



Metro Academic & Classical High School PTO Bylaws

Bylaws of Metro Academic & Classical High School (Metro) Parent Teacher Organization:

ARTICLE I. Organization

This organization shall be known as the Metro Academic & Classical High School Parent Teacher Organization (Metro PTO).

ARTICLE II. Location

The principle place of business for the Metro PTO is 4015 McPherson Ave., St. Louis, MO, 63108.

ARTICLE III. Duration

The Metro PTO shall exist in perpetuity.

ARTICLE IV. Purpose

A. The Metro PTO shall:

1. Serve as the parent and teacher involvement entity of Metro.
2. Promote an enriched educational environment.
3. Encourage parents' involvement in their children's education.
4. Encourage teachers' involvement with the larger Metro community.
5. Support Metro staff, teachers and school community.
6. Facilitate good communication between Metro staff, parents, students and school community at Metro.
7. As an extension of Metro, operate as a non-profit entity.

ARTICLE V. Officers: Duties and Responsibilities

Composition: The Metro PTO Officers shall consist of the Chair, Vice-Chair, Secretary, Treasurer, and Parliamentarian.

A. The Chair shall:

1. Have served on the PTO board for a minimum of one year.
2. Provide leadership for the PTO.
3. Preside over meetings of the PTO.
4. Prepare agendas for all PTO meetings, and distribute them prior to the meetings.
5. Recommend appointment and dismissal of members of the Board.
6. Officially represent the PTO at school-related activities.
7. Represent the PTO at the area-wide District Meetings when necessary.



B. The Vice-Chair shall:

1. Assume the duties and responsibilities of the Chair in his/her absence.
2. Assist the Chair in recommending the appointment or dismissal of members.
3. Serve as Chair of the Nominating Committee.

C. The Secretary shall:

4. Keep the minutes of proceedings of the PTO.
5. Distribute to all PTO Board members for review prior to the next meeting.
6. Handle all correspondence for the PTO (i.e. Membership Toolkit, Facebook, etc.).
7. Receive and file all minutes, records, and reports from committees and fundraisers after board approval.
8. Assist with the promotion, production, and coordination of communication for the PTO.

D. The Treasurer shall:

1. Maintain a PTO bank account with Treasurer, Principal, and Chair as signatories.
2. Receive and deposit all funds collected in the name of the PTO.
3. Keep complete records of all deposits and disbursements.
4. Be empowered to make expenditures up to fifty dollars (\$50.00) from the General Fund without written authorization from the board. Such expenses are not to exceed two hundred dollars (\$200.00) in total per school year.
5. Pay all bills and disbursements as directed by the PTO.
6. Supply a written report (Income/Expense Statement) at each meeting of the PTO and PTO Board, giving amounts received and paid out during the period since last meeting, a present balance, as well as balances left in budgeted line items.
7. A copy of the monthly bank statement shall be presented to the Chair, Co-Chair and Secretary at the monthly PTO meeting.
8. Maintain financial records using the fiscal year: July 1-June 30.
9. With the incoming PTO Board, present for approval a proposed budget at the first general PTO meeting of the school year.
10. Provide financial records for inspection at PTO meetings upon request of any board member.
11. Keep all records on file for a period of three (3) years.
12. Carry over a minimum of \$250 and a maximum of \$1,000 in the general fund from year to year.
13. Be responsible for possession of PTO funds outside of the school premises
 - a. In the Treasurer's absence the Principal shall have this responsibility.
 - b. In the absence of the Principal, the Chair shall have this responsibility.



- E. The Parliamentarian shall:
 - 1. Attend all PTO meetings.
 - 2. Be responsible for maintaining order at the meetings.
 - 3. Serve as timekeeper as needed.
 - 4. Recruit PTO Officers.
 - 5. Oversee the election of Officers.
 - 6. Review Bylaws every other year.

- F. Grade Level Representatives
 - 1. Attend all PTO meetings.
 - 2. Serve as liaison between teachers, PTO and faculty grade-level advisors.
 - 3. Perform specific functions as designated by the PTO board.

- G. The Principal or Representatives may:
 - 1. Attend all PTO meetings.
 - 2. Serve in a consultant capacity.
 - 3. Serve as ex-officio member of all committees.

- H. The Teacher Representatives may:
 - 1. Attend PTO Meetings.
 - 2. Serve as liaison between teachers and PTO.

- I. Standing Committees
 - 1. Standing Committees are those that the PTO will strive to sustain year-to-year.
 - 2. The Board may create standing committees if it deems they are necessary to promote the objectives and carry on the work of the organization.
 - 3. Each standing committee is to have a Board Member as a liaison. The Chair of each standing committee shall present a plan of work to the Board through the liaison for approval.
 - 4. Funds raised by committees must be counted in the presence of the Signatories, who will immediately turn all paperwork and funds over to the Treasurer or other Signatory.
 - 5. The Standing Committees are:
 - a. Communication: The Communication Committee is responsible for coordinating all means of contact with parents and keeping them informed about school events, the PTO, and other matters pertinent to Metro. The Committee shall maintain email distribution lists, Membership Toolkit and other platforms of communication.



- b. Fundraising: The Fundraising Committee shall raise funds to support PTO functions. These activities include, but are not limited to Panther Pride and Spirit Store and Fund Drive (SLPS Foundation).
- c. Hospitality: Hospitality Committee shall ensure representation at key school functions including, but not limited to: Freshman Orientation, Open House, Registration, BBQs, and Parent/Teacher Conferences.
- d. Staff Appreciation: The Staff Appreciation Committee shall be responsible for planning and providing items/events for staff appreciation, which may include, but are not limited to First Friday Breakfasts, Staff Luncheons, and Retirement Gifts.
- e. Career Day: Career Day Committee shall organize an annual event inviting career specialists in the area to meet with Metro students.
- f. Trivia Night: The Trivia Night Committee shall work with the Junior and Senior Class Parent Representatives and parents of said classes for class fundraising purposes.
- g. Diversity: The Diversity Committee supports Metro developing particular diversity skills, tools and activities for building a more inclusive academic and social environment for all students.
- h. Beautification: The Beautification Committee shall ensure our school is presentable inside (i.e. painting and reorganizing storage units) and outside (i.e. seasonal mulch, planting, etc.) facilities.

ARTICLE VI. Metro PTO (Membership)

- A. Metro PTO membership shall be comprised of the Metro PTO Board, all parents or guardians of students attending Metro, and Metro faculty and staff.
- B. Voting privileges are granted to Metro PTO Board, all parents or guardians of students attending Metro.
- C. Student Membership and Participation:
 - 1. The Metro PTO Board includes membership opportunities for a maximum of two (2) students from each class of freshmen, sophomores, juniors and seniors, Grade Level Student Representatives.
 - 2. The Grade Level Student Representatives will work collaboratively with the Metro PTO Board on planning, communicating and fundraising activities.



3. Teacher Representatives will work with the Metro administration to create a process for recruitment of Grade Level Student Representatives.
4. Grade Level Student Representatives are non-voting members of the Metro PTO Board, and agendas will be organized in such a manner to include items for their influence and input at the beginning of each general meeting.

D. Principal's Membership and Participation:

1. The Principal or his/her representative attends all Metro PTO Board meetings.
2. The Principal or his/her representative serves as a consultant to the Metro PTO Board.
3. The Principal is a non-voting member of the Metro PTO Board.

E. Teacher Representatives' Membership and Participation

1. Teacher Representatives attend Metro PTO Board meetings.
2. Teacher Representatives serve as liaison between Metro faculty and staff, students and the Metro PTO Board.
3. Teacher Representatives are non-voting members of the Metro PTO Board.

ARTICLE VII. Quorum

Voting members present at a Metro PTO Board meeting constitute a quorum. A majority of one-half (1/2) plus one (1) of eligible voters in attendance shall be necessary for the passing of any motion.

ARTICLE VII. Nominations, Elections, Terms of Office, Removals and Vacancies

A. Nominations:

1. The Metro PTO Board shall appoint a Nominating Committee consisting of three to five Metro PTO members. The Parliamentarian being one, shall chair all sessions of the Nominating Committee.
2. The Nominating Committee shall recruit and seek interested individuals to serve on the Metro PTO Board, being sure to include the current board members and incoming freshmen parents.
3. The Nominating Committee shall invite interested candidates to the April Metro PTO Board meeting to discuss job descriptions, and conduct interviews.
4. The Nominating Committee shall complete a slate of nominees for the offices of Chair, Vice-Chair, Secretary, Treasurer, Parliamentarian, and the Grade Level Student Representatives by the April PTO Meeting each year.



B. Elections:

1. The PTO Board slate shall be posted at the school office and sent via email to the general membership of the Metro PTO at the addresses provided before the election. Elections will be held at the Metro PTO Board meeting in May.
2. Within the ballot for each position, there shall be an opportunity for write-in candidates to be selected.
3. In order to be elected, candidates must receive plurality vote of the general members casting ballots.
4. If PTO Board vacancies exist following an election, the current PTO Board may recruit and elect a Metro PTO member to fill the vacancy (at any time).
5. The newly elected Metro PTO Board will act with the departing Metro PTO Board to prepare a budget for the coming year.
6. For contested positions, elections will be held by secret ballot.

C. Terms of Office:

1. Terms of office begin July 1 and last one (1) year.
2. A Metro PTO Board position cannot be held for more than two (2) years in succession by any one person. An exception may be made (with the approval of the Metro PTO), if attempts to fill the position are unsuccessful.

D. Removals:

1. Any officer who is not in attendance at Metro PTO Board meetings without reason for three (3) consecutive meetings may be asked to resign.

E. Vacancies:

1. Should the Chair become vacant, the Vice-Chair shall become Chair for the remainder of the Chair's unexpired term.
2. Vacancies in all other offices shall be filled by appointment of the Chair with the approval of the Metro PTO Board.



ARTICLE IX. Meetings

- A. The Metro PTO Board shall meet monthly during the school year at a time and place to be determined by the Metro PTO Board.
- B. The Metro PTO Board may call emergency or special meetings, in addition to its monthly meetings, to discuss time-sensitive or urgent matters, when necessary. However, these emergency or urgent meetings shall not occur more than three times per year. Emergency meetings may be conducted in person, teleconference or via other forms of electronic media.
 1. In the event that voting needs to occur, outside our monthly PTO Meetings, the Metro PTO Board will be notified via email and cc' the Principal proceeding with the Robert's Rules of Order (i.e. make a motion, second, etc.) in which it will only be addressed if at \$500.00 or more.
 2. The results of the voting will be communicated at the next monthly Metro PTO Meeting for transparency with the Board.
- C. Metro PTO standing committees shall meet from time to time as necessary, except that the Nominating Committee shall meet at least 21 days prior to the May Metro PTO general meeting to prepare and distribute the slate of officer nominees.
- D. Meetings can be held by the PTO Board when emergencies arise.
- E. If school is cancelled due to inclement weather, any scheduled Metro meetings will be cancelled, too.

ARTICLE X. Amendments

These Bylaws may be amended at a general meeting of the Metro PTO with one-half (1/2) plus one (1) simple majority vote of the members present, provided that a copy of the amendments have been made available to the members of the Metro PTO by way of the official notification and available for review in the Metro office. A minimum of two (2) weeks notice will be given to the general membership regarding amendments.

Adoption: These Bylaws were duly adopted by the general membership of the Metro PTO on 10th day of May 2023.

Tricia Moyer
Tricia Moyer (Chair)
PTO Chair

Lisa Granich-Kovarik
Lisa Granich-Kovarik (Secretary)
PTO Secretary