

**HERITAGE ELEMENTARY
PARENT TEACHER ORGANIZATION, INC.
BY-LAWS
Created April 30, 2015
*As amended FEBRUARY 17, 2019**

Article I

Name

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

Article II

Articles of Incorporation

The organization exists as an incorporated, non-profit corporation of its members. Its “Articles of Incorporation” comprise these by-laws, as from time to time amended.

Article III

Purpose

The purposes of the corporation are:

- A. To promote better relationships between faculty and parents for a better understanding of the children.
- B. To provide voluntary assistance to the faculty and the school.
- C. To become knowledgeable concerning local school policies of education in order to promote high standards of school and home life advantageous to all children enrolled.
- D. To become knowledgeable about educational developments on city, state, and national levels.
- E. To promote adequate laws for the care and protection of children and youth.
- F. To develop between Heritage Elementary School and the public such united efforts as will secure for every child the highest advantages in education.

Article IV

Basic policies

The following are basic policies of this corporation:

- A. The corporation shall be non-commercial, 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 a commercial concern or with any partisan interest for any purpose not appropriately related to promotion of the purposes of the corporation.
- C. The corporation shall cooperate with schools 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 Executive Board which consists of the President, Vice-President, Co-Vice President, Secretary, Treasurer, Co-Treasurer, and the Principal.
- E. 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.
- F. The corporation will be independent of all other city, state, or national organizations which are school and/or home oriented.
- G. 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.
- H. 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 un-appropriated funds in the PTO account reach \$22,000, the Budget Committee shall convene to consider appropriation of said funds.
- I. In the event that a new elementary school district is formed within the Heritage Elementary district, any remaining undesignated funds of the corporation will be divided between the new schools on a proportionate basis.
- J. Any activities relating to the school must be approved by the Principal.

Article V

Membership

Section 1

The membership of this corporation shall consist of the parents, grandparents, or guardians of children enrolled and attending Heritage Elementary School and all administrators and teachers of the school's faculty. The corporation shall conduct an annual enrollment of members, but persons may be permitted to membership at any time.

Article VI

Officers and Their Election

Section 1

- A. Beginning with the 2019-2020 school year, the officers of this corporation shall consist of a President, Vice-President, Co-Vice President, Recording Secretary, Communication Secretary, Treasure, and Co-Treasurer. The officers must be elected from the current active membership.
- B. Officers shall be elected annually in April by the general PTO membership after prior PTO Board approval.
- C. The offices of President, Vice-President, Co-Vice President, Recording Secretary and Communication Secretary shall assume their official duties on June 1st.
- D. Only those persons who have signified their consent shall be nominated for or elected to such office.
- E. Relatives cannot hold the positions of President and Treasurer during the same school year.
- F. Teachers may not at any time be Officers of the organization.

Section 2

- A. The Nominating Committee shall report its nominees to the PTO Board at the regular March meeting. The nominee for president shall participate in the remaining nominating process in a non-voting capacity.
- B. The Nominating Committee shall nominate at least one eligible person for each office to be filled and report its nominees to the corporation in March, at which time additional nominations may be made. A vote will be taken at a time selected by the President.

Section 3

A vacancy occurring in any office shall 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 board meeting. In case a vacancy occurs in the office of President, either the Vice President or Co-Vice President shall serve out the unexpired term as President. In the event either the Vice-President or the Co-Vice President cannot serve, the President shall appoint a nominating committee as outlined in Article VI, Section 2A, to nominate a new President. If possible, nominee should come from existing members of the Executive Board. If the position cannot be filled from the Executive Board, a nominee shall be chosen from the existing PTO Board. The nomination shall be approved and elected at the next PTO Board Meeting.

Article VII

Duties of Officers

Section 1

The President shall preside at all meetings of the corporation and of the Executive Board, at which she/he may be present, shall coordinate the work of the officers and committees of the corporation in order that the purposes may be promoted. The President shall serve as a member of the Budget Committee and shall perform such other duties as may be prescribed in these by-laws or assigned to her/him by the corporation or by the Executive Board. The President shall be authorized to make expenditures of up to \$100.00 without consent of the Executive Board.

Section 2

The Vice-President and the Co-Vice President shall act as aides to the President. The Vice-President and the Co-Vice President shall serve as members of the Budget Committee and shall perform such other duties as may be delegated to either party by the corporation or the Executive Board. The Vice-President and Co-Vice President shall assist the Treasurers in carrying out the duties of Treasurer as deemed necessary by the Executive Board. The Vice-Presidents will work closely with the Fundraising committees. Both the Vice President and the Co-Vice President will serve as coordinator for one of the school's major fundraisers.

Section 3

The Recording Secretary shall record the minutes of all meetings of the Board and of the Executive Board and shall be present at all PTO Board Meetings and at all general PTO meetings. The Recording Secretary shall serve as a member of the Budget Committee and shall perform such other duties as may be delegated to her/him by the corporation or the Executive Board. The Recording Secretary shall distribute the minutes of any meeting within 10 school days following any meeting.

Section 4

The Communication Secretary shall be responsible for enhancing public relations for the PTO. The Communication Secretary shall oversee the school newsletter, PTO Facebook page, and website. The Communication Secretary shall serve as a member of the Budget Committee and shall perform such other duties as may be delegated to him/her by the Corporation or Executive Board.

SECTION 5

The Treasurers shall have custody of all the funds of the corporation; shall keep a full and accurate account of receipts and expenditures; and shall make disbursements in accordance with the approved budget or as authorized by the corporation or the Executive Board. The Treasurers shall present a financial report at every meeting of the corporation and at other times when requested by the Executive Board and shall make a full report at the May meeting. The Treasurers shall be responsible for the maintenance of such books of account and records. The Treasurers shall be present at all major fund raising events.

Section 6

The Officers will be authorized to sign checks on all bank accounts. Two signatures are required on all checks, including either treasurer, and/or one member of the executive board.

Section 7

For the protection of the Treasurers, the Treasurer's account shall be examined annually by the end of the fiscal year by an auditor or an auditing committee of not less than two PTO Board members appointed by the President, who, satisfied that the annual report is correct, shall sign a statement of the fact at the end of the report. Thus, everyone is assured that the accounts are correct and the Treasurers are relieved from any further responsibility.

Section 8

All officers shall:

- A. Perform the duties prescribed in the parliamentary authority in addition to those outlined in these by-laws and those assigned from time to time.
- B. Deliver to their successors all official material at the May Board Meeting following selection of their successor. This includes recommendations and the job specifications for the succeeding year.

Article VIII

Authorization of Expenditures

Section 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.

Section 2

In the event that a proposed expenditure will exceed the previously approved committee budget, further approval will be necessary.

- A. The president may approve expenditures up to \$100.
- B. The executive board may approve expenditures ranging from \$100-\$500.
- C. Expenditures greater than \$500 will require a vote of approval by the members of the organization at the next scheduled general meeting.
 - a. In the rare instance of needing an emergency vote from the organization, a vote may be taken by surveying the group's members via email.

Article IX

PTO Board

Section 1

- A. The PTO Board shall consist of the officers of the corporation, the chairmen of standing committees, the Principal of the school, and two (2) teacher representatives appointed by the Principal.
- B. The chairmen of the standing committees shall be selected by the nominating committee, approved by the PTO Board and voted on in April by the general PTO Membership.
- C. A standing committee chairman may designate a co-chairman at any time by advising the Secretary.

Section 2

The duties of the PTO Board shall be:

- A. To transact necessary business in the intervals between the corporation's meetings and such other businesses as may be referred to by the corporation.
- B. To create special committees and approve plans of work.
- C. To present a report at the Board Meetings of the corporation.
- D. A budget will be prepared by the Executive Board and also 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.
- E. All present members make motions and second the motions during the meetings.

Section 3

Voting members of the PTO Board shall consist of the Executive Board, teacher representatives, and committee chairmen as elected by the membership. A committee chairman may proxy a vote to a previously named committee co-chairman by reporting to the Secretary (prior to the meeting) that this co-chairman shall vote for the chairman at the designated meeting.

Article X

Meetings

Section 1

The meetings of the PTO shall be held on a monthly basis during the school year, the time to be fixed by the PTO Board. All members are eligible to vote.

Section 2

Special meetings of the Executive Board may be called by the President. Special meetings of the PTO Board may be called by the Executive Board. When a special meeting cannot be called, ballot voting may be used for obtaining corporation approval of Executive Board recommendations.

Article XI

Standing and Special Committees

Section 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. These special committees shall include:

- A. By-Laws Committee – Shall consist of the President, Vice-President, Co-Vice President Treasurer, Co-Treasurer, Recording Secretary, Communication Secretary and two other members of the Board.
- B. Nominating Committee – Shall consist of five members appointed by the President, at least three of which must be on the existing Board.
- C. Budget Committee – Shall consist of the Executive Board and the Fundraising Chairperson(s).
- D. Audit Committee – Shall consist of three Board members appointed by the President, not to include Executive Board members.

Section 2

The chairman of each standing committee shall present an end-of-year report listing recommendations for the new committee chairman to the Executive Board. No committee work shall be undertaken without the consent of the Executive Board. The standing committees are as follows:

- A. Hospitality
- B. Hero Hustle
- C. Family Fun Night
- D. Art Pals
- E. Gardening
- F. Decorating
- G. Homeroom Coordinator
- H. School Supplies

Each committee may have up to two (2) voting chairmen. Any of the committees may be inactive for a fiscal year and activated at the discretion of the Board.

Section 3

The President shall be ex-officio member of all committees.

Section 4

A vacancy in the position of a Committee Chairman shall be filled by an appointment by the PTO President.

Section 5

A person may chair a committee for two years. 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.

Article XII

Fiscal Year

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

Article XIII

Parliamentary Authority

Robert's Rules of Order Revised 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 XIV

Amendments

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 be amended no more than five (5) times per fiscal year. Notice of proposed amendments must be given to current PTO Board members seven (7) days prior to the next scheduled board meeting. Passage requires two-thirds (2/3) vote of the PTO members present.