**HERITAGE ELEMENTARY PARENT TEACHER ORGANIZATION, INC**

**BY-LAWS**

(Created April 30, 2015, Amended March 20, 2023)

**Article 1. NAME**

**1.1** The name of this organization is Heritage Elementary Parent Teacher Organization, Inc.

**Article 2. PURPOSE**

**2.1** The corporation is organized for the purpose of supporting the education of children at Heritage Elementary School in Edmond, OK, by fostering relationships among students, parents, teachers, and staff.

**Article 3. MEMBERSHIP**

**3.1** Members Related to Students: Any parent, guardian, or adult standing in loco parentis for a child(ren) enrolled in and attending Heritage Elementary may be members and have voting rights.

**3.2** Members from Edmond Public Schools: All administrators, teachers, and staff of Heritage Elementary may be members and have voting rights.

**Article 4. BASIC POLICIES**

**4.1** The following are the basic policies of this corporation:

1. The corporation shall be non-commercial, non-sectarian, and non-partisan.
2. The name of the corporation or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest for any purpose not appropriately related to promotion of the purposes of the corporation.
3. The corporation shall cooperate with Edmond Public Schools to support the improvement of education.
4. 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 Executive Board.
5. 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.
6. The corporation will be independent of all other city, state, or national organizations which are school and/or home related.
7. In the event of dissolution of the corporation, its assets shall be expended in full by the Executive Board in a way which is most beneficial to the school.
8. Each year $2,000 from the PTO’s main fundraiser will be appropriated to the Playground Maintenance Fund. Monies from this fund will only be used for repairs and maintenance not covered by the district or the manufacturer’s warranty. Repairs will be assessed as needed and be voted upon by the Executive Board.
9. Operating guidelines for PTO funds are as follows:
	1. Any un-appropriated funds in the PTO account on April 1 may be carried forward and must be appropriated during the next fiscal year.
	2. A minimum of $7500 will be held in the PTO account for operating funds to begin the next school year.
	3. At such time that unappropriated funds in the PTO account reach 50% of the annual budget, the Budget Committee shall convene to consider appropriation of said funds.
10. In the event that Heritage students are assigned to a new elementary school site in the Edmond Public School district, undesignated funds of the corporation will be divided between Heritage’s PTO and the other school site(s)’ main Parent Support Organization based on the proportionate share of Heritage students.
11. Any activities on school property or using the school’s name must be approved by the Principal.

**Article 5. OFFICERS AND ELECTIONS**

**5.1** The officers of this corporation shall comprise the Executive Board. This board shall consist of a President, President-Elect (when applicable), Vice President, Co-Vice President, Recording Secretary, Communications Secretary, Social Media Director, Treasurer, and Co-Treasurer. The principal shall also serve on the Executive Board. Co-Board positions can be added by the PTO Board as need arises.

**5.2** Officer duties include, but are not limited to:

1. President
	1. Oversees activities of the entire PTO
	2. Presides over all Executive Board and General Membership Meetings
	3. Serves and the primary contact for the Principal
	4. Serves as a member of the Budget Committee
	5. Attends end of the year calendar meeting
	6. Represents the organization at meetings outside the organization
	7. Helps organize Information Day with the Principal
	8. Oversees all Back-to-School events
	9. Set the schedule of executive board meetings and general meeting for the

school year

* 1. Attends and supports school fundraisers and PTO events
	2. Finalizes the fundraisers/activities for the school calendar with the

Principal and Vice President for the next school year

* 1. Oversees board elections with the Nomination Committee
	2. Participates in By-law revision and job description revision as required
1. President- Elect
	1. Works closely with the President and shall assume the President’s responsibilities the following school year
	2. Attends end of the school calendar meeting
	3. Serves as a member of the Budget Committee
	4. Represents the organization at meetings outside the organization
	5. Assists the President and carries out his/her duties in their absence or inability to serve
	6. Heads the Nomination Committee at the end of the school year
2. Vice President
	1. Acts as an aide to the President
	2. Performs the duties of the President if the President/ President-Elect is absent/unable to serve
	3. Oversees all Fundraisers/Events and works closely with all fundraising/event committees
	4. Coordinates the school’s major fundraiser
	5. Serves as a member of the Budget Committee
	6. Attends end of the year calendar meeting
	7. Helps schedule all fundraisers and events with the President and Principal before the start of the new school year
	8. Serves as a tertiary signer of the PTO’s bank account
3. Co- Vice President
	1. Acts as an aide to the President
	2. Works alongside the VP to coordinate the schools two major fundraisers
	3. Serves as a member of the Budget Committee
	4. Attends end of the year calendar meeting
	5. elps schedule all fundraisers and events with the President and Principal before the start of the new school year
	6. Books monthly Restaurant Nights and Vendors/Food Trucks for special events
	7. Works closely with the district when we are in need of background checks and other requirements for volunteers/ vendors
4. Recording Secretary
	1. Records and distributes the minutes of all PTO Executive and General meetings
	2. Sends out Thank You notes to sponsors/ donors for any fundraising events
	3. Organizes volunteer sign up
	4. Creates the PTO officer ballot for the next school year
	5. Attends end of the year calendar meeting
5. Communications Coordinator
	1. Produces and distributes the weekly S’More newsletter
	2. Works closely with the Social Media Director to distribute information to the general membership
	3. Assists Social Media Director in creating promotional materials for all events/ fundraisers
6. Social Media Director
	1. Monitors and updates the Heritage PTO Facebook page
	2. Handles all promotional printing materials
	3. Manages online sales
	4. Creates flyers and promotional materials for all PTO sponsored events
	5. Submits all print shop requests
7. Treasurer
	1. Keeps books and reconciles the PTO bank account
	2. Presents the Treasurers report at all Executive Board and general member meetings
	3. Serves on the budget committee
	4. Creates and maintains the annual budget
	5. Keeps an accurate record of all receipts and expenditures collected by the Co-Treasurer
	6. Completes and files annual Tax Returns and District Sanctioning Report
	7. Attends all major income generating events
	8. Helps Co-Treasurer count and deposit all income generated
	9. Serves as a signer on the PTO’s bank account
8. Co- Treasurer
	1. Serves as the custodian of the PTO’s money
	2. Receives and ensures deposits of all funds for the organization
	3. Ensures that secure cash-handling and cash-counting procedures are in place
	4. Attends all major income generating events
	5. Serves on the budget committee
	6. Serves as a signer on the PTO’s bank account and credit accounts
	7. Pays out funds in accordance with the approval of the Executive Board
	8. Keeps accurate record of staff reimbursements and gifts from the PTO

**5.3** Elections will be held annually in April by the general PTO membership after prior PTO Board approval. The Nomination Committee will be comprised of the Principal, and four other members appointed by the President (two current officers and 2 general members). They shall recruit candidates for each office and present the slate at the meeting held in 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 via email will be taken (before the April general meeting) for any contested office. All members are invited to vote. Ballot result will be reported and approved at the April general meeting.

**5.4** In the event of vacancy, the following shall occur:

1. 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 limit on this office.
2. In the event the President-Elect cannot serve, the Vice-President will serve out the unexpired term as President.
3. In the event that neither the President-Elect nor the Vice President can serve, the President shall appoint a nominating committee (consisting of two officers, a staff representative and two general members) to nominate a new President. If possible, the nominee should come from the existing members of the Executive Board. When not possible, a nominee shall be chosen from the general membership. The nomination shall be approved and elected at the next general membership meeting.
4. If a vacancy occurs in the office of Treasurer or Co-Treasurer, a new Treasurer or Co-Treasurer can be appointed by the Executive Board.
5. If a vacancy occurs in any other position besides President, Treasurer or Co-Treasurer, the office can be filled for any unexpired term by a person appointed by the Executive Board and subject to the approval of the majority vote of those present at the next general meeting.

**5.5** The following must occur for a member to be eligible for office:

1. Officers must be elected from the current active membership.
2. Only those who have signified their consent shall be nominated for or elected to office.
3. Relatives by blood or marriage cannot hold the positions of President, Treasurer and/ or Co-Treasurer during the same school year.
4. No full-time employee of Edmond Public Schools shall be an officer of the organization.

**5.6** The following terms shall exist:

1. Terms of Office are June 1 – May 31 of each year.
2. The outgoing President, Treasurer and Co-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.
3. President and Treasurer/Co-Treasurer serve for 2 consecutive terms. Ideally, these positions will be elected in alternating years.
4. During the President’s second year of service, a President-Elect shall be nominated to shadow the President for one year prior to taking on the role of President.
5. No person shall serve as President, Treasurer or Co-Treasurer for more than 2 consecutive terms unless no other options exist.
6. All other officer positions are elected annually for a maximum of three (3) consecutive years.
7. All officers shall deliver to their successors all official material at the May Executive Board meeting. 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.

**5.7** The following fiscal agents and financial reviews shall occur:

1. The Treasurer and Co-Treasurer will be authorized to sign checks on all bank accounts. A third Executive Board member, typically the VP, will be designated at the third signer if a Treasurer is not available.
2. Two signatures are required on all checks.
3. The Treasurer’s account shall be examined annually by the end of the fiscal year by ab auditing committee of the President-Elect, Principal and on general member appointed by the President. These auditors shall sign a statement when satisfied that the annual report is correct.
4. PTO will maintain a credit/ debit card for purposes of recurring administrative expenses and online purchasing. The Co-Treasurer will serve as the primary signer for this card, and it will remain in his/ her possession. Purchases on this card must be authorized by the President.

**5.8** 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 6. AUTHORIZATION OF EXPENDITURES**

**6.1** 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** If a proposed expenditure will exceed the previously approved committee budget, further approval will be necessary.

1. The President can approve expenditures up to $100.
2. The Executive Board may approve expenditures ranging from $100 - $500.
3. Expenditures greater than $500 will require a vote of approval by the members of the organization at the next scheduled general meeting.
	1. In the rare instance of meeting an emergency vote from the organization, a vote may be taken by surveying the group via email.
		1. A majority vote from the Executive Board must consent for this method to be used. This consent may be given via email to the Recording Secretary or Principal.
		2. Email authorization from 10 general members (non-Board officers) of the organization shall constitute authorization in this instance.

**6.3** Whenever possible, members of the organization are encouraged to have expenditure billed directly to the organization. If a member must expend their own funds on behalf of the PTO, an original itemized receipt indicating purchase date, payment amount and method must be provided together with a reimbursement request form to the Co-Treasurer. The reimbursement form must bear the signature of both Treasurers. After verifying that the expense is within the budget of the committee, the Co-Treasurer will reimburse the expense via check. Reimbursements must be submitted within 60 days of the original purchase date found on the receipt of invoice.

**Article 7. EXECUTIVE BOARD**

**7.1** The PTO Board shall consist of the officers of the corporation listed in Article 5 and the Principal. The chairmen of standing committees and two (2) teacher representatives appointed by the Principal, may serve as advisors to the board.

* 1. The duties of the PTO Board shall be:
1. To transact necessary business in the intervals between the corporation’s meetings and such other businesses as may be referred to by the corporation.
2. To create special committees and approve plans of work.
3. To present a report at the Board Meetings of the corporation.
4. A budget will be prepared by the Executive Board and the fundraising chairman within one month after the fall fundraiser. This budget will be presented to the PTO Board for approval and to the corporation for a vote. This budget will be for expenditures beyond the basic operating budget.
5. All present members make motions and second the motions during the meetings.
	1. Regular meetings of the Executive Board shall be held quarterly.
	2. Board officers should endeavor to attend regular Board meetings. Committee Chairs, the Principal and Teacher Representatives are encouraged to attend and advise the Executive Board. Non-voting Advisors do not count for the purpose of Quorum.
	3. In the case of special consideration between regular meetings of the Executive Board, the President may present a motion for approval to the Board via email chain. 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 schedule Executive Board meeting. If this method is employed, the motion will pass when ½ + 1 officers have given their approval in writing via email response to the chain. The email chain should be printed and included in the next meeting’s minutes.
	4. Half the number of the Board members plus one constitutes quorum.
	5. All members of the Executive Board are expected to support the efforts of the PTO, and refrain from making disparaging and unprofessional comments regarding the school, PTO and its members.

**Article 8. STANDING AND SPECIAL COMMITTEES**

**8.1** The Executive Board may create special committees in addition to the standing committees as it may deem necessary to promote the purpose and carry on the work of the corporation. The term of these committees shall be determined by the Executive Board.

1. The President shall serve as the ex-offico member of all committees.
2. The President may attend committee meetings and provide general counsel on behalf of the Board but shall defer to the Committee Chairperson to lead the work of the Committee.
3. The Board shall provide each Committee Chairperson a goal outlining the specific objectives for the committee.

**8.2** The chairman of each standing committee shall be selected by the Nomination Committee, approved by the Executive Board, and voted on by the general membership. A person may chair a committee for two years. Each Committee Chairperson will:

1. Recruit sufficient volunteers to execute the goals of the committee
2. Provide timely reports to the Executive Board
3. Call sufficient meetings to coordinate the work of the committee
4. Monitor the committee’s assigned budget and advise the Co-Treasurer of funding needs
5. Keep sufficient records of the work of the committee
6. Provide relevant materials, records, passwords and information to their successor

**8.3** The Committee Chairperson may designate a co-chair at any time.

**8.4** A vacancy in the position of a Committee Chairman shall be filled by an appointment by the PTO President. In the event of a vacancy that cannot be filled for a particular committee the Executive Board may consider a person to chair that committee for a third year

**8.5** The standing committees are as follows:

1. Hospitality
2. Hero Hustle
3. Family Fun Night(s)
4. VIP Event(s)
5. Art PALS
6. Gardening
7. Decorating
8. Homeroom Coordinator
9. Workroom PALS
10. Spirit Squad
11. 5th Grade Committee

Any of these committees may be inactive for a fiscal year and activated at the discretion of the Executive Board.

**8.6** The special committees shall include:

1. By-Laws Committee – Shall consist of the Executive Board, with the exception of the Principal.
2. Nominating Committee – Shall consist of five members; The President-Elect, the Principal, an additional Board member and 2 general members appointed by the President.
3. Budget Committee – Shall consist of the Principal, President, President-Elect, the Vice President, Co-Vice President, and both Treasurers. Remaining Board members may attend the budget meetings but are not required to do so.
4. Audit Committee – Shall consist of the President-Elect, the Principal and one general member appointed by the President.

**Article 9. MEMBERSHIP MEETINGS**

**9.1** The meetings of the PTO shall take place no less than monthly at a regular time and place determined by the Executive Board at least one month prior to 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 vote. Executive Board members vote as regular members in a regular meeting. The President presides over each meeting. Notifications of the meetings will be published via electronic notification using social media, the weekly school newsletter, and teachers’ weekly newsletter at least one week prior to the meeting.

**9.2** 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, the weekly school newsletter, and teachers’ weekly newsletter at least one week prior to the meeting.

**9.3** Special Meetings may be called by the President, and two members of the Executive Board, or five general members submitting a written request to the Recording Secretary. Notice of a special meeting must be published via electronic notification using social media, the weekly school newsletter, and teachers’ weekly newsletter at least one week prior to the meeting.

**9.4** 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.

**9.5** When possible, meetings should be made available online via social media so members may attend virtually.

**9.6** Monthly financial reports much be shared at each meeting, as well as made available after the meeting. Monthly meeting minutes must be recorded and shared with all members of the organization within 10 days of each meeting.

**Article 10. FISCAL YEAR**

**10.1** The fiscal year of the corporation shall begin July 1 and end the following June 30.

**Article 11. PARLIAMENTARY AUTHORITY**

**11.1** Robert’s Rules of Order shall govern the corporation in all cases in which they are applicable and in which they are not in conflict with these by-laws.

**Article 12. DISSOLUTION**

**12.1** 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 meeting.

**12.2** In the event of dissolution of the organization, its assets shall be expended in full by the Executive Board in a way which is most beneficial to the school- for one of 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 13. CONFLICT OF INTEREST**

**13.1** 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 Executive Board.

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

**13.3** Once a potential conflict has been disclosed, members are expected to abstain from discussion or voting on any potential financial relationships between the organization and the interested party.

**Article 14. AMENDMENTS TO THESE BY-LAWS**

**14.1** These by-laws may be amended as proposed by the Executive Board throughout the fiscal year. The by-laws shall be reviewed at least once but may not be considered for amendment more than five (5) times per fiscal year. The process by which these by-laws may be amended is:

1. Notice of proposed amendments must be given to the current PTO Board members prior to the next scheduled board meeting.
2. 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.
3. Passage at this meeting required two-thirds vote of the PTO members present at the general meeting.