

**BY-LAWS OF REDBUD ELEMENTARY  
PARENT TEACHER ORGANIZATION, INC**

**ARTICLE I. NAME**

**1.1 Name.** The name of this organization is the Redbud Elementary Parent Teacher Organization, Inc.

**ARTICLE II. PURPOSE**

**2.1 Purpose.** The corporation is organized for the purpose of supporting the education of children at Redbud Elementary School in the Edmond, Oklahoma Public School District by fostering relationships among Students, Parents, Teachers, Staff and Community.

**ARTICLE III. BASIC POLICIES**

**3.1 Basic Policies.** The following are basic policies of this corporation:

- a. The corporation shall be non-sectarian and non-partisan.
- b. The name of the corporation or the names of any members in their official capacities shall not be used in any connection with any partisan interest for any purpose not related to promotion of the purposes of the corporation.
- c. The corporation shall cooperate with the Edmond Public School District to support the improvement of education.
- d. The corporation shall not participate in any way in any political campaign on behalf of or in opposition to any candidate for public office. Efforts by the corporation to influence legislation pertaining to child welfare or education must be approved by the Board of Directors.
- e. The Board of Directors is comprised of the President, President Elect, Vice President-Communication, Vice President-Fundraising, Secretary, Treasurer, Assistant Treasurer, Vice President of Volunteers, Director of online Sales and Merchandise, and the Principal.
- f. The corporation may cooperate with other organizations and agencies concerned with child welfare, but persons representing the corporation in such matters shall make no commitments that bind the corporation.
- g. The corporation will be independent of all other city, state, or national organizations.
- h. In the event of dissolution of the corporation, its assets shall be expended in full by the Board of Directors in a way which is most beneficial to the school. (See Article XI)

- i. Operating guidelines for PTO funds are as follows:
  - i. Any un-appropriated funds in the PTO account on April 1 may be carried forward and should be appropriated during the next fiscal year.
  - ii. The budget committee will endeavor to make sure enough funds are available in the PTO account for operating funds to begin the next school year.
  - iii. At such time that un-appropriated funds in the PTO account reach 50% of the annual budget, the Budget Committee shall convene to consider appropriation of said funds.
- j. In the event that Redbud students are assigned to a new elementary site in the Edmond Public School district, undesignated funds of the corporation will be divided between Redbud's PTO and the other school site(s)' main Parent Support Organization based on their proportionate share of Redbud students.
- k. Any activities occurring on school property or using the school name must be approved by the Principal.

#### **ARTICLE IV. MEMBERSHIP**

**4.1 Members Related to Students.** Any Parent, guardian, or other adult standing in loco parentis for a student at the school may become a member and shall have voting rights according to the current membership policy.

**4.2 Members from Edmond Public Schools.** The Principal, members of the school staff and any teacher employed at the school may be a member and have voting rights according to the current membership policies.

**4.3 Dues and Membership Levels.** Dues and membership levels will be set by the Board of Directors. A member will have voting rights following notification to the PTO of intent to join, and continually until the member indicates his or her intent to no longer remain a member, or if the member no longer has a student at Redbud.

#### **ARTICLE V. OFFICERS AND ELECTIONS**

**5.1 Officers and their Duties** - The officers of this corporation shall comprise the Board of Directors. This Board shall consist of a President, President Elect, Vice President-Communication, Vice President-Fundraising, Secretary, Treasurer, Assistant Treasurer, Director of Online Sales and Merchandising, Volunteer Coordinator, and the Principal. Co-Board or Assistant positions can be added by the PTO Board as need arises.

Officer duties include, but are not limited to:

- (a) **President.**
  - (i) Creates the agendas and presides at Board Meetings and General Membership Meetings,
  - (ii) Serves as the primary contact for the Principal,
  - (iii) Represents the organization at meetings outside the organization,

- (iv) Serves as a signer on any Redbud PTO Bank and Credit Accounts,
- (v) Coordinates the work of all the officers and committees so the purpose of the organization is served.

**(b) President Elect.**

- (i) Works closely with the President and shall assume the President's responsibilities for the following school year.
- (ii) Serves as head of staff appreciation, purchasing gifts and ensuring delivery for office staff birthdays, staff recognition weeks and teacher of the year celebrations.
- (iii) Assists the president and carries out the President's duties in their absence or inability to serve.
- (iv) Manages shared resources for Board infrastructure, including, but not limited to email accounts and the shared drive.

**(c) Secretary**

- (i) Attends and keeps records at all Board of Directors meetings and General Membership Meetings,
- (ii) Keeps records of committee assignments including Chairs, Co-Chairs and Members of each Committee, and Volunteer contact information.
- (iii) Emails minutes of each meeting to the Board of Directors or General Membership (as applicable) no later than 10 days following any meeting,
- (iv) Provides notification and coordinates announcement of upcoming meetings with Vice President – Communication.
- (v) Update PTO Calendar.

**(d) Treasurer**

- (i) Attends all major income generating events,
- (ii) Receives and ensures deposit of all funds of the organization,
- (iii) Ensures that secure cash-handling and cash-counting procedures are in place,
- (iv) Serves as a signer on any Redbud PTO bank and credit accounts,
- (v) Keeps an accurate record of receipts and expenditures,
- (vi) Pays out funds in accordance with the approval of the Board of Directors,
- (vii) Presents a financial statement at every Board and General Meeting and at other times when requested by the Board of Directors
- (viii) Makes a full report at the end of the school year,
- (ix) Ensures a smooth transition of all accounts and procedures to the incoming Treasurer.

**(e) Assistant Treasurer**

- (i) Gathers all membership information at various points throughout the year and keeps all records of members and payments,
- (ii) Assists the Treasurer,
- (iii) Attends all major fundraising events,
- (iv) Carries out the Treasurer's duties in their absence or inability to serve,
- (v) Assumes the duties of the Treasurer the following school year.

**(f) Vice President – Communication**

- (i) Leads activities to promote and encourage PTO membership,
- (ii) Serves as an ex-officio member of all committees which provide information, coordinate volunteers, or promote membership,
- (iii) Sends out timely periodic communications to the Members as needed,
- (iv) Coordinates the upkeep of any Redbud PTO website, Facebook page or any other social media channels added by board approval.

**(g) Vice President – Fundraising**

- (i) Coordinates all income generating efforts,
- (ii) Serves as an ex-officio member of all committees which generate income,
- (iii) Coordinates with all Chairs of income-generating committees,
- (iv) Provides information to other officers regarding fundraising efforts,
- (v) Monitors and adjust income budgets and works with the Treasurer to ensure cash flow and funds availability.

**(h) Director Of Online Sales and Merchandising**

- (i) Works closely with Vice President-Fundraising and Treasurer to maintain online store for spirit wear, fundraising activities, and other items as the maintain online store for spirit wear, fundraising activities, and other items as the need arises;
- (ii) Serves as ex-officio member of all committees which involve sales or merchandise;
- (iii) Maintains online store and organizes orders to ensure accurate product orders, fulfillment, and delivery;
- (iv) Keeps an accurate record of online sales and product distribution.

**(i) Vice President of Volunteers**

- (i) Works closely with Board Members to create and fulfill volunteer positions as needed;
- (ii) Sends out timely communication with homeroom parents, including, but not limited to, emails concerning PTO events, reminders, fundraising updates, and other important updates as needed;
- (iii) Coordinates with committees to determine volunteer needs.

## **5.2 Nominations and Elections**

Elections will be held at the second to last meeting of the school year (typically April). A nominating committee shall select a candidate for each office and present the slate at a meeting held one month prior to the election (typically March). At the meeting where the slate is proposed, nominations may also be made from the floor. If the slate is unopposed, voice voting will be allowed. A ballot vote will be taken for any contested office.

(a) The Nominating Committee, comprised of the President Elect, and four other members appointed by the current President (two current board officers and two general members) shall nominate at least one eligible person for each Board Office and each Committee Chair to be filled and report its nominees to the corporation in March, at which time additional nominations may be made.

## **5.3 Vacancies**

(a) If a vacancy occurs in the office of President, the President Elect shall serve out the unexpired term as President. Such service shall not count toward the 2-year limitation on this office.

(i) In the event the President Elect cannot serve, the President shall appoint a nominating committee (consisting of two board officers, a staff representative and two general members) to nominate a new President. If possible, nominee should come from existing members of the Board of Directors. If the position cannot be filled from the Board of Directors, a nominee shall be chosen from the membership. The nomination shall be approved and elected at the next General Membership Meeting.

(b) If a vacancy occurs in the office of Treasurer, the Assistant Treasurer shall serve out the unexpired term as Treasurer. Such service shall not count toward the 2-year limitation on this office.

(c) A vacancy occurring in any office besides President or Treasurer shall be filled for any unexpired term by a person appointed by the Board of Directors and subject to the approval of the majority vote of those present at the next General Membership Meeting.

## **5.4 Eligibility**

(a) Officers must be elected from the current active membership.

(b) Only those persons who have signified their consent shall be nominated for or elected to office.

- (c) Relatives (by blood or marriage) cannot hold the positions of President and Treasurer during the same school year.
- (d) No Employee of the Edmond Public School District may hold the office of President, President Elect, Treasurer or Assistant Treasurer.
- (e) Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate.
- (f) Preference will be given to those individuals who have previously served as a member of a Redbud PTO committee.

**5.5 Terms**

- (a) Terms of Office are June 1 – May 31 of each year.
- (b) The Outgoing President and Treasurer are expected to stay in advisory roles to the new officers through the process of the Edmond Public Schools Annual Update and the filing of the annual Tax Return. (Approximately through August following their term.)
- (c) Officers are elected for one year.
- (d) No person may hold the office of President or Treasurer for more than two (2) consecutive terms.
- (e) All officers shall deliver to their successors all official material at the May Board Meeting following selection of their successor. This material should include recommendations for the position and notice of assumed responsibilities for the upcoming year, including relevant contact information for any vendors, passwords and other pertinent information.

**5.6 Fiscal Agents and Financial Review**

- (a) The President, President Elect, Treasurer and Assistant Treasurer will be authorized to sign checks on all bank accounts.
- (b) Two signatures are required on all checks, including either treasurer and one other authorized signer.
- (c) For the protection of the Treasurers, the Treasurer's account shall be examined annually by the end of the fiscal year by an auditing committee of the President Elect, Principal (or staff designee) and one General Member (appointed by the President), who, satisfied that the annual report is correct, shall sign a statement to that fact at the end of the report.
- (d) Electronic Commerce – PTO will maintain a credit/debit card for purposes of recurring administrative expenses incurred by the PTO. Other purchases on this card require two board members' signatures who did not make the purchase, to authorize. Card will remain in a lockbox at the school and must be signed out by a Board member.

**5.7 Removal from Office.** Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a Regular Membership Meeting where the vote has been announced on the agenda.

## **ARTICLE VI. AUTHORIZATION OF EXPENDITURES**

**6.1 Budgeted Expenditures.** If a proposed expenditure falls within a committee's approved budget, no further authorization is required. The committee chairperson is responsible for working with the treasurers to make sure their committee stays within their approved budget.

**6.2 Unbudgeted/Committee Expenditures.** If a proposed expenditure will exceed the previously approved committee budget, further approval will be necessary. The treasurer may approve minor expenditures and will ask for board approval for expenditures causing the committee budget to go over 110%.

**6.3 Reimbursement Requests.** Whenever possible, Members are encouraged to have expenditures billed directly to the PTO. If a member must expend their own funds on behalf of the PTO, an original, itemized receipt indicating payment amount and method must be provided together with a reimbursement form to the Treasurer. The reimbursement form must bear the signature of two board members. After verifying that the expense is within the budget of the committee, the Treasurer will reimburse the expense via check.

## **ARTICLE VII. BOARD OF DIRECTORS**

**7.1 Membership.** The Board of Directors shall consist of the officers of the corporation listed in Article 5 and the Principal. Committee Chairs, and two (2) teacher representatives, appointed by the Principal, may serve as advisors to the Board of Directors.

**7.2 Duties.** The Board of Directors shall:

- (a) Transact business between General Membership Meetings in preparation for the General Meeting,
- (b) Create standing and temporary committees,
- (c) Work with the Chairs of Fundraising Committees to prepare and submit a budget to the membership for approval no later than the second general meeting of the School Year,
- (d) Approve all expenditures,
- (e) Prepare reports and recommendations to the membership.
- (f) Prioritize attendance at PTO Events and Fundraisers whenever possible.

**7.3 Meetings.** Regular meetings of the Board of Directors shall be held monthly on the same day and at the same time each month, to be determined by the Board of Directors.

**7.4 Attendance.** Board officers should endeavor to attend regular board meetings. Committee Chairs and Teacher representatives are encouraged to attend and advise the Board of Directors. Non-voting Advisors do not count for purposes of Quorum.

**7.5 Voting by Electronic Means.** In the case of special considerations between regular meetings of the Board of Directors, the Board President may present a motion for approval to the board via an email chain used exclusively for this purpose. The subject of the email must include the words "VOTE REQUESTED" and the subject of the motion. This avenue should be avoided if at all possible in favor of discussion at a regularly scheduled Board or Regular Meeting. If this method is employed, the motion will pass when  $\frac{1}{2} + 1$  Board Officers have given their approval in writing via email. The email chain and discussion should be printed for inclusion in the next month's meeting minutes.

**7.6 Quorum.** Half the number of Board members plus one constitutes a quorum.



## **ARTICLE VIII. COMMITTEES AND COMMITTEE CHAIRS**

**8.1 Creation.** Committees are created by the Board of Directors as needed to handle the various activities of the organization. No committee work shall be undertaken on behalf of the PTO without prior authorization of the Board of Directors. No fundraiser, social activity, information campaign or other general activity involving students, staff, parents or families of Redbud Students may be undertaken without the consent of the Board of Directors. At the time of creation, the Board will:

- (a) Designate a Board officer to serve as an ex-officio member of each committee.
  - (i) This Board Member may attend meetings of the committee and provide general counsel on behalf of the Board; but shall defer to the Committee Chair to lead the work of the committee.
- (b) Provide a Committee Charter or Goal to the Chair outlining specific objectives for the Committee to meet.
- (c) Set the term of the Committee (Temporary or Standing/Perpetual).

**8.2 Committee Chairs.** Committee Chairs shall be selected by the nominating committee, approved by the PTO Board and voted on by the general PTO Membership – in accordance with Article 5.2 of these by-laws. There are no term limits on Committee Chairs. Committee Chairs will:

- (a) Recruit sufficient volunteers to execute the goals of the committee,
- (b) Provide timely reports to the Board of Directors,
- (c) Call sufficient meetings to coordinate the work of the committee,
- (d) Monitor their Committee's assigned budget, authorize reimbursement of expenses on behalf of their committee, and advise the Treasurer and Board of Directors of funding needs,
- (e) Keep sufficient records to record the work of the committee,
- (f) Provide relevant materials, records, passwords and information to their successor, with a statement at the end of their tenure outlining challenges, successes and relevant details.

**8.3 Co-Chairs.** A Committee Chair may designate a co-chairman at any time by advising the Secretary.

**8.4 Vacancies.** A vacancy in a committee chair may be filled by the Co-Chair if the Co-chair was named prior to the vacancy. If no co-chair exists, the Board of Directors may name a new Chair at the next Board Meeting, subject to acceptance by the membership at the following Membership Meeting.

**8.5 Membership.** Committees may consist of members and board members, recruited by their Committee Chair, with at least one Board Officer serving as an ex-officio member of all committees.

## **ARTICLE IX. MEMBERSHIP MEETINGS**

**9.1 Regular Meetings.** The meetings of the PTO shall take place no less than monthly at a time and place determined by the Board of Directors at least one month before the meeting. Meetings will take place in every month in which there is a school day. All members are eligible to attend, make motions, second motions and to vote. Board of Director's Officers vote as regular members in a Regular Meeting. The Board President presides. Notification of the meetings will be published via electronic notification using social media and teacher's weekly newsletter at least one week prior to the meeting, and by other means as set by the Board.

**9.2 Annual Meeting.** The annual meeting will be held in the month before the final month of the school year (typically April). The annual meeting is for receiving reports, electing officers, and conducting other business that should arise. All members are eligible to vote. Notification of the meeting will be published via electronic notification using social media and teacher's weekly newsletter at least one week prior to the meeting, and by other means as set by the Board.

**9.3 Special Meetings.** Special Meetings may be called by the President, any two members of the Board of Directors, or five general members submitting a written request to the Secretary. Notice of the Special Meeting must be sent via electronic notification using social media and teacher's weekly newsletters at least 7 days prior to the meeting. Phone calls, may supplement this notification – but may not supplant it.

**9.4 Quorum.** Quorum shall be met when 10 members of the organization are present at any Regular or Special Meeting. Efforts should be made to make the meetings as accessible to the general membership as possible, and quorum requirements shall be reviewed and adjusted annually based on participation.

## **ARTICLE X. FISCAL YEAR**

The fiscal year of the corporation shall begin June 1 and end on the following May 31.

## **ARTICLE XI. DISSOLUTION**

**11.1 Vote to Dissolve.** The organization may be dissolved with previous (14 Calendar Days) notice to the Membership and a two-thirds vote of those present at a Regular or Special Membership Meeting

**11.2 Expenditure of Assets.** In the event of dissolution of the corporation, its assets shall be expended in full by the Board of Directors in a way which is most beneficial to the school – for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

**ARTICLE XII. CONFLICT OF INTEREST POLICY**

**12.1 Disclosure.** Any person seeking financial gain from a relationship with this organization is expected to disclose any potential Conflict of Interest, including existing family or business relationships with any member of the Board of Directors.

**12.2 Incentives.** Board members may not accept any incentive (cash, influence, or product) designed to encourage a financial relationship with the organization.

**12.3 Abstention.** Once a potential conflict has been disclosed, Members are expected to abstain from discussion or voting on any potential financial relationship between the organization and the interested party.

**ARTICLE XIII. AMENDMENTS TO THESE BY-LAWS**

These By-laws may be amended as proposed by the Board of Directors throughout the fiscal year. The By-laws shall be reviewed at least once but may not be considered for amendment at more than (5) General Meetings. The process by which these By-Laws may be amended is:

- (a) Notice of proposed amendments must be given to current PTO Board members seven (7) days prior to the next scheduled board meeting.
- (b) After the Board votes (by simple majority) to recommend the by-law change, the change will be presented at the next General Membership Meeting for adoption.
- (c) Passage at this meeting requires two-thirds (2/3) vote of the PTO members present at the General Membership Meeting.

Accepted by a vote of the Board of Directors: -----

Presented to the membership: -----