

Chaparral Elementary Parent Teacher Organization Bylaws

Original Date August 7, 2007 | Revised January 5, 2021

Article I - NAME

The name of the organization is the Chaparral Elementary Parent Teacher Organization (PTO).

Article II - PURPOSE AND OBJECTIVES

- To ensure effective communication between parents, principals and staff
- To provide a means for actively involving parents
- To extend the level of planning and implementing school activities to involve students and their families
- To support student activities at Chaparral Elementary School
- To acquaint new parents and students with Chaparral Elementary School
- To assist the principals and staff of Chaparral Elementary School in establishing a vital and productive school experiences for each student
- To broaden and enhance programs which support high caliber education by supplementing school curriculum with diverse education items that would otherwise be unavailable due to financial constraints
- To collaborate with the community and take advantage of valuable community resources that will benefit student learning and encourage family involvement
- To provide financial assistance for activities and services beyond that provided by the school district, in accordance with current accepted school policy

Article III - OFFICES

The primary office of the PTO shall be located at 3380 E. Frye Rd. Gilbert, AZ 85295.

Article IV - MEMBERS

The membership of the PTO shall be open to all parents, guardians, teachers and staff of Chaparral Elementary School who subscribe to the objectives and policies of the PTO. Membership in the PTO is available to anyone without regard to race, color, religion, or national origin or life status. The privilege of holding office, making motions, debating and voting shall be limited to Members of the organization.

Article V - MEETINGS

Section 1. Regular Meetings. Meetings of the Members shall be held monthly unless voted otherwise. The meetings shall begin in August and end in May of each year. However, the President may suspend meetings in the event there is no business to conduct. The most convenient times and days for meetings shall be determined at the end of the prior school year and modified as necessary.

Section 2. Special Meetings. Special meetings of the Members may be called at the discretion of the President and any two other officers, or via one-half vote of Members at a regular meeting. Special meetings will be utilized to conduct business of the PTO that must be addressed prior to the next regularly scheduled meeting.

Section 3. Notice of Meetings. A notice will be sent to each Member stating the place, day and hour of the meeting. The notice shall be given in the most efficient and least expensive manner not less than seven days before the date of the meeting, or an annual schedule of the years' PTO meeting dates will be distributed near the beginning of each school year.

Section 4. Purpose. The primary purpose of regular meetings will be to conduct the affairs of the PTO.

Section 5. Quorum of Members. A Quorum shall consist of a majority of voting Members. A Quorum is required for all financial votes and changes to the bylaws.

Section 6. Voting. Voting on any question or in any election shall be oral unless the presiding officer shall order, or any Member shall demand, that voting be by ballot. Each Member, including all Officers, staff members, teachers, parents, and guardians shall have one vote.

Section 7. Conduct Of Meetings. A standard agenda will be used for the conduct of all meetings and consist of the following elements:

- I. Call to Order
- II. Approval of Previous Meeting Minutes by vote
- III. Open Forum, when applicable
- IV. Administration's Report
- V. Treasurer's Report
- VI. Committee Member's Reports, when applicable
- VII. Old Business
- VIII. New Business
- IX. Reports from staff, when applicable
- X. Board Remarks and Future Discussion Items
- XI. Adjournment

Article VI - MEMBERS AND THEIR ELECTIONS

Section 1. General Powers. The business and affairs of the PTO shall be managed by its members or appointed designee. All Members shall share substantially in all duties which must be performed.

Section 2. Number. The number of members of the PTO shall be a minimum of 5 and a maximum of 15. The number must be odd to prevent a tie vote. A person may not hold more than one office at a time. The executive officers of the PTO are the President, Vice President, Secretary and Treasurer. Members of the PTO are Executive Officers, Hospitality Chair, Corporate Fundraising Chair, Restaurant Night Coordinator, Volunteer Coordinator, Fundraiser Chair, Activities Chair and Teacher Liaisons (3 members).

Section 3. Nominations/Ballots. In the event of a vacancy mid-year, an announcement of the vacancy will be published in at least 2 public forums. Nominations are accepted by any member or by a volunteer coming forward. Nomination will be written up with a short biography of each individual and will be presented by the President at the next meeting during the open forum time. The vote will consist of written secret ballot with all in attendance voting. The nominee with the majority of votes will be elected to the PTO board. Only those members who have given their consent to serve, if elected, shall be nominated for, or elected to, such office.

Section 4. Annual Election. At least 5 officers shall be elected near the close of the school year for the following school year term, usually at the regularly scheduled May meeting. President, Vice President, Treasurer, Recording Secretary, and 1 Teacher Liaison must be elected before May 31 and may conduct PTO business while school is not in session by majority vote. Other offices may be elected at that time or no later than September 15. Members shall elect Officers by majority vote.

Section 5. Term Of Office. Each Officer shall hold office for the term he/she is elected to and until his/her successor is elected. The Officers shall be elected for a one (1) year term and shall be eligible for reelection.

Section 6. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by a majority vote of the Members for the unexpired portion of the term of his/her predecessor. Any Member who believes there is just cause to remove an Executive Board Member must make a motion to the school principal regarding no confidence for the Board Member in question. The Member requesting the no confidence vote must present evidence supporting his/her claim to the school principal at least one week in advance of a scheduled board meeting. The school principal will notify the district administration of any motion of no confidence for a possible formal investigation.

If a vacancy occurs, the board will publish the vacancy on 2 public forums. Candidates interested in vacant positions must write a brief biography and submit to the board 1 week prior to the next public PTO meeting. Nominations will be presented by the president at the next meeting and voted on by the board using written secret ballot during the open forum time. All in attendance may vote. Only those members who have given their consent to serve, if elected, shall be nominated for or elected to such office.

Section 7. Membership. Members are required to act as chairperson for at least 1 and assist at least 2 school activities throughout the year. Members are expected to attend all regularly scheduled meetings and vote via email when necessary. Members who miss more than 3 meetings in a school year may be removed from the board by majority vote.

Section 8. Volunteer Status. Members must apply for and be approved for a Tier 2 volunteer status. Failure to be approved for Tier 2 will result in removal from the PTO board.

Article VII - DUTIES OF THE OFFICERS

The suggested duties are as follows. Members are permitted to make adjustments based on skill set and interest.

No adjustments may be made to the signer on the PTO bank account and checks (President and Treasurer).

President:

Serve as overall coordinator of PTO Organization and communicate with school administration
Attend General PTO Meetings and PTO Executive Meetings
(monthly)
Hold planning meetings with PTO Executive Officers as needed
Coordinate school and PTO sponsored activities and programs with the PTO Executive Officers
Chair PTO General Meetings
Prepare agenda with Recording Secretary monthly
Attend Site Council Meetings
Establish a working budget with PTO Treasurer
Signer on PTO bank account and checks
Help count money

Vice-President:

Attend all General PTO Meetings and PTO Executive Meetings
Chair PTO General Meetings in the absence of the President
Assist President with communication and coordination of officers and chairpersons
Work closely with President to ensure organization's goals and objectives are accomplished
Helps plan and coordinate Fall Festival
Manages Shark Store order fulfillment and inventory replenishment

Recording Secretary:

Attend all General PTO Meetings and PTO Executive Meetings
Record and maintain written documentation of all meetings
Present a written report of all previous PTO general meeting minutes
Oversee communication to families, community and school
Maintain website
Maintain social media sites and email alerts

Treasurer:

Attend all General PTO Meetings and PTO Executive Meetings
Present a current report of the financial status at all PTO Meetings
Prepare a budget for the year including all events
Coordinate and maintain financial records for all PTO sponsored fundraising activities
Signer on PTO bank account and checks
Maintain PTO bank accounts
Keep accurate records of receipts and expenditures
Receive all monies for the PTO and make deposits into bank account
Help count money
Prepare and present an End-of-the-year report at the final meeting
Ensure annual taxes are filed with the IRS

Fundraiser Chair:

Attend all General PTO Meetings
Helps select, plan, communicate and execute the fall and spring fundraiser

Volunteer Coordinator:

Attend all General PTO Meetings
Assist Officers and chairpersons in finding volunteers for events throughout the year
Communicates on a regular basis with school volunteers
Creates and maintains online volunteer sign ups

Hospitality Chair:

Attend all General PTO Meetings
Organizes student hospitality events such as Grandparents Breakfast, Donuts with Dad, Muffins with Mom and Super Shark Assemblies
Organizes teacher hospitality events such as, Welcome Back Lunch, Fall/Spring Conferences Lunch, Holiday Lunch, and Teacher Appreciation Week

Corporate Fundraising Chair:

Attend all General PTO Meetings
Coordinates and executes corporate fundraising programs such as, POGO Pass, Amazon Smiles, Fry's Rewards, Harkins Sales, Monthly Kona Ice Truck Days and Box Tops

Restaurant Night Coordinator:

Attend all General PTO Meetings
Coordinates and sets up monthly fundraising nights

Activities Coordinator:

Attend all General PTO Meeting
Coordinates and manages Holiday Shop
Coordinates 6th Grade Clap Out

Teacher Liaison Positions (3):

Attend all General PTO Meetings
Assist with all relevant functions, especially those involving teachers and events on campus
Represent the PTO to teachers and campus staff
Provide input regarding teacher needs to PTO board
Provide a meeting summary to all teachers and staff following each PTO meeting

Article IX - BASIC POLICIES

The following are basic policies of this organization:

- I. This organization is organized exclusively for charitable purposes and including, for that such purpose, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax codes.
- II. No part of the net earnings of this organization shall inure to the benefit of, or be distributable to its members, trustees, 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 distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities in the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- III. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Place of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.
- IV. Said organization is organized exclusively for charitable, educational purposes, including , for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- V. The program of this organization shall be educational and shall be developed through conferences, committees and projects.

- VI. This organization is an independent organization and shall not seek to direct administrative activities of the school or control its policies, except in an advisory capacity.
- VII. This organization shall be non-commercial, non-sectarian and non-partisan.
- VIII. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the organization.
- IX. The organization shall not directly or indirectly, participate or intervene on behalf of, or in opposition to, any political campaign or any candidate for public office.
- X. The organization shall work with the school to provide quality education for all the children and youth and shall seek to participate in the decision making process establishing school policy, recognizing that the legal authority to make final decisions has been delegated, by the people, to Boards of Education.
- XI. 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.
- XII. This organization should follow the policies and standards of the Higley Unified School District.
- XIII. The PTO Board and Council will not discuss matters that relate to individual students, staff or families.
- XIV. Concerns held by members regarding the PTO should be referred to the school administration.
- XV. In case of dissolution of the organization, the assets of said organization shall be deposited either to the school's activity fund or the Student Council.
- XVI. All decisions regarding PTO merchandise, use of funds, and PTO activities must be approved by a 2/3 vote by the executive board. Failure by any board member to follow this policy could result in immediate dismissal by the school administrator.

Article X - BANK ACCOUNT

Section 1. Bank Accounts. The Executive Board shall select a bank for the purpose of maintaining an Organization bank account. Funds deposited in said bank shall be withdrawn by checks signed by the Treasurer or President for approved expenditures. Said account shall have at least three signers from the Executive Board. Two signatures are required on any checks disbursed. The Treasurer is responsible for reconciling the account monthly. Account signers may not be related to each other or reside in the same household.

Section 2. Expenditures. All chairpersons are responsible for any outside accounts. They shall present a written report to the Board and Membership at each meeting. A preliminary budget must be presented for approval at the first regular meeting of the school year. All requests for funds must be accompanied by a completed expenditure form with any receipts attached. Any expenditure must be voted on and approved at a regular meeting or through e-mail response.

Section 3. Revenues. Deposits will be prepared in a timely manner and made to the bank as soon as possible after a scheduled event. The Treasurer is responsible for depositing all funds. They do, however, have the authority to allow one of the other account signers responsibility for deposits on an as needed basis. At least two members of the Executive Board, general members or teachers must be in attendance when cash and checks are counted and prepared for deposit. All deposits shall be accounted for and initialed by the two parties in the PTO ledger book.

Article XI - FINANCIAL AND BYLAWS REVIEW

Section 1. Bylaws Review. These Bylaws will be reviewed by the PTO Board annually to ensure the adherence of the organization to the Bylaws and, if necessary, to make revisions.

Section 2. Financial Review. The PTO Board shall have the Treasurer’s final report and accounts examined annually.

Article XII - AMENDMENTS

These Bylaws may be amended from time to time by a majority vote of the Officers followed by approval of the attending Members at a special meeting or regular monthly meeting. A minimum of seven (7) days notice must be given to the Members as to the date of the meeting and proposed amendments. A 2/3 vote by present members is required to undertake changes to these Bylaws.

Bylaws created August 7, 2007 - Bylaws revised January 5, 2021.

| | | | |
|-----------|-------|-----------|-------|
| _____ | _____ | _____ | _____ |
| President | Date | Secretary | Date |
| _____ | _____ | _____ | _____ |
| Treasurer | Date | Principal | Date |