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Kyrene Del Cielo
School Parent -Teacher Organization

By-Laws



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Kyrene del Cielo
Parent Teacher Organization (PTO)
By-Laws

Article I. NAME

The name of this organization is the Kyrene Del Cielo Parent-Teacher Organization (“PTO”), Chandler, Arizona.

Article II. ARTICLES OF ORGANIZATION

The organization exists as an unincorporated organization of its members. It’s “articles of organization” are comprised of these bylaws, and from time-to-time amended.

Article III. OBJECTIVES

The Cielo PTO strives to foster positive, partnering relationships among the Cielo Elementary students and their families, the Kyrene community, teachers and administrators, which are so vital to our children’s educational success.

Through fundraising efforts and sponsoring of family and school activities, the Cielo PTO strives to enrich the overall educational and cultural experiences for our students.

Section 3.01 Definition of Objectives

The purpose of the Kyrene del Cielo PTO is to develop, fund, and implement programs and activities designed to:

- (a) Promote positive, cooperative relationships between parents, families, teachers, and administrators.
- (b) Enrich the educational and cultural experience of Cielo students.
- (c) Bring the home and the school into closer relation, so that parents and teachers may cooperate intelligently in the education of children and youth.
- (d) Develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, intellectual, and social education.
- (e) Provide volunteers, support, services, and funds, as needed.

Section 3.02 Promotion of Objectives

The objectives of this organization are promoted through an education program directed toward parents, teachers, and the general public; are developed through committees, projects, and programs; and are governed and qualified by the basic policies set forth below.

Section 3.03 Basic Policies

- (a) The organization shall be non-commercial, non-sectarian, and non-partisan.
- (b) 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.
- (c) The organization shall not – directly or indirectly – participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition of, any candidate for public office; or devote any part of its activities to attempt to influence legislation by propaganda or otherwise.
- (d) The organization shall work with the Cielo Leadership Team to provide quality education for all children and youth, and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the boards of education.
- (e) No part of net earnings of the organization shall inure to the benefit of, or be distributable to its officers, members, 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 to furtherance of the Objectives set forth in Article III hereof.
- (f) 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 501 (c) (3) or by an organization, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code.
- (g) 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 one or more nonprofit funds, foundations, or organizations which have established their tax exempt status under Section 501 (c) (3) of the Internal Revenue Code.

Article IV. MEMBERSHIP AND DUES

Section 4.01 Membership

All parents or legal guardians of Cielo students and all Cielo staff members who subscribe to the Objectives and Basic Policies of these bylaws are considered members of the PTO.

Membership in this PTO shall be made available without regard to race, color, creed, or national origin.

Section 4.02 Membership Participation

Only 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 4.03 Dues

No dues will be required for membership.

Article V. BOARD OF DIRECTORS AND ELECTIONS

Section 5.01 BOARD OF DIRECTORS

- (a) The Board of Directors of this organization shall consist of: a President or Co-Presidents, a Vice-President, a Second Vice-President, a Secretary, a Treasurer, and three (3) Members-at-Large one of which is designated for Fundraising.
- (b) Upon expiration of their term, the Board of Directors with the exception of the Second Vice-President, shall be elected by ballot at the business meeting in the month of April. If there is but one nominee for any office, election for that office may be by voice-vote.
- (c) The Second Vice-President shall be the immediate past President. If the President position is shared, the Co-Presidents shall serve as Second Vice-President.
- (d) The Board of Directors shall assume their duties in the month of May and shall serve for a minimum term-of two years, with the exception of the Second Vice-President(s) which serves a term of one year.
- (e) A person shall not be eligible to serve more than two (2) consecutive terms in the same office unless a one (1) year extension is approved by a quorum vote at the April general meeting.
- (f) Two individuals may fill the position of President and serve as co-Presidents.
- (g) The total number of Board members shall not exceed 10 members, with each member having one vote.
- (h) Should any Board Members fail to attend a total of three (3) meetings (Board and/or regular meetings) during their term of office, they will forfeit the board position and be asked to resign.

Section 5.02 Eligibility for Nomination

- (a) Individuals eligible for nomination to the position of President must have served on the Board for a minimum of one term.
- (b) Individuals eligible for nomination to the positions of Vice-President, Secretary, Treasurer, Member-At-Large—Fundraiser must have served on the Board or chaired/ co-chaired a committee/ sub-committee for a PTO activity.
- (c) Individuals eligible for nomination to the positions of Member-At Large must demonstrate regular participation in PTO activities, including but not limited to, attendance at PTO meetings, or service on a committee appointed by the PTO.

Section 5.03 Elections

- (a) Election of vacant PTO Board positions takes place during the April business meeting. All PTO general members are eligible to participate.
- (b) Nominations may be made up to the 31st of March.
- (c) All nominees for the Board must submit a short bio to the current President or Co-President prior to March 31st.
- (d) The PTO membership shall nominate at least one eligible person for each vacant office and report its nominees at the April meeting, at which time if additional nominations are needed, they may be made from the floor.
- (e) Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.
- (f) PTO members who cannot attend the April meeting may participate in PTO Board Elections by completing a ballot in the Cielo Office. Ballots must be signed for and completed onsite no later than close of business the day prior to the April meeting. Ballots cast in the Office will be secret and included in the tally of votes cast at the April meeting.

Section 5.04 Vacancies

- (a) A vacancy in any office shall be filled for the unexpired term by a person elected by a majority vote of the Governing Board.

- (b) If no eligible person is nominated for a position on the Board, that position may be filled through the process used for a vacancy for a period of one year, or until the next regularly scheduled election.

Article VI. DUTIES OF OFFICERS-BOARD MEMBERS

Section 6.01 President

The President/Co-Presidents shall:

- (a) Preside at all meetings of the organization and of the Governing Board at which she/he may be present;
- (b) Perform such other duties as may be prescribed in these bylaws or assigned to her/him by the organization or by the Governing Board;
- (c) Coordinate the work of the Board and committees of the organization in order that the objectives may be promoted.
- (d) Chair at least one PTO event or program.

Section 6.02 Vice-President

The Vice-President shall:

- (a) Act as an aide to the President;
- (b) Perform the duties of the President in the absence or disability of that officer to act.
- (c) Chair at least one PTO event or program.

Section 6.03 Second Vice-President

The Second Vice-President shall:

- (a) Assist the President in completing unfinished business matters from her/his term;
- (b) Help aid the President, so that a smooth transition of Boards takes place.
- (c) Chair at least one PTO event or program.

Section 6.04 Secretary

The Secretary shall:

- (a) Record the minutes of all meetings of the organization and of the Governing Board;
- (b) Present a typed copy of the minutes to the organization for approval;
- (c) Possess a current copy of the bylaws;
- (d) Give notice to all members of the Governing Board of all Board meetings;
- (e) Handle all correspondence needed by the Governing Board;
- (f) Perform other delegated duties as may be assigned to her/him.
- (g) Chair at least one PTO event or program.

Section 6.05 Treasurer

The Treasurer shall:

- (a) Have custody of all of the funds of the organization;
- (b) Keep a full and accurate account of receipts and expenditures;
- (c) Make disbursements in accordance with the budget adopted by the organization;
- (d) Have the disbursement checks signed by either, the Treasurer, President or a Vice-President.
- (e) Present a financial statement at every meeting of the organization and at other times when requested by the Governing Board;
- (f) Make a full report at the meeting at which new Board Members officially assume their duties;
- (g) Have the accounts examined annually, and upon change of Treasurers due to a vacancy in office, by an auditing committee of not less than two (2) general members who, satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.
- (h) Chair at least one PTO event or program.

Section 6.06 Members-at-Large

The Members-at-Large shall:

- (a) Assume the duties of chairperson for a special committee for the year;
- (b) Assist all Board Members as needed.
- (c) Chair at least one PTO event or program.

Section 6.07 Member-at-Large for Fundraising

Fundraising is defined as any activity in which the primary purpose is to raise funds to meet the fundraising goals as determined by the Board of Directors as outlined in this section. The PTO Board will sponsor no more than two fundraising events each school year. Sponsorship of more than two fundraisers must be approved by the PTO Board. Ongoing no-cost fundraising activities (Target, Grocery Stores, Box Tops, Ink Cartridges, etc...) are not considered to be a fundraising event.

The Member-at-Large for Fundraising shall:

- (a) Be responsible for soliciting and coordinating ideas for PTO fundraising activities for each school year.
- (b) Present to the Board a list of items to be considered as fundraising priorities for each school year, including the amount needed for each item and a recommendation on the events/activities to be used to raise the funds needed.
- (c) Recruit chairs for all fundraising activities to be conducted during the school year.
- (d) Assist all fundraising chairs in achieving their fundraising goals.
- (e) Report to the Board on the status of all fundraising activities.

Section 6.08 Expiration of Term

At the expiration of the term of office or in case of resignation, each officer shall turn over to the President, without delay, all records, books, and other materials pertaining to the office, and shall return to the Treasurer, without a delay, all funds pertaining to the office.

Article VII. GOVERNING BOARD

Section 7.01 Governing Board

The Governing Board shall consist of PTO Board of Directors and the teacher appointed representative.

Section 7.02 Governing Board Duties

The duties of the Governing Board shall be to:

- (a) Transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization;
- (b) Create standing and special committees;
- (c) Approve chairperson of the standing committees;
- (d) Approve the plans of work and the budgets of the standing committees;
- (e) Present a report at the regular meetings of the organization;
- (f) Select an auditing committee, at least two (2) weeks before the meeting at which new Board Members assume duties, to audit the Treasurer's account;
- (g) Approve routine bills within the limits of the budget.

Section 7.03 Governing Board Meetings

Meetings of the Governing Board shall be held as needed. A majority of the Governing Board members shall constitute a quorum. Meetings of the Governing Board may be called by the President or by a majority of the members of the Board.

Meetings of the Governing Board shall be open to all organization members.

Article VIII. Meetings

Section 8.01 Regular Meeting Schedule

Meetings of the organization shall be held monthly, or as needed, called by the President. Dates of meetings shall be determined by the Governing Board and announced at the first meeting of the school year. Five (5) days notice shall be given of a change of date.

Section 8.02 Special Meetings

Special meetings may be called within five (5) days, notice having been given.

Section 8.03 Election Meeting

The election meeting shall be held in April.

Section 8.04 Vote

A majority vote of those members present is needed for transactions of business in any meeting of this organization.

Article IX. COMMITTEES

Section 9.01 Committee Creation

The Governing Board may create such standing committees as necessary.

Section 9.02 Plan of Work

The chair of each standing committee shall present a plan of work to the Governing Board for approval.

Section 9.03 President Involvement

The President shall be a member ex-officio of all committees except the nominating committee

Article X. PARLIAMENTARY PROCEDURE

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 the bylaws.

Article XI. AMENDMENTS

Section 11.01 Approval

These bylaws may be amended at any regular meeting of the organization by two-thirds vote of the members present and voting, provided that notice of the proposed amendment(s) shall have been given at least one week prior to the meeting.

Section 11.02 Revision of Bylaws

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 two-thirds vote of the Governing Board. The requirement for adoption of a revised set of bylaws shall be the same as in the case of an amendment.