

Bylaws
of the
Mustang Elementary Parent Teacher Student Organization
Mustang, Oklahoma
2007-2008 School Year

- I. **Name.** The name of the organization shall be Mustang Elementary Parent Teacher Student Organization. Hereinafter referred to as MEPTSO. MEPTSO shall operate in the City of Mustang, in the County of Canadian, in the State of Oklahoma.

- II. **Purpose.** The purpose of the MEPTSO shall be to aid the students, faculty, and staff of Mustang Elementary School in their educational needs. Through fundraising and family activities, we will promote open communication between the administration, faculty, parents, and the community to enhance our children's educational environment. MEPTSO is organized exclusively for educational purposes such as those organizations that qualify as exempt under section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. Furthermore, MEPTSO shall not participate in nor fund propaganda, nor otherwise attempt to influence legislation. MEPTSO shall not participate in, nor intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. At PTSO meetings, issues directly related to the educational experience of the children of Mustang Elementary may be discussed, however, MEPTSO shall not take any official position nor encourage any specific action on the part of its members. Notwithstanding any other provision of these Bylaws, MEPTSO shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance to the purposes of this organization.

- III. **Officers.** The officers of the MEPTSO shall consist of a President, 1st Vice-President, 2nd Vice-President, Secretary, and Treasurer. Officers shall assume their official duties on July 1 of the year they are elected and their term of office expires on June 30 of the following year. The Board will consist solely of the Officer Positions listed above. Two people may be nominated and elected to fill any single position. In this instance, both of the persons shall be given all of the rights and responsibilities of the office as enumerated herein. Each officer has to attend MEPTSO Meetings.
 - a. **President.** The President shall hold an organizational meeting prior to the beginning of the school year. She/he shall draft and post an agenda prior to the monthly business meeting and shall make the agenda available at that meeting. She/he shall preside at all meetings of the MEPTSO and shall oversee the function of all standing committees. She/he will appoint all committee chair persons, shall notify all officers and board members of the dates and times of meetings, and shall be the official MEPTSO representative to Mustang Elementary. She/he shall supply board

members with copies of the bylaws and the current slate. The President shall also help the 1st and 2nd Vice-Presidents in filing the next year's slate. President shall be the third co-signer on the checking account, but will not control the checkbook.

- b. 1st Vice-President. The 1st Vice-President shall perform the duties of the President in her/his absence. The 1st Vice-President shall perform such other duties as are assigned by the President. Should the President be unable to complete his/her term, the 1st Vice-President shall assume duties of the President. 1st Vice-President shall be responsible for organizing all programs of the MEPTSO.
- c. 2nd Vice-President. The 2nd Vice-President shall perform the duties of the President in her/his absence and in the absence of the 1st Vice-President. The 2nd Vice-President shall perform such other duties as are assigned by the President. The 2nd Vice-President shall be responsible for membership and the website. 2nd Vice-President shall be a second co-signer on the checking account.
- d. Secretary. The Secretary shall keep accurate minutes of the proceedings at all formal MEPTSO meetings and distribute them to all Officers and the Principal within two weeks of the meeting. The Secretary shall provide and read the minutes of the previous meeting for approval at each regular PTSO meeting. The Secretary shall keep a log of attendance for the meeting. The Secretary shall conduct all correspondence as requested by the President. The Secretary shall distribute the Bylaws to all members and other interested parties. The Secretary shall see that all notices are duly given in accordance with these Bylaws, and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President.
- e. Treasurer. The Treasurer shall have charge of and be responsible for all funds of the MEPTSO. Treasurer shall receive and give receipts for monies due payable the MEPTSO from all sources and shall deposit such funds in such banks or other organizations as are selected by the board. Treasurer shall make disbursements as authorized by the President, 2nd Vice-President, or Membership in accordance with the budget. The Treasurer must keep an accurate record of all receipts and expenditures and maintain accounts. The Treasurer shall present a written financial report at each General Membership Meeting of the membership and at other times as requested by the board. The Treasurer shall provide books to be audited manually by an auditing committee of three (3). The books shall be turned over to the Treasurer with a signed statement that the books are in order. The auditing committee shall be appointed by the President and the 1st Vice-President. The Treasurer shall serve as an authorized signatory of all MEPTSO checks.
- f. Principal. The Mustang Elementary School Principal will be a member of the PTSO. The Principal can NOT be an authorized signatory to MEPTSO checks. The ME Principal retains final approval or veto power

of any function, if said function will interfere with procedures, policy, and/or the best interest of Mustang Elementary.

IV. Duties of the Board.

- a. General Powers. The affairs, activities, and operation of the MEPTSO shall be managed by the Board. The Board shall transact necessary business during intervals between the meetings of the membership and such other business as may be referred to it by the membership or these Bylaws. It may create Standing and Special Committees approve the plans and work of the Standing and Special Committees, present reports and recommendations at the meetings of the membership, and in general, conduct the business and activities of the MEPTSO.
 - I. The Board has the authority to reassign specific job duties as required.
 - II. The Board shall establish the objectives of the organization and determine the policy for the development of the objectives.
 - III. No member shall hold the office of President and Treasurer at the same time.
 - IV. The Board shall appoint Chairpersons of the committees created.
 - V. Special meetings of the Board may be called by the President or any member of the Board if needed. There must be seven (7) days notice given to all a members of the Board unless all approve of location, date, and time.
 - VI. The Board shall hold monthly General Member Meetings throughout the calendar unless interferes with school's calendar. The MEPTSO will have a minimum of four (4) General Member Meetings a year.
 - VII. The Board can remove an office from his/her position according to Section VII f. herein these bylaws.
 - VIII. The Board shall appoint new Members of the Board if and when the need arises.
 - IX. The Board shall review the Bylaws every year to make revisions as necessary. Otherwise, approval of these Bylaws will be needed in a General Member Meeting.
 - X. The Board will get the school's Principal's approval on all activities, activity information, newsletters, internet communication on MEPTSO's Website, etc. that is to be sent home via students or can be accessed by our students via the internet. The Principal may appoint another member of his/her staff to pre-approve these.
- b. Quorum. Four (4) members of the Board shall constitute a quorum for the transaction of business.

V. Membership

- a. Regular Membership. All parents and/or legal guardians of students who currently attend Mustang Elementary School shall be eligible for membership in the MEPTSO. Regular members shall have the right to attend and participate in all meetings and activities of the MEPTSO and have the right to vote on all issues before this organization.
- b. Faculty membership. All faculty and staff who currently are employed Full-time at Mustang Elementary shall be eligible for membership in the MEPTSO. Faculty Members shall have the right to attend and participate in all meetings and activities of the MEPTSO. Faculty Members shall have the right to vote on all issues before the membership.

VI. Meetings.

- a. Regular PTSO Meetings. At least four (4) General Meetings of the MEPTSO shall be held during each school year. At Regular PTSO Meetings, normal business of MEPTSO shall be conducted. The time and place of the meetings shall be announced at least seven (7) days prior to the meeting.
- b. General Membership Meetings. At least one General Membership meeting will be held during each school year. The General Membership meeting will coincide with a major school event (i.e. Open House). At General Membership Meetings, the Board shall report on events, fundraisers, and the PTSO's financial status. No other MEPTSO business shall be discussed.
- c. Special PTSO Meetings. Additional meetings of the MEPTSO may be called either by a vote of the Board or by the petition of at least fifteen (15) of the Regular Members. The time, place, and purpose of the Special PTSO Meetings shall be announced at least seven (7) days prior to the meeting. The only business conducted during Special PTSO Meetings shall be directly related to the purpose stated when the meeting was announced.
- d. Board Meetings. Board meetings shall be called as needed by the Board to vote on PTSO business or take other action that cannot wait until a Regular PTSO Meeting. Only the Officers shall be eligible to vote. The vote of at least four (4) Board members shall be required to take action on behalf of the MEPTSO. Results of the Board Meeting shall be reported at the next Regular PTSO meeting.
- e. Quorum. Four members of the Board present at any scheduled MEPTSO meeting shall constitute quorum necessary for the transaction of the business of the MEPTSO.
- f. Voting. A majority vote of the Regular members present at any meeting shall be required for all action to be taken by the MEPTSO.
- g. Meeting Procedure. Rules contained in Robert's Rules of Order Newly Revised shall govern the MEPTSO in all cases in which they are applicable, and in which they are not in conflict with these Bylaws. Meetings will include the following formation:
 - I. Welcome of members
 - II. Call to Order

- III. Reading of Minutes of the previous Meeting
- IV. Treasurer's Report
- V. Principal's Report
- VI. Committee Reports
- VII. Old Business
- VIII. New Business
- IX. Announcements
- X. Adjourn

VII. Elections.

- a. Procedure. The election of officers shall take place during the Spring General Membership Meeting each year. All Voting Members of the MEPTSO may participate in the election. The Nominating Committee shall present a slate of officers for election. Further nominations may be received from the floor. The election state, if non-contested, may be by voice. Any contested election shall be by written ballot.
- b. Term of Office. The term of each officer shall be two (2) years. Any person holding a position is eligible to run for the same office again and as long as they have a child in Mustang Elementary School. A person does not have to step down at the end of his/her term if they choose not to; elections will not be held for that office. They will automatically sign up for another two (2) year term. No person can hold the same office for more than 5 (five) terms for a total of ten (10) years. Any officer not renewing their terms must make it known to the Board in writing no later than January.
- c. Nominating Committees. The Nominating Committee shall be responsible for receiving all suggestions for persons to serve as officers. The Committee shall prepare a slate of officers to present for by election by the membership. The Committee shall contact all persons who will be nominated to confirm their willingness to serve. The Committee shall insure that all nominees are voting members and otherwise eligible to serve.
- d. Selection. A majority of the votes cast by the Voting Members shall be necessary for election. Should no person receive the majority of votes cast, a run-off between the two (2) persons who received the largest number of votes shall immediately be held.
- e. Vacancies. Any vacancy in office because of death, resignation, or inability to serve shall be filed with the Board for the un-expired term. However, should a vacancy occur in the office of President, the 1st Vice-President should immediately assume the office. Should a vacancy in the office of 1st Vice-President occur for any reason, the 2nd Vice-President should immediately assume the office. If for any reason they choose not to, the vacancy shall be filled by election at the next regular meeting of the membership, consistent with the procedures established herein.
- f. Removal from Office. The removal of an office shall be for gross incompetence, intentional neglect, misconduct, or failing to meet the clearances required by the school. An officer may be removed from office

if absent from two (2) consecutive meetings, or by a majority vote of the membership for failure to fulfill duties of their office. An officer can be removed by majority of the membership for not having the school's best interest in hand and not for following MEPTSO's Board Committee & Volunteer Code of Conduct.

VI. Finances.

- a. Budget. The Board shall present to the membership at the first Regular meeting of the year a budget of anticipated revenue and expenses for the year. This budget shall be used as a guide for the activities of the Board during the year. Any substantial deviation from the budget must be approved by the membership in advance.
- b. Obligations. The board may authorize an officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of MEPTSO. The officers shall not have the authority, however, to enter into such agreements on behalf of Mustang Elementary School or the Mustang School District, nor should they hold themselves out as having such authority.
- c. Financial Prohibitions. As a volunteer organization, MEPTSO shall not pay or provide any remuneration to the Officers of the Board, Committee Chairpersons, or any other member of the organization for their volunteer service to the organization. There shall be no commingling of MEPTSO funds with personal, professional, or business accounts of any individuals, groups, or businesses.
- d. Loans. No loans shall be made by the MEPTSO to its officers or to its members.
- e. Designated Funds. A designated fund account is for money put aside for a specific purpose. Any money put into a designated fund account shall only be used for that purpose. It can not be used for other activities or be voted upon to be moved to fund other activities.
- f. Commercial Paper. One authorized signature is required on all checks. Authorized signatures' will be the President, 2nd Vice-President, and Treasurer.
- g. Reimbursements. No reimbursements will be made without valid receipts.
- h. Bank Deposits. The Treasurer shall deposit all funds of the MEPTSO to the credit of MEPTSO in such banks, trust companies, or other depositories as the Board may select and shall make such disbursements as authorized by the Board in accordance with the budget. All deposits and/or disbursements shall be made within a maximum of thirty (30) days from the receipt of the funds and/or orders of payment.
- i. Financial Report. The Treasurer shall present a financial report at each General Membership Meeting of the MEPTSO and shall prepare a final report at the close of the school year. The board shall have the report and the accounts examined by an auditor or an informal auditing committee, who, if satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.
- j. Fiscal Year. The Fiscal year shall coordinate with the school year.

- k. Dissolution. In the event of MEPTSO dissolving for any reason, the following shall dictate how remaining assets shall be disbursed. The Treasurer shall be responsible for ensuring all outstanding debts are paid off and adequate time to clear has passed. The Treasurer shall present an inventory of all remaining assets to the Board. The Board shall determine how to distribute these assets for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be disposed of by a court of competent jurisdiction of the county in which the principal office of MEPTSO is then located, exclusively for such purposes or to such organizations or organizations, as a court shall determine, which are organized and operated exclusively for such purposes.
 - l. Carry-Over Balance. The MEPTSO Board is required to have an ending balance of at least \$700 and no more than \$1250. This ending balance is for the sole purpose of having funds available to start the new school year with.
- VII. Membership dues.
- a. Amount. MEPTSO shall authorize and collect membership dues to be used for the operation of the MEPTSO. Any change in the amount of the dues shall be approved by a vote of the Regular Members acting in the manner prescribed in Section IV.
- VIII. Amendments.
- a. These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by the Regular Membership at any Regular PTSO Meeting or Special PTSO Meeting. These Bylaws shall be reviewed and approved yearly by the Board and Regular Members. If not approved, the Board will establish a Bylaws Committee that will consist of the President, Principal, Secretary, and two (2) members of the Regular members. This Committee shall take into consideration the changes that are being asked for and rework the Bylaws. All changes in the Bylaws have to be approved by the Regular Membership.
 - b. Any PTSO member may submit a proposed Amendment to these Bylaws. This submittal shall be in writing and submitted to the President at least forty-eight (48) hours prior to a scheduled Regular PTSO Meeting.
 - c. The President shall be required to bring the proposed Amendment forward at the next regular scheduled PTSO Meeting. At this meeting a full reading of the proposed Amendment shall occur. Discussion of the proposed Amendment is encouraged at the first reading; however no vote will be taken.
 - d. At the discretion of the President, a second reading of the proposed Amendment and a vote shall be taken either at the next regular scheduled Regular PTSO Meeting or a Special PTSO Meeting. If the vote is to occur at a Special PTSO Meeting, it shall be scheduled and widely publicized in accordance with the provisions of Section IV.c. of these Bylaws.

- e. Then the second meeting, a full reading and discussion of the proposed Amendment shall occur. When the President has decided the discussion has completed, a vote shall be taken immediately.
- f. The vote will be taken by a show of hands.
- g. If the proposed Amendment passes, the Secretary shall ensure the change is incorporated into these Bylaws at the earliest opportunity.
- h. If the proposed Amendment is defeated, it or any similar proposed Amendment shall be ineligible to be brought to a Regular PTSO Meeting for at least one (1) year from the date of the defeating vote.
- i. The definition of a similar proposed Amendment shall be at the discretion of the President and the Principal.
- j. Exemption to the Amendment Procedure. As a special exemption to the procedure specified in this Section, if the proposed Amendment is brought to the President prior to the next-to-last or last scheduled Regular PTSO Meeting of the year, the President may, at their own discretion, table the proposed Amendment until the first Regular PTSO Meeting of the next year. This is intended to ensure both reading and the vote occur within a reasonably short period of time, and within the same year.

IX. Authority.

- a. If any part of these Bylaws shall conflict with the decisions, policies, or procedures adopted by the Mustang School Board, they shall be deemed null and void and the decision of the Mustang School Board shall, in all cases, control.

These Bylaws were adopted by the membership, by a majority vote during a Regular PTSO Meeting properly called on September 4, 2007, and shall take effect immediately.