

**BY-LAWS  
PARKWAY NORTHEAST MIDDLE SCHOOL  
PARENT TEACHER ORGANIZATION**

**ARTICLE I – NAME**

The name of the organization shall be the PARKWAY NORTHEAST MIDDLE SCHOOL PARENT TEACHER ORGANIZATION (PARKWAY NEMS PTO)

**ARTICLE II – OBJECTIVE**

The PARKWAY NEMS PTO will promote communication between teachers, parents and community. Additionally, the PARKWAY NEMS PTO will encourage a positive, supportive atmosphere to enhance students' educational and extracurricular experiences.

**ARTICLE III – SCOPE**

The PARKWAY NEMS PTO will engage in the following services: social and academic activities, communication, and fundraising. Financial support will be provided to support teachers and student programs not covered by the Parkway School District. The PARKWAY NEMS PTO will encourage parent, teacher and community involvement and cooperate with school administration to enhance educational opportunities. Areas of concern will be brought to the attention of the Principal.

**ARTICLE IV – POLICIES**

**Section 1**

The PARKWAY NEMS PTO shall be non-commercial, non-sectarian, non-partisan and non-political, and will not endorse a commercial enterprise or candidate.

**Section 2**

The PARKWAY NEMS PTO will seek neither to direct the administrative activities of the school nor to control its policies or curriculum.

**Section 3**

No part of the net earnings of this organization shall inure to the benefit of, or be distributable to, its members, trustees, officers or other private persons except that this organization shall be authorized and empowered to pay reasonable compensation for services rendered.

**Section 4**

The PARKWAY NEMS PTO may cooperate with all other organizations within Parkway School District with similar interests.

#### **Section 5**

**PARKWAY NEMS PTO funds will not be used for any items, programs or events that do not directly benefit the students at Parkway Northeast Middle School.**

#### **Section 6**

**No substantial part of the activities of this organization shall be the carrying on of propaganda or otherwise attempting to influence legislation. This organization shall not participate in or intervene in, including the publishing or distribution of statements, any political campaign on behalf of any candidate for office.**

#### **Section 7**

**Notwithstanding any other provisions of these articles, this organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal Income tax under Section 501 (c)(3) of the Internal Revenue Code of 1986, or the corresponding provision of any future United States Internal Revenue Law, or (b) by a corporation, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code of 1986, or the corresponding provision of any future United States Internal Revenue Law.**

#### **Section 8**

**Upon the dissolution of this organization, the Executive Committee shall, after paying or making provision for the payment of all of the liabilities of this organization, dispose of all the assets of this organization exclusively for the purposes of this organization in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational or scientific purposes under Section 501 (c)(3) of the Internal Revenue Code of 1986, or the corresponding provision of any future United States Internal Revenue Law, as the Executive Committee shall determine. Any such assets not so disposed of shall be disposed of by the Circuit Court of the County of St. Louis, exclusively for such purposes or to such organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.**

#### **Section 9**

##### **Accounting Procedures**

##### **A. Expense Guidelines**

- 1. Reimbursements for all expenses will be made only after receipts for expenditures (or copies of these receipts) have been signed and documented on the Check Request and/or Expense forms. These forms should be submitted to the PARKWAY NEMS PTO Treasurer within 30 days. Exceptions to these guidelines must be approved on a case-by-case basis by the agreement of the President(s) and Treasurer of the PARKWAY NEMS PTO.**
- 2. A cash advance to cover expenses prior to a purchase must be documented in detail at least 5 days in advance. All unused monies must be returned to the treasurer immediately following the purchase.**

##### **B. Deposit Guidelines**

1. All monies raised for the PARKWAY NEMS PTO must be documented and submitted to the PARKWAY NEMS PTO Treasurer immediately.

## **ARTICLE V – MEMBERSHIP**

### **Section 1**

PARKWAY NEMS PTO membership will be open to teachers, parents or guardians of students, and staff of PARKWAY NEMS PTO SCHOOL.

### **Section 2**

Membership to the PARKWAY NEMS PTO will be available to all people regardless of race, color, creed, national origin or sex.

### **Section 3**

The PARKWAY NEMS PTO will conduct an active membership campaign throughout the school year.

### **Section 4**

There are no dues associated with being a member of the PARKWAY NEMS PTO.

### **Section 5**

Any member of the Executive Board, District Committee or Committee Chairs are eligible to vote on any motion.

## **ARTICLE VI – OFFICERS AND THEIR ELECTION**

### **Section 1**

Qualification for Officers:

- A. An officer must be a member of the PARKWAY NEMS PTO.
- B. An officer must have a child currently enrolled in Parkway Northeast Middle School or must be a member of Parkway Northeast Middle School staff.
- C. No officer shall hold more than one board position at a time, and no officer shall serve for more than two consecutive terms. An officer may continue in their position for one year after their term expires, if a replacement cannot be found.

### **Section 2**

The officers of the Board of the PARKWAY NEMS PTO will consist of President, Vice-President, Secretary and Treasurer. Any of the offices can be co-chaired.

### **Section 3**

In addition to officers, other members of the Board will include the immediate past president(s), a Vice-President for each grade level, and the Parkway Northeast Middle School Principal.

#### Section 4

It shall be the responsibility of the President(s) to appoint and announce the members of the nominating committee.

- A. The nominating committee shall consist of board members.
- B. The nominating committee shall select one (1) nominee for each office to be filled.
- C. The election of the officers shall be held at the final meeting of the school year. Additional nominations may be made from the floor provided the consent of the nominee has been previously secured.

#### Section 5

A vacancy occurring on the PARKWAY NEMS PTO BOARD can be filled for the unexpired term by the PARKWAY NEMS PTO member through a special election. This special election will follow the same guidelines as the general election.

### **ARTICLE VII – DUTIES OF THE OFFICERS AND EXECUTIVE COMMITTEE MEMBERS**

#### Section 1:

##### Officers

##### A. President/Co-Presidents

1. Will preside at all PTO Executive Committee and PARKWAY NEMS PTO General and Special meetings.
2. Will coordinate the work of the officers and the committees to facilitate educational and extra-curricular activities.
3. Shall cooperate with the Principal and maintain a supportive relationship between the school and the PARKWAY NEMS PTO.
4. Will appoint special committees when needed.
5. Will notify PARKWAY NEMS PTO members of regularly scheduled meetings and special meetings called by the PARKWAY NEMS PTO Executive Committee five (5) days prior to such meetings.
6. Will share minutes with incoming new president.

##### B. Grade level Vice-Presidents.

1. Will act as a liaison between each grade level team.

##### C. Secretary

1. Record in a permanent form all business transacted at each meeting of the PARKWAY NEMS PTO.
2. Will prepare a copy of the minutes to all officers on the web site prior to the next PARKWAY NEMS PTO BOARD General meeting.

3. Present the minutes for approval at the PARKWAY NEMS PTO general meetings.
4. Will keep attendance records for all meetings.
5. In case of Secretary's absence from any meeting, a board member will be appointed to take the minutes.
6. Will provide a written year-end report to the new Secretary at the joint board meeting.
7. Will handle any correspondence as needed.

**D. Treasurer**

1. Will handle all funds of the PARKWAY NEMS PTO and will give a financial report of the collections and expenditures and call attention to any unusual items at each PARKWAY NEMS PTO General and Board meeting.
2. Will provide a written Year to Date and annual financial statement at each PARKWAY NEMS PTO General meetings.
3. Will sign all checks
4. Will maintain an accurate account of all receipts, disbursements, and other pertinent financial information as it pertains to events and purchases sponsored by the PARKWAY NEMS PTO.
5. Will disburse funds approved by the PARKWAY NEMS PTO Board.
6. Will file required tax forms by the end of fiscal year.
7. Will provide a written year-end report to the new Treasurer at the joint meeting.
8. An audit committee of at least (1) PARKWAY NEMS PTO member will conduct an annual audit of the financial transactions. Once satisfied that the report is accurate, the committee will sign a statement at the end of the report certifying its correctness.
9. In the Treasurer's absence, the Co-Presidents will sign checks.

**Section 2:**

**Executive Committee Members**

**A. Immediate Past President**

1. Attend NEMS PTO Executive Committee and all general membership PTO meetings.
2. Act as advisor to the PTO organization.

**B. NEMS Principal**

**Section 3**

The PARKWAY NEMS PTO Executive Committee will submit a tentative allocation of funds (budget) to the membership for approval at the first Fall PARKWAY NEMS PTO General meeting for the new school year.

## **ARTICLE VIII – MEETINGS**

### **Section 1**

PARKWAY NEMS PTO General meetings will be held at least 4 times a year with the day and time to be determined by the PARKWAY NEMS PTO Board. Dates will be distributed to members at the first monthly meeting of the school year.

### **Section 2**

PARKWAY NEMS PTO Executive Committee shall communicate via meetings or internet monthly.

## **ARTICLE IX – COMMITTEES AND DISTRICT COMMITTEE REPRESENTATIVES**

### **Section 1**

- A. Standing Committees shall include but are not limited to: Book Fair, Hospitality, Purple Envelope Campaign, Buzz Book, Community Building, E-Scrip, Pizzeria, Box Tops for Education, Fundraising, Volunteer Coordinator and Spirit Wear.
- B. The District Committee Representative shall include: Alumni Association, Government Relations, North Area Advisory, PACCD, and Safety Network, or as requested by the Parkway School District.

### **Section 2**

The chairperson of each committee will present written or oral progress reports to the membership at the PARKWAY NEMS PTO General meetings as needed.

### **Section 3**

The chairpersons of committees shall present plans, verbally or in writing, to the PARKWAY NEMS PTO Board before their committees begin work.

### **Section 4**

No person will be eligible to serve as a chairperson or co-chairperson on the same committee more than 3 consecutive years, unless approved by the PARKWAY NEMS PTO Executive Committee.

### **Section 5**

The chairperson must keep track of all expenses and profits according to the treasurer's accounting procedures.

### **Section 6**

Prior to the event or activity, the chairperson must inform PARKWAY NEMS PTO students, parents, and staff.

## **ARTICLE X – RULES OF ORDER**

The Rules contained in Roberts Rules of Order, Revised shall govern this organization in all cases to which they are applicable.

## **ARTICLE XI – AMENDMENTS AND REVISIONS**

### **Section 1**

These By-Laws may be amended in part or revised in their entirety at any regular meeting of this organization by a two-thirds vote of the members present and voting, providing notice of the proposed amendment or revision has been given at the previous meeting or via e-mail.

### **Section 2**

These By-Laws shall be reviewed and/or revised as needed by a committee appointed by the President(s) of this organization.

Approved May 1, 2008.