**Gateway STEM High School**

**5101 McRee,**

**St. Louis, MO 63110**

**314-776-3300**

Parent Teacher Organization (PTO) By-Laws

Adopted: February 21, 2018

**Article 1: Name**

Section 1.

The name of the organization is Gateway STEM High School Parent Teacher Organization,

officially referred hereon and signed as Gateway PTO. This Organization shall be non-commercial, non-sectarian, and non-partisan.

**Article 2: Purpose**

Section 1. The Purpose of this organization is to:

a. Encourage parents to assist with various school activities/functions/services.

* The parent teacher organization (PTO) supports Gateway STEM High School’s mission by promoting cooperation between parents, school faculty and staff.

b. Provide financial assistance where needs are identified.

* Provide fine and cultural arts opportunities for the students;
* Pay for small capital improvements and wish list items for teachers, students, and staff;
* Manage numerous committees of volunteers to support the academic, physical, psychological, and social well-being of each student.

c. Foster a community atmosphere within Gateway STEM High School through activities to provide fun for families. Community Building activities may include community service as well.

**Article 3: Membership**

Section 1.

Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member. The principal and any employed staff member whose home school is Gateway STEM High School may be a member.

There will be no assessed fee for membership.

General PTO meetings will be scheduled a minimum of three times per school year. The Gateway PTO Executive Board will be required to meet monthly. Executive Board meetings are open to all PTO members and not exclusive to Executive Board members. All meetings will be documented for records.

**Article 4: Officers, Executive Board, Documentation**

**President**

* Determines and implements the goals, events, and activities for the school year with input from the General PTO Membership and Executive Board
* Presides over all meetings of the general Gateway PTO and the Gateway PTO Executive Board
* Serves as an ex-officio of all Gateway PTO committees
* Exercises general supervision and leadership over the affairs of the PTO
* Performs all duties pertaining to the office of the President
* Supports the various school functions
* Serves as the communications liaison among parents, faculty, staff, administrators, the St. Louis Public School Board, and the community

**Vice-President**

* Acts as an aide to the President
* Performs the duties and exercises the powers of the President in the absence of the President
* Performs such duties as assigned by the Gateway PTO Executive Board
* Assumes the office of President of the Parents' Association for the next school year

**Secretary**

* Attends all Gateway PTO meetings. Types the minutes shortly after the meeting. E-mails the finished minutes to the President for approval. Makes any necessary changes, and then e-mails the minutes to the other Officers and parents. Distributes copies of previous meeting minutes. Distributes attendance sheet during the meeting.

**Treasurer**

* Maintains joint custody of all funds of the Gateway PTO along with Gateway Administrator.
* Keeps an accurate record of receipts and expenditures. Disburses funds of the PTO
* Works with the President to create an annual budget for Gateway PTO
* Presents the budget to the Gateway PTO Executive Board for approval.
* Obtains/monitors monthly income statements and balance sheets.

The records of this Organization are open for public review. A PTO Book of Record will be kept in the school main office and made available upon request for all public inspection. This notebook will contain:

a) The original bylaws, revised bylaws, and amendments to bylaws.

b) Articles of organization.

c) Minutes of all meetings.

d) Operating budget, approved revisions, and monthly financial reports.

e) Current membership enrollment list of names.

f) Articles of Incorporation.

Elective officers shall be elected by secret ballot at the election. In the event there is but one candidate for an office, the ballot for that office may be dispensed with and the election may be held by voice vote.

The term of an office shall be one year. The election shall be held in the spring and the newly elected officers shall assume office at the close of the last meeting in May. A candidate can be elected to the same office for no more than two consecutive years. After two consecutive terms, if no other person is willing to run for an office, the current officer may continue to serve

for one additional year.

Committees:

1. Standing and special committees shall be created as deemed necessary by the

Executive Board.

2. A standing committee is one that will continue to exist from year to year. Each

standing committee must have a written description of goals and responsibilities

of the committee.

**Article 5. Finances**

Section 1.

All funds raised by the PTO shall be placed in an account designated by the Executive Board and Principal.

a. All funds including cash shall be deposited through the designated account.

Section 2.

Any check written from the PTO account must have supporting documentation such as

receipts when requesting reimbursement. Failure to supply this documentation may result in denial of reimbursement.

a. Committees are required to stay within allocated budgets. If additional funds are necessary,

prior Executive Board approval is required.

Section 3

An amount of money will be left in the treasury at the end of each year to cover any unpaid

bills and obligations plus a reserve amount of at least $100.00 to begin the next school year. This will be re-evaluated at each Executive Board meeting.

Section 4.

The Gateway PTO is a state tax-exempt status organization and a not for profit 501(c) (3)

classification with the Internal Revenue Code. The school district and the schools hold this

classification but the classification does not extend to clubs or other support organizations.

Section 5

In the event of school attendance boundaries changes and the membership are divided, a fair and equitable amount of funds and resources may be divided among the schools. “Fair and equitable” distribution will be determined by the PTO and should be based on the particular circumstances involved. Monies should be allocated by the end of the fiscal year.