

Pueblo Elementary School Parent Teacher Organization Bylaws

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**PUEBLO ELEMENTARY SCHOOL
PARENT TEACHER ORGANIZATION
BYLAWS**

ARTICLE I. NAME AND LOCATION

The name of this organization shall be the Pueblo Elementary School Parent Teacher Organization herein after referred to as the PTO. The principal address of this organization shall be located at Pueblo Elementary School, 6320 North 82nd Street, Scottsdale, Arizona 85250. Meetings for the organization shall be held at Pueblo Elementary School or at a location, which may be designated by the Executive Officers of the organization.

ARTICLE II. ARTICILE OF ORGANIZATION

The Articles of Organization of the Pueblo PTO at this time include the Articles of Incorporation and the bylaws of the said organization. The Certificate of Incorporation is included as Attachment A to these bylaws.

ARTICLE III. PURPOSE OF ORGANIZATION

The purpose of this organization is to provide support of a consultative and financial nature to the administration and staff of Pueblo Elementary School. At no time, does the organization have the right to dictate policies or procedures regarding the philosophy or operation of the school; such policies are directed by the Governing Board of the Scottsdale Unified School District.

ARTICLE IV. BASIC POLICIES

Pueblo PTO basic policies are as follows:

- a. This organization shall be non-commercial, non-sectarian and non-partisan.
- b. The name of the organization or names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest of 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 redistributing the 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 school to provide a quality education for all children and shall participate in any decision making process when requested by the school or district administration and/or the Governing Board of the Scottsdale Unified School District.
- e. The organization shall not enter membership with other organizations. The organization may cooperate with other organizations and agencies concerned with child welfare, but a representative shall make no commitments that bind the group he represents.
- f. No part of the net earnings of the organization shall benefit 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 service rendered and to make payments and distributions for reasons as set forth in Article III.
- g. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal Income Tax under Section 501c(3) of the Internal Revenue code, or (ii) by an organization contributions to which are deductible under Section 170c(2) of the Internal Revenue code.
- h. Upon the dissolutions of this organization (Pueblo PTO), after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations or organizations which have established their tax exempt status under Section 501c(3)of the Internal Revenue code.

ARTICLE V. MEMBERSHIP AND DUES

- Section 1.** Membership in the Pueblo PTO is open to all parents, grandparents, legal guardians, teachers, staff or community members who have a desire to promote the educational progress of the students enrolled at Pueblo Elementary School.
- Section 2.** Membership in the Pueblo PTO shall be made available without regard to race, color, creed, or national origin.
- Section 3.** The Pueblo PTO shall conduct an annual membership drive at the beginning of each school year; however, persons may be permitted to join at any time.
- Section 4.** Membership shall be open to individuals or families.
- Section 5.** Members of the Pueblo PTO shall pay annual dues to said organization as may be prescribed yearly by the organization. The amount of the annual dues is to be determined by the Executive Board of the organization. Dues are payable at the time of joining.

ARTICLE VI. OFFICERS AND THEIR ELECTION

- Section 1.** Each officer must be an active member of this organization and have a child who is currently enrolled at Pueblo.
- Section 2.** Officers and their election:
- a. The officers of the Pueblo PTO shall consist of a President (Co-President, if applicable), First Vice President, Second Vice President, Treasurer, and Secretary.
 - b. Officers shall be elected in the month of May by a popular vote. In case of a tie, a run off election between the two top candidates for the position shall be held within one week.
 - c. Officers shall assume their official duties on the first day after the last day of the school year, and serve for a one (1) year term.
 - d. A person shall not be eligible to serve more than two consecutive terms in the same office, unless there are no other candidates for the office, in which case the incumbent may continue to serve for an additional term.
- Section 3.** Nominating Committee
- a. There shall be a nomination committee composed of three members of the Pueblo PTO who shall be selected by the organization at the General Board meeting in February. The President and Secretary shall not be eligible to be selected for the nominating committee. This committee elects its own chairperson.
 - b. The nomination committee shall nominate an eligible person for each office to be filled and report its nominees at the General Board meeting in April, at which time additional nominees 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.
- Section 4.** A vacancy occurring 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 election having been given. In case of a vacancy occurring in the office of the President, the Co-President (if applicable) shall serve the notice of the election. If a Co-President has not been elected, the term will be completed by the First Vice President.

ARTICLE VII. DUTIES OF OFFICERS

- Section 1.** The President shall:

- a. Preside at all meetings of the Members of the organization and of the Executive Board.
- b. Perform such other duties as may be prescribed in the bylaws.
- c. Meet with the principal of Pueblo Elementary School to schedule meetings and locations for events.
- d. Coordinate with the Co-President (if applicable), First Vice President, Second Vice President, Treasurer, and Secretary.
- e. Have the authority to appoint an individual to act as a Site Council Representative, Volunteer Coordinator, Home Room Coordinator, and a chairman of standing committees. The President shall be an ex-officio member of all standing committees, except the Nominating Committee.
- f. Along with the Treasurer, sign all contracts and obligations authorized by the Executive Board.
- g. Have signing privileges for the current PTO bank account.

Section 2. The First Vice President shall:

- a. Act as an aide to the President
- b. Perform the duties of the President in the absence or inability of the President (unless a Co-President has been elected, whereas the Co-President shall automatically become the sole President).
- c. Coordinate the work of the committees so the PTO's goals may be promoted.
- d. Perform such other duties as assigned by the President.

Section 3. The Second Vice President shall:

- a. Assist the First Vice President.
- b. Perform such other duties as assigned by the President.

Section 4. The Treasurer shall:

- a. Have custody of all the funds of the organization.
- b. Keep a full and accurate account of receipts and expenditures.
- c. Make disbursements as authorized by the President.
- d. Present a financial statement at each General Board meeting.
- e. Have the accounts examined by an auditing committee two weeks prior to the time the new officers assume their duties.
- f. Be responsible for completing and filing the necessary annual paperwork with the Arizona Corporation Commission and the Internal Revenue Service to keep our non-profit status.

Section 5. The Secretary shall:

- a. Record minutes of all meetings of the Organization and the Executive Board
- b. Give notice to all members of the organization of General PTO meetings.

- c. Have a current copy of the bylaws of the organization on file.
- d. Maintain a current membership list.
- e. Perform other delegated duties as assigned by the President.
- f. Assist the Treasurer in any recording duties during major fundraising events.

Section 6. All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in the case of resignation, each officer shall submit to the President, without delay, all records, books, and other materials pertaining to the office. Funds shall be returned to the Treasurer, without delay.

ARTICLE VIII. EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the Officers of the organization, the Site Council Representative, the Home Room Coordinator, the Volunteer Coordinator, the principal of Pueblo Elementary School, or a representative appointed by the Principal, and a current Pueblo teacher.

Section 2. The duties of the Executive Board shall be:

- a. To transact business in the intervals between general meetings.
- b. Create standing and special committees (see Section 3).
- c. To approve the plans of work of the standing committees.
- d. To aid the Officers of the Board in preparing a budget for the year.
- e. To approve routine bills.
- f. Have voting rights as members of the Executive Board

Section 3. The Site Council Representative shall:

- a. Attend Site Council meetings.
- b. Inform the PTO officers and members of the status of events associated with the Site Council team.
- c. Be appointed in alternating years by the Executive Board of the PTO at the general meeting in May, with the term starting on the first day, after the last day of the school year. Their term may not exceed two (2) years.

Section 4. The Home Room Parent Coordinator shall:

- a. Assist the teachers in actively recruiting home room parents.
- b. Maintain an accurate list of home room parents and supply this information to the Secretary.
- c. Coordinate home room parents for Pumpkin Patch, the holiday card drive, teacher appreciation, maintain the emergency contact phone list, and other duties as assigned by the President or Executive Board.
- d. Assist and coordinate special events with home room parents.
- e. Report progress to the President

- f. Be appointed by the Executive Board of the PTO after the general meeting in May, with the term starting on the first day, after the last day of the school year.

Section 5. The Volunteer Coordinator shall:

- a. Actively recruit community volunteers to assist on the school campus.
- b. Maintain an accurate list of all volunteers and supply this information to the Secretary.
- c. Assist community volunteers in filing the correct volunteer forms with the Pueblo Elementary School office, ensuring the safety of our students.
- d. Coordinate volunteers to assist with school events, playground assistants, cafeteria aids, library assistants, Service Learning, and FLI Ambassadors.
- e. Report progress to the President.
- f. Be appointed by the Executive Board of the PTO after the general meeting in May, with the term starting on the first day, after the last day of the school year.

Section 6. Any two Officer or Executive Board positions listed above may be held by the same person if so elected or appointed, except the offices of President and Secretary.

ARTICLE IX. COMMITTEES

Section 1. Only members of the organization shall be eligible to serve in any elected or appointed positions.

Section 2. The chairperson of each standing committee shall present a plan of work to the organization for approval. Committee work shall be undertaken with the consent of the organization or the Executive Board.

Section 3. The President and Vice President shall be members officio of all committees except the nominating committee.

ARTICLE X. FISCAL YEAR

Section 1. The fiscal year of this organization shall begin July 1 and end on June 30.

ARTICLE XI. BANKING

Section 1. The organization is required to leave a minimum balance of \$5,000 in the bank account at the end of the fiscal year.

Section 2. Any member of the Executive Board may authorize expenditures of up to \$250. For expenditures of more than \$250, a majority of the members at a General Meeting must authorize the expenditure.

ARTICLE XII. AMENDMENTS

Section 1. These bylaws may be amended at any regular meeting of this organization by at two-thirds vote of the members present

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 meeting of the organization, or by a two-thirds vote of the Executive Board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Section 3. The Pueblo PTO must review and resubmit these bylaws for approval to the members every three years.