

St. Louis Modern Chinese School Parent Teacher Organization Bylaws
(May 1, 2013)

I. Name

The name of this SLMCS Parent Teacher Organization shall be the St. Louis Modern Chinese School Parent Teacher Organization.

II. Mission

St. Louis Modern Chinese School Parent Teacher Organization is a support group for the St. Louis Modern Chinese School. Its three main purposes are: 1) build stronger community loyalty; 2) work constructively with the administration, faculty and parents by providing a forum for the exchange of information, opinions, and ideas; and 3) to raise money to enrich student life through programs and events;

III. Policies

1. This SLMCS Parent Teacher Organization shall be noncommercial, nonsectarian, and nonpartisan. Neither the name of the SLMCS Parent Teacher Organization nor the names of its officers in their official capacities shall be used in any connection with a commercial concern or with any partisan interest for any purpose other than the regular work of the SLMCS Parent Teacher Organization. Notwithstanding the foregoing, this SLMCS Parent Teacher Organization may support school levies upon affirmative vote of the SLMCS Parent Teacher Organization.
2. This SLMCS Parent Teacher Organization shall not seek to direct the administrative activities of the school or to control its policies.
3. This SLMCS Parent Teacher Organization may cooperate with other St. Louis Modern Chinese School parent and community groups and agencies active in public education, such as conference groups or coordinating councils, provided such groups make no commitments which bind this SLMCS Parent Teacher Organization or its members.

IV. Membership

1. Membership shall be comprised of parents/legal guardians of children enrolled in St. Louis Modern Chinese School who indicate a desire to be members of the group by completing a membership application. Membership is also open to any teacher, administrator or staff person employed by the St. Louis Modern Chinese School who is supportive of the objectives of

this SLMCS Parent Teacher Organization and indicates a desire to be a part of the SLMCS Parent Teacher Organization by completing a membership application.

2. Voting rights shall be extended to members. Voting is used to determine funding requests, budget, nominations of officers, and bylaw revisions. A majority vote of members present at the meeting is needed to pass an issue.

V. Officers and Their Election

1. Officers: The following officers shall form the Executive Board:

- President
- Vice Presidents
- Secretary
- Treasurer
- Director of Communications
- Past President

2. The Executive Board shall meet as needed at the call of the president or any other two officers. The Executive Board shall have voting rights at all meetings.

3. Nominations for officers shall be made by the nominating committee. The nominating committee shall consist of the current president, vice presidents, past president and two members of the general membership. The past president shall be the chair of the nominating committee.

4. The nominating committee shall present a single slate of officers, with prior consent of the candidates, to be voted on by the members at its spring meeting. Officers will be elected by a majority vote of the members present. If any officer vacancies occur during the year, the nominating committee will select a replacement candidate to be voted on at the next meeting by a majority vote of members present. The nominating committee shall appoint an audit committee consisting of 2-4 SLMCS Parent Teacher Organization members.

5. The new officers will be installed at the last meeting of the school year. These officers shall serve one-year terms, except for the treasurer who shall serve a term of two years. Terms shall run from July 1st through June 30th. All officers shall remain in office until the closing day of the fiscal year (June 30) or, in the case of a vacancy during the year, until their successors are elected.

VI. Duties of Officers

President: Shall preside at all meetings of the SLMCS Parent Teacher Organization and of the Executive Board, be a member ex-officio of all committees, and perform all other duties usually pertaining to the office. The president will appoint the chair of each committee, and all committee chairs will report to the president.

Vice President: Shall act as an aid to the president and perform duties of the president in the absence of that officer. She/he shall provide assistance to the president as necessary and succeed the president the following year.

Treasurer: Shall receive and review all disbursement requests and make recommendations to the Executive Board. Shall receive all monies and keep an accurate record of receipts and expenditures. The treasurer shall present a statement of account when requested by the Executive Board or a majority of members, and shall make a full report at the annual meeting. The treasurer shall facilitate the annual filing of a tax return prepared by an outside accountant or other qualified individual. The treasurer shall provide the audit committee with all financial information for the operating account no later than July 31.

Secretary: Shall keep a current record of all meetings of the members and Executive Board and perform such other duties as may be delegated.

The Director of Communications: The Director of Communications shall be responsible for overseeing PTO communications with parents and the community and will assist in the management of PTOs use of the School website. In addition, the Director of Communications shall perform such duties and have such powers as may be assigned to the Director of Communications by law, the Board, the co-Presidents, or these By-Laws.

Past President: Shall act in an advisory capacity to the current Executive Board and help provide continuity of services.

VII. Finance

1. The fiscal year shall run from July 1 to June 30.
2. Special requests for funding of school related activities or projects will be considered individually. Each funding request will be voted on and passed by a majority vote of members present at the monthly meetings.
3. The Executive Board will present a budget for the following year at the May meeting. This budget will appropriate funds to be spent in the upcoming year on special projects as well as ongoing activities. It will be approved at the May meeting by a majority vote of members present. If during the course of the year additional or different funds are requested, groups

may submit a request in writing. Approval will be based in large part whether or not the funds will directly benefit a meaningful population of the St. Louis Modern Chinese School.

4. If any funds need to be distributed or other financial issues need to be decided upon outside of the regular meeting schedule, such issues will be determined by the Executive Board, which will report on the action at the next members meeting. Financial requests decided in this manner shall not exceed \$750 per request.

5. Proceeds from a fundraiser designated for a specific purpose must be spent within 18 months of the date of the fundraiser or as stated at time of approval. Long-term special projects may be approved in excess of 18 months with approval of the members. Funds not spent in the allotted time will be returned to the general fund.

VIII. Meetings

1. The SLMCS Parent Teacher Organization shall meet once a month at least 8 times during the school year. The Executive Board shall determine the date, time and location of meetings.

2. Only members of the SLMCS Parent Teacher Organization may hold office, make motions, debate issues and vote.

3. The Executive Board or a majority of the members can call a special meeting upon written notice to the members delivered no less than 14 days prior to the special meeting.

IX. Committees

An annual review by the Executive Board will determine the needs of the Parent Teacher Organization and shall determine changes or additions to existing committees. The Executive Board may update these committees and/or events in order to keep them current without a vote of the entire Organization. Members shall sign up for the committees during the spring (March/April) of the prior year.

An audit committee will be appointed by the nominating committee to meet at the end of each fiscal year to review all SLMCS Parent Teacher Organization accounts and related detail. They will submit their report at the September membership meeting.

X. Amendments

Except as otherwise noted here-in, these bylaws may be amended at any monthly general membership meeting of the Organization by a two-thirds vote of the members present and

voting, provided notice of the proposed amendment has been given at least fourteen (14) days prior to the meeting.

If an issue comes before the Executive Committee that is not addressed by these bylaws, then the Roberts Rules of Order, most current edition, will govern its proceedings.