

Bylaw Audit (April 2026)

Completed by: Kristin Williams (2025-26 co-President) & Kathryn Drennen (2025-26 Treasurer)

Article #	Amendment Recommendations
I - Name of Organization	No amendments suggested
II - Purpose	No amendments suggested
III - Policies	No amendments suggested
IV - Membership	No amendments Suggested
V – Membership Meetings	Section 1. Meetings. All meeting dates, times, and locations shall be communicated to members no less than one week prior to the meeting by a Secretary or other designated officer. Minutes of all meetings shall be published on the Hixson website and in the PTO newsletter by the Communications Officers or other designated officer. Section 3. Notice of Membership Meetings. Written notice stating the place, date and hour of any meeting shall be delivered not less than three days before the date of the meeting to the general membership via email or other means by a Secretary or other designated officer.
VI – Executive Committee	No amendments suggested
VII – Officers and Elections	Section 3. Nominating Committee. (a) A nominating committee composed of three organization members, one of whom shall also be a Secretary or other officer of Executive Committee appointed by the President(s), shall be designated by the Executive Committee in the fall semester and approved by a simple majority vote of the membership present and voting at a general meeting of the organization occurring no later than December. A Secretary or other PTO officer appointed by the President(s) shall serve as temporary chairperson for the purpose of calling the first meeting of the nominating committee. The Committee shall then elect its own chairperson who shall officiate at all other meetings and at the election of officers as herein provided. (b) The nominating committee shall post written notification of elections to all members of the organization via the school and the PTO's social media page(s); communication channels. This notification shall include a call for nominees. The nominating committee shall recruit candidates from all grade levels and all elementary schools to ensure comprehensive representation on the executive committee. Any officer serving in office who wishes to serve a second term must notify the nominating committee to be placed on the slate of candidates. In the absence of at least one nominee for each office, the nominating committee shall secure nominees through individual contacts. Only those persons who have consented to serve if elected shall be nominated for, or elected to, such office and voting shall not be limited to the nominees. Any nominee may withdraw their candidacy in writing at any time prior to the May meeting.
VIII – Duties of Officers	Section 2. Vice President(s). The 2 Vice Presidents shall act as an aide to the Presidents and shall perform the duties of the Presidents in their absence. The two Vice Presidents shall oversee and coordinate the work of the standing committees and recruitment of volunteers for the organization in order that the purposes may be promoted. The Vice Presidents shall prepare committee reports

for presentation at PTO Meetings; and shall perform other duties hereunder and as delegated by the President(s).

Section 3. Secretary(ies). The 2 Secretaries shall keep a permanent and correct record of all meetings of the organization and of the Executive Committee and shall distribute copies to the officers at least one week before the next meeting; shall ensure that notifications of meetings and agendas are distributed to the membership at least three days prior to the meetings; shall conduct correspondence for the organization; shall keep on file the bylaws and standing rules, and a list of all standing and special committees; ~~shall call for items for, create and disseminate a regular newsletter;~~ coordinate the work of the Nominating Committee; and shall perform other duties hereunder and as delegated by the President(s).

Section 4. Communications Officer(s). The 2 Communications Officers shall be responsible for managing the PTO's website, newsletters, district-managed communication channels, and social media accounts, including posting, reading comments and messages, and informing the Presidents of any relevant communication needed in response. The Communications officers shall monitor other related social media accounts (e.g. - accounts belonging or related to Hixson Middle School, Webster Groves School District, Webster Groves) for information that the PTO should help promote, be informed of, or clarify. ~~The Communications Officers shall submit PTO posts to the co-Presidents for approval prior to posting;~~ Postings may be subject to approval by the co-Presidents. Communications Officers shall be responsible for publishing minutes of all meetings on the Hixson website and in the PTO newsletters; and shall perform other duties hereunder and as delegated by the President(s).

Section 5. Equity Officer: The Equity Officer shall ensure that the organization creates a safe, nurturing, and supportive culture and environment where everyone feels valued; ensure that equity and justice will be consistently considered in PTO decision-making and expressed in word and actions; remove social, cultural and educational barriers that members of our school community may experience through learning, advocacy, and community partnership; confront issues of bias and social injustice in order to eliminate the inequitable practices and unsafe environments these issues create; conduct a yearly review to ensure that PTO funds are being distributed in an equitable fashion; ~~coordinate the work of the PTO's Equity Committee and prepare committee reports for presentation at PTO Meetings;~~ serve as a liaison between the PTO and members; serve as a liaison between the Equity in Education Committee for the district; and shall assume specific responsibilities as designated by the Executive Committee for the purposes of equity practices and activities; and shall perform other duties hereunder and as delegated by the President(s).

Section 6. Fundraising Officer: The Fundraising Officer shall play a key role in leading fundraising efforts to support educational enrichment programs, extracurricular activities, and community engagement initiatives that improve the school experience of our students, families, teachers, and administration. The Fundraising Officer shall coordinate the work of the Fundraising Committee and oversight for other specific fundraising event committees; and shall perform other duties hereunder and as delegated by the President(s).

Section 7. Treasurer(s). (Paragraph 2). The Treasurers' account shall be examined annually by an auditor or an auditing committee who, satisfied that the Treasurers' annual report is correct, shall sign a statement of that fact at the end of the report. The auditor or auditing committee shall be appointed by the Executive Committee ~~from the general membership.~~ The examination of the Treasurers' accounts shall be completed prior to the ~~first~~ final fall meeting of the membership. The Treasurer(s) shall:

	(f) in general, perform all of the duties incidental to the office of Treasurers and such other duties as from time to time may be assigned to the Treasurers by the President(s) or by the Executive Committee.
IX - Committees	Section 2. Each committee chair will present that committee's plans to the Co-Vice Presidents for approval. <i>*A chair from each committee shall attend at least one meeting of the general membership in each semester to present a committee report.</i>
X – Fiscal Year	No amendments suggested
XI – Waiver of Notice	No amendments suggested
Xii – PTO Sponsored Activities	No amendments suggested
XIII - Dissolution	No amendments suggested
XIV – Amendments	No amendments suggested
XV – Adoption	No amendments suggested