice is given 30 days prior to the meeting.

SECTION B. These Bylaws may be amended at any business meeting of the organization by a  $\frac{2}{3}$  of the members present and voting, provided that notice of the proposed amendment may have been given 30 days prior to the meeting.

THE PLEASANT HILL PARENT-TEACHER ORGANIZATION