

ARTICLE I - NAME

The organization shall be named Ross School Parent-Teacher Organization (PTO), St Louis County, an autonomous unit organized on January 29, 1976; herein referred to as the PTO.

ARTICLE II - MISSION STATEMENT

The PTO is organized for the purpose of supporting and enhancing the educational experiences of the School's students by:

1. providing an organization through which the parents, school, and teachers can work cooperatively; and
2. providing financial support for programs funded outside of the annual school budget.

ARTICLE III - POLICIES

Section 1: The PTO shall operate for charitable, educational, nonpartisan, non-sectarian, and non-commercial purposes and shall not discriminate based on age, sex, creed, or national origin.

Section 2: The policies of the PTO are established to maintain a tax-exempt status as defined by Section 501(c)3 of the Internal Revenue Code.

Section 3: The name of the PTO and the names of any of its members in their official capacities shall not be used in any connection with a commercial concern or political interest or for any purpose not appropriately related to the Mission of the PTO.

Section 4: The PTO may cooperate with other PTOs within the same school district that have similar goals and interests, but shall not interfere with the administration of these schools or seek to control its policies.

Section 5: The organization shall not – directly or indirectly – participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.

Section 6: The organization shall work with the school to provide quality education for all children and shall not attempt to set or control administrative policy for the school, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education.

Section 7: The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization in

such matters shall make no commitments that bind the organization.
No part of the net earnings of this organization shall be to the benefit of, or be distributed to, its members, trustees, officers or other private persons unless to pay reasonable compensation for services rendered.

Section 8: In the event of dissolution of the organization, its assets shall be distributed for one or more of the exempt purposes specified in Section 501 (c) (3) of the Internal Revenue Code of 1986 as from time to time amended.

ARTICLE IV - FISCAL YEAR

The fiscal year of the PTO shall begin on July 1st and end on the following June 30th.

ARTICLE V - MEMBERSHIP & DUES

Section 1: Membership. All parents and guardians of a student attending Ross School and all members of the administrative and teaching staff of Ross School are automatically members of the PTO, so long as they are willing to uphold the policies of the PTO and subscribe to this Constitution and By-Laws of the Ross School PTO. Membership in the organization shall be available without regard to race, sex, color, creed or national origin.

Section 2: Dues. There are no dues to be a member of the PTO

Section 3: Vote. Each individual member shall have one vote. Voting may take place by voice or, upon request, by written ballot.

ARTICLE VI - OFFICERS

Section 1: Officers. The Officers shall consist of an elected President, Co-President, Vice President, Secretary, Communications and Social Media, Treasurer and Co-Treasurer. The position of President may be a shared position between two individuals, thus acting equally as Co-Presidents.

Section 2: Eligibility. All members shall be eligible to serve in any Officer position.

Section 3: Nominations & Elections. Nominations for Officers' positions shall be submitted at the April PTO meeting by the Nominating Committee. At this meeting, additional nominations may also be made by the PTO membership.

Section 4: Term of Service. Voting shall take place by written (in case of multiple candidates) or verbal ballot at the final PTO meeting of the school year. Officers shall be elected for a term of one calendar

year (beginning July 1st and ending on the following June 30th) by the general PTO Membership. No person shall serve more than four consecutive years in one role; unless a replacement can not be found.

Officers may return to the Executive Board in a role after at least a one year hiatus; unless a replacement can not be found. A person may hold only one Officer's position at a time. An Officer may also act as Chair of up to two Standing Committees.

Section 5: In the event the PTO fails to fill all Officer positions at the end of year PTO meeting, the incumbent of the expiring term may remain in office for one additional school year or until an election of a new official at any regular meeting. The incumbent may not remain in an official position for two additional years.

Section 6: All Officers shall act in the best interest of the PTO.

Section 7: Compensation. No Officer shall be compensated by the PTO for their service.

Section 8: Attendance. Each Officer shall attend the Executive Board and monthly PTO meetings when possible. Should the officer not be able to attend, any updates and information shall be delivered to the President for general discussion.

Section 9: Committee Service. Each Officer is expected to serve on a minimum of one committee.

Section 10: Contracts & Purchases. No Officer shall secure any contract in the name of the PTO without the approval to do so by vote of the PTO members. Any approved purchases must be made within the budgetary restrictions.

Section 11: Removal from Office. Any Officer can be removed from office, with or without cause, by a two-thirds vote at a regular PTO meeting. Advance notice of the vote shall be given to the PTO Membership at least one week prior to the meeting.

Section 12: Each Officer shall assist in the nomination of incoming Chairpersons of the Standing Committees.

ARTICLE VII - OFFICER DUTIES

Section 1: President

The President(s) shall:

1. Preside over all meetings of the PTO.
2. Prepare each meeting's agenda.
3. Be a member, ex officio of all committees, except a committee to elect the Executive Board.

4. Represent the PTO at city-wide meetings or other meetings outside of the organization. Including Parkway School District PTO Leadership Meetings and Conferences.
5. Assist in the total coordination of all committees and the PTO as a whole.
6. Spend no more than \$100 on any one item or combination of related items, not included in the budget, without the consent of the general membership.
7. Sign checks, notes, etc. in the absence of the Treasurer.
8. Appoint Special Committees as needed.
9. Announce PTO meetings to the School population at least one week in advance of that meeting.
10. Plan and or oversee the volunteer appreciation dinner/event.

Section 2: Vice President

The Vice President(s) shall:

1. Perform the duties of the President in his/her absence, resignation, or inability to serve.
2. Serve as volunteer coordinator and community builder.
3. Collect from each committee chairperson detailed information of the committee's work for that year. Said information shall be reviewed by the vice president(s) and president(s) for approval and shall then be given as a reference to the next committee chair.
4. Oversee hospitality chairperson and before those duties should a chair not be appointed.
5. Attend to the official correspondence of the PTO gestures of appreciation and sympathy on behalf of the PTO.
6. Oversee the Trivia and Auction. The Trivia and Auction chairs shall report to them. Should there be no chair for Trivia or Auction the Vice President shall fill this role.

Section 3: Secretary

The Secretary shall:

1. Keep a record of all meetings of the organization and of the PTO Board and shall provide a copy of the minutes within one week of all meetings.
2. Maintain organized records from the planning of any event hosted by the PTO. These records should be kept in a secure location at the School, should be made available, upon request, to any Committee Chair planning a similar event, and turned over to the next Secretary to hold this position.
3. Maintain the PTO tri-fold sign board.
4. Help with update the teacher's favorite thing list.
5. Create and release brochure/pamphlet to print for events like Kick Off to Kindergarten, etc.
6. Take and maintain inventory of the PTO closet at school.

Section 4: Communications and Social Media

The Communications and Social Media Officer shall:

1. Maintain the PTO website.

2. Create event flyers.
3. Oversee the Spirit Wear vendor relations and product distribution.
4. Maintain and post to the PTO Facebook page on a regular basis in order to keep members abreast of current PTO events.
5. Attend School functions and events to take photos to be posted on the PTO website, Facebook Page, School newsletter, and in conjunction with school administration the School website.
6. Design, update and maintain the PTO bulletin board in the School lobby to reflect a positive and informative display.

Section 5: Treasurer

The Treasurer(s) shall:

1. Receive all monies of the organization and shall keep an accurate record of receipts and expenditures.
2. Pay out funds only as authorized by the Executive Board and/or general membership.
3. Present a statement of account at every meeting and at other times when requested by the Executive Board.
4. Make a full report at the last meeting of the year. S/he shall close the books by June 30.
5. Prepare and submit to the Executive Board for approval of a budget for the upcoming fiscal year. Recommendations submitted by committee chairpersons shall be taken into consideration.
6. After the final report has been approved, the treasurers shall review
7. Appendix A and revise (event addition or deletion) as needed. Revision of
8. Appendix B will not be considered a revision or an amendment to these By
9. Laws and therefore will not be subject to Article XI.
10. Conform to the requirements of generally accepted accounting principles and shall prepare Internal Revenue Service filing on a timely basis.
11. Be the Board's representative for correspondence with and coordination of any insurance issues. The treasurers will work with committee chairs and the insurance company to determine the need for additional coverage for PTO sponsored events.
12. Plan/oversee the fundraising efforts. Including but not limited to Purple Envelope Campaign. Be in attendance at Trivia Night to receive payments.

Section 6: All Officers

All Board Members, Standing Positions and Special Committee Chairs shall:

1. Perform duties described in the parliamentary authority in addition to those outlined in these by-laws and those assigned from time to time.
2. Check PTO emails regularly for updates and correspondence.
3. Deliver to their successors all official material at the last PTO Board meeting of the school year.
4. The PTO Executive Board is strongly encouraged at school events to represent the PTO when availability allows.

5. Monthly updates shall be given either through in person at meetings or through digital means prior to Executive Meetings.

ARTICLE VIII - EXECUTIVE BOARD

Section 1: Executive Board. The Executive Board shall consist of the Officers, the School Principal, and a Teacher Representative.

Section 2: Principal & Teacher Representative(s). The Principal acts as liaison between the School and the PTO and ensures that all PTO activities are in accordance with School policies and procedures. The Teacher Representative(s) act as liaison between the School teachers and the PTO.

Section 3: Duties.

1. The Executive Board shall conduct necessary business in preparation for the Regular PTO meetings
2. Shall prepare a proposed budget to be voted upon by the PTO Membership at the first regular PTO meeting of the fiscal year.
3. Should any member of the Board feel unable to fulfill their duties for whatever reason; notice should be given to the President as soon as possible.

ARTICLE IX - MEETINGS

Section 1: Regular Meetings of the PTO - Shall be held quarterly, except during July and August, at the School, on a date and time pre-established by the Executive Board. Dates and times of the monthly meetings shall be presented by the President at the first regular meeting of the school year.

Section 2: Executive Board Meetings - Shall be held monthly on a date mutually agreed upon by the Officers.

Section 3: Special Meetings of the PTO - May be called at any time during the school year by the President or upon the written request to the Secretary of at least five (5) PTO members. The objective(s) of such Special meeting must be set forth and presented to the PTO membership at least 10 days prior to the meeting.

Section 4: Quorum. At least 10% of the PTO Membership shall constitute a quorum. A quorum must be met in order for any vote to take place.

Section 5: The newly elected Executive Board shall meet at least once between July 1st and the first PTO meeting of the upcoming fiscal year for the purposes of preparing a balanced budget proposal which shall be presented at that first regular PTO meeting of the school year. A vote shall be taken at the first

regular PTO meeting as to either accept or amend the Executive Board's proposed budget.

Section 6: The final PTO meeting shall take place in May, prior to the close of school.

ARTICLE X - FUNDS

Section 1: Use. PTO funds shall be used for programs, events, and items that directly benefit the students of the School; with the exceptions of the annual Teacher Appreciation Luncheon, Staff Holiday Gifts, and School Alumni Scholarship award.

Section 2: Income. All funds raised for the PTO must be documented and submitted to the PTO Treasurer within 10 days of receipt. All funds received by the Treasurer must be deposited into the PTO bank account within 4 days of receipt by the Treasurer. Separate deposit receipts should be maintained for funds received from each unique fundraising event.

Section 3: Expenses. Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the PTO Treasurer. Reimbursement requests should be submitted to the PTO Treasurer within 30 days of the incurred expense or by three weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by a receipt. Any cash advance to cover expenses prior to a purchase must be documented in detail. All unused funds must be returned to the PTO Treasurer immediately following the purchase.

Section 4: Non-Budgeted Requests. Monetary requests for non-budgeted items may be submitted to the PTO at a monthly PTO meeting by any PTO member in good standing. A vote for approval of the monetary disbursement shall be taken at the next scheduled meeting of the PTO. Advance notice of the upcoming vote shall be publicized to the PTO Membership at least 1 week prior to the vote.

Section 5: Reporting. An updated financial report shall be made available in printed form or via the PTO website, available to all.

Section 6: Carry-Over. The PTO is authorized to carry over funds for the following fiscal year as recommended by the Executive Board. The annual carry-over amount shall not exceed \$10,000.

ARTICLE XI – COMMITTEES

Section 1: Standing Committees. The following Standing Committees shall exist for the purpose of carrying out a specific set of relative duties:

1. 5th Grade Moving Up
2. Buzz Book
3. Restaurant Nights
4. Sports Night

5. School Dance
6. Hospitality
7. Trivia Night
8. Silent Auction
9. Parkway Food Pantry Liaison

Section 2: Chairpersons. Chairpersons of Standing Committees shall be elected annually by the PTO membership. An Officer may also act as Chair of up to two Standing Committees.

Section 3: The Chairperson of each committee shall keep a record of the activities of his/her committee in a manner that would allow these records to be passed along to future Chairs. These records should be turned over to the Secretary who will maintain a comprehensive file of all events planned by the PTO and make them available to future Chairs.

Section 4: Committee Members. Chairpersons may solicit and appoint additional members to serve on their respective committees as necessary.

Section 5: Contracts & Purchases. No Committee Chair shall secure any contract in the name of the PTO without the approval to do so by vote of the PTO members. Any approved purchases must be made within the budgetary restrictions.

Section 6: Attendance. Committee Chairpersons shall, when necessary, attend Executive Board and PTO meetings to report on the activities of his/her committee to report on upcoming events. Should he/she be unable to attend, correspondence should be given to the president for presentation to the board and those in attendance.

Section 7: Each Standing Committee Chair shall assist in the nomination of the incoming Chairperson of their respective committee.

ARTICLE XII - COMMITTEE/CHAIR DUTIES

Section 1: 5th Grade Moving Up Chair

The 5th Grade Moving Up Chair(s) shall:

1. Plan and raise funds for the graduation ceremony, gift for school, Move Up party, Breakfast with Teachers event, etc.
2. This role communicates with 5th Grade teachers and Principals for all events/activities and can coordinate with those individuals for help.
3. The PTO's involvement is for checks and balances with fundraising monies.

Section 2: Buzz Book Chair

The Buzz Book Chair shall:

1. Compiles data for the schools free directory of students that is provided by the district.
2. Works with school secretaries to proof final drafts.
3. Works with school secretaries to have copies printed (usually through Parkway Print Services)
4. Coordinates with Principals the Buzz Book Cover Contest.
5. Communicate with the president any needs.

Section 3: Restaurant Chair

The Restaurant Chair(s) shall:

1. Plan a monthly "give back" fundraising event with local restaurants.
2. Contact and schedule with the location manager.
3. Submit flyers to school and PTO for promotion, if the restaurant does not provide promotional materials the Chair will work with Secretaries to create flyers.
4. Communicate with school to update the marquee.
5. Communicate with the Treasurer when the event is over and funds are ready for deposit.

Section 4: Sports Night Chair

The Sports Night Chair(s) shall:

1. Coordinate with Principals dates for Ross Night at the (ball park, ice rink, etc).
2. Communicate with sports team liaison about ticket pricing and seating.
3. Help with collection of funds.
4. Help with collecting tickets from sports team liaison.
5. Help distribute tickets to families at school if needed.
6. Communicate with the PTO any promotional materials needed for the event.
7. Promote the event through school newsletter, social media, marquee, etc.
8. Teams can include Cardinals Baseball, Blues Hockey, City Soccer, Ambush Soccer, River City Hoots Baseball, etc.

Section 5: Dance Chair

The Dance Chair(s) shall:

1. Coordinate with Principals date for event.
2. Secure emcee/DJ for music, lighting, etc,
3. Contact other vendors such as photographers, food, beverages, if need be.
4. Coordinate with the treasurer the funds available.
5. Secure decorations and seating or solicit any items needed.
6. Communicate with vice president volunteers needed.
7. Communicate with Parkway Pantry Liaison if this will be a donated good entry fee,
8. Help set up and clean up.

Section 6: Trivia Night Chair

The Trivia Night Chair shall:

1. Communicates with Principals to set a date and secure venue for trivia night.
2. Plan trivia questions and the games in between rounds, help set up and clean up the event.
3. Communicate with vice president to coordinate volunteers
4. Generate sponsorships and works with the treasurer to set a fundraising goal.
5. Works with 5th Grade move up Chair for 50/50 ticket sales or other fundraising efforts.
6. Coordinate with the Auction Chair leading up to the event
7. Emcee the trivia night.
8. works with PTO for promotional materials or any other items needed.
9. This has been an adults-only trivia night and silent auction in recent years.

Section 7: Auction Chair

The Auction Chair shall:

1. Coordinate with Administration a date for the auction.
2. Create a solicitation letter to be sent out via; mail, email or online format.
3. Use the Google Doc to send such letters or complete any online request forms.
4. Send out letters through mail no later than 2 months prior to the auction date.
5. Review list of businesses in Google Sheet and Doc in regards to which form of request a business prefers the request be made. (ie mail, online, email, in person)
6. Respectfully solicit businesses in person 1 month prior to auction those businesses who have not responded.
7. Gather and record ALL donations, donation amounts and location of placement in the auction list in the google sheets/doc documents.
8. Create baskets and signage for donated items to be bid on.
9. Create bid sheets (should event take place in person).
10. Coordinate with the Vice President to coordinate volunteers.
11. Work with Treasurer to set fundraising goal
12. Coordinate with Trivia Chair leading up to event
13. Help set up and clean up after event
14. Work with PTO on promotional materials or any other items needed

Section 8: Parkway Pantry Liaison Chair

The Parkway Pantry Liaison Chair shall:

1. Communicates with Principals and PTO any events/activities that would benefit the Parkway Pantry, such as Bingo Night, Supply Drive, Donuts Dash, etc.
2. Communicate with Parkway Pantry the school's intention for a drive and find out what items are needed at the Pantry. Set up a collection bin, coordinate volunteers to collect and box up items from the bin every week for the duration of the event, communicate with Principals when the event is over for s/he to place a work order for the items to be picked up from Ross and dropped off at the Pantry.

Section 9: Hospitality Chair

The Hospitality shall:

1. Coordinates with Principals and PTO activities and treats throughout the year to thank teachers and staff for their hard work.
2. Helps plan Teacher Appreciation Week events/activities.
3. Works with vice presidents to coordinate volunteers.
4. Plans Parent/Teacher Conference dinners for teachers.
5. Coordinates volunteers for Parent/Teacher Conference dinners to prepare or purchase food, drinks, utensils, etc, (usually through signupgenious.com or signup.com).
6. Coordinates with treasurers funds available to cater any items.
7. Helps set up and clean up.

ARTICLE XIII - PARLIAMENTARY AUTHORITY

Section 1: Bylaws Amendment. These Bylaws may be amended under the following conditions:

- At least 14 calendar days prior notice shall be given to the PTO Membership that a vote will be taken at the next scheduled Regular PTO meeting; and
- A quorum is met at the meeting and the revision request is approved by a majority vote of those present.
- All approved amendments shall become effective immediately and recorded by the Secretary.

Article XIV: SOCIAL MEDIA

All social media affiliated with, and/or bearing the name of, the Ross Elementary PTO must be administered by current members of the PTO Board, in keeping with the PTO's social media expectations (which are adapted from the Parkway School District). This includes the PTO website and any Facebook pages/groups.

ARTICLE XV - DISSOLUTION

Section 1: Dissolution. The PTO may be dissolved provided prior notice is given to the PTO Membership, a vote is taken at the next scheduled Regular PTO meeting (a quorum must be met), and the request is approved by a majority vote of those present.

Section 2: Remaining Funds. Upon a vote to dissolve the PTO, the remaining PTO funds shall first be used to pay any outstanding PTO debt and then either:

1. A vote shall be taken by the PTO Membership to spend remaining funds on an item or items that benefit the students; or

2. The remaining funds will be held in escrow by the Principal for use by a future School PTO. If a PTO is not formed within 24 months, the funds shall revert to the School and be used toward the benefit of the students under the discretion of the Principal.

Article XVI: APPROVAL

We, the undersigned Executive Board of the 2022-2023 Ross PTO, do hereby approve this revised edition of the Constitution and By-Laws of the Ross School Parent-Teachers Organization (PTO).

Presentation of the final version was made April 17 , 2023

Dina Feldman -President _____

OPEN Co-President_____

Mike Phillippii -Vice President _____

Rachel Sullivan - Secretary _____

Chrisanne Craig-Communications & Social Media Officer _____

Kelly Kipp -Treasurer _____

Robin Sievert -Co-Treasurer_____