

Pattonville High School Parent Teacher Organization Bylaws

Article I: Name

The organization shall be known as Pattonville High School Parent Teacher Organization.

Article II: Purpose

The organization shall be committed to the students of Pattonville High School. The PTO will work to promote cooperation among parents, teachers, students and the community.

Article III: Membership

Membership is open to any parent, teacher, employee or patron of the Pattonville School District. Membership shall be annual corresponding with the school year.

Article IV: Officers and Duties

The officers of the organization shall be: President, Vice-President, Secretary and Treasurer.

President: Shall preside at all meetings, prepare agendas for the organization and chair the executive committee.

Vice-President: Coordinate the concession stand committees, including buying supplies, and serve in the absence of the President.

Secretary: Record minutes of all meetings and keep accurate records of the activities of the year. Shall also be responsible for correspondence of the organization.

Treasurer: Keep records of all financial transactions of the organization, make all deposits and sign all checks for expenditures. This includes keeping counted moneybags for concession operators for all activities.

The term of office for each officer shall be one year with the exception of the treasurer who will serve a two-year term. An officer may succeed himself/herself if re-elected to office not to exceed four consecutive terms with the exception of the treasurer who may succeed himself/herself for three consecutive one year terms.

If an officer should resign, other than the president, the executive committee shall appoint a new person to serve until the next selection. If it is the president that resigns, the vice-president shall fill in for the duration of the term. At the next regularly scheduled election, the vacated office shall be filled.

Article V: Executive Committee

The Executive Committee shall consist of the four elected officers of the organization including a Pattonville High School Administrator. The Executive Committee shall approve all business and activities of the organization. The Executive Committee will also appoint additional chairpersons for a one-year term as needed.

Standing Committees may include but are not limited to: concession operators, membership, activity passes, scholarship, nominating, student grants and volunteers.

Article VI: Scholarships

The organization will annually award scholarships to qualifying graduating seniors determined by the Scholarship Committee. One member of the Executive Committee will become the Scholarship Chairperson who will facilitate and organize the committee unless they have a child who is a senior. The Executive Committee will determine the number of scholarships and the amount of money awarded.

Article VII: Meetings and Activities

The Executive Committee shall establish a calendar of events and meetings prior to the start of the school year. A minimum of one meeting per semester will be conducted.

Article VIII: Dues

The Executive Committee will establish the dues annually.

Article IX: Elections

In March/April, a Nominating Committee will form (at least three members) and create a slate of officers for the following year. The slate is presented to the membership and voted on at the last scheduled meeting of the school year. A simple majority of members present is required to be elected.