



**BYLAWS**  
**OF**  
**JEFFERSON R-7 PARENT TEACHER ORGANIZATION**

*Bylaws Written: November 1991*

*Revised: January 2018*

ARTICLE I – Name

The name of this organization shall be Jefferson R-7 Parent Teacher Organization. Referred to in these bylaws as the Jefferson R-7 PTO. We are an organization that serves grades preschool through eighth (8<sup>th</sup>) grade in the Jefferson R-7 School District.

ARTICLE II – Objectives

To promote the welfare of the children of the R-7 school district; through the coordination and sponsorship of fun, educational, and family oriented activities throughout the school year.

To promote and enhance the relationship between educators, parents and students of the R-7 School District with the desire of fostering an environment where every child has the opportunity to receive a quality education physically, mentally, and socially.

ARTICLE III – Mission Statement

The Parent Teacher Organization (PTO) at Jefferson R-7 maintains a close working relationship between parents, teachers, staff and students. It is our goal to enhance the educational experience by supporting the students and teaching staff through fund raising efforts to provide additional equipment, services and special projects. A strong PTO is evidence of parental interest and does ensure a better school environment for our children. The PTO holds monthly meetings to discuss and implement the ideas of the parents and teaching staff. The dates and times for these meetings will be sent home with your child and are posted on the Jefferson R-7 School District website. Parents are encouraged to attend our meetings and childcare is provided.

## ARTICLE IV – Policies

- Section 1. This organization may cooperate with organizations and agencies active in child welfare, such as conference groups or coordination councils provide they make no commitments that bind their member groups.
- Section 2. The program of this organization shall be developed educationally through conferences, committees and projects.
- Section 3. This organization shall not direct the policies or the administration activities of the school.
- Section 4. Any member nominated for an office shall have a current background check completed through our district office within thirty (30) days after being nominated at March's Board Meeting. Failure to get approved background check will require a removal from election ballot.

## ARTICLE V – Membership Dues

- Section 1. To be deemed a member dues shall be paid in person at a regularly scheduled PTO monthly meeting. The annual dues shall be one (1) dollar per person for membership in the Jefferson R-7 PTO and the Treasurer shall receive money for dues.
- Section 2. All parents and/or guardians of students who currently attend Jefferson R-7 School and all current faculty, staff, and approved volunteers of Jefferson R-7 School who are interested in the organization and willing to uphold its policies and bylaws may become a member upon payment of dues as described in Article IV – Section 1. New members will have voting privileges at the next monthly meeting.

## ARTICLE VI – Meetings

- Section 1. A) Regular meetings of this organization shall be held on the second (2) Tuesday of each month during the school year from September through May, unless otherwise provided by Jefferson R-7 PTO or by the Executive Committee.
- B) Special meetings may be called by the Executive Committee.
- C) An executive meeting must be held in August to prepare the officers for the New Year.
- D) The privilege of holding office, introducing motions, debating and voting shall be limited to members whose current dues are paid. (See Article V, Section 1)  
Regarding the first general meeting of the school year all members from the previous year shall have voting privileges.
- E) Parliamentary duties and appointment by President. (Article XI, Section 2)

## ARTICLE VII – Officer and Their Elections

- Section 1.
- A) The officers of this organization shall consist of a President, Vice President, Secretary and Treasurer.
  - B) Any former and/or active Jefferson R-7 PTO officer or committee chairperson is eligible to run for the office of President.
  - C) Officers shall be nominated in March and elected annually in the month of April.
  - D) The term of office for President, Vice-President, and Secretary shall run concurrent with the Jefferson R-7 School District Calendar from June 1<sup>st</sup> – May 31<sup>st</sup>. With the exception of treasurer, the term of office is August 1<sup>st</sup> – July 31<sup>st</sup>.
  - E) Officers elect for the following school year shall be present 1 hour prior to May meeting to discuss incoming duties.
- Section 2.
- A) There shall be a nominating committee consisting of three (3) members, one of whom shall be elected by the Executive Committee from its body and appointed to serve as chairman of the committee and two elected by the Jefferson R-7 PTO at a regular meeting at least one month prior to nominations in March.
  - B) After nominations from the nominating committee are made, nominations will be opened to the floor to the members in attendance.
  - C) Only those who have consented to serve if elected shall be eligible for nomination.
- Section 3.
- A) A vacancy occurring in an office shall be filled by a majority vote of active members of the Jefferson R-7 PTO. In case a vacancy occurs in the office of President, the Vice President shall serve notice of the election.
  - B) In the event a removal from office is necessary, “Roberts Rules of Order Newly Revised 11<sup>th</sup> Edition” will be followed. Such removal shall be initiated by a member of the Executive Committee.
  - C) The treasurer’s accounts shall be examined annually once the budget period is concluded on July 31st by an auditing committee of not less than three (3) members (See Article IX, Section 2D), who, satisfied that the treasurer’s report is correct, shall sign a statement of the fact at the end of the report. The Executive Committee shall appoint the auditing committee at the last meeting.
- Section 4.
- A) It is a fundamental principle of parliamentary law that the right to vote is limited to the members of an organization who are actually present at the time the vote is taken in a regularly called meeting. Members who have attended the majority of the current year’s monthly meetings from September –May are eligible to vote during officer elections.
  - B) In the event that more than one person is running for the same office the nominees are required to give a campaign speech announcing their qualifications for office at April’s meeting before the election. Members shall receive a confidential written ballot to choose their candidate for office. Ballots will be counted by an administrator and the majority vote wins the election. In the event of a tie, the balloting is repeated for that office as many times as necessary to obtain a majority vote for a single candidate.

## ARTICLE VIII – Duties of Officers

- Section 1. The President shall preside at all meeting of the Jefferson R-7 PTO and of the Executive Committee; shall be a member ex-officio (president has the same rights as the other committee members, but is not obligated to attend meetings of the committee). The President shall not be committee chair of any events to avoid conflict of interest and shall provide advice, oversight and direction to all committees except the nominating committee. The President shall appoint a Parliamentarian (See Article VI, Section 1E) to keep order during the monthly meetings. The President shall prepare a monthly meeting agenda to be presented to Executive Committee Members one (1) week prior to a regularly scheduled PTO meeting.
- Section 2. The Vice-President shall act as aid to the President and shall perform the duties of the President in the absence of that officer; such duties properly executed shall be binding on the organization. The Vice-President shall also chair the scholarship committee.
- Section 3. The Secretary shall keep an accurate record of all meetings of the Jefferson R-7 PTO and the Executive Committee and shall perform such duties as may be delegated to him/her. The Secretary shall be in charge of the reporting and publicizing all meetings, special events, etc., that pertains to and is sponsored by the Jefferson R-7 PTO. The Secretary shall maintain distribution lists and maintain communication amongst members and all Jefferson R-7 parents and staff.
- Section 4. The Treasurer shall receive all monies of the Jefferson R-7 PTO; shall keep an accurate record of receipts and expenditures; and shall pay out funds only as authorized by the Jefferson R-7 PTO. The Treasurer shall also present a proposed budget of anticipated revenue and expenses for the upcoming year. This budget shall be used to guide the activities of the Executive Committee during the year. Any substantial deviation (+/- 10%) from the budget must be approved in advance by the membership. This budget proposal shall be presented at the April meeting of the current year so that it can be approved at the May meeting and take effect at beginning of new fiscal year starting on August 1<sup>st</sup>. The Treasurer shall present a written financial report at every meeting of the Jefferson R-7 PTO and at other times when requested by the Executive Committee. The Treasurer shall also be the reporting officer on the Bereavement Committee (see Article X, Section 5). The Treasurer shall also be a part of the fundraising committee.
- Section 5. Any expenditure within the budget limits up to \$50.00 can be approved by a two-thirds (2/3) majority vote of the Officers. Any expenditure between \$50.01 and \$1,000.00 can be approved by the majority of the membership present at the same regular meeting in which it has been presented. Any expenditure above \$1,000.00 can be approved by the majority of the membership present at a regular meeting following the one in which it was presented. In the case of time sensitive issues the electronic vote will be used and a (2/3) responding vote of current paid members will serve as the official vote.
- Section 6. Develop policies and procedures for each committee (outlines objectives, timelines, budget and resources for individual committees).

## ARTICLE IX – Executive Committee

- Section 1. The Executive Committee shall consist of the officers of the Jefferson R-7 PTO and the chairman(s) of the standing committees. The members of the Executive Committee shall serve the term of one school calendar year (June 1<sup>st</sup> – May 31<sup>st</sup>). The Executive Committee shall meet 30 minutes prior to regular meetings during the school year from August to May to prepare for the regularly scheduled PTO meeting.
- Section 2. The duties of the Executive Committee shall be:
- A) To transact necessary business in intervals between Jefferson R-7 PTO meetings and such business as may be referred to it by the Jefferson R-7 PTO.
  - B) To approve the plans of work of the standing committees by a majority vote when necessary. (ie, flyers, forms, actions, etc.)
  - C) To present a report at the regular meeting of the Jefferson R-7 PTO.
  - D) To appoint an auditing committee at the last meeting to audit the treasurer’s accounts.
  - E) To appoint the chairperson of all committees. Chairperson must be a member who has signed up for committee and accepts the position.
- Section 3. Meeting of the Executive Committee shall be held at the discretion of the President. Special meetings of the Executive Committee may be called by the majority of the members of the committee.

## ARTICLE X – Committees

- Section 1. The Executive Committee may establish standing committees as it deems necessary and advisable. Only members may serve as chairperson. The chairperson of each committee shall be appointed by a majority vote from the Executive Committee (See Article IX, Section 2E) and may recruit the members for the committee. Any member may serve as a committee member. The chairperson shall report the plans and activities of the committee to the President, who in turn shall inform the Executive Committee at the regularly scheduled Executive meeting and/or via email communication. (See Article IX, Section 1).
- Section 2. The Executive Committee and/or President may create special committees. Special committees shall be created for specific time and/or task and shall cease to exist when that time or task has been completed, or at the end of the school year, whichever occurs first. The Executive Committee shall appoint the chairperson of all special committees. Only members may serve as chairpersons. Any member may serve as a committee member. The chairperson shall report the plans and activities of the committee to the President, who in turn shall inform the Executive Committee at a regularly scheduled Executive meeting and/or via email communication. (See Article IX, Section 1).
- Section 3. The Executive Committee may authorize any office or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the organization. The officers shall not have the authority to enter into such agreements on behalf of Jefferson R-7 School District nor should they hold themselves out as having such authority.

Section 4. All checks, drafts or other orders for payment of money on behalf of the organization shall be signed by the Treasurer or by any other person as authorized by the Executive Committee. All receipts must be submitted to the Treasurer for check disbursement/reimbursement. No check will be written until supporting documents are submitted to the Treasurer.

Section 5.

Bereavement Committee – Any child in our district (Pre-k – 12th) that loses an immediate family member (parent, sibling, legal guardian, etc) will receive bereavement in the form of \$50 deposited into their student account. \$50/individual and not to exceed \$100/family. Any staff or faculty member in our district (Pre-k – 12th) that loses a spouse or child will receive a donation to the charity of their choice in honor of the deceased. Amount shall be \$50/individual not to exceed \$100/family.

#### ARTICLE XI – Parliamentary Authority

- Section 1. “Robert’s Rules of Order Newly Revised 11<sup>th</sup> Edition” shall govern the Jefferson R-7 PTO in all cases to which they are applicable and in which they are not inconsistent with these bylaws.
- Section 2. Parliamentarian duties shall consist of keeping meetings civil, appropriate and on track. The President shall appoint the Parliamentarian at each meeting of the Jefferson R-7 PTO.

#### ARTICLE XII – Amendments

- Section 1.
- A) These bylaws shall be reviewed every three (3) years by a committee of three (3) appointed by the President. The committee may submit a revised set of bylaws as a substitution for these bylaws only by a majority vote at a meeting of the Jefferson R-7 PTO or by two-thirds (2/3) vote of the Executive Committee.
  - B) These bylaws may be amended at any regular meeting of the Jefferson R-7 PTO by two-thirds (2/3) vote of the members present and voting, provided notice of the proposed amendments shall have been given at the previous meeting.
  - C) All amendments shall become effective immediately upon approval of the Jefferson R-7 PTO.