

NORTHERN HILLS PARENT TEACHER ORGANIZATION FUND BYLAWS

(As amended May 16, 2019)

ARTICLE I

NAME

The name of this Organization is Northern Hills Parent Teacher Organization Fund; hereinafter referred to as the Organization, NH PTO, and/or PTO.

ARTICLE II

ARTICLES OF INCORPORATION

This Organization exists as a Not for Profit Corporation under the laws of the State of Oklahoma. Its Articles of Incorporation are comprised of these Bylaws, as may from time to time be amended.

ARTICLE III

PURPOSE

The purposes of the Organization are:

- a. To provide voluntary and financial assistance to Northern Hills Elementary School for the advancement of education within the meaning of Section 501(c)(3) of the Internal Revenue Code.
- b. To promote a positive relationship between faculty and parents in order to advance the education of our children.
- c. To become knowledgeable of local educational policies in order to promote high standards of school and home life for all children enrolled.
- d. To be knowledgeable of current and pending laws pertaining to the care and protection of our children.
- e. To develop between Northern Hills Elementary School and the public such united efforts as well secure the highest advantage in education.
- f. To promote the Mission Statement of Northern Hills Elementary School, which states, "Educating the "whole" child as we instill a passion for learning."

ARTICLE IV

BASIC POLICIES

The following are basic policies of this Organization:

- a. The Organization shall be non-commercial, non-sectarian, and non-partisan.
- b. The name of the Organization or the names of any members in their official capacities shall not be used in connection with any commercial concern or with any partisan or political interest or for any purpose not appropriately related to the promotion of the purpose of the Organization.
- c. The Organization shall not directly or indirectly participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.

- d. The Organization may cooperate with other organizations and agencies concerned with the welfare of children, but persons representing the Organization in such matters shall make no commitments that bind the Organization.
- e. The Organization will be independent of all other city, state, and national organizations that are school and/or home centered.
- f. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501(c) (3) of the Internal Revenue Code, or (ii) by an organization, contributors to which are deductible under Section 170 (c) (2) of the Internal Revenue Code.
- g. In the event of the dissolution of the Organization, its assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, in a way that is most beneficial to the school.

ARTICLE V MEMBERSHIP

- a. The members of this Organization shall consist of all parents, grandparents, or guardians of children enrolled and attending Northern Hills Elementary School and all administrators and teachers of the school's faculty.
- b. There are no dues associated with membership of the Organization.
- c. Each individual member shall have one (1) vote, and may not vote by proxy.

ARTICLE VI OFFICERS AND THEIR ELECTION

- a. The officers of this Organization, hereinafter referred to as the Executive Board, shall consist of a President, Vice President, Secretary, and Treasurer.
- b. The Vice President, Secretary, and Treasurer may vote on issues presented in a meeting of the Organization, but the President shall not vote on any matter presented in a meeting over which she/he is presiding unless the vote is required to break a tie.
- c. Officers shall be elected annually. The President, Vice President, and Secretary shall serve for a term of one (1) school year or until qualification and election of their successors. The Treasurer shall serve for a term of one (1) fiscal year.
- d. All Executive Board Officers may serve up to two (2) consecutive terms in the same office. There is no limit for the number of terms on the Executive Board.
- e. There shall be a Nominating Committee composed of five (5) members of the Organization as follows: at least two (2) from the current Board and at least (2) from the general membership. The Nominating Committee shall be chosen and assembled by the current President in February of each school year.
- f. The Nominating Committee shall submit a slate of officers, approved by the Principal, to the general membership in March. Those serving on the Nominating Committee shall not be slated for an office.
- g. Notice to the general membership shall be provided that a vote on the slate of officers will be held at the April general meeting. A simple majority of those members present and voting at said meeting will be required to approve the slate of officers.
- h. Installation of the incoming officers shall occur at the close of the May meeting each year.

- i. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority of the Board of the Organization. In case a vacancy occurs in the office of the President, the Vice President shall serve out the unexpired term as President.
- j. All officers must comply with current Edmond Public Schools guidelines regarding staff members being parent organization officers.
- k. No officers shall be members of the same household, spouses, domestic partners, or related in any way.

ARTICLE VII

DUTIES OF THE EXECUTIVE BOARD

- a. The Executive Board duties include, but are not limited to, the following:
 - i. Transact necessary business in the intervals between Organization general meetings and such other business as may be referred to it by the Organization.
 - ii. Prepare and submit to the Organization for adoption a budget for the next year.
 - iii. Set the PTO calendar dates for the following school year.
 - iv. Approve the plans of work of the standing committees
 - v. Approve routine bills within the limits of the budget.
 - vi. Create committees as needed and appoint chairmen for each committee.
 - vii. Present a report at the general meeting of the PTO
 - viii. Perform other duties as may be provided for in these bylaws or as prescribed by parliamentary authority,
- b. The Executive Board shall meet at least once before each general PTO meeting or more often as deemed necessary.
 - i. A majority of the officers present shall constitute a quorum.
 - ii. Special meetings of the Executive Board may be called by the President or by a majority of the officers.
- c. At least one (1) member of the Executive Board shall be present at all PTO sponsored or co-sponsored before and/or after school hours events.

ARTICLE VIII

DUTIES OF OFFICERS

- a. The President shall preside at all meetings of the Organization and shall perform such other duties as may be prescribed in these bylaws or assigned to her/him by the Board, and shall coordinate the work of the officers and the committees of the Organization in that the purposed of the Organization may be promoted. The president shall be an ex-officio member on all committees except the nominating committee. The president shall be the organization's representative at district wide meetings as invited.
- b. The Vice President shall act as an aide to the President and shall perform the duties of the President in the absence or disability of that officer to act. She/he will also serve as Parliamentarian for all meetings of the Organization. She/he will provide assistance to the President at certain events staffed by the Organization for the benefit of the school as needed (e.g., Information Day, Newcomer Orientation, etc.)

- c. The Secretary shall record the minutes of all meetings of the Organization and distribute the minutes at the following meetings. She/he will also provide the Board and/or general membership with notice of upcoming events as deemed necessary by the President and/or Executive Board.
- d. The Treasurer shall have custody of all of the funds of the Organization; 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 Board. The Treasurer shall present a financial report at every meeting of the Organization and at other times whenever requested by the Board. The Treasurer shall be responsible for the maintenance of such books of account and records and is responsible for the annual filing of state and federal tax returns as well as the annual Edmond Public Schools sanctioning application.

ARTICLE IX

FINANCIAL RESPONSIBILITY

- a. The Treasurer shall be assisted by an Assistant Treasurer, who is appointed by the incoming officers of the organization. The Assistant Treasurer will be responsible for obtaining from the Treasurer records of transactions and all checks written on the Organizations bank accounts during each month, and balancing the same with the statements issued by the bank to the Assistant Treasurer.
- b. The four (4) incoming officers will replace the outgoing officers as authorized signers on all Organization accounts no later than June 10 of each year.
- c. Each check written on the Organization's bank account must be signed by two (2) of the officers of the Organization.
- d. No officer may sign a check made payable to themselves, a relative, or a member of their household.
- e. The counting of money, including checks or cash, received during all events must be performed independently by two (2) people, one of which is a committee chairperson, and verified by the Treasurer upon receipt of the funds.
- f. No person shall serve on the Board of the Organization, or an officer of the Organization, who is financially indebted to the Organization. In the event any member becomes financially indebted to the Organization, the President and Vice President shall be notified and Financial Policies, attached as Appendix "B", must be consulted.
- g. Every event or activity must be approved by the Principal and the Executive Board of the Organization prior to it being held. No event or activity is allowed if a member of the Organization will financially benefit from it.
- h. The fiscal year for the Organization shall run from June 1 to May 31 each year.
- i. A minimum of five thousand and no/100 dollars (\$5000.00) will be carried forward to the next year to allow for early operating expenses. Funds may be placed in a Reserve Fund as deemed necessary by the Treasurer, the officers of the Organization, and the Principal.
- j. A budget shall be prepared by the Treasurer in April of each year, to be effective the following fiscal year. The budget shall be approved by the President and the Principal prior to being presented at the May meeting of the Organization for approval. Notice to the general membership shall be provided that a vote on the proposed budget will be held at the May meeting. A simple majority of those members present and voting at said meeting will be required to approve the budget.
- k. All contracts which financially bind the Organization must be approved by the Executive Board.

- l. Any committee chairperson responsible for making a major single purchase over one thousand and no/100 dollars (\$1000.00) shall obtain approval by the Board of the Organization before the purchase is made. If a major single purchase shall exceed three thousand and no/100 dollars (\$3000.00), the chairperson shall be required to submit bids from three (3) vendors, if reasonable, for approval by the Board of the Organization.
- m. No more than one thousand five hundred dollars (\$1,500) may be withdrawn from the bank account by the treasurer (or Executive Board member designated by the treasurer and approved by the President) per event or activity as necessary for the starting funds for cashboxes. The committee chair must complete the appropriate form to request said funds at least 7 business days prior to the event.
- n. No personal funds may be used for starting funds for cashboxes. In the event personal funds are used as starting funds for a cashbox, those monies will be considered a donation to the event and the Organization.
- o. The Executive Board must approve any company/organization requesting to direct deposit funds into the NH PTO account. In the event the Executive Board approves a company/organization, only the "online banking" account shall be used.
- p. Debit cards, credit cards, and all other electronic payment methods issued to the organization and/or are in the organization's name shall not be permitted. All payments/reimbursements must be paid by check in accordance with the provisions in these bylaws.
- q. All requests for reimbursements, payments, etc. shall be completed on the appropriate forms supplied by the treasurer and signed and dated by the requestor before they will be paid.

ARTICLE X

BOARD MEMBERS

- a. The Board of the Organization shall consist of the officers, the chairpersons of the standing committees, the Principal of the school, the Vice Principal and two (2) teacher representatives as appointed by the Principal.
- b. The officers of the Organization may create such standing committees as it may deem necessary from year to year. The chairmen of the standing committees shall be selected by the incoming officers and shall assume office in May for the upcoming school year.
- c. A standing committee may be chaired by one or more persons as deemed necessary by the committee chairperson and approved by the officers of the Organization. Standing committees and their chairpersons shall be governed by the Standing Committee Policies, attached as Appendix "A".

ARTICLE XI

MEETINGS AND VOTING

- a. General Meetings of the Board shall be held monthly during the school year (except December), the time and place to be established by the officers and made known to the general membership. The officers of the Organization may decide to cancel a meeting upon approval by the Principal; notice of such cancellation shall be given to the general membership at least one (1) week prior to the regularly scheduled meeting. If Edmond Public Schools cancels school and/or after school activities on a day when a general meeting was scheduled, said meeting shall automatically be cancelled.

- b. Notice of each meeting of the Organization shall be given to the general membership.
- c. Only Board members may make or second a motion made during meetings. Any member of the Organization may vote during the meeting if present.
- d. Meetings shall be governed by the *Robert's Rules of Order Newly Revised* in all cases in which they are applicable and not in conflict with these bylaws.
- e. Unless otherwise specified in these bylaws, quorum shall consist of ten (10) members present with at least five (5) of those present being Board members. A quorum must be met for any voting to take place.
- f. In order for a vote to pass, all motions, unless otherwise specified in these bylaws, must be approved by a simple majority of those present and voting.

ARTICLE XII AMENDMENTS

These bylaws may be amended at any regularly scheduled meeting of the Organization by a 2/3 vote of the members present and voting, provided that notice of the proposed amendments shall have been given to the general membership at least one (1) week prior to the vote.

ARTICLE XIII DISSOLUTION OF THE ORGANIZATION

- a. The Organization shall be automatically dissolved at the end of the fiscal year in the event that all Executive Board positions cannot be filled in accordance with these bylaws.
- b. The Organization may be dissolved by vote of the membership if all of the following steps are followed:
 - i. Written notice of intent to dissolve shall be given to the President, Principal, and general membership thirty (30) days prior to a general meeting where the dissolution vote is to take place. Reasonable care should be taken to ensure all members receive the notice.
 - ii. Quorum as defined in these bylaws must be present at the meeting.
 - iii. A two-thirds (2/3) vote is required to dissolve.
- c. In the event of dissolution, the bank accounts shall remain open for thirty (30) calendar days after the fiscal year or vote as appropriate to pay any incurred debts, outstanding reimbursements, and/or bills.
- d. The officers at the time of dissolution shall remain on the account to write checks as described in these bylaws and to close all accounts.
- e. All remaining assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, in a way that is most beneficial to Northern Hills Elementary School.

NORTHERN HILLS PARENT TEACHER ORGANIZATION FUND

STANDING COMMITTEE POLICIES

APPENDIX A

1. According to the bylaws of the Organization, a standing committee may be chaired by one or more persons as deemed necessary by the committee chairperson and approved by the officers of the Organization. Standing committees and their chairpersons shall be governed by these Policies.
2. Any member of the Organization may vote during the meeting if present. Thus, if more than one chairperson is present at the meeting of the Organization, they may each vote.
3. These policies may be amended by the Executive Board of the Organization on an as-needed basis. Notice of all amendments to the policies shall be provided to the Organization at the next regularly scheduled meeting.
4. Standing Committees for the Organization may include, but is not limited to, the following:

Assistant Treasurer	Hospitality
BoxTops	Husky Hustle
Campus Improvements	Landscaping
Community Outreach	Meet The Masters
Cut, Color, and Copy	Pup Pal Readers
Directory	School Communication
Fall Fun Fest	Spirit Committee
Family Fun Events (Fall or Spring)	T-Shirts
Holiday Store	Technology
Homeroom Parent	Website Content
Coordinator	Wetlands
	Yearbook

5. It is the intent of the Organization that all Standing Committees operate in a similar manner, and that chairpersons of each such committee abide by the policies and practices recommended by the officers of the Organization from year to year. This will include, but is not limited to, the following:
 - a. Communicate all pertinent events and deadlines to the School Communications and Website Content chairpersons;
 - b. Utilize Sign-Up Genius (or other designated electronic tool) to coordinate volunteers and meeting of the committee;
 - c. Attend and participate in monthly general meetings;
 - d. Regularly maintain and update notebook for the committee, which shall include, at a minimum, the current job description for the committee chairperson and the current budget for the committee (if applicable), and a timeline for event planning (if applicable).

NORTHERN HILLS PARENT TEACHER ORGANIZATION FUND

FINANCIAL RESPONSIBILITY POLICIES

APPENDIX B

1. According to the bylaws of the Organization, no person shall serve on the Board of the Organization, or as an officer of the Organization, who is financially indebted to the Organization.
2. In the event any member becomes financially indebted to the Organization, the President and Vice President shall be notified.
3. The Assistant Treasurer shall notify the member who becomes financially indebted, and shall request reimbursement to the Organization promptly.
4. If reimbursement is not made to the Organization with thirty (30) days, the member shall be sent written notice, to be signed by the Treasurer and the President, that the member is indebted to the Organization and that reimbursement is expected.
5. Should the member not reimburse the Organization upon receipt of such written notice, the officers of the Organization shall consult with the Principal, and have any or all of the following options regarding how to handle the situation:
 - a. Remove the member from his/her position on the Board if currently serving;
 - b. Advise the member, in writing, that checks will no longer be accepted from him/her;
 - c. Advise the member, in writing, that he/she is being charged for any fees incurred by the Organization as the result of the indebtedness;
 - d. Pursue legal remedies, including civil and/or criminal prosecution;
 - e. Other actions may be taken if determined by the officers of the Organization and the Principal to be within the best interests of the member and/or the Organization (e.g., service of volunteer hours to compensate the Organization).