

Bylaws of the Frontier Parent Teacher Organization (PTO)

I. Name, Description and Purpose

1. Name

The name of the organization shall be the Frontier Parent Teacher Organization (PTO), known as the Frontier PTO or FPTO, and referred to as the PTO in these Bylaws.

2. Description

The Frontier PTO, located in Edmond, OK, is a nonprofit organization that exists exclusively for charitable, educational, and religious purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

3. Purpose

The purposes of the Frontier PTO are to:

- a. Enhance and support the educational experience at Frontier Elementary School.
- b. Develop a culture that includes every family and builds a closer connection between school and home by engaging families and encouraging family involvement.
- c. Improve the environment at Frontier through volunteer and financial support.
- d. Provide a collaborative environment to ensure healthy two-way communication between the school and families.
- e. Support existing laws that provide for the care and protection of children and youth.
- f. Promote the mission of Frontier Elementary School.

II. Basic Policies

The following are basic policies of the Frontier PTO:

- a. The PTO shall be non-commercial, non-sectarian and non-partisan.
- b. The name of the PTO 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 purposes of the PTO.
- c. The PTO may cooperate with other organizations and agencies concerned with the welfare of children, but persons representing the PTO in such matters shall make no commitments that bind the PTO.
- d. The PTO will be independent of all other city, state and national organizations which are school and/or home oriented.
- e. Any activities relating to the school must be approved by the school Principal or designee prior to their initiation.

III. Membership

1. Membership

Membership in the PTO shall be available without regard to race, gender, age, religion, national origin or disability to any individual who subscribes to the purpose and basic policies of the PTO. The PTO at Frontier Elementary consists of all parents or guardians of children currently enrolled and attending the school, as well as administrators, teachers, and staff members. Until such a time as a change is made to invoke a dues structure, the PTO will not collect membership fees. If and when dues are implemented, the PTO shall conduct an annual enrollment of members, but persons may be admitted to membership at any time. PTO membership shall coincide with the PTO fiscal year.

2. Voting Members

The voting members of the PTO shall consist of all parents or guardians of children enrolled and attending Frontier Elementary School and all administrators, teachers and school staff. Each voting member has the right to propose motions and vote if they are in good standing with the PTO for the 14 calendar days prior to proposing a motion or voting. Each voting member, with the exception of Edmond Public School employees, has the right to run for office if they are in good standing with the PTO for the 14 calendar days prior to being nominated for office.

3. Honorary Members

Community businesses or organizations that provide sponsorship of Frontier PTO shall be considered honorary members of the PTO without voting privileges.

4. Dues

Dues, if any, will be established by the Executive Board for the upcoming year and presented at the May General Meeting.

5. Good Standing

A member will be considered in "Good Standing" if the member's dues are paid (if dues are charged) and the member is not indebted to the PTO. The Secretary shall track member standing, with input from the Treasurer.

IV. Officers and Elections

1. Officers

The officers of the PTO shall be:

- President
- Vice President
- Vice President – Fundraising
- Vice President – Family Events
- Vice President– Communications
- Vice President–Hospitality,
- Secretary
- Parliamentarian
- Treasurer
- Treasurer- Elect

2. Eligibility

Members are eligible for office if they are voting members in good standing for at least 14 calendar days prior to being nominated for office and remain in good standing.

3. Nominations

The President shall request volunteers to serve on the next year's PTO Board.

Nominations/volunteers may also be made from the floor at the General Meetings prior to voting.

Only those persons who have signified their consent to serve if elected shall be nominated for office.

4. Election

At the annual meeting, voting for new officers shall take place by secret ballot only if there are multiple candidates for a position, or a PTO member has requested a secret ballot.. No proxy votes will be accepted for voting of officers. A PTO member not seeking election shall preside over the election. Installment of newly elected officers will occur at the end of the annual Meeting. Newly elected officers will assume their official duties upon installation. If a new Treasurer is elected, that person will not assume duties until after the yearly sanctioning application for Edmond Public Schools has been completed and PTO books undergo a financial accountability review.

5. Term of Office

Officers are elected for one year. No person can hold more than one office at the same time, other than to temporarily fill a vacancy. There is no limit on the number of terms that a member can serve in an officer position; however, the member must be re-elected each year.

6. Attendance of Officers

a. Officer Attendance Requirement

To ensure active participation and consistent leadership, all elective officers of the PTO are required to attend at least 75% (9) of the 12 scheduled monthly board meetings during their term in office. This attendance

requirement is crucial for maintaining effective communication, decision-making and over success of the PTO.

b. **Excused Absences**

Officers who are unable to attend a meeting due to extenuating circumstances may request an excused absence, The request must be submitted in writing to the President at least 24 hours prior to the meeting. The PTO Board will review and approve or deny the request on a case-by-case basis.

c. **Consequences of Non-Compliance**

If an officer fails to meet the 75% attendance requirement, without an acceptable pattern of excused absences, the Board may review the situation and, if necessary, take appropriate action, which may include the removal of the officer from their position.

d. **Replacement of Officers**

In the event of an officer's resignation or removal due to non-compliance with the attendance requirements, the PTO Board will follow the procedures outline in Article IV Section 8 for filling vacant officer positions,

7. Transition

Newly elected officers will work with outgoing officers at the May Board Meeting to provide for a smooth transition. Newly elected officers will run the May General Meeting.

8. Vacancies

If there is a vacancy in the office of President, the Vice President will serve as President until a General Meeting is scheduled, when a new President is elected. If there is a vacancy in any other office, the President will appoint an officer. The Executive Board will vote to approve the appointment at the next Board Meeting.

9. Resignation of Office

a. **Resignation Process**

Any officer of the Frontier PTO who wishes to resign from their position must submit a written resignation to the PTO President or, in the case of the President's resignation, to the Vice President. The resignation shall be effective immediately upon acceptance or at a time specified by the resigning officer.

b. **Acceptance of Resignation**

The PTO President (or Vice President, in the event of the President's resignation) shall inform the Board and general membership of the resignation at the next scheduled meeting. If the resignation is received between meetings, the President may notify the membership via email or other appropriate means.

c. **Replacement of Resigned Officer**

Upon the resignation of an officer, the Board of Directors shall take

appropriate action to fill the vacancy as outlined in Article IV, Section 8 of these bylaws. If the position is not filled within 30 days, the Board may call a special meeting to hold an election to elect a new officer for the vacated position.

d. **Final Duties**

The resigned officer shall return all PTO property, records, and any outstanding documents to the President or designated Board member within 7 days of their resignation. Failure to do so may result in a review of their duties to ensure a smooth transition.

10. Removal from Office

a. **Grounds for Removal**

An officer may be removed from their position for failure to fulfill the duties and responsibilities outlined in these bylaws, including but not limited to:

- Consistently failing to attend meetings (as outlined in Article IV Section 6)
- Failure to perform the duties associated with the officer's role
- Conduct that is detrimental to the mission or operations of the PTO

b. **Procedure for Removal**

The removal of an officer may be initiated by any member of the executive board and will follow this procedure:

1. **Notification and Opportunity to Rectify**

The officer in question must be notified in writing of the concerns or issues that may lead to removal. The officer will then be given a reasonable amount of time (no less than 14 days) to address the concerns and take corrective action, if applicable.

2. **Discussion with the Board**

The officer will have an opportunity to meet with the executive board to discuss the issues, provide their perspective, and present any actions that have been taken to rectify the situation. The meeting must take place prior to any formal removal vote.

3. **Board Decision**

After the decision, the executive board will decide whether the officer has made sufficient efforts to resolve the issues. If the board determines that the officer has not rectified the concerns to a satisfactory level, a vote for removal may be called.

- A **two-thirds majority** vote of the PTO Board is required to remove an officer from office

c. **Replacement of Officer**

If an officer is removed, the PTO shall follow the procedures outline in Article IV Section 8 for filling a vacant officer position

d. **Appeal Process**

An officer who is removed may appeal the decision to the general PTO membership at the next scheduled general meeting. A majority of the members present at the meeting will be required to overturn the Executive Board's decision.

V. Duties of Officers

1. General Duties and Responsibilities

- a. Attend Executive Board and General Meetings.
- b. Uphold the Bylaws and Standing Rules of the PTO and work in the best interest of the PTO.
- c. Perform the duties prescribed in the parliamentary authority and outlined in these Bylaws, the Standing Rules, and those assigned from time to time by the Executive Board or the PTO membership.
- d. Coordinate the work of the Executive Board and PTO committees to accomplish the PTO purpose.
- e. Upon completion of term or departure from office for any reason, turn over to the Executive Board all documents, records, books, and other materials pertaining to the office within 10 calendar days of leaving office.

2. Duties of President

- a. Presides over meetings of the PTO and Executive Board.
- b. Serves as the primary contact for the school Principal.
- c. Represents the PTO at meetings outside the organization.
- d. Serves as an ex officio member of all committees except the Financial Accountability committees.
- e. Coordinates the work of all the officers and committees so that the purpose of the organization is served.

3. Duties of Vice President

- a. Assists the president in all working matters of the PTO
- b. Carries out the president's duties in his or her absence or inability to serve
- c. Perform duties as assigned by the President or Executive Board

4. Duties of Vice President- Fundraising

- a. Assists the president in all working matters of the PTO.
- b. Oversees all fund-raising committees, activities and events.
- c. Reviews and signs monthly bank statements and reconciliation.

5. Duties of Vice President- Family Events

- a. Assists the president in all working matters of the PTO.
- b. Carries out the president's duties in the absence of President and Vice President.
- c. Oversees PTO activities and family events.

6. Duties of Vice President- Communications

- a. Assists the president in all working matters of the PTO.
- b. Carries out the president's duties in the absence of President and Vice President.
- c. Oversees all PTO communications and social media, including, but not limited to newsletters, website, and social media

7. Duties of Vice President- Hospitality

- a. Assists the president in all working matters of the PTO.
- b. Carries out the president's duties in the absence of President and Vice President.
- c. Oversees PTO hospitable and appreciation events.

8. Duties of Secretary

- a. Keeps all records of the PTO.
- b. Takes and records minutes, prepares meeting agendas, and handles correspondence.
- c. Sends notices of meetings to the membership.
- d. Keeps a copy of the minutes
- e. Keeps other necessary supplies and brings them to meetings.
- f. Files and renews articles of incorporation paperwork as required.

9. Duties of Treasurer

- a. Receives and maintains custody of all funds of the PTO.
- b. Keeps an accurate record of receipts and expenditures.
- c. Pays out funds in accordance with the approved budget and the approval of the Executive Board.
- d. Presents a financial statement at every meeting and at other times of the year when requested by the Executive Board.
- e. Makes a full financial report at the end of the year.
- f. Files sanctioning paperwork annually with the Edmond School District.

10. Duties of Treasurer-Elect

- a. Learning the role of the Treasurer
- b. Assists the Treasurer when necessary
- c. Carries out the Treasurer's duties in his or her absence or inability to serve.

11. Duties of Parliamentarian

- a. Gives advice on and ensures that all meetings are conducted in accordance with the parliamentary authority of the PTO.
- b. Periodically reviews bylaws for revisions and recommends to the Executive Board when a Bylaws Committee should be formed.
- c. Keeps a copy of the bylaws

VI. Responsibilities/Duties of PTO Members

- 1. Attend meetings.
- 2. Elect PTO officers each year or as required.
- 3. Participate in activities, committees, events, fundraisers, and educational programs sponsored by the PTO.
- 4. Provide input to and vote on the PTO budget and expenditure of funds received by the PTO.
- 5. Share ideas and concerns relating to PTO sponsored events, activities and functions.
- 6. Review and approve the Bylaws of the PTO as required.

VII. Meetings

1. General Meetings

General Meetings of the PTO shall when deemed appropriate by the Executive Board, or when a PTO member has requested a general meeting. The secretary will notify the members of the meetings at least one week prior to the meeting.

2. Annual Meetings

The Annual Meeting will be held at the April general meeting. The annual meeting is for receiving reports, electing officers, reviewing Bylaws, and conducting other business that should arise.

3. Special Meetings

Special meetings may be called by the President or the school Principal. Notice of the special meeting shall be sent to the members at least one week prior to the meeting.

4. Quorum

11 voting members of the PTO present (or by proxy when proxy voting is allowed) and voting constitute a quorum for the purpose of voting.

5. Motions and Voting

Only voting members can propose motions and debate. Each voting member is entitled to one vote. Proxy votes, except for officer elections, will be accepted only when agenda item was discussed at a prior General Meeting of the PTO.

VIII. VIII.Meetings

1. Executive Board Members

The Executive

Board shall consist of:

- a. The PTO officers
- b. The Frontier Elementary School Principal, or designee, who is the official representative of the school and shall be an ex-officio member of the Executive Board and serve as an advisor to the PTO.

2. Duties

The duties of the Executive Board shall be to:

- a. Transact business between General Meetings in preparation for the next General Meeting.
- b. Create standing rules and policies.
- c. Establish and dissolve committees as required.
- d. Prepare and submit a budget to the membership for approval.
- e. Approve routine bills and expenditures within the limits of the approved budget.
- f. Prepare reports and recommendations to the membership.

3. Board Meetings

Regular Executive Board meetings shall be held monthly, on the same day and at the same time each month, to be determined by the Executive Board. Special Executive Board meetings may be called by any two Executive Board members, with 24 hours notice.

4. Quorum

Five Executive Board members present constitutes a quorum for voting purposes.

5. Motions and Voting

All Executive Board members have the right to propose motions. All Executive Board members, with the exception of the President and Principal, have the right to one vote, even if they chair multiple committees. The President shall only vote to break a tie.

IX. Committees

1. Membership

Committees may consist of PTO members and Executive Board members. With the approval of the Executive Board, committees may have members, other than the chairperson, who are not PTO members. The President shall be an ex officio member of all committees, except the Nominating and Financial Accountability committees.

2. Committees

The Executive Board may create or dissolve committees as needed to promote the purpose of the PTO and support the operation of the PTO.

3. Special Committees

One special committee is established under the articles of these Bylaws- Financial Accountability

4. Committee Chairpersons

Committee chairpersons shall be voting members in good standing. The PTO officers shall appoint a chairperson for all committees, except the nominating committee which selects its own chairperson. Committee chairpersons shall assume their duties at appointment. The term of each

chairperson shall be one year, or until the selection of a successor. There is no limit on the number of terms that a member can serve as a committee chairperson; however, the member must be re-appointed each year.

5. Committee Activity

Committees shall report to the Executive Board. The chairperson of each committee shall present a plan of work to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board.

X. Fiscal Policies

1. Fiscal Year

The fiscal year for the PTO shall run from June 1 to May 31.

2. Budget

The newly elected officers shall draft an initial budget for the following year and it will be available by request for PTO members. The budget will be voted on at the May PTO Board meeting. The budget may be amended, as necessary, throughout the year by recommendations from the Executive Board presented to the PTO members for approval.

3. Record Keeping

The Treasurer shall keep complete and accurate records of any receipts and expenditures; disbursements; income, and bank account information.

4. Fundraising

Every fundraising event or activity must be approved by the Principal and the Executive Board prior to being held.

5. Counting of Money

The counting of money, including checks or cash, received during all fundraising events must be performed independently by two (2) people, one of whom must be an Executive Board member, and verified by the Treasurer or Treasurer-Elect upon receipt of the funds before depositing into the PTO bank account. For events, Money may be placed in secure locked safe and counted according to procedure the following school day.

6. PTO Debit Card

a. Purpose

The PTO Debit Card is provided for the purpose of facilitating the payment of authorized PTO-related expenses. The card is intended to be used for legitimate PTO activities only, as outlined in the approved budget or specific authorized expenditures.

b. Card Holder

The PTO Debit Card shall be issued to the President of the PTO. The President is responsible for ensuring that the card is used in compliance with these bylaws and in the best interests of the PTO.

c. Authorized Uses

- The PTO Debit Card may be used for the following purposes:
- Payment for PTO-related supplies, materials, and services required for PTO activities and events.
- Payment for venue rentals, refreshments, or other related expenses for PTO-sponsored events, meetings, or programs.
- Any other expense pre-approved by the Executive Committee or as outlined in the annual PTO budget.

d. Restrictions

The PTO Debit Card shall not be used for personal expenses or for any expenditures unrelated to PTO activities. The card holder must ensure that:

- All purchases are within the budgeted amounts approved by the general membership or Executive Committee.
- The card is not used for non-PTO purposes under any circumstances.

e. Documentation and Accountability

- Receipts: All purchases made with the PTO Debit Card must be accompanied by an original receipt, which should be submitted to the PTO Treasurer for record-keeping and reconciliation.
- Transaction Form: A written and signed form must be submitted to the treasurer with receipt for each purchase. The form must be reviewed and signed by the President and Treasurer, along with one other PTO officer. If the purchaser is the president or treasurer the form must include two other PTO officer signatures.
- Monthly Reconciliation: The Treasurer shall review and reconcile all debit card transactions on a monthly basis, ensuring that all charges are consistent with the approved budget and legitimate PTA purposes.

f. Card Security and Safeguarding

- The President shall be responsible for safeguarding the PTO Debit Card, ensuring it is stored securely and used only by the authorized individual.
- In the event that another PTO Board Member or Committee Chairperson needs to use the PTO debit card, a PTO debit card form will be signed at time card is provided and will be signed and dated upon return of the PTO debit card to the PTO President.
- In the event that the PTO Debit Card is lost, stolen, or compromised, the President shall immediately report the incident to the bank and notify the PTO Executive Board.

g. Card Cancellation or Replacement

- If the card is no longer needed or the President's term ends, the card shall be canceled or returned to the issuing bank.

- A new PTO Debit Card may be issued to the incoming President, following approval by the Executive Committee.

h. **Review and Oversight**

- The PTO Executive Board shall periodically review all debit card transactions to ensure proper use and compliance with these bylaws. Any concerns regarding misuse or unauthorized expenditures shall be addressed by the Executive Committee.
- The PTO membership shall have the right to request a report on all PTO Debit Card transactions at any general membership meeting.

i. **Consequences of Misuse**

- Any misuse of the PTO Debit Card, including unauthorized purchases or failure to provide necessary documentation, may result in the suspension of the cardholder's access to the card and/or other disciplinary actions as determined by the Executive Committee.
- If misuse is found to be deliberate or egregious, the President may be removed from office, and the PTO may pursue restitution or other legal remedies as deemed appropriate.

7. **Expense Approval**

All contracts which financially bind the PTO must be approved by the Executive Board. The Executive Board shall approve all expenses of the PTO within the limits of the approved budget. For income producing events and activities, the Executive Board can approve expenses that exceed the budgeted expenses as long as the projected net income is equal to or greater than the budgeted net income. If purchase or check request exceeds 25% of the line item budgeted expense, it will need to be approved prior to purchase by vote of the Executive Board.

8. **Bank Account Authorized Signatures**

The following officers shall be the authorized signatories on the PTO bank account: President, Vice President, Treasurer and Treasurer Elect. Each check written on the PTO bank account must be signed by two (2) authorized signatures, with one of the signatures being the Treasurer or President. No one shall sign a check where they are the payee.

9. **Minimum Balance, Carryover and Reserve Funds**

The PTO bank account shall maintain a minimum balance of \$5,000. A minimum of two thousand five hundred dollars (\$2,500) shall be carried forward to the next year to allow for early operating expenses. Additional funds may be placed in a reserve fund as deemed necessary by the Treasurer and the Executive Board.

10. **Financial Reporting**

The Treasurer shall prepare and present a financial report at every Executive Board and General Meeting of the PTO. The Treasurer shall prepare an end of year financial report to be presented to the membership, which shall be reviewed by the Financial Accountability Committee along with the financial records of the PTO. The Treasurer is also responsible for annual filing of state and federal tax returns.

11. Financial Accountability Review

A Financial Accountability Committee shall review the PTO books annually before the books are turned over to new officers. The President shall appoint a Financial Accountability Committee, approved by the Executive Board. The committee members shall be voting members in good standing, none of which are officers. The Financial Accountability Committee shall perform an independent review of the PTO financial records, including requests, receipts, disbursements and bank records and will ensure those records match with the Treasurer's annual financial report. At the discretion of the Executive Board, the Financial Accountability Committee may employ an independent Certified Public Accountant (CPA) to perform an audit of the PTO books. A Financial Accountability Committee may be formed at other times, as requested by the Executive Board or the General Membership. The Financial Accountability Committee will present a written report of their findings to the Executive Board and/or the General Membership.

12. Conflict of Interest

Whenever an Executive Board member has a financial or personal interest in any matter coming before the Executive Board, the affected person shall a) fully disclose the nature of the interest and b) withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested Executive Board members determine that it is in the best interest of the PTO to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

13. Parliamentary Authority

The most current version of Robert's Rules of Order shall govern the PTO in all cases in which they are applicable and in which they are not in conflict with these Bylaws. Robert's Rules of Order are for the fair and orderly conduct of meetings.

XI. Annual Review and Amendments

1. Parliamentary Authority

These Bylaws will be reviewed and approved annually. The Secretary/Parliamentarian shall lead an annual review of these Bylaws during the April General Meeting. If no changes are required, the Bylaws can be approved for the next year by a simple majority of the voting members present,

assuming a quorum. If changes are required or recommended, then a Bylaws committee shall be appointed by the Executive Board and chaired by the Secretary/Parliamentarian to review and recommend changes or amendments to the Bylaws for approval by the membership in accordance with Section 2 of this Article.

2. Amendments

These Bylaws may be amended at any General or Special Meeting, providing that notice was given in writing at the prior meeting and then sent to all members of the PTO by the Secretary. Amendments will be approved by two-thirds vote of voting members present, assuming a quorum.

XII. XII. Dissolution

1. Procedure

The PTO may be dissolved with prior notice (14 calendar days) and a two-thirds vote of voting members present at the meeting, assuming a quorum.

2. Disposition of Funds/Assets

Upon the dissolution of the PTO, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent/distributed for one or more exempt purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code and the laws of the State of Oklahoma, in a way that is most beneficial to Frontier Elementary School.