

# Royal Heights Elementary Parent Teacher Organization By-Laws

Royal Heights Elementary School  
Joplin Schools  
Revised January 2013

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## Participation by the Public

### 1. Parent-Teacher Organizations

The Board of Education of The School District of Joplin R-VIII recognizes the valuable services performed by parent-teacher organizations, and encourages active organizations in the schools of the District. Membership should be extended to all parents, teachers, and anyone who is interested in promoting the welfare of children.

The Board further suggests that the groups maintain a close liaison with the Board, administration, and staff within the framework or guidelines of established School District policies.

The Board of Education vests no authority in parent-teacher organizations to carry out educational purposes of the District, nor is the Board liable for actions entered into by any parent-teacher organization.

The Board of Education encourages school personnel to initiate and support purposeful parent-teacher organizations which promote the highest ideals for school students. Officers of these organizations shall be expected to work closely and in harmony with the professional personnel.

Adopted: 8/10/76

Reviewed: 3/9/82

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*Reprinted from The School District of Joplin R-VIII Board of Policy Manual*

## Parent and Teacher Organization (PTO)

The Parent Teacher Organization continues to be a viable organization at Royal Heights Elementary. The organization has survived the test of time. From the beginning, educators have been aware of the importance of parental support for the student. The parent is asked to send to school an emotionally balanced child who is eager to learn. The school is asked to help each child grow academically. These goals can be met if we commit ourselves. With commitment we can send trouble free children to school ready to focus on the learning task. Teachers can then provide stimulating instruction of the curriculum. Students will experience success; learning and test scores will exceed expectations. Royal Heights has relied on the PTO and the volunteers they supply for the past several years to provide assistance and support of school programs, and to coordinate special activities, which benefit the children of our school. Royal Heights is fortunate to possess quality students, parents, and teachers. Together we can prepare the students of Royal Heights to develop to their full potential. Our course is set toward excellence. Let our motto be:

**Together We Can!**

**PTO Board of Directors and Officers**

The Royal Heights Elementary Parent Teacher Organization, hereinafter referred to as the “PTO” will consist of a Board of Directors and Officers, a Building Administrator Advisor and Parent and Teacher members. The Board of Directors and Officers will hereinafter be referred to as the “PTO Board”. All PTO powers shall be exercised by or under the authority of, and the affairs of the PTO managed under the direction of the PTO Board. The PTO Board may exchange duties from one office to another on unanimous approval of the PTO Board.

The PTO Board:

- Is comprised of three (3) Directors, the president, vice-president, secretary, treasurer, volunteer coordinator, and other coordinators as may be determined as necessary
- Will determine the fundraiser activities for the year and work together to oversee the fundraiser activities.
- Will determine how the fundraiser profits will be spent to promote the educational objectives of the school and provide supplemental activities for the students.
- Will at the first meeting of the PTO Board create and vote to approve an operating Budget for the entire school year to include any and all known expenditures and income, with estimations for each provided in the budget. The Budget will be placed into both PTO binders and available for public viewing.

## PTO Directors Criteria and Responsibilities

The PTO Board will have Three (3) Directors:

- The First Director and Chairperson of the Board of Directors will be a “Designated Director” position filled annually by the President of the PTO upon commencement of the term of the Office of President of the PTO and vacated upon expiration of the term of the Office of President of the PTO.
- The Second Director will be a “Designated Director” position filled by the Royal Heights Elementary Building Administrator commencing upon appointment/hiring of position by The School District of Joplin R-VIII and expiring at the end of Six (6) years or the termination of status as Royal

Heights Elementary Building Administrator by The School District of Joplin R-VIII, whichever event shall come first, with the Second Director position being eligible for automatic successive terms as qualified by the position of Royal Heights Elementary Building Administrator.

- The Third Director will be an elected position, to be filled by an eligible Officer of the PTO as designated by the PTO Officer Criteria and during the Annual Meeting of the PTO by qualified members of the PTO and its Officers and Directors in attendance, with a term commencing upon election and extending for a period of Twelve (12) Months, with the Third Director position being eligible for successive terms as qualified by the Annual Meeting vote.

Responsibilities of Directors will include:

- Directors will serve on the PTO Board, attending regular monthly meeting, with no less than two (2) unexcused absences, an exception only being granted to the Second Director position, who may attend as scheduling will allow, with attendance being required by all Directors to the Annual Meeting.
- Directors will vote, if even by proxy, on all financial decision of the PTO Board.
- Directors will vote, if even by proxy, on all PTO sponsored activity decisions.
- Directors will vote, if even by proxy, on all PTO business requiring a quorum of votes of the Officers and Directors as outlined in Missouri State Statutes Chapter 355, except as otherwise provided in the by-laws of the Royal Heights Elementary Parent Teacher Organization.

## PTO Member Criteria and Responsibilities

A person seeking membership in the Royal Heights Elementary Parent Teacher Organization as a Parent Member must meet and abide by the following:

- Must be a parent/grandparent/aunt/uncle or legal guardian of a student enrolled with The School District of Joplin R-VIII and attending Royal Heights Elementary.

- Must possess the ability to cooperatively work with others and model a positive example for others.
- Possess a willingness to work with and support the teachers and staff of Royal Heights Elementary and the PTO Board.
- Possess an interest in improving the educational programs and experience of all students at Royal Heights Elementary.
- Should be knowledgeable and supportive of the efforts of the school district.
- Should be willing to attend PTO Board meetings on a regular monthly basis.
- Should be willing to participate in the activities scheduled by the PTO Board as a volunteer.
- Should be able to share questions or differences of opinion face-to-face with members of the PTO.

A person seeking membership in the Royal Heights Elementary Parent Teacher Organization as a Teacher Member must meet and abide by the following:

- Must be a teacher employed with The School District of Joplin R-VIII at Royal Heights Elementary.
- Must possess the ability to cooperatively work with others and model a positive example for others.
- Possess a willingness to work with and support the PTO Board.
- Possess an interest in improving the educational programs and experience of all students at Royal Heights Elementary.
- Should be willing to attend as many PTO Board meetings as scheduling allow.
- Should be willing to participate in the activities scheduled by the PTO Board as a volunteer.
- Should be able to share questions or differences of opinion face-to-face with members of the PTO.

## PTO Officers Criteria and Responsibilities

A PTO Officer:

- Must meet all qualifications to be a member.
- Must be available to work in the school during the school day.
- Must be involved in the school volunteer program.
- Must possess the ability to lead and work cooperatively with others.
- Must be willing to work with and support the building administrator.
- Should possess a confidence in the teachers at Royal Heights.
- Must be willing to attend all monthly PTO Board meeting and PTO functions (Two unexcused absences may result in position removal)

The President:

- Will be responsible for scheduling PTO meetings in cooperation with the PTO Board.
- Will serve as head of the PTO Board.
- Will make and publicly post the Agenda for PTO Board meetings in cooperation with the building administrator.
- Will maintain involvement with the R-VIII District PTO
- Will serve on the PTO Board.

The Vice-President:

- Will be responsible for assuming any duties of the president during absences of the president.
- Will serve as fall fundraiser chairperson.
- Will serve on the PTO Board.

The Secretary:

- Will be responsible for the reading of the minutes at each PTO Board meeting.
- Will oversee any needed correspondence throughout the year.
- Will keep minutes from every meeting and publicly post minutes within 3 business days of each PTO meeting.
- Will maintain and keep both the public and the PTO Secretary copies of the PTO Binder, the public copy is to be up-to-date and in the school office.
- Will serve on the PTO Board.

The Treasurer:

- Will be responsible for deposits and expenditures of PTO funds.



- Will be responsible for keeping all bills paid and balances current.
- Will assume the role of Fund Raising Treasurer.
- Will oversee any financial responsibilities of any Committee Treasurers.
- Will ALWAYS be one of two signatures on any and all PTO checks.
- Will ALWAYS be present during the counting of PTO monies.
- Will serve on the PTO Board.

The Volunteer Coordinator:

- Will contact and provide guidance to volunteers.
- Will maintain a list of parents willing to volunteer for various projects and activities (a copy of the list of volunteers will be given to the PTO president, building administrator and building secretary).
- Will schedule volunteer program coordinators and provide them with a list of parents who are willing to assist in these ongoing programs. These programs include, but are not limited to:
  - A popcorn coordinator-shall enlist 3-4 volunteers who will make, bag and deliver popcorn for the students; the coordinator will be responsible for working out a yearly popcorn day schedule with the building administrator.
  - A General Mill Box Top Coordinator-shall periodically collect box-tops and follow the procedure for sending them into General Mills.
  - A Fall Festival Coordinator-shall work with the PTO Board to determine and coordinate activities.
  - A Room Parent Coordinator-shall coordinate party favors and games for any scheduled room parties.
  - A Book Fair Coordinator-shall work with teachers to determine needed assistance and ensure volunteers for both the fall and spring book fairs.

The Room Parent Coordinator:

- Will select and contact room parents.
- Will schedule and hold a meeting of home a meeting of room parents at the beginning of each year.

- Will discuss at PTO Board meetings ideas for food, drink, party favors and games for room parties.
- Will keep a file of age appropriate games for each party.
- Will help room parents if problems occur in planning parties.
- Will work with the building administrator to keep room parents apprised of current school policy as related to room parties, including:
  - **ALL GAMES AND/OR ACTIVITIES MUST BE SUBMITTED TO AND APPROVED BY BUILDING ADMINISTRATOR AT LEAST ONE WEEK PRIOR TO PARTY DATE.**
  - Bobbing for apples or other games that may involve the transfer of bodily fluids is not permissible at any party.
  - Games that involve the “stuffing” of food into participants mouths or that may in any way create or encourage choking hazards or other irresponsible behavior are not permitted.
  - **A copy of any notes going home with students must be given to and approved by the building administrator before the note is sent home.**
  - All students in the same classroom must receive the same party favors.
  - All food must be pre-packaged or purchased from a licensed bakery.
  - Reimbursement will be available each year as the budget allows; receipts are required.

## Building Administrator/Office Responsibilities

The Building Administrator is responsible for:

- Providing advice for creating the Calendar of Events
- Approval of Fund raisers
- Approval of large expenditures
- Approval of school functions or events
- Attending PTO meeting and serving as a Director

- Ensuring that PTO sponsored activities follow the guidelines of the established Joplin Schools District Policies.

## Member Voting Authority and Voting Quorum

Authority to call to a vote any business or proposed action of the PTO may be called by the President and/or any one of the Directors or any qualified PTO member if that member makes a motion to vote and the motion is seconded by another qualified PTO member.

All qualified members of the PTO will have the right to exercise the power of one vote per member upon call to do so during any such meeting for which they are in personal attendance of, or through the use of proxy vote, the appointment of a proxy representative must be made in writing by the absent voting member and such written instrument presented to the PTO Board at the time of vote.

Any member not present at the time of a called vote and who did not properly execute a proxy vote will be considered to have forfeited their vote for such called vote.

A member must furnish evidence of qualifications to vote upon request by any PTO Board member, if such evidence is not presented within Ten (10) days of such request, membership will be revoked and all recorded votes of member will be stricken from record. Evidence of qualifications includes but is not limited to state and/or court issued documentation establishing a relationship between the member and a child within the school that meets the criteria set forth in the PTO Board By-Laws, and/or employment status documentation of the member within the school, or documentation approved by the sitting members of the Board of Directors and Officers as verified evidence.

A quorum of votes is considered met and the vote affirmed when a minimum of One Half ( $\frac{1}{2}$ ) of the PTO Board of Directors and Officers is present or represented by proxy to record a vote.

Authority to call to a vote any business or proposed action of a Committee of the PTO Board is vested in the President and/or any one of the Directors or the Chair of said Committee.

All members of a Committee of the PTO Board will have the right to exercise the power of one vote per member upon a call to vote during any such Committee meetings for which they are in personal attendance of, or through the use of proxy vote, the appointment of a proxy representative must be made in writing by the absent voting committee member and such written instrument presented to the Committee Chair at the time of vote.

A quorum of votes is considered met and the vote affirmed for all committees of the PTO Board when a minimum of One Half (½) of appointed and/or elected Committee members are present or represented by proxy to record a vote.

## PTO Board Meetings

The PTO Board will meet monthly, during the school term, **at Royal Heights Elementary**, on dates and at times specified by the PTO Board during its last meeting of the school term of the preceding year. These meetings will be considered “Regular Meetings”. The President or Twenty-five percent (25%) of the PTO Board may call a meeting at any time outside the “regular meeting” times, as deemed necessary. These meetings will be considered “Special Meetings” and must be publicly posted, minutes must be recorded and placed into the PTO binders.

Any meeting, regular or special or closed, of the PTO **MUST** be publicly posted in written format and must be posted at least 48 hours prior to the official start of the meeting and must be posted at or directly near the main entrance of the school building (electronic posting are **NOT** valid postings). Failure to meet these requirements will void any and all business conducted at any such meeting for which posting did not properly occur.

A quorum for a meeting will be considered met when a minimum of One Half (½) of the PTO Board of Directors and Officers are present.

The PTO Board may enter into a “Closed” meeting, consisting of only PTO Officers and Directors, for the purposes of discussing sensitive financial and/or legal matters, personnel issues, personal and/or private individual member/student matters, or other topics deemed to be of a sensitive nature by the President or Presiding Officer/Director of the meeting. Closed meetings must record minutes to be included with the Secretary’s copies of minutes, but that may be kept separate from the “Public” minutes. A reporting of a Closed meeting must be made during regular meetings only in the event of personnel changes, required action of the PTO members and/or at the discretion of the PTO Board Officers and Directors. Closed meetings must be first publicly posted as necessary with a date and time for the meeting recorded in the posting. The meeting will first be public and upon a vote of officers/directors, the officers/directors may enter the closed meeting, the meeting must then be re-opened and adjourned as any PTO meeting is required to do. Failure to meet these steps will result in any business conducted during the closed meeting to become null and void.

The PTO Board of Directors and Officers will hold an Annual Meeting each April to elect the PTO Board Officers and Third Director. All PTO members have authority of one vote for each Office and Director position called for vote. The PTO Board shall post within a public common area of the Royal Heights Elementary school building a notice of the Annual Meeting detailing its time, date, location, a list of current Officers and Directors and a notice of member eligibility to vote, a minimum of Two (2) days prior to the scheduled Annual Meeting.

## Nomination and Acceptance of Officers

At the regular March meeting of the PTO Board, all PTO members will be given the opportunity to nominate an individual to serve in each officer position and the Third Director position. Following the meeting the current PTO President will contact each nominee for their willingness to serve in the case of their election.

For the positions of President and Treasurer, due to the high degree of responsibility and knowledge necessary, the nominee shall have either served on the PTO Board or been an active PTO member attending most meetings for at least one year prior to taking office.

The scheduled April meeting of the PTO Board will serve as the “Annual Meeting” for the purposes of electing and filling all positions available on the PTO Board, any Committee positions available and specific coordinator positions available.

New Officers will be accepted by the PTO during the last meeting of the school year and will be oriented by existing members at that time. All elected and appointed positions will become active at the end of the school year in which they were elected/appointed.

## Miscellaneous Guidelines

Expenditures greater than \$100.00 NOT included in initial operating budget:

- must be voted on and approved by a majority vote of **ALL** officers and directors
- must be approved by the building administrator

Handling of PTO/School Money:

- The counting of money must be done by at least two (2) individuals. This must consist of the PTO Treasurer along with any one (1) of another PTO Officer or Director, a parent, a teacher, or the building secretary.
- All checks must be designated for the purpose of expenditures.
- The source of all money should be designated
- Money should be deposited immediately

Voting:

- Matters to be decided upon shall be approved or rejected by a majority vote of all members present or represented by proxy at the meeting during which the vote is held. Any matter requiring a vote of the organization between scheduled meetings may be passed by a Three-Quarter ( $\frac{3}{4}$ ) vote of the PTO

Board Officers and/or Directors and said vote statistics reported to all members at next scheduled meeting during a called special meeting.

- A vote must be taken when a motion to vote is called for by ANY qualified PTO member during a regular or special meeting and that motion is then seconded by another qualified PTO member. The vote taken will be a final vote.

Officer Replacement:

- Any officer who is unable to fulfill the duties of their position should notify, in writing, the PTO Board through the PTO President.
- Any officer who is unable to fulfill the duties of their position or has Two (2) unexcused absences may be replaced by a vote of the PTO Board. The PTO President will notify said officer of replacement.