

# **Kyrene Middle School PTO**

## **Organizational Bylaws**

### **Article I: Name**

The name of this organization is the Kyrene Middle School (KMS) Parent Teacher Organization (PTO), Tempe, Arizona.

### **Article II: Objectives**

Section 1. The objectives of the organization are:

- a. To bring into closer relation, the home and the school so that parents and teachers may cooperate intelligently in the education of children and youth.
- b. To support the educators through fundraising.
- c. To provide interaction between the school and home through community events.

Section 2. The objectives of this organization are promoted through an educational program directed toward parents, teachers, students, and the general public; are developed through committees, projects and programs; and are governed and qualified by the basic policies set forth in Article III.

### **Article III: Basic Policies**

Section 1. The following are basic policies of this organization:

- a. The organization shall be non-commercial, nonsectarian and non-partisan.
- b. The name of the organization or the names of any members in their official capacities shall not be used in connection with any 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 publishing or distributing 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 may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organizations in such matters shall make no commitments that bind the organization.
- e. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to the Kyrene Middle School student population.
- f. All documents, notes and financial records created and/or used for the PTO business are the property of Kyrene Middle School PTO and should be given to the PTO Secretary at the end of the board members term.
- g. The Kyrene Middle School PTO is authorized to carry over funds for the following fiscal year as recommended by the Executive Committee. The annual carry over amount shall be a minimum of \$5,000 and not exceed \$15,000.

## **Article IV: Articles of Organization**

The organization exists as a non profit C Corp. Its articles of organization comprise these bylaws, and are periodically amended.

## **Article V: Membership and Dues**

Section 1. Membership in this PTO shall be made available to any teacher, staff member, or individual with a student currently enrolled at Kyrene Middle School who subscribes to its objectives and basic policies without regard to race, color, creed or national origin.

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

Section 3. Every individual whose child is enrolled at Kyrene Middle School is a member of the PTO with no membership dues required.

## **Article VI: Officers, Executive Committee, and Their Election**

Section 1. Each officer of this PTO shall be a member of this PTO.

Section 2. Officers and their election:

- a. The officers of this organization shall consist of a President or Co-Presidents, a Vice President, a Recording Secretary, and a Treasurer.
- b. Officers shall be elected annually by ballot in the month of April. However, if there is but one nominee for office, election for that office may be by voice vote. A majority of the votes cast shall constitute an election.
- c. Officers shall assume their official duties at the end of the last meeting of the school year. The Treasurer shall assume his/her official duties upon completion of the auditing process. Officers shall serve for a term of one year or until their successors are elected.
- d. A person shall serve no more than two (2) consecutive terms in the same office. A person who has served in an office for more than one-half of a full term shall be deemed to have served a full term in such office.

Section 3. Emergency Leadership Board:

- a. In the event the executive committee positions are not filled by the beginning of the school year an Emergency Leadership Board will be formed and comprised of:
  - i. Current committee chairs
  - ii. Active PTO members
    1. Must have attended at least two PTO general meetings
- b. The Leadership board shall consist of five members
- c. No title positions will be designated with the exception of any current Executive board members serving on the Leadership Board

- d. The Leadership Board shall cooperate until such time the Executive Board positions can be filled with members duly elected

## **Article VII: Executive Committee and Trustees**

Section 1. The Executive Committee shall consist of the officers of the organization, the principal of the school (or a representative appointed by the principal), a teacher liaison and the Trustees.

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

- a. To transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization.
- b. To create standing and special committees.
- c. To approve the plans and work of the standing and special committees.
- d. To select an auditing committee to audit the Treasurer's accounts.
- e. To approve routine bills within the limits of the budget.

Section 3. Meetings of the Executive Committee shall be held as needed with a minimum of three times per year. Meetings of the executive committee may be called by the President or by a majority of the members of the committee.

Section 4. There shall be up to six (6), but no less than three (3), trustees. A Trustee shall serve no more than three (3) consecutive terms. A person who has served as a trustee for more than one-half of a full term shall be deemed to have served a full term. Trustees shall be nominated and shall be elected by ballot annually when officers of the organization are elected.

Section 5. The trustees will serve as a support group for the officers of the organization, with each trustee chairing or co-chairing at least one committee. A trustee shall serve no more than three (3) consecutive terms as chairperson or co-chairperson on the same committee. However, in the case that no one volunteers to chair a particular committee, that trustee can then continue to serve as chairperson or co-chairperson of said committee.

## **Article VIII: Duties of Officers**

Officers shall not be required to chair a committee.

Section 1. The President or Co-Presidents shall:

- a. Preside at all meetings of the organization and of the Executive Committee.
- b. Perform such other duties as may be prescribed in these bylaws or assigned by the organization or the Executive Committee.
- c. Coordinate the work of the officers and committees of the organization in order that the objective may be promoted.

Section 2. The Vice President shall:

- a. Act as an aid to the President or Co-Presidents.
- b. Perform the duties of the President or Co-Presidents in their absence.

- c. Coordinate the work of the officers and committees in order that the objectives may be promoted.
- d. Perform quarterly audit.

Section 3. The Secretary shall:

- a. Record the minutes of all meetings of the organization.
- b. Have a current copy of the bylaws.
- c. Perform other delegated duties as assigned.

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 or Co-Presidents, executive committee, or organization in accordance with the budget adopted.
- d. Present a financial statement at every meeting of the organization and at other times when requested by the executive board.
- e. Make a full report at the meeting at which new officers officially assume their duties.
- f. Have the organization's accounts examined annually by an auditing committee of not less than two members, one of whom shall be independent of the board, who, satisfied that the Treasurer's annual report is correct, should sign a statement of that fact at the end of the report. The executive committee shall select the auditing committee at least two weeks before the meeting at which new officers assume duties.
- g. The filing of the federal and state income taxes, Arizona Corporation Commission annual reports, and statutory agent changes are the responsibility of the Treasurer in office during that fiscal period. Kyrene Middle School PTO tax year ends June 30<sup>th</sup>. It is the responsibility of the Treasurer for the succeeding term to follow through with the preceding Treasurer to verify that the taxes have been filed.

## **Article IX: Meetings**

Section 1. The meetings of the organization should be held at least every 60 days on a day agreed upon by the executive committee. Five days notice shall be given of a change of date.

Section 2. A majority of those members present is needed for the transaction of business in any meeting of this organization.

Section 3. Any expenditure greater than \$200 must be in the form of a formal proposal (description, benefits, costs), and be submitted on or before the Monday prior to the next General PTO meeting.

## **Article X: Standing and Special Committees**

Section 1. The Executive Committee may create such standing committees as necessary.

Section 2. The chairman of each standing committee shall present a plan of work to the Executive Committee for approval.

## **Article XI: Parliamentary Procedure**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

## **Article XII: Amendments**

Section 1. These bylaws may be amended at any regular meeting or executive committee meeting of the organization by a majority vote of the members present and voting.

Section 2. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the organization, or by a majority vote of the Executive Committee. The requirements for the adoption of a revised set of bylaws shall be the same as in the case of an amendment.

## **Article XIII: General Procedures for Monthly Meetings**

Section 1. Meetings will include the Principal's report, the Treasurer's report, and requisitions before all other business.

Section 2. Requisitions will be read by the President and then a motion presented BEFORE debate begins.

- a. During debate a designated amount of time will be given for each speaker.
- b. Amendments to the motion or other motions will be put forth during the debate.
- c. A member will be designated to enforce time allotment, quiet when someone has the floor, and adherence to not reiterating a point already made.

## **Supplemental Information: Summary of the Motion and Voting Process**

- a. Anyone can make a motion.
- b. Please stand when you make a motion or have the floor so you may clearly be heard.
- c. Do not interrupt or have a side conversation when someone has the floor.
- d. A motion will happen BEFORE debate/discussion. For requisitions, the President will read the requisition then make a motion to start debate. A motion to 2<sup>nd</sup> will be required before debate begins.
- e. During debate/discussion you will have a designated amount of time to state your position. In the interest of time, please do not restate another's position, merely state you agree or disagree with "x".
- f. A member will be designated to enforce time allotment, quiet on the floor, and reiteration of a point already made.