

Chaparral Elementary Parent Teacher Organization Bylaws

Original Date August 7, 2007 | Revised August 25, 2022

Article I - NAME

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

Article II - PURPOSE AND OBJECTIVES

- To support student activities at Chaparral Elementary School
- To extend the level of planning and implementing of school activities to involve students and their families
- To acquaint new parents and students with Chaparral Elementary School
- 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 provide financial assistance for activities and services beyond that which is provided by the school district, in accordance with current accepted school policy
- To assist the principals and staff of Chaparral Elementary School in establishing a position vital and productive school experiences for each student
- To collaborate with the community and take advantage of valuable community resources that will benefit student learning and encourage family involvement
- To ensure effective communication between parents, principals, staff, and community
- To provide a means for actively involving parents

Article III - OFFICE

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

Article IV - MEMBERS

Section 1. General Membership. General membership of the PTO shall be open to any parent, guardian or other adult standing in as the legal guardian for a student at Chaparral Elementary School. General membership of the PTO shall also be open to the principal(s), teachers, and any school staff that are currently employed at the school. General membership is only available to those who subscribe to the objectives and policies of the PTO as outlined within these bylaws. General membership is available to anyone who meets the qualification above, without regard to race, color, religion, national origin, or life status. Any person who meets these requirements for general membership will herein be referred to as “Member(s)”

Section 2: Voting Rights. Any Member who has attended 50% or more of Meetings of the Members, as defined in Article V, Section 1, shall be eligible to vote in the Annual Election, as defined and detailed in Article VI. No other voting rights are available to Members. Nothing in these bylaws should be construed to grant additional voting rights to Members. All voting rights, other than those specifically designated in this Section, are reserved solely for Officers of the PTO, herein “Officer(s)” or “Board”, as defined in Article VI.

Section 3. Community. Community members and relatives are welcome to attend PTO meetings, within the Board’s discretion; however, will not be considered Members and will not be allowed any official voting rights or the ability to hold office, unless they meet one of the requirements of General Membership as listed above.

Article V - MEETINGS

Section 1. Meetings. Meetings of the Members, herein referred to as "meetings", shall be held monthly unless otherwise decided by a majority vote of Officers. Meetings shall begin in August and end in May of each school year. In the event there is no business to discuss, the President may suspend a monthly meeting with the approval of the Board, by a majority vote of Officers in attendance, provided Quorum has been met. In the instance of a tie, one representative of the school's Administration shall have the deciding vote. No more than 20% of monthly meetings may be suspended during one school year.

The most convenient times and days for meetings shall be determined by incoming Officers after May 31 and prior to the school's Meet the Teacher event and may be modified as necessary with a majority vote of Officers in attendance, in accordance with Article V Section 6, of Officers, and provided Quorum, as defined in Article V Section 5, has been met.

Section 2. Special Meetings. Special meetings, Officer meetings, and Executive Officer meetings may be called at the discretion of the President and any two (2) other Officers. Special, Officer, and Executive Officer meetings shall be utilized to conduct business of the PTO that must be addressed prior to the next regularly scheduled meeting. Voting shall be limited to meetings of the Members, special meetings, and Officer meetings in which Quorum has been met. Voting shall not take place during Executive Officer meetings.

Section 3. Notice of Meetings. A notice shall be distributed to Members disclosing the place, day, and hour of any, and all, meetings utilizing not less than two (2) public forums. Meeting notices shall be delivered in the most efficient and least expensive manner not less than seven (7) days before the date of the meeting. All forms of social media shall count as one (1), singular, public forum. In lieu of monthly notifications for regularly scheduled meetings of the Members, an annual schedule listing all scheduled meetings may be distributed near the beginning of each school year, once approved by the Principal(s) or a person designated by the Principal(s) to serve in their place, herein referred to as "Administration".

Section 4. Purpose. The primary purpose of meetings of the Members shall be to conduct the affairs of the PTO.

Section 5. Quorum of Members. Quorum shall consist of a 50% attendance, in person and/or virtually, of Officers. Quorum is required for all financial votes, elections, and changes to the bylaws.

Section 6. Voting. Officers shall have one vote. All financial decisions and/or decisions impacting the PTO, school, Administration, teachers, students, or community, shall be presented to Officers for a vote. Each voting item shall be decided by a majority vote of Officers in attendance, provided Quorum has been met. In the instance of a tie, one representative of the school's Administration shall have the deciding vote.

Voting shall be facilitated orally, and by raise of hand, when pertaining to any question, agenda item, or financial decision unless the presiding Officer shall order, or any Member shall demand, that voting be facilitated via secret ballot. Oral votes and ballots shall be counted by the presiding Officer unless the presiding Officer shall order, or any Member shall demand otherwise.

Voting any nominee into Office shall be facilitated via secret ballot. Ballots shall be counted by the presiding Officer unless the presiding Officer shall order, or any Member shall demand otherwise.

Section 7. Conduct of Meetings. A standard agenda shall be used for the conduct of all meetings and consist of the following elements, when applicable:

- 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. Old Business
- VII. New Business
- VIII. Committee Member's Reports
- IX. Reports from staff, when applicable
- X. Board Remarks and Future Discussion Items
- XI. Adjournment

Article VI - OFFICERS AND THEIR ELECTIONS

Section 1. General Powers. The business and affairs of the PTO shall be managed by Officers. All Officers, with the assistance of Committees and Members, shall share substantially in all duties as outlined in Article VII, or otherwise required.

Section 2. Number/Officers. The number of Officers shall consist of not less than five (5) and not more than 23. One (1) person shall not hold more than one (1) office at a time. Officers shall be defined as those Members who were elected to a PTO office, as defined within Article VII, within the current school year. Executive Officers shall consist of those Members elected to serve as President, Vice President, Secretary, and Treasurer. General Officers shall consist of those Members elected to serve as Fundraising Chair(s) - not to exceed two (2), Corporate Fundraising Chair, Hospitality Chair(s) - not to exceed two (2), Activities Chair, Volunteer Coordinator, Restaurant Night Coordinator, and Teacher Liaisons - not to exceed three (3) and not less than one (1).

The addition of a Co-Chair to any office shall be considered by Officers if the presiding Officer shall order, or any Member shall demand. If approved, the additional Co-Chair position shall expire at the conclusion of the current school year.

The addition of a Co-Chair to any office shall be motioned and voted on prior to the call for a vote on the position in question. The addition of a Co-Chair shall be decided by a majority vote of the Officers in attendance, in accordance with Article V Section 6, provided Quorum has been met.

Section 3. Nominations/Ballots. Nominations shall be accepted by the President or presiding Officer for the election. Officer nominations shall consist of any Member coming forward with a self-nomination or nomination from another Member on their behalf - during the publicized nomination period. Only those Members who have given their consent to serve, if elected, shall be considered for, and elected into, such office.

Eligibility for nomination into an Executive Office shall be reserved solely for Members who have served as a General Officer of the PTO, as defined in Article VI Section 2, for at least one (1) full office term during the school year directly preceding said Executive Officer election, and assisted in not less than two (2) official PTO events/activities in an official leadership capacity. One (1) full term of office shall be defined as holding a single position for not less than nine (9) consecutive months during the year directly preceding the Executive Officer election.

Section 4. Annual Election. Annual elections shall be held publicly and no more than 30 days prior to the conclusion of the current school year. Annual elections are permitted to occur during the May meeting of the Members.

Voting rights during the Annual Election in which eligible Members are nominated for a PTO Board position - herein referred to as "Election of Officers", shall be reserved for any, and all, currently elected Officers, Administrators, and/or Members who have attended not less than 50% of the monthly meetings of the Members. Official attendance of a meeting shall be established with an individual being present and involved for not less than 45 minutes of a meeting, or through the completion of said meeting - whichever shall come first.

Any Officer, Administrator, and/or Member who has not met the attendance minimum of 50% or more, shall forfeit voting rights for the Election of Officers during the Annual Election. Officers shall be elected by a majority vote of those eligible in attendance, provided Quorum of the currently elected Officers has been met.

Officers shall be elected in accordance with Article VI Section 2. The offices of President, Vice President, Treasurer, Secretary, and a minimum of one (1) Teacher Liaison must be occupied by an elected Officer no later than May 31 in order to maintain status as a PTO.

Elected Officers may conduct business while school is not in session, by a majority vote of all Officers, in accordance with Article V Section 6, provided Quorum has been met. Additional full-term Officers may be elected at that time and no later than September 15. throughout the school year as outlined in Article VI Section 6 and Article VI Section 7.

Section 5. Terms of Office. Officers shall hold a single office for the term they are elected or until their successor is elected. Officers shall be elected for a one (1) year term, expiring at the conclusion of the current school year and shall be eligible for re-election, provided they have not completed the term limit for said office.

Officers shall not exceed two (2) full consecutive terms within a single office so long as an eligible Member has been nominated and elected in accordance with Article VI, Section 3. Officers elected mid-year or to a vacant office in which the duration of the unexpired term is not more than nine (9) months, shall not apply the current term of office toward the term limit for said position.

Section 6. Mid-Term Nominations. Mid-term nominations into positions unfilled upon the conclusion of the Annual Election, shall be accepted in accordance with Article VI Section 3. Nominations shall include a short biography of each individual and shall be presented by the presiding Officer at the next meeting, following the Treasurers report and prior to the discussion of old business. The vote shall consist of a written secret ballot by all Officers in attendance. Nominee(s) shall be elected into office by a majority vote of the Officers in attendance, in accordance with Article V Section 6, provided Quorum has been met.

The newly elected Officer(s) shall have voting rights, in accordance with Article V Section 6, for the remainder of the meeting and the duration of their term.

Section 7. Vacancies. A vacancy in any office due to death, resignation, removal, disqualification, or otherwise, may be filled for the duration of the unexpired portion of the term. Should said vacancy leave the PTO without an elected President, Vice President, Treasurer, Secretary, and/or a minimum of one (1) Teacher Liaison, the vacant position(s) must be filled no later than 30 days following the official notice of vacancy in order to maintain status as a PTO.

In the event of a vacancy mid-term, a notice of vacancy shall be published utilizing two (2) public forums not less than seven (7) days prior to the next meeting. Said notice shall be delivered in the most efficient and least expensive manner. All forms of social media shall count as one (1), singular, public forum.

Nominations shall include a short biography of each eligible Member, in accordance with Article VI Section 3, and shall be presented by the President or presiding Officer at the next meeting. The vote shall consist of a written secret ballot by all Officers in attendance., in accordance with Article V, Section 6. Nominee(s) shall be elected into office by a majority vote of the Officers in attendance, in accordance with Article V Section 6, provided Quorum has been met.

Section 8. Removal from Office. Any Member(s) who believe there is just cause to remove an Officer must make a motion to the school Principal regarding no confidence for the Officer in question. The Member(s) requesting the no confidence vote must present tangible and measurable evidence supporting his/her claim to the school Principal at least one (1) week in advance of a scheduled meeting. The school Principal shall notify district administration of any motion of no confidence for the consideration of a formal investigation.

Should a vacancy occur due to a removal from office, Officers shall follow vacancy protocols as outline in Article VI Section 7.

Section 9. Volunteer Status. Officers must apply, and be approved, for a Tier 2 volunteer status. Failure to obtain approval for Tier 2 shall result in the immediate removal of said Officer from their office.

Article VII - DUTIES OF THE OFFICERS

Officers are expected to attend all regularly scheduled meetings and vote via email, within three (3) business days, when necessary. Officers who miss more than three (3) meetings during their office term may be removed from the PTO Board by a majority vote of the Officers in attendance of the following meeting, or Special Meeting, in accordance with Article V Section 6, provided Quorum has been met.

Suggested duties for each office are defined as follows. Officers shall be permitted to make adjustments for the current school year, as needed, based on skill set and interest, so long as the majority of elected Officers are in agreement. Adjustments to duties shall expire at the conclusion of the office term.

Adjustments to the signers on the PTO bank account and checks (President, Vice President, and Treasurer) for the current term shall be made by a majority vote of the Officers in attendance, in accordance with Article V Section 6, provided Quorum has been met. Adjustments to signers shall expire at the conclusion of the school year.

President:

- Serve as overall coordinator of the PTO Organization and it's, Officers, Chairperson, Volunteers, and Members
- Communicate regularly with school Administration
- Preside over monthly meetings of the Members
- Preside over Officer meetings and/or Executive Officer meetings as called in accordance with Article 5 Section 2
- Prepare meeting agendas with the PTO Secretary in accordance with Article V Section 7
- Meet with the Principal of the school prior to meetings of the Members, Officer meetings, and Executive Officer meetings to review and discuss the written agenda and any additional business to be discussed
- Coordinate school and PTO sponsored activities/programs with the assistance of Officers, Volunteers, and Members
- Attend Site Council Meetings
- Establish a working budget with the PTO Treasurer
- Serve as a signer on PTO bank account(s), invoices, and checks
- Assist with counting money

Vice-President:

- Attend monthly meetings of the Members, Officer meetings, and Executive Officer meetings
- Preside over meetings of the Members in the absence of the PTO President
- Assist the PTO President with the communication and coordination of PTO Officers, Chairpersons, Volunteers, and Members
- Work closely with the PTO President to ensure the organization's goals and objectives are accomplished
- Serve as the Fall Festival Chairperson as a means to oversee the planning, coordination, and implementation of the annual event
- Manage Shark Store order fulfillment and inventory replenishment
- Serve as a signer on PTO bank account(s), invoices, and checks
- Assist with counting money

Secretary:

- Attend monthly meetings of the Members, Officer meetings, and Executive Officer meetings
- Record and maintain written documentation of monthly meetings of the Members, Officer meetings, and Executive Officer meetings, in accordance with District Office guidelines
- Present a written report of all meetings, including but not limited to, the previous month's meeting of the Members and any Executive Meetings, Executive Officer meetings, and/or special meetings called to order following the last meeting of the Members
 - Oversee in conjunction with the PTO President, communication to families, community, and school pertaining to the PTO
- Maintain PTO website
- Maintain PTO social media sites and email alerts

Treasurer:

- Attend monthly meetings of the Members, Officer meetings, and Executive Officer meetings
- Present a report of the financial status of the PTO for the preceding month at all monthly meetings of the Members, in accordance with District Office guidelines.
- Prepare and maintain annual budget for the year including, but not limited to all fundraisers, income, general expenses, and events,
- Prepare and maintain financial records for all PTO sponsored events and fundraising activities
- Serve as a signer on PTO bank account(s), invoices, and checks
- Oversee and Maintain PTO bank account(s) and it's activity
- Maintain and archive accurate records of receipts and expenditures
- Receive and manage all monies for the PTO and make deposits into bank account(s)
- Assist with counting money
- Prepare and present a comprehensive report for the current fiscal year during the final monthly meeting of the Members
- Coordinate and oversee the filling of annual taxes with the IRS

Corporate Fundraising Chair:

- Attend monthly meetings of the Members and Officer meetings
- Coordinate, execute, and manage all corporate and passive fundraising programs including but not limited to, POGO Pass, Amazon Smiles, Fry's Rewards, Harkins Sales, Coca Cola Rewards, and Box Tops
- Create, coordinate, execute, and manage corporate sponsorship packages with the approval of the school Principal
- Solicit and manage the procurement of new Corporate partnerships and sponsors
- Oversee all communication with the representative(s) of any and all participating companies
- Identify, research, and facilitate the application of grants and corporate programs that support and further the organization's goals and objectives

Fundraising Chair (2):

- Attend monthly meetings of the Members and Officer meetings
- Oversee the selection, planning, communication, and execution of the fall and spring fundraiser
- Oversee the selection, planning, communication, and execution of additional fundraisers throughout the year as approved by PTO Officers and the school Principal

Hospitality Chair (2):

- Attend monthly meetings of the Members and Officer meetings
- Oversee the selection, planning, communication, and execution of student/family events and initiatives approved by PTO Officers and the school Principal including, but not limited to, Grandparents Breakfast, Donuts with Dad, Muffins with Mom, and Super Shark Awards
- Oversee the selection, planning, communication, and execution of teacher hospitality events and initiatives including, but not limited to, Welcome Back Lunch, Fall/Spring Conferences Lunch, Holiday Lunch, and Teacher Appreciation Week

Volunteer Coordinator:

- Attend monthly meetings of the Members and Officer meetings
- Oversee the recruitment of, communication, and day of coordination volunteers for school and PTO sponsored events and initiatives as needed in conjunction with the presiding Officer(s) and/or chairperson(s)
- Communicate pertinent information and opportunities on a consistent basis to Members who have agreed to receive communication as it pertains to Volunteering
- Creates, coordinate, execute, and maintain volunteer interest forms and sign ups

Activities Coordinator:

- Attend monthly meetings of the Members and Officer meetings
- Coordinate, execute, and manage the annual Holiday Shop as approved by Officers and the school Principal
- Coordinate, execute, and manage the annual 6th Grade Clap Out event as approved by Officers and the school Principal
- Coordinate, execute, and manage events created with entertainment and community as the main objective, not fundraising, as approved by Officers and the school Principal - and not including those events identified in the duties of other Officers

Restaurant Night Coordinator:

- Attend monthly meetings of the Members and Officer meetings
- Coordinate, execute, and manage restaurant fundraising events as approved by Officers and the school Principal

Teacher Liaison (3):

- Attend monthly meetings of the Members and Officer meetings
- Assist with PTO events and initiatives that support the organization's goals and objectives as needed, especially those involving teachers and events on campus
- Represent the PTO to teachers and campus staff
- Provide input, suggestions, and feedback regarding teacher needs as it pertains to PTO
- Record, maintain, and disseminate a written report of monthly meetings of the Members, Officer meetings, and Executive Officer meetings to all teachers and campus staff

Article IX - BASIC POLICIES

The following are basic policies of the PTO:

Section 1. Purpose. This PTO is organized exclusively for charitable, educational purposes, 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.

Section 2. Earnings. No part of the net earnings of the PTO shall inure to the benefit of, or be distributable to it's members, trustees, officers, or other private persons, except that the PTO 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 PTO 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 PTO 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.

Section 3. Dissolution. Upon the dissolution of the PTO, assets shall be distributed either to the school's activity fund or the Student Government, as determined by a majority vote of the Officers in attendance, in accordance with Article V Section 6, provided Quorum has been met. 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.

Section 4. Programs. The programs of the PTO shall be educational and shall be developed through conferences, committees, and projects.

Section 5. Administrative Activities. The PTO is an independent organization and shall not seek to direct administrative activities of the school or control its policies, except in an advisory capacity.

Section 6. Partisan Interest. The PTO shall be non-commercial, non-sectarian, and non-partisan. The PTO shall not directly or indirectly participate or intervene on behalf of, or in opposition to, any political campaign or any candidate for public office. 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 PTO.

Section 7. School Policies. The PTO shall work with the school to provide quality education for all the children and youth and shall seek to participate, in an advisory role, 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.

Section 8. Standards. The PTO shall follow the policies and standards of the Higley Unified School District.

Section 9. Child Welfare. The PTO may cooperate with other organizations and agencies concerned with child welfare, but persons representing the PTO in such matters shall make no commitments that bind the PTO.

Section 10. Anonymity. The PTO Board and Members shall not discuss matters that relate to individual students, staff, or families, unless done so anonymously.

Section 11. Member Concerns. Concerns held by Members regarding the PTO should be referred to the school Administration.

Section 12. Decisions. All decisions regarding PTO merchandise, use of funds, and PTO activities must be approved by a majority vote of the Officers in attendance, in accordance with Article V Section 6, provided Quorum has been met. 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 the Treasurer, Vice President, or President for approved expenditures. Said account shall have at least three (3) signers from the Executive Board. 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 shall 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 (1) of the other account signers responsibility for deposits on an as needed basis. At least two (2) members of Executive Offices, General Offices, Members with Tier 2 volunteer status, 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 (2) parties in the PTO ledger book.

Article XI - FINANCIAL AND BYLAWS REVIEW

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

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

Article XII - AMENDMENTS

These Bylaws may be amended, at any time, as ordered by the presiding Officer, or any Member shall demand, followed by the approval of the attending Officers at a general meeting or regular monthly meeting of the Members, in accordance with Article V Section 6, provided Quorum has been met. A minimum of seven (7) days notice must be given to the Members as to the date of the meeting and proposed amendments. The opportunity for Member discussion must be formally included in the meeting agenda and all questions, concerns, disagreements, must be taken into consideration by all voting Officers. A 2/3 vote by all Officers shall be required to undertake changes to these Bylaws. Any Officer not in attendance shall vote or declare to abstain via email within seven (7) days of the meeting.

