

Bylaws

University City High School Parent Teacher Organization University City, Missouri

I. NAME. The name of the organization shall be the University City High School Parent Teacher Organization (UCHS PTO).

II. PURPOSE. The purpose of the organization shall be to aid the students and school community of University City High School by providing support for their educational enrichment, recreational and social needs and to promote open communication between the administration, teachers, students, parents, and community.

III. MEMBERSHIP

A. Regular Voting Membership. All parents and/or legal guardians of the students who currently attend University City High School and all current faculty and staff of University City High School shall be eligible for membership in the organization. Regular Voting Members shall have the right to attend and participate in all meetings and activities of the organization. Regular Voting Members shall have the right to vote on all issues before the membership, to elect officers, and to hold office.

B. Honorary Membership. All parents and/or legal guardians of former students and former faculty or staff of University City High School shall have the right to participate in the organization as Honorary Members. Honorary Membership may also be extended to others persons by a vote of the membership. Honorary Members shall not have the right to vote on issues before the membership, to elect officers, and to hold office.

IV. MEETINGS

A. Regular Meetings. Membership Meetings of the organization shall be held each month during the school year (September through June.) The time and place of the meetings shall be announced at least seven (7) days prior to the meeting.

B. Special Meetings. Additional meetings of the organization may be called, either by vote of the Executive Committee or by petition of a simple majority of the Voting Members. The time and place of all Special Meetings shall be announced at least seven (7) days prior to the meeting.

C. Quorum. Those persons present at a properly called General Membership or Special Meeting shall be designated as a quorum and shall be entitled to take action on behalf of the organization.

D. Voting. A simple majority vote of the Voting members present at any meeting shall be required for all action to be taken by the organization.

V. OFFICERS

A. Positions. The officers of the organization shall consist of a President, Vice President/President-Elect, Secretary, and Treasurer. Two persons may be nominated and elected to fill any single position. In this instance, both of the persons shall be given all of the rights and responsibilities of the office as enumerated herein.

B. President. The President shall be the principal executive officer of the organization and, subject to the control of the Executive Committee and the direction of the memberships, shall in general supervise and control all of the activities of the organization. The President shall be a member of the Executive Committee and, when present, shall preside at all meetings of the Executive Committee and all meetings of the memberships. The Presidents shall vote only in the case of a tie in a vote of the Executive Committee or the memberships. The President shall select and appoint the chairpersons of all Standing and Special Committees and shall be an ex-officio member of all committees of the organization.

C. Vice President/President-Elect. The Vice President/President-Elect shall be a member of the Executive Committee and, in the absence of the President, shall perform the duties of President. The Vice President/President-Elect shall perform such other duties as are assigned by the President of the Executive Committee. The Vice President/President-Elect, after having served for one year, shall automatically become the nominee for President of the organization. *To be eligible to serve as President in the subsequent year, The Vice President/President-Elect must be a voting member of the organization for at least one year.*

D. Secretary. The Secretary shall be a member of the Executive Committee. The Secretary shall keep the minutes of the proceedings of the membership and the Executive Committee, and shall see that all notices are duly given in accordance with these Bylaws, and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Executive Committee.

E. Treasurer. The Treasurer shall be a member of the Executive Committee. The Treasurer shall have charge of and be responsible for all funds of the organization and shall receive and give receipts for monies due and payable to the organization from all sources and shall deposit such funds in such banks or other organizations as are selected by the Executive Committee. The Treasurer shall make disbursements as authorized by the President, Executive Committee, or membership in accordance with the budget adopted by the membership. The Treasurer shall collect all membership dues as are established by the organization. The Treasurer shall present a written financial report at each General Membership meeting of the membership and at other times as requested by the Executive Committee.

VI. ELECTIONS

A. Procedure. The election of officers shall take place during the last General Membership Meeting each year. All Voting Members of the organization may participate in the election. The Nominating Committee shall present a slate of officers for election. Further nominations may be received from the floor. The election of the slate, if non-contested, may be by voice vote. Any contested election shall be by written ballot.

B. Term of Office. The term of each officer shall be one year, beginning on June 15 and ending on June 14 of each year. A person may be elected to the same or other offices for more than one term. The Vice President/President-Elect shall assume the nomination of President at the completion of his or her term, unless The Vice President/President-Elect is unable to assume the office of President.

C. Nominating Committee. The Nominating Committee shall be responsible for receiving all suggestions for persons to serve as officers. The committee shall prepare a slate of officers to the present for election by the membership. The committee shall contact all persons who will be nominated to confirm their willingness to serve. The committee shall insure that all nominees are Voting Members of one of the PTO's within the University City School District, and otherwise eligible to serve in the office.

D. Selection. A simple majority of the votes cast by the Voting Members shall be necessary for election. Should no person receive a simple majority of the votes cast, a run-off between the two (2) persons who received the largest number of votes shall immediately be held.

E. Vacancies. Any vacancy in the office because of death, resignation, or inability to serve shall be filled by the Executive Committee for the remaining portion of the term. However, should a vacancy occur in the office of the President, the Vice President/President-Elect shall immediately assume the office. Should a vacancy occur in the office of the Vice President/President-Elect for any reason, the vacancy shall be filled by election at the next regular meeting of the membership, consistent with the procedures established herein.

VII. EXECUTIVE COMMITTEE

A. General Powers. The affairs, activities, and operation of the organization shall be managed by the Executive Committee. The Executive Committee shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to it by the membership or these Bylaws. It may create Standing and Special Committees, approve the plans and work of standing and special committees, present reports and recommendations at the meetings of the membership, prepare and submit a budget to the membership for approval, and, in general, conduct the business and activities of the organization.

B. Membership. The membership of the Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, and two (2) faculty representatives selected by the faculty. The principal of the school and the chairperson of all Standing Committees shall serve as ex-officio members and shall be entitled to vote.

C. Meetings. Special meetings may be called by the President or by a majority of the Executive Committee as it deems necessary consistent with Section IV. B. Special Meetings. Adequate notice of all meetings shall be given to all members of the Executive Committee and, in the absence of an emergency, at least seven (7) days in advance. When possible, notice of the meetings should be announced to all Regular Voting Members or the organization. Any Regular Voting or Honorary Member may attend a meeting of the Executive Committee, but shall not be entitled to vote on matters before the body.

D. Quorum. A simple majority of the regular members of the Executive Committee shall constitute a quorum for the transaction of business.

E. Voting. The act of a simple majority of the regular and ex-officio members of the Executive Committee present at a meeting at which a quorum is present shall be required for all action to be taken by the Executive Committee.

VIII. STANDING AND SPECIAL COMMITTEES

A. Nominating Committee. The Nominating Committee shall be composed of three (3) persons who shall be selected by the Executive Committee at the beginning of each year. In addition, the Vice President/President-Elect shall be an ex-officio member of the committee. The committee shall carry out its responsibilities, as specified in Section VI.

B. Other Standing Committees. The Executive Committee may establish such other Standing Committees as it deems necessary and advisable. The President shall appoint the chairpersons of all Standing Committees, who shall serve as ex-officio members of the Executive Committee. Only Voting Members may serve as chairpersons. The chairperson of each committee shall recruit the members for his or her committee. Any Regular or Honorary Member may serve as a committee member. The Chairperson shall report the plans and activities to the general membership as progress is made.

IX. FINANCES

A. Budget. The Executive Committee shall present to the membership at the first Regular Meeting of the year a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the Executive Committee during the year. Any substantial deviation from the budget must be approved in advance by the membership.

B. Obligations. The Executive Committee may authorize any officer 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, however, to enter into such agreements on behalf of University City High School or the School District of University City, nor should they hold themselves out as having such authority.

C. Loans. No loans shall be made by the organization to its officers or members.

D. Commercial Paper. All checks, drafts, or other orders for the payment of money on behalf of the organization shall be signed by the Treasurer or by any other person as authorized in writing by the Executive Committee.

E. Deposits and Disbursements. The Treasurer shall deposit all funds of the organization to the credit of the organization in such banks, trust companies or other depositories as the Executive Committee may select and shall make such disbursements as authorized by the Executive Committee in accordance with the budget adopted by the memberships. All deposits and/or disbursements shall be made within a maximum of thirty (30) days from the receipts of the funds and/or orders of payment.

F. Financial Report. The Treasurer shall present a financial report at each General Membership Meeting of the organization and shall prepare a final report at the close of the year. The Executive Committee shall have the report and the accounts examined annually by an auditor or an informal audit committee, who, if satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The annual report is submitted to the entire PTO membership at the beginning of the year (for the previous year) to accept or amend as necessary.

X. MEMBERSHIP DUES

A. Amount. The organization shall authorize and collect membership dues to be used for the operation of the organization. Any change in the amount of the dues shall be approved by a vote of the Voting Members acting in the manner prescribed in Section IV.

B. Financial Hardship. No Regular Member shall be denied the right to participate in the activities of the organization or to become a Voting Member due to financial hardship. The Executive Committee shall establish a procedure for alternative payments or waivers to insure compliance with this policy.

XI. AMENDMENTS. These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the Voting Members at any Regular or Special Meeting. General Membership will be given at least 25 days to consider any proposals of amendments or alterations to these Bylaws; after which the amendments or alterations may be adopted at any regular or special meeting.

XII. AUTHORITY. If any part of these Bylaws shall conflict with the decisions, policies, or procedures adopted by the Board of Education of University City, they shall be deemed null and void and the decision of the school board shall, in all cases, control.

These Bylaws were presented to the voting membership in March 2004; reviewed and revised by a special committee in February 2004; adopted on March 11, 2004. They shall take effect immediately.