



## Bylaws

### Article I: Name

The name of this organization is

## **The Kyrene Traditional Academy – Sureño Parent Teacher Organization (PTO)**

Located in the City of Chandler,

in the state of Arizona.

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## **Article II: Articles of Organization**

The articles of organization of a local PTO include:

- a) The bylaws of such organization and
- b) The certificate of incorporation or the articles of incorporation of such organization (in cases in which the organization is a corporation) or the articles of association by whatever name (in cases in which the organization exists as an unincorporated organization.)

## **Article III: Purposes**

Section 1      The objectives of this organization are:

- a) To promote the welfare of students in school and community.
- b) To bring into closer relation in the home and the school, that parents and teachers may cooperate intelligently in the education of the students.
- c) To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, and social education.

Section 2      The objective of this organization are promoted through an education program directed towards parents, teachers, and the general public; are developed through committees projects, and programs and are governed and qualified by the basic policies set forth in Article IV.

Section 3      The organization is organized exclusively for the charitable, scientific, literary, or education purposes within the meaning of section 501(c)(3) of *the Internal Revenue Code* of corresponding section of any future federal tax code (hereinafter "Internal Revenue Code").

## **Article IV: Basic Policies**

The following are basic policies of this organization:

- a) The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b) The name of the organization or the names of any members in their official capacities shall not be used in connection with commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objectives 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; or devote more than an

insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

- d) The organization shall work with the schools to provide quality education for all children and youth and shall seek to participate in the decision making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the boards of education.
- e) The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization in such matters shall make no commitments that bind the organization.
- f) In the event of the dissolution of the organization, after paying or adequately providing for the debts and obligations of the PTO, the remaining assets shall be distributed to one or more of the exempt purposes specified in Section 501(c)(3) of the *Internal Revenue Code*.
- g) Notwithstanding any other provisions of these articles, the organization shall not carry on any other activity 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, contributions to which are deductible under Section 170(c)(3) of the *Internal Revenue Code*.
- h) No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the purposes set forth in Article III hereof.

## **Article V: Membership**

Section 1      Membership to the organization shall be made available to any individual who subscribes to the objectives and basic policies without regard to race, color, creed, and national origin, under such rules and regulations not in conflict with the provisions of these bylaws.

Section 2      All members of this organization shall be eligible to participate in the business/general meetings or to serve in any elective or appointive positions.

Section 3      Membership is made available to every individual whose child is currently enrolled at Kyrene Traditional Academy-Sureno Campus, and all Kyrene Traditional Academy-Sureno Campus staff are members of the PTO with no membership dues required.

## **Article VI: Officers and Their Election**

Section 1      Each officer shall be a member of the PTO

Section 2      The officers of this organization shall consist of a president, a vice-president, a secretary, a treasurer, a volunteer coordinator, a historian/yearbook coordinator, and a fundraising coordinator.

Section 3 Officers shall be elected by ballot annually in the month of March for the upcoming school year. If less than two nominees are available for an office, a majority show of hands will suffice in lieu of balloting.

Section 4 Officers shall assume their duties following the close of the business/general board meeting in May, and shall serve for a term of one (1) year, or until their successors are elected.

Section 5 A person shall not be eligible to serve more than two (2) consecutive terms in the same office.

Section 6 Nominating Committee

- (a) There shall be a nominating committee composed of three (3) members who shall be elected by this PTO at the regular January meeting. The committee shall elect its own chairman.
- (b) The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at a general meeting in February, at which time additional nominating may be made from the floor.
- (c) Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.
- (d) A member of the nominating committee may not run for any office.
- (e) The nominating committee shall attempt to recruit more than one candidate per office.

Section 7 A vacancy in any office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board, notice of such elections having been given. In case a vacancy occurs in the office of the president or co-president, the vice president shall serve notice of the election.

## **Article VII: Duties of Officers**

Section 1 The president shall:

- (a) Preside at all meetings of the organization.
- (b) Be a member ex officio of all committees of the PTO, except the nominating committee, in order that the purpose of this organization may be promoted.
- (c) Coordinate the work of the officers and committees of the PTO in order that the purposes are promoted.
- (d) Be the official representative of the organization at council and district meetings.
- (e) Be one of two authorized signatories on PTO bank accounts.
- (f) Act as primary liaison to the principal.

Section 2 The vice-president shall:

- (a) Act as aide to the president.
- (b) Perform the duties of the president in the absence or inability of that officer to act.
- (c) Assume the office of president in the event the president cannot complete the term.
- (d) Be one of two authorized signatories on PTO bank accounts.

Section 3 The secretary shall:

- (a) Record the minutes of all board and general meetings of the organization.
- (b) Distribute said minutes to the executive board and school administration as well as provide additional copies at the following general meeting.
- (c) Have a current copy of the bylaws.
- (d) Maintain an updated membership list and provide it to the board as needed.
- (e) Create agendas for board meetings and general meetings as directed by the president.
- (f) Preside at meetings in the event neither the president nor vice president is able to attend.

Section 4 The treasurer shall:

- (a) Insure PTO financial procedures are followed accordingly.
- (b) Keep a full and accurate account of receipts and expenditures.
- (c) Have checks signed by the president and vice-president.
- (d) Present a financial statement, including bank statement, at every meeting of the organization and at other times as may be requested by the executive board.
- (e) Be responsible for hiring a professional to fill out and file all tax return information as required by the State of Arizona and the federal government.
- (f) In the event of the dissolution of this organization, make sure all receipts and expenditures have been made accurately and timely, and dissolve the treasury in accordance with Section 501(c)(3) of the Internal Revenue Code.
- (g) Make a full report/year-end financial summary at the May meeting at which new officers assume duties.
- (h) Be responsible for the maintenance of such books of accounts and records as conform to the requirements of the board.
- (i) Insure all check request forms are completed and submitted to the treasurer prior to receipt of reimbursement.
- (j) Insure receipts for all expenditures are presented within the same school year.

Section 5 The volunteer coordinator shall:

- (a) Assist the secretary in maintaining a membership list.
- (b) Coordinate volunteers for fundraisers and activities.

Section 6 The historian/yearbook coordinator shall:

- (a) Maintain information on the PTO web page.
- (b) Oversee the organizing, layout, and printing of the yearbook.
- (c) Catalogue and submit yearbook orders to the treasurer.
- (d) Organize and oversee the distribution of yearbooks.

Section 7 The fundraising coordinator shall:

- (a) Work directly with the president for ideas and selection of fundraising events to present to the executive board.
- (b) Organize fundraisers and recruit volunteers as needed.

Section 8 Upon the expiration of the term of office, or a resignation, out-going officers shall promptly turn over to the president, all funds, records, books, and other materials pertaining to office.

### **Article VIII: Executive Board**

Section 1 The executive board shall consist of the officers of the organization, and the principal and assistant principal of the school.

Section 2 The executive board shall:

- (a) Transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization.
- (b) Create standing and special committees.
- (c) Approve the plans of work of the standing committees.
- (d) Present a report at the regular meetings of the organizations.
- (e) Shall approve routine expenditures within h limits of the budget.
- (f) Shall receive and furnish the organization with a financial report from the treasurer at each regularly scheduled meeting.

Section 3 Regular meetings of the executive board of this organization shall be held during the year as needed. A majority vote of the executive board may be accomplished in a meeting, by electronic means, by phone, or other means of communication.

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### **Article IX: Meetings**

Section 1 Regular meetings of this organization shall be held monthly during the school year unless otherwise decided by the executive board. Dates and times of these meetings will be decided by the executive board at its first meeting of the year. Five (5) days public notice must be given of a change in meeting date or time.

Section 2 Special meetings of the organization may be called by the president or vice-president or by a majority vote of the executive board with five (5) days' notice having been given.

Section 3 The installation of new officers shall take place at the annual meeting which shall be held in May or June.

Section 4 Members present at general meetings shall constitute a quorum for the transaction of business of this organization.

Section 5 A two-thirds majority of the executive board shall be required to pass a vote in executive meetings.

#### **Article X: Committees**

Section 1 The executive board may create such standing and special committees as it may deem necessary to promote the PTO purposes and carry on the work of the organization.

Section 2 Only members of the organization shall be eligible to serve as voting members of a committee.

Section 3 The chairman of each standing 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.

Section 4 The president shall be a member ex officio of all committees except the nominating committee.

Section 5 The chairman of any event committees must provide a clear written description of volunteer positions needed, including the number of volunteers needed, to the volunteer coordinator within a reasonable time frame prior to the event.

#### **Article XI: Financial Procedures**

Section 1 The fiscal year of this PTO shall begin July 1<sup>st</sup> and end June 30<sup>th</sup>.

Section 2 Check handling procedures are as follows:

- (a) The checkbook is to be stored at the school and can be signed out by a PTO Board Member as needed.
- (b) All check request forms must be signed by two members of the executive board, excluding the signer of the check, and the requesting party.
- (c) All checks must be signed by either the president or the vice-president.
- (d) No reimbursement can be made without a valid receipt or another valid form of proof of purchase.

Section 3      Debit card purchases are as follows:

- (a) PTO debit cards are to be stored in the school safe and removed only for PTO expenditures.
- (b) Debit Card use card requires a Debit Approval form including estimated cost prior to the purchase, and the final expense with receipt after purchase is made. This form must be signed by two members of the executive board excluding the signer for the card prior to the use of the debit card.

Section 4      Online Banking

- (a) The treasurer is to have online access to the account information.
- (b) Online transactions are strictly prohibited by any and all members.

Section 5      Deposit Procedures:

- (a) Immediately following a fundraiser or school event, two (2) board members and one (1) treasurer will count the fundraiser/event money, prepare the bank deposit and record the totals on a routing sheet. The deposit will then be given to the treasurer who will make the deposit at the bank that day, or the first business day thereafter.
- (b) Events that take in money for an ongoing period, such as yearbook, will require that the funds be counted and prepared for deposit once per week. The committee chairperson and one board member will count the funds, prepare the deposit, and sign off on each deposit before it is given to the treasurer to make the deposit.
- (c) The treasurer will verify they are receiving that amount of money from the fundraiser/event, deposit it, and then attach the routing sheet to the deposit slip returned from the bank.
- (d) Deposits for each fundraiser and event will be deposited on separate deposit slips so they can be tracked more effectively.
- (e) In the event any money needs to be moved from event cash box to the PTO safe, two board members must be present for the transaction.

**Article XIII:    Standing Rules**

Standing rules may be adopted by a majority vote at any general meeting of this organization, provided that notice and discussion of the rule has been given at the previous general meeting.



Amendments to standing rules require a two-thirds vote with previous notice and discussion of the members present at said meeting. Standing rules should be procedural rather than parliamentary and may not conflict with these bylaws. These rules are as follows:

- (a) At the beginning of their term of office, each member of the executive board shall be given a copy of these bylaws and shall be responsible for making a thorough study of them. A copy of these bylaws shall be made available to any member of this organization upon request.

#### **Article XIV: Amendments**

Section 1      These bylaws may be amended at any regular meeting of this organization by a two-thirds majority vote of the members present and voting, provided that the notice of the amendment has been given at the previous meeting.

Section 2      A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a general meeting of the organization, or by a two-thirds vote of the executive board.