

Desert Ridge Middle School

Student, Parent, and Staff
Organization

BYLAWS

ARTICLE I: NAME

The name of the organization shall be the Desert Ridge Middle School Student, Parent, and Staff Organization (DRMS SPSO).

ARTICLE II: PURPOSE

- *To support the educational needs of students.
- *To facilitate communication between home, school and community.
- *To assist and support student activities, school programs and school needs not provided for in the annual school budget.
- *The organization will abide by all school board and administrative policies and procedures.
- *The policies of the SPSO are established to maintain a tax-exempt status as defined by Section 501(c)(3) of the Internal Revenue Code.

ARTICLE III: MEMBERSHIP

General membership is automatically granted to any Desert Ridge student, administrator, faculty member, parent or guardian of a student enrolled at Desert Ridge Middle School. There are no dues collected for membership. However, donations from members are a major source of funding for our operation.

ARTICLE IV: USE OF TERMS

For purposes herein, the “Executive Board” stands for the elected positions of President, Vice President(s), Secretary and Treasurer. “Officers” or “Directors” stands for those elected members of the Executive Board. The “Board” stands for those non-elected members of the organization who chair committees, as well as the elected members of the organization. “Board Members” or “Committee Chairs” stands for those non-elected members of the organization.

ARTICLE V: MEETINGS

- Section 1. Meetings of the Officers shall be held monthly prior to meetings of the Board, if necessary
- Section 2. Meetings of the SPSO shall be held monthly during the school year, the dates to be fixed by a majority of the members present at the first meeting at the beginning of each school year. These monthly meetings shall be open to all members. All SPSO members will have voting rights and at least (7) seven Members must be in attendance to constitute a quorum.
- Section 3. Meetings can be rescheduled by the Officers as required. A change in the normal scheduled meeting will require one week's notification to the membership.
- Section 4. Should the President deem it necessary that a vote take place between normal meetings, the President will make a motion through e-mails to all Board Members. The motion will be considered passed upon receipt of approved votes from more than half of the Board Members.

ARTICLE VI: SPSO BOARD

The business of the organization shall be conducted by the Board. Non elected Board Members will be comprised of the Principal, Vice Principal(s), one faculty representative, committee chair members and student representatives. The Board will establish committees as necessary; said committees may have more than one chairperson. The duties of the SPSO Board are as follows:

- 1.) To act as a liaison between the administration and the membership.
- 2.) To create standing committees and other committees as needed and to monitor their activities.
- 3.) To plan and coordinate programs for the SPSO meetings.
- 4.) To attend SPSO meetings and functions.
- 5.) To prepare a financial report at the end of the school year to be placed in the SPSO file.

- 6.) To establish methods of obtaining funds.
- 7.) To approve expenditures and to make a report of those expenditures to the membership of the SPSO at the regular meetings, such report to be included in the end of year report.
- 8.) To transact necessary business in the intervals between meetings.

ARTICLE VII: OFFICERS

- Section 1. Elected Officers shall be the President, one or two Vice Presidents, Secretary and Treasurer.
- Section 2. The elections of Officers of the Board shall occur at a spring meeting. A majority vote of the Board Members present shall be necessary for the election of Officers of the Board.
- Section 3. The Officers shall assume their official duties on July 1 and shall serve for a term of one year.
- Section 4. Officers shall not be eligible to serve more than three consecutive terms in the same office.
- Section 5. A partial term of six months or more shall constitute a full term.
- Section 6. Officers may also chair or co-chair committees.
- Section 7. APS employees may serve as officers in a non-monetary role.
- Section 8. In cases where the President has not served on the Board for one year, a Past President may serve as advisor to the new Board.

ARTICLE VIII: DUTIES OF ELECTED OFFICERS

- Section 1. **President**
The President shall preside at all scheduled meetings of the organization, shall oversee the work of the Officers and committees of the organization, and shall initiate activities deemed necessary for the organization.
- Section 2. **Vice President(s)**
The Vice Presidents(s) shall assist and support the President, and one of the Vice Presidents shall preside at meetings in the President's absence. One Vice President shall serve on the Audit committee and shall validate the bank statements each month while the other shall coordinate Teacher Requests. If there is only one Vice President, that person is

responsible for all Vice President duties.

Section 3. Secretary

The Secretary shall record the minutes of the meetings of the organization, shall perform other correspondence as needed, and shall keep a copy of the Bylaws in the Secretary's records. Final approved copies of the minutes for each meeting shall be posted electronically. Final approved copies of the minutes are to be kept permanently in the Secretary's records and stored pursuant to Working Rules.

Section 4. Treasurer

The Treasurer shall keep a full and accurate account of all receipts and expenditures, shall make disbursements in accordance with these Bylaws, shall present a financial statement at each meeting of the organization. The end-of year financial statement for the fiscal year ending June 30 shall be presented to the appropriate APS personnel no later than July 31. In accordance with APS policy, the Treasurer should not be an APS employee. Archived financial records shall be kept pursuant to Internal Revenue Service regulations and stored according to Working Rules.

Section 5. Past President

The Past President serves as an advisor to a Board whose President has not previously served on the Board.

ARTICLE IX: VACANCIES AND REMOVAL OF OFFICERS AND DIRECTORS

Section 1. If a vacancy occurs in the office of President, the First Vice President (or Vice President if only one) shall assume the President's duties. If a vacancy occurs in any other Officer position, the vacancy shall first be offered to any consenting member of the SPSO Board, and then opened to the general membership with Board approval. All Officer positions must be voted on and approved by a majority of the Board.

Section 2. If a vacancy occurs in a position other than an Officer, that vacancy shall be filled at the discretion of the Executive Board by first offering it to any member of the SPSO Board, and then offering it to the general membership. A vacancy

occurs when a committee chair resigns or abandons his or her duties (abandonment means failure to fulfill committee obligations and failure to attend meetings and/or communicate with the Board for more than two consecutive months).

Section 3. Any Officer or Board member can be removed from their position, with or without cause, by a two-thirds vote of the entire Board. The entire Board must be notified in writing no less than ten days prior to any removal action being initiated. The Officer or Board member will be provided an avenue for due process.

ARTICLE X: STANDING AND SPECIAL COMMITTEES

Membership of Standing and Special Committees and Delegates should be representative of the Desert Ridge Middle School community. A general member is eligible to serve on any standing or special committee.

Section 1. Standing Committees

- A. The Nominating Committee shall consist of at least three members and no more than seven members. The chairperson will have served on the Board for at least one term. The President will not serve on the Nominating Committee, but will select the committee. The Committee shall be selected before the March meeting. The Committee shall select a slate of proposed Officers and Board Members for the following term. All open positions shall be made public at least ten days prior to the election meeting.
- B. The Auditing Committee shall consist of at least three members, excluding all signatories on the bank account. The Vice President shall serve as a member of this committee. The Auditing Committee shall be selected by the President at least ten days before the final Board meeting. The Treasurer's accounts shall be examined annually by the Auditing Committee who, satisfied that the Treasurer's annual report is correct, shall sign a statement to that effect

at the end of the report.

Section 2. The SPSO Board shall establish special committees as deemed necessary and define their terms of activity.

Section 3. The President will be an ex-officio member of all committees except the Auditing Committee and the Nominating Committee.

ARTICLE XI: FISCAL POLICIES

Section 1. The Principal and Vice Principal(s) shall abstain from voting on motions related to expenditure of funds.

Section 2. The Board shall establish methods of obtaining funds necessary for pursuing the objectives and policies of the SPSO.

Section 3. The treasurer, in consultation with current Board Members, shall present a budget to the Board for approval for the following school year. The budget must be in place prior to distribution of funds for that school year. The Treasurer shall have current income and expenditure information available at each Board meeting. Committee Chairs may spend up to approved budget amount. Any amount over budget must be approved by the Board unless under \$100, then it can be approved by the Executive Board. Any amendments made by the Executive Board must be reported to the Board at the next meeting in the Treasurer's Report.

Section 4. The Officers shall select a depository for the funds of the organization.

Section 5. A procedure shall be established each fiscal year such that two signatures shall be required to withdraw funds for any purpose from the account(s) of the organization. The signatories shall be the Treasurer and two other Officers, excluding the auditing Vice President. When the designees jointly withdraw funds and one of the designees is not the Treasurer, the Treasurer shall be so notified at the earliest opportunity.

Section 6. The signatories responsible for the funds must become bonded by a licensed insurance company within thirty days of the date the organization is in receipt of \$2,500. The cost of this bonding shall be paid for by the organization.

- Section 7. Neither the school nor the school district shall be responsible for indebtedness incurred by the Organization.
- Section 8. The fiscal year shall be from July 1 to June 30 of the following year.
- Section 9. Funds can be carried over from one school year to the next. A minimum of \$2,500 should be carried over each year.
- Section 10. The Treasurer shall submit a detailed financial report of expenditures and revenue to the principal and APS Finance Department by the 31st of July, for the preceding school year.
- Section 11. The Board will comply with all School Board and administrative fiscal policies and procedures as they relate to Parent Organizations and Booster Clubs. The procedures can be found in, but are not limited to, the APS website under "PARENT ORGANIZATIONS AND BOOSTER CLUBS".
- Section 12. Should the organization dissolve, all remaining funds will revert to the school.

ARTICLE XII: PARLIAMENTARY AUTHORITY

Business transactions of the organization shall be governed by the "Robert's Rules of Order" in all cases in which they are applicable and in which they are not in conflict with these Bylaws.

ARTICLE XIII: WORKING RULES

The organization shall operate under a set of Working Rules, so long as they are not in conflict with these Bylaws. Said Working Rules may be amended as needed with a majority vote of the Board Members present.

ARTICLE XIV: AMENDMENTS TO THE BYLAWS

- Section 1. The Board has the authority to change the wording in the Bylaws for clarification as long as no substantive changes are included.
- Section 2. Proposed amendments to the Bylaws shall be presented by the Officers to the membership for a vote so long as at least

ten days' notice is given to the membership that a vote will take place at the next scheduled Board meeting. A two-thirds majority of eligible voters present and voting is required to pass an amendment.

ARTICLE XV: ADOPTION

These Bylaws shall become effective upon adoption by a two-thirds majority vote of the Board Members present at a meeting. Notice of amendments to Bylaws for adoption will be made public by the President ten days prior.