

# **JUSTUS-TIAWAH PARENT-TEACHER ORGANIZATION**

## **BYLAWS (REVISED 2022)**

### **ARTICLE I: NAME**

The name of this organization shall be the Justus-Tiawah Parent-Teacher Organization, Claremore, Oklahoma.

### **ARTICLE II: OBJECTIVE**

Section I: The objectives of the Justus-Tiawah Parent-Teacher Organization shall be as follows:

- A. Encourage parents/teachers to assist with various school activities/functions/services.
- B. Provide financial assistance where needs are identified.
- C. Foster a community atmosphere.
- D. Support the mission and vision of the school and school district.

### **ARTICLE III: BASIC POLICIES**

Section I: The objectives of this organization shall be promoted through volunteered efforts directed towards parents, teachers, and the community; shall be developed through meetings, committees, and projects; and shall be governed and qualified by the basic policies set forth in this Article.

Section II: This organization shall be non-commercial, non-sectarian, and non-partisan. It shall not endorse a commercial enterprise or a candidate. The name of the association or the names of the members, in their official capacities, shall not be used in any connection with a commercial concern or with any partisan interest, or for any other purpose other than the regular work of the organization.

Section III: This organization shall seek neither to direct the administrative activities of the school nor to control its policies.

Section IV: This organization may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils, provided its representative makes no commitments that bind the group he/she represents.

Section V: In the event of the dissolution of this organization, the assets of the organization shall be distributed for one or more of the exemptions specified in Section 501 (c) (3) of the Internal Revenue Code of 1954 as from time to time amended.

Section VI: The policies of the PTO are established to maintain a tax-exempt status as defined by Section 501 (c)3 of the Internal Revenue Code.

#### **ARTICLE IV: MEMBERSHIP AND DUES**

Section I: Any parent, grandparent, or guardian of a Justus-Tiawah student, teacher, principal, and school staff may be a member of the Justus-Tiawah PTO.

Section II: Each member shall pay annual dues of \$5.00. Additional members shall be accepted at any time at a non-prorated rate.

Section III: A sign-in sheet shall be present at all meetings. Members and non-members shall sign in with their name and telephone number. Each person shall indicate whether they are a paid member or a guest. The sign in sheet shall be filed with the minutes of the meeting.

VI: Any member may make a motion or second a motion.

V: Only members in good standing, who have paid their annual dues at least 14 calendar days prior to a PTO meeting, shall be eligible to vote or serve on the Executive Committee.

#### **ARTICLE V: OFFICERS AND THEIR ELECTION**

Section I:

A. Officers shall consist of President, Vice President, Recording Secretary, and Treasurer.

B. Officers shall be elected annually in the month of April and shall assume their official duties at the May PTO meeting. They shall serve in any individual office for a term of one year. The current officer can be re-elected for another term. The fiscal year shall run from May 1st to April 30th. A person may only hold and perform one Officer's position at a time.

C. Only those who have consented to serve if elected, shall be eligible for nomination.

D. Officers shall not be related either by blood or marriage.

E. An Officer shall not serve on other Executive Boards of Official Programs associated with Justus-Tiawah Schools.

F. President shall serve a term of one year beginning as Vice President before becoming President. If the Vice President decides he/she does not wish to assume the role of President, the Executive Committee shall be notified by the March PTO meeting. Upon notification, the Executive Committee shall ask the Secretary to move into the position of President, if denied, the Executive Committee shall ask the Treasurer to move into the position of President, if denied, the Executive Committee shall then call for an open election at the April PTO meeting.

G. Executive Committee members must be able to pass a Beacon Score Financial Check to be a signer on checks and any and all commercial paper associated with the Justus-Tiawah PTO. A Beacon Score is a number generated by the Equifax Credit Bureau to rank an individual's creditworthiness. Beacon scores are credit scores, which are determined through a complex algorithm. These numbers tell the lender how likely it is that the borrower will repay the loan.

Mathematical criteria involved in calculating a Beacon score can include late payments, current debts, length of time an account has been open, types of credit and new applications for credit. # (<http://www.investopedia.com/terms/b/beacon-score.asp>).

H. A copy of the minutes from Officer Elections shall be presented to RCB Bank to update signers on checks and any and all commercial paper associated with Justus-Tiawah PTO. The minutes, which shall include, the names of those no longer listed as signers on checks and any and all commercial paper associated with Justus-Tiawah PTO along with the newly elected Officers who will be the current signers on checks and any and all commercial papers associated with the Justus-Tiawah PTO.

Section II: A vacancy occurring in any office shall be filled for the unexpired term by a person elected by the majority vote of the remaining members of the Executive Committee, notice of such election having been given. In the case a vacancy occurs in the Office of the President, the Vice President will assume the duties of that office and serve notice of election for the office of Vice President.

Section III: Election Procedures. Voting shall take place by written and/or verbal ballot and only written ballot at the regularly scheduled meeting in April. Ballots and writing utensils shall be provided by the Recording Secretary and distributed to each member in

good standing. The votes shall be counted by one member of the Executive Committee who is not running for office and one member who is not running for office.

Section IV: Removal from Office: Any officer can be removed from office, with or without cause, by a 2/3rd (two-thirds) vote of the majority of the membership of the Justus-Tiawah PTO at a regular PTO meeting. Advance notice of the vote shall be given to the PTO membership at least one month prior to the meeting.

## **ARTICLE VI: DUTIES OF OFFICERS**

Section 1: The President shall:

- A: Preside over all meetings of the PTO.
- B: Be a member, ex officio of all committees.
- C: Assist in the total coordination of all committees and the PTO as a whole.
- D: Appoint Special Committees as needed.

Section II: The Vice President shall:

- A: Perform the duties of the President in his/her absence, resignation, or inability to serve.
- B: Be in training to assume the Office of President for the next year.
- C: Coordinate with school principals to advertise meeting dates and times along with all correspondence sent home with students.
- D: Act as Co-Chair of the Fund-raising Committee.
- E: Prepares and list PTO activities on Justus-Tiawah PTO social media and school APP.

Section III: The Recording Secretary shall:

- A: Record the minutes of all meetings of the organization and of the Executive Committee and shall perform other duties as may be delegated to him/her. The Recording Secretary shall request another member record the minutes of a meeting if she/he is unable to attend. The Recording Secretary

shall then notify the President of the substitution.

B: Previous minutes of the organization shall be read and presented for approval at each meeting. The minutes of the Executive Committee shall be read as an information report.

C: The minutes shall be filed in the filing cabinet located in the PTO office at the North Campus. If there are no minutes of a meeting or no record of a motion or a vote taken and recorded as having passed or failed, it shall be viewed as having not occurred.

D. Hold a copy of the PTO Bylaws, current Membership list and make each available upon request to any PTO member or any Executive Committee member.

E. Provide a printed copy of these Bylaws to each newly elected Executive Committee member prior to the first regular PTO meeting.

F. Provide the Statement of Understanding to each Executive Committee Member upon election to office.

G. The President and Secretary shall sign and date the minutes upon approval at the following PTO meeting.

#### Section IV: The Treasurer shall:

A: Receive all money of the organization; shall keep an accurate record of receipts and expenditures; and shall pay out funds in accordance with the approved budget as authorized by the organization. The Treasurer shall present a financial statement at every meeting of the organization and at other times when requested by the Executive Committee and shall make a full report at the last meeting of the year.

B. All financial statements, reports, receipts, expenditures, and all financial documents related to the Justus-Tiawah PTO shall be filed in the filing cabinet located in the PTO office at the North Campus. There is an attachment of the policy/procedure at the end of the bylaws.

C: The Treasurer's accounts shall be examined annually by an Auditing Committee appointed by the President that includes 1 (one) Teacher, a school administrator, and the newly elected Treasurer, who, satisfied that

the Treasurer's annual report is correct, shall sign a statement of fact at the end of the report. The Auditing Committee shall be appointed by the President at the April PTO meeting. The annual report, along with the statement of fact, shall be filed in the filing cabinet located in the PTO office at the North Campus.

D. The Treasurer and President shall sign and date the monthly Treasurer's report at the end of each PTO meeting.

Section V: The Executive Committee shall keep all records related to the Justus-Tiawah PTO filed, in an orderly fashion, in the filing cabinet, located in the PTO office at the North Campus. All records related to the Justus-Tiawah PTO may be viewed by any member in good standing who makes such request. The records shall be produced within 3 (three) business days.

Section VI: All Officers shall deliver to their successors all official material before or at the May PTO meeting.

Section VII: All records, minutes, financial documents, statements, and any and all records related to the Justus-Tiawah PTO shall be kept for 7 (seven) years. The records to be stored digitally.

## **ARTICLE VII: MEETINGS**

Section I: Regular meeting dates shall be 1<sup>st</sup> Tuesday of each month at 6pm.

Section II: Special meetings of the Executive Committee may be called by the President but must be attended by all members of the Executive Committee in order to be valid.

Section III: The transaction of business in any meeting shall require a quorum. A quorum shall consist of 11 (eleven) members. However, for business that requires a substantial time and monetary commitment, please see Article XIV: Special Projects.

\*\*Urgent circumstances as determined by Executive Committee can be processed via text, email or phone.

## **ARTICLE VIII: EXECUTIVE COMMITTEE**

Section I: The Executive Committee shall consist of Officers, the Chairperson of standing committees, and the Superintendent of the school and/or the Principal(s) or a representative appointed by the Superintendent. The Chairperson of the standing committees shall be appointed by the President and shall serve until their successors have been appointed.

Section II: The duties of the Executive Committee shall be:

- A. To transact necessary business in the intervals between regular meetings and such other business as may be referred to by the organization.
- B. To create special committees.
- C. To approve the plans of work of the standing and special committees.
- D. To present a report at the regular meeting of the organization.
- E. To prepare and submit to the organization for approval a budget for the fiscal year.
- F. To approve routine bills within the limits of the budget.
- G. To have all correspondence and information sent home with students from the Justus-Tiawah PTO receive prior approval from Building Principals.

Section III: Planning meetings of the Executive Committee shall be held during the school year prior to regular meetings. A majority of committee members shall constitute a quorum. Special meetings of the Executive Committee may be called by the President but must be attended by all Executive Members in order to be a valid meeting.

## **ARTICLE IX: STANDING COMMITTEES**

Section I: Suggested Standing Committees are as follows:

Elections	Carnival
Membership and Bylaws	Publicity
Audit	Fund-raising

Section II: It shall be the duty of the Executive Committee to create as many Special Committees as the President deems necessary to his/her term of office.

## **ARTICLE X: AMENDMENTS**

### Section I:

A. These Bylaws may be amended at any regular meeting of the organization by 2/3(two-thirds) vote of the members present at meeting or minimum of 11 votes, provided notice of the proposed amendment shall have been given at a previous meeting.

B. A committee may be appointed to submit a revised set of Bylaws only by a majority vote at a meeting of the organization. The committee shall present the revisions to the membership for a vote. The revisions shall be accepted by two-thirds (2/3) vote of the members present at meeting or minimum of 11 votes.

Section II: Any provision of these Bylaws may be suspended at any time if a majority of the membership of the Justus-Tiawah PTO are present and the motion receives 2/3 (two-thirds) of the ballots cast.

## **ARTICLE XI: DUTIES OF MEMBERS**

Section I: Any member on the program not able to attend shall send his/her work to the President or Recording Secretary or provide a substitute.

Section II: Members have the right to request a written ballot for any vote.

Section III: Members are encouraged to attend all meetings, become familiar with the Bylaws, and be an active participant.

## **ARTICLE XII: FINANCES**

Section I: Two authorized signatures shall be required on all checks or other

commercial paper. All purchases over \$20.00 must be pre-approved (See Article VII, Section III). The President and Treasurer shall be the signers on checks and any on all commercial paper.

Section II: All PTO funds shall go directly from the school to the bank for deposit. If the bank is not open or other reasons arise to prevent that from occurring, IE; time issues, availability of members to go to bank, etc... all monies or items that represent monies shall be stored in the school office under the direction of the School Secretary and/or Principal. PTO funds or items that represent funds shall not be taken home by any member.

Section III: All monies or items that represent monies shall always be counted in the presence of 3 (three) members in good standing. No member in good standing shall be denied the right to witness the counting of monies or items that represent monies.

Section IV: The Justus-Tiawah PTO shall at no time be in debt. This shall include to the Justus-Tiawah Public Schools.

Section V: Teacher Request for Funds. A PTO Teacher Request Form shall be always available in the PTO Mailbox at both campuses and on the Justus-Tiawah APP. The Form shall be filled out and submitted to the respective Principal for his/her review and initialization. The form shall then be given to the Superintendent for his/her review and initialization. The form shall then be placed in the PTO Mailbox. All members of the Executive Committee shall view the Request Form as well as any member in good standing who may request such action. Teachers are not required to be a member of the PTO to request funds.

Section VI: Teachers requesting monies must attend the PTO meeting to answer any questions concerning their request. If a Teacher cannot attend, arrangements shall be made with a PTO officer in advance. Teachers shall make every effort to attend the meeting in which their request is being discussed and voted upon.

Section VII: All bank statements, financial documents and any and all financial statements or records concerning the Justus-Tiawah PTO shall be mailed to the Justus-Tiawah North Campus. The above-mentioned documents shall never be mailed to an individual's personal residence or PO Box.

## ARTICLE XIII: DONATIONS

Section I: Every effort shall be made to use all donated items for their intended purpose. If donated items are not being used for their intended purpose, all Executive Committee Members must be notified immediately. All members shall be notified at the following PTO meeting.

Section II: Donations that are left-over from an event shall be stored in the PTO Office located at the North Campus. The Executive Committee shall hold a Special meeting to decide how to distribute the left-over donations. The members of the PTO shall be notified of the decisions made at the following PTO meeting.

Section III: At no time are left-over donations to leave the PTO Office unless it has been voted on and approved.

#### **ARTICLE XIV: SPECIAL PROJECTS**

Section I: Special Projects shall be defined and include projects that require a substantial time and sizable monetary commitment from the Justus-Tiawah PTO. A substantial time commitment would include more than 2 months and a sizable monetary commitment would include anything more than \$500.00.

Section II: All Special Projects shall be brought before the members of the Executive Committee to gauge support and take a vote on whether to move forward with the next steps. The requesting teacher needs to present with sufficient time to present to the members with a vote and provide adequate planning and funding for the event. This vote does NOT approve the Special Project; the vote is approving to gather the details, IE. cost, time, etc.. of the Special Project.

Section III: Following approval from the members of the Executive Committee, details shall be gathered, including not less than 2 estimates (cost), dates of start and completion, permits (if required), and all information needed and/or requested for the Justus-Tiawah PTO to make an informed decision.

Section IV: The above details shall then be presented to a majority of the membership of the PTO for debate and a final vote on whether to approve or disapprove the Special Project. There must be a majority of the membership of the Justus-Tiawah PTO present in order for a vote to take place.

## **ARTICLE XV: PTO OFFICE**

Section I: The PTO Office shall be located at the North Campus of Justus-Tiawah Schools.

Section II: Keys to the PTO Office will be kept in the School Secretary's office located at the North Campus. Members will sign-in to receive a key and sign-out when they exit. No member shall have a personal key to the PTO Office.

Section III: Anything left in the PTO Office for more than 5(five) days shall be considered a donation to the Justus-Tiawah PTO.

Section IV: No items shall be removed from the PTO Office at any time without prior consent from all Executive Committee Members.

Section V: The Executive Committee shall do an inventory of big-ticket items located in the PTO Office, IE. sno-cone machine, cotton-candy machine, etc...at the end of each fiscal year. These items are only to be used for school functions. At no time are they to be loaned out for any reason.

## **ARTICLE XVI: FUNDRAISERS**

Section I: Fundraisers that are focused on replenishing the General Fund of the Justus-Tiawah PTO shall be stated as such on fund-raising materials sent home with students.

Section II: At no time shall a fundraiser specify a certain project or item.

Section III: All proposed fundraiser activities shall be submitted to the Justus-Tiawah Superintendent for submission to the Justus-Tiawah School Board for approval prior to undertaking any activity for such fundraiser. The Superintendent, when necessary, shall present a fund-raising request to whoever oversees such approvals and report to the membership of the PTO the official reply to each request.

Section IV: Funds raised by specific grades and/or classrooms and/or groups in associations with the Justus-Tiawah PTO shall be designated as such and be kept separate on the Treasurer's report. Examples may include but are not limited to...each grade doing a raffle item for the Carnival, a bake sale by the 8th grade in which the PTO is helping with advertisement and donations, the Band is raising funds in conjunction with the PTO, etc...

## **ARTICLE XVII: ROBERT'S RULES OF ORDER**

Section I: Robert's Rules of Order Newly Revised shall govern only if the issue is not addressed in the Bylaws of Justus-Tiawah PTO.

### **CARNIVAL FUNDS POLICY**

Each year, teachers earn money through the carnival fundraiser. The following guidelines govern the use of these funds.

1. All carnival funds are to be spent in the school year period in which they were earned. Any funds must be requested and/or spent as of April 30. Any remaining funds will be rolled over into the general fund.
2. All teachers who participate in the carnival will receive \$50 in their carnival funds reserved account as of the first day of classes to spend immediately; provided funds are available and approved by the PTO each fall.
3. Original receipts must be included with the reimbursement request form.
4. All reimbursements must be approved by the appropriate principal. Requests over \$250 must be approved by the superintendent.
5. PTO strongly recommends carnival funds be spent directly on students. The parents are the ones supporting our carnival and feel funds earned should go directly to benefiting our students.