

# **Bylaws of Scissortail Elementary PTO**

## **ARTICLE I: NAME, DESCRIPTION, & PURPOSE**

Section 1: NAME—The name of the organization shall be Scissortail Elementary PTO. The PTO is located at:

Scissortail Elementary  
2301 NW 145<sup>th</sup> St  
Edmond, OK  
73134

Section 2: DESCRIPTION—The PTO is a nonprofit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSE—The purpose of the PTO is to enhance and support the educational experience at Scissortail Elementary, to develop a closer connection between school and home by encouraging parent involvement, and to enhance the environment at Scissortail Elementary through volunteer and financial support.

## **ARTICLE II: MEMBERSHIP**

Membership shall be automatically granted to all parents and guardians of Scissortail Elementary students, plus all staff at Scissortail Elementary. There are no membership dues. Members have voting privileges, one vote per household.

## **ARTICLE III: OFFICERS**

Section 1: EXECUTIVE BOARD—The Executive Board shall consist of the following officers: President, Vice President, Secretary, and Treasurer. Officer positions can be shared. The school Principal, or his/her designee, is a voting member of the Executive Board.

Section 2: TERM OF OFFICE—The term of office for all officers is one year, beginning August 1 and ending July 31 of the following year.

Section 3: QUALIFICATIONS—Any PTO member in good standing may become an officer of the PTO.

Section 4: DUTIES:

Executive Board: Develop the PTO’s annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, and approve by majority vote of the Board unbudgeted expenditures.

President: Preside at general PTO meetings and Executive Board meetings, prepare agendas for official PTO meetings, serve as the official representative of the PTO, and retain all official records of the PTO.

Vice President: Oversee the committee system of the PTO, assist the President, and chair meetings in the absence of the President.

Secretary: Record and distribute minutes of all Executive Board meetings and all general PTO meetings, prepare agendas for official PTO meetings. Manage communications and marketing for the PTO, including but not limited to: PTO newsletters, email broadcasts, websites, bulletin boards, etc.

Treasurer: Serve as custodian of the PTO’s finances, collect revenue, pay authorized expenses, follow all financial policies of the PTO and hold all financial records. The treasurer shall also be responsible for filing the taxes for the fiscal year during which they serve.

Section 5: BOARD MEETINGS—The Executive Board shall meet monthly during the school year, or at the discretion of the President.

Section 6: REMOVAL—An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 7: VACANCY—If a vacancy occurs on the Executive Board, the President shall appoint a PTO member to fill the vacancy for the remainder of the officer’s term.

## **ARTICLE IV: MEETINGS**

Section 1: GENERAL PTO MEETINGS—General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board.

Section 2: VOTING—Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee and proxy votes are not allowed.

Section 3: QUORUM—Seven (7) members of the PTO present and voting constitute quorum for the purpose of voting.

## **ARTICLE V: FINANCIAL POLICIES**

Section 1: FISCAL YEAR—The fiscal year of the PTO begins August 1 and ends July 31 of the following year.

Section 2: BANKING—All funds shall be kept in a checking account in the name of Scissortail Elementary PTO, requiring two signatures of the Executive Board and held at a local financial institution. One of these two signatures must be the current Treasurer. It is preferred that the second signature is the current president whenever possible.

Section 3: REPORTING—All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The executive board shall sign a monthly record of these activities (annotated bank statement) as is recommended by the Edmond School District.

Section 4: ENDING BALANCE—At the end of the fiscal year, any funds in excess of next school year's planned budget must be moved to long term special projects.

Section 5: CONTRACTS—Authority to sign contracts is limited to the Treasurer and President.

## **ARTICLE VI: BYLAWS AMENDMENTS**

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. Two-thirds (2/3) approval of all members present and voting is required to adopt an amendment to the bylaws. The amendments will be attached to the original bylaws in chronological order.

## **ARTICLE VII: DISSOLUTION**

In the event of dissolution of the PTO, any funds remaining shall be donated to Scissortail Elementary School.

## **ARTICLE VIII: PARLIAMENTARY AUTHORITY**

The authority for this organization shall be Robert's Rules of Order Newly Revised.

These bylaws were adopted on May 31<sup>st</sup>, 2022.