

BYLAWS OF THE ROGERS ELEMENTARY SCHOOL

PARENT ORGANIZATION

(Revised September 22, 2022)

ARTICLE I. NAME

The name of this organization shall be the Rogers Elementary Parent Organization (RPO) of Mehlville School District, St. Louis County, MO 63129.

ARTICLE II. PURPOSE

The purpose of the RPO shall be to aid the students and staff of Rogers Elementary School by providing support for their educational and recreational needs and to promote open communication and foster relationships between the administration, staff, parents, students and the community. It shall not seek to direct the technical activities of the school or to control its policies. The RPO shall be non-commercial, non-sectarian, and non-partisan. The RPO shall not endorse any particular political candidate. The name of the organization or its Officers in their official capacities shall not be used in connection with any commercial concern, partisan interest, or for anything other than the regular work of the RPO.

ARTICLE III. GENERAL POLICIES

1. Schedule of Organization Meetings

General Organization meetings of the RPO will be held at least quarterly between September and May. Additional meetings may be scheduled at the discretion of the Executive Board. All of the meetings will be held at Rogers Elementary School, except for the May meeting, which may be held at an outside location to be determined and announced to the membership ahead of time. A virtual meeting format may be used at the Executive Board's discretion. The schedule of dates will be determined by the Executive Committee and announced and distributed to the general membership at the beginning of each school year. The April meeting shall be the meeting at which annual reports are delivered, which will be presented at each meeting. The Executive Board may meet over the summer for planning purposes for the upcoming school year.

2. Special Meetings

Special meetings may be called by the Executive Board.

3. Quorum

The quorum for a general meeting shall be five Members of the RPO to include at least three Officers.

4. Parliamentary Authority

The current Robert's Rules of Order shall govern the RPO in all cases to which they are applicable and in which they are consistent with these bylaws.

5. Organization Guidelines

This organization may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils, provided they make no commitments that bind their groups.

6. Dissolution

In the event of the dissolution of the organization, its assets shall be disbursed by the approval of the general membership at the final meeting of the organization.

ARTICLE IV. MEMBERSHIP

1. Qualifications for Membership

Any person who is a parent, stepparent, grandparent, or legal guardian of a child enrolled, as well as any faculty and staff at Rogers Elementary School is a member of the Organization, and will be referred to as “member(s).” All members must be willing to uphold its policies and subscribe to its bylaws.

2. Motions

The privilege of holding office and making motions shall be limited to members of the organization.

3. Voting Rights

All Members of the RPO shall have voting rights so long as they are willing to uphold the policies of the RPO and abide by its bylaws. Voting may be administered in an electronic or non-electronic medium. Voting shall be determined by a simple majority of members present, except when voting electronically.

ARTICLE V. ORGANIZATION STRUCTURE AND ELECTIONS

1. Organizational Officers

The officers of the Organization will be President and President-Elect, hereafter known as the “Co-Presidents”, Secretary, Treasurer, School Events Coordinator, Fundraising Coordinator, and Communications Coordinator. If there is interest among members, additional “elect” positions may be added for Secretary, Treasurer, School Events and Fundraising.

2. Eligibility for Office

Any member in good standing with a child enrolled at Rogers Elementary School is eligible to be an Officer.

3. Meeting Attendance:

It is expected that members are present for meetings so that the committee can function with broad representation across the school. Members may not send others to serve in their place. Members may resign at any time by submitting a notice to the Co-President(s). A replacement will be named by the next meeting. Officers who are absent from three consecutive meetings will be removed from the committee. A replacement will be named by the next meeting.

4. Composition of the Executive Board

The Executive Board shall consist of the duly elected Officers from the Organization and may include the past RPO board members of the term immediately preceding. A majority of the Officers present shall constitute a quorum.

5. Length of Term and Term Limits

RPO board members shall be elected to serve a term of two years and shall assume the role the following school year. The Co-President term is two years with one year as President Elect and one year as President. RPO board members shall be ineligible to serve more than one consecutive term in the same office unless that office remains vacant after yearly elections. New officers will be installed immediately after elections with terms commencing July 1 and terminating on June 30 of the following year. Each person shall hold only one office at a time.

6. Election Process

Elections for board members shall be held in April each year in a manner determined by the Executive Board. Only a current member of the Executive Board is eligible to serve as President-Elect. In the case of two or more candidates for a single office, a simple majority determines the person elected. In the case of a single candidate for an office, a vote may be taken by acclamation.

7. Vacancy

Any vacancy occurring in any Executive Board office shall be filled by a majority vote of the Executive Board. If a board member vacates a position during a term, an election will be held as soon as possible to fill the position.

8. Removal from Office

Officers may be removed from office with or without cause by two-thirds vote of members present at a regular meeting where previous notice has been given.

9. Duties of Co-Presidents

The Co-Presidents shall preside at all meetings of the Organization and of the Executive Board. The Co-Presidents shall be members *ex-officio* of all committees and may attend committee meetings as requested by the Chairperson of the committee. The Co-Presidents shall appoint special committees as necessary and shall perform all other duties usually pertaining to the office. The Co-Presidents retain final parliamentary authority at all Organization meetings and for any grievances or complaints filed in relation to the Organization. The Co-Presidents shall be authorized to sign Organization checks and use the debit card belonging to the Organization in accordance with the policies set forth in Article 7, Section 4. Any job duties not specifically delegated to another office shall be the responsibility of the Office of the President.

10. Duties of the Secretary

The Secretary shall make public notification of the times and locations of all RPO meetings, solicit committee reports for inclusion in RPO minutes, prepare agendas for each RPO meeting in conjunction with the Executive Board, keep a correct record of all meetings of the Organization and

the Executive Board, distribute minutes to each member of the Executive Board in a timely manner, provide the previous RPO meeting's minutes to the RPO for approval at each RPO meeting, carry on all official correspondence, and perform such other duties as may be delegated to said Officer.

11. Duties of Communications

The Communications Officer shall maintain social media sites, update the RPO website, create the forms for school events to be approved by the Mehlville School District, and perform such other duties as may be delegated to said Officer.

12. Duties of Treasurer(s)

The Treasurer shall receive all monies of the Organization, keep an accurate record of receipts and expenditures, and disperse Organization funds only as authorized by the Organization or Executive Board. Segregation of banking duties must exist so that one Officer shall be responsible and accountable for control of all monies of the organization, and the other Officer shall be responsible for keeping an accurate record of expenditures and receipts and make disbursements within the approved budget of the provisions of these bylaws. The Treasurer shall present a written financial statement at every meeting of the Organization and at other times as requested by the Executive Committee. The Treasurer shall make a full report of the school year's receipts and expenditures at the April general membership meeting.

The Treasurer shall maintain possession of the Organization's debit card unless the Co-President(s) request the card for use, and the Treasurer shall delegate its use as described in Article 7, Section 4. The Treasurer shall be authorized to sign Organization checks and use the debit card belonging to the Organization in accordance with the policies set forth in Article 7, Section 4. The Treasurer shall routinely monitor the bank account(s) of the Organization to ensure that no fraudulent charges are incurred and no unauthorized use of checks or the debit card occurs.

13. Duties of Fundraising Officer(s)

The Fundraising Officer(s) shall coordinate all fundraiser details. They are also to ensure that there is a chairperson for each fundraising event and secure volunteers and logistics for all fundraisers. The Coordinator(s) make proposals to the RPO Executive Board for any prospective fundraisers, including a breakdown of a plan of action that includes potential profits. The Coordinator(s) help with the collection of funds and coordinate with the Treasurer to collect money and pay bills.

14. Duties of School Events Coordinator(s)

The School Events Coordinator(s) shall coordinate all events and activities, make sure there is a chairperson for each one, and ensure the necessary volunteers for all events. The School Events Coordinator(s) make proposals to the RPO executive board for any prospective events and inform them of estimated cost and benefit of the event. The School Events Coordinator(s) ensure chairpersons and/or volunteers are reimbursed for expenses and coordinate as needed with the treasurer.

ARTICLE VI: APPOINTMENTS

1. Teacher Representative

A teacher representative shall be appointed by the Executive Board to act as a liaison between staff and RPO.

2. Committee Chairpersons

Committee Chairpersons shall be appointed annually by the Executive Board, regardless of the term commitment, and shall execute the tasks and responsibilities of their function.

ARTICLE VII: ORGANIZATIONAL FINANCES

1. Budget

A tentative budget shall be jointly drafted by the incoming and outgoing Executive Board in the summer prior to each school year. The budget shall be thoroughly described and presented for a vote at the first regular Organization meeting of the school year. If approved by a majority vote of the Members present at the first regular Organization meeting of the school year, the budget is considered finalized. If not approved, the Executive Board will collect specific concerns, modify the tentative budget to reflect the will of the Membership, and present the revised budget at the second regular Organization meeting of the school year. A majority vote is necessary to amend the budget.

2. Records

The Treasurer shall keep accurate records of any disbursements, income and financial account information.

3. Expenses

The Executive Board shall approve all expenses of the Organization in accordance with the approved annual budget. Pre-approval is required for all expenditures not included within the approved budgets. New budget items should be voted on and approved by the members at each regular Organization meeting. The following exception applies: a majority of the Executive Board may approve expenses of \$500.00 or below which are outside of pre-approved event budgets.

4. Special Policies

- A. The fiscal year of the Organization shall be August 1 to July 31.
- B. The Organization shall leave a minimum of \$10,000 in the Treasury at the end of each fiscal year.
- C. At the beginning of the year, RPO will gift a check to each classroom teacher and department (i.e. reading support, physical education, music, speech, art, etc.).
- D. Any committee's unbudgeted expenditure exceeding 20% of its allotment shall be presented to the Executive Board for approval at an Executive Board meeting.
- E. Requests for payment must be submitted on the Organization's approved request for payment form(s), and must be signed by the Member requesting the payment be made. All requests for payment must be for goods or services directly related to the objectives, purposes or projects of the Organization.

- F. Requests for reimbursement must be submitted on the Organization's approved request for reimbursement form(s), and must be signed by the Member requesting the reimbursement. Proof of payment must be provided at the time of submission. All requests for reimbursement must be for goods or services directly related to the objectives, purposes or projects of the Organization.
- G. If a non-sufficient check is received, the Check and Payment Policy previously approved by the RPO may be enforced.
- H. The Treasurer and President(s) shall be granted check signing approval on behalf of the Organization. All payment must be for goods or services directly related to the objectives, purposes or projects of the Organization.
- I. The Organization's debit card may be used by the Treasurer or President(s) of the Organization. All payments must be for goods or services directly related to the objectives, purposes or projects of the Organization. Use of the debit card must be approved by the Treasurers, and all receipts and documentation must be provided to one of those Officers promptly after use.
- J. The debit card will be used in instances when a check from the Organization is not an accepted form of payment for goods or services needed for the Organization. The debit card may also be used instead of a check at the discretion of the Treasurer or President(s).

ARTICLE VIII: CONFLICTS OF INTEREST POLICY

1. Purpose of Policy

The purpose of the conflict of interest policy is to protect this tax-exempt Organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an Officer of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations. This RPO follows the Mehlville School District policies on conflicts of interest.

2. Compliance with Federal Exemption Laws

This RPO shall comply with all laws pertaining to Federal exemption status pursuant to Section 501(c)(3) status of the Internal Revenue Code. This RPO shall comply with the requirements of receiving tax-exempt contributions pursuant to Section 170(c)(2) of the Internal Revenue Code. This RPO shall be organized and operated exclusively for exempt purposes. No part of the net earnings of the RPO shall inure to the benefit of, or be distributable to its Members or Officers or other private persons, except that the Executive Board shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes in Article II. In addition, it shall not attempt to influence legislation as a substantial part of its activities and it may not participate in any campaign activity for or against political candidates.

3. Dissolution

Upon the dissolution of the Organization, any remaining funds shall be used to pay any outstanding bills and with membership approval, shall thereafter be spent for the benefit of the school, with major

assets distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

ARTICLE IX: AMENDMENTS

These bylaws may be amended at any regular Organization meeting by a two-thirds majority vote of the Members present, provided notice of the proposed amendment was given at a previous meeting, with time for comment and discussion before the vote.