

# **BYLAWS OF THE KYRENE DE LA MARIPOSA PARENT TEACHER ORGANIZATION**

## **ARTICLE I: NAME**

The name of this non-profit organization is the Kyrene de la Mariposa Parent Teacher Organization (P.T.O.) at 50 E. Knox Road, Tempe, Arizona 85284.

## **ARTICLE II: OBJECTIVES**

A non-profit organization designed to promote the welfare, growth, and education of children, youth, and adults in the school and the community.

To sponsor projects and events for the benefit of Kyrene de la Mariposa students.

To bring a closer working relationship between home and school so that parents, administrators, and teachers may cooperate intelligently in the education of the students.

To keep abreast of local district objectives and to be better informed regarding local school issues.

## **ARTICLE III: BASIC POLICIES**

The organization shall be noncommercial, nonsectarian and nonpartisan.

The organization and its name, its members, and their names in their official capacities, shall not endorse any commercial or political entity or engage in activities not related to promoting the objectives of the organization as specified in Article II above.

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 to, any candidate for public office; or devote more than a substantial part of its activities to attempting to influence legislation by propaganda or otherwise.

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

In the event of the dissolution of the organization, its assets shall be distributed for one or more of the exempt purposes specified in section 501 (c) (3) of the Internal Revenue Code of 1954 as from time to time amended.

## **ARTICLE IV: ARTICLES OF ORGANIZATION**

The organization exists as an unincorporated organization of its members. The "Articles of Organization" comprise these bylaws, as from time to time are amended.

## **ARTICLE V: MEMBERSHIP AND DUES**

Membership in this PTO shall be made available to any individual who subscribes to its objectives and basic policies without regard to race, color, creed or national origin, under such rules and regulations not in conflict with the provisions of these bylaws.

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.

Every individual whose child is enrolled at Kyrene de la Mariposa is a member of the PTO with no membership dues required.

No board member or volunteer will give them self any type of discount or take items for free (unless it is approved by the Executive Board in advance of the event).

## **ARTICLE VI: EXECUTIVE COMMITTEE and BOARD**

The Executive Committee shall consist of the officers of the organization, the chairpersons of standing committees, and the principal of the school and/or a principal-appointed representative of the school.

The duties of the Executive Committee are to provide direction for the PTO and determine a plan to best utilize the talents and resources of its members for the benefit of our school. Any member of the Executive Committee may present a report at the regular meetings of the organization according to the set meeting agenda.

The Executive Board shall consist of the elected officers of the organization.

Meetings of the Executive Board shall be held at least once a month, during the school year, on set dates designated by the Executive Board. Notice will be given at least one week in advance should a date change. Only Executive Board members may vote on motions during Executive Board meetings. Any member is welcome to attend Executive Board Meetings and provide input to the Executive Board.

- a. Two general meetings are to be held during the school year.
- b. Special meetings may be called within three (3) days advance notice.

## **ARTICLE VII: OFFICERS AND THEIR ELECTION**

The officers of this organization shall consist of a President or Co-Presidents, a Vice President of In-School Support, a Vice President of Fundraising, a Vice President of Communications, a Recruitment Coordinator, a Parliamentarian, an Accounting Treasurer, a Banking Treasurer, a Parent Superintendent Council Representative or Representatives (up to 3), and a Secretary.

- a. Nominations will be accepted through the end of March.
- b. The nominee list will be posted in April.

- c. Officers shall be elected annually at the April board meeting. Method of election will be By General Consent, if no contest exists, otherwise, it will be By Ballot. The Executive Board will be officially transitioned at the May board meeting.
- d. Officers shall assume their duties in the month of May and shall serve for a term of one (1) year. The term will expire immediately following the last meeting of the school year.
- e. A person shall not be eligible to serve more than two (2) consecutive terms in the same office.
- f. Only those persons, who have signified their consent to serve, if elected, shall be nominated for or elected to such office.
- g. Should any officer fail to attend a total of three (3) meetings (monthly and/or general) during their term of office, they will forfeit the board position.
- h. A vacancy in a term of office shall be filled by a member of the Executive Committee for the remainder of the school year.

#### **ARTICLE VIII: DUTIES OF OFFICERS**

All: Officers shall attend meetings and participate in email voting and discussions. Officers shall check email accounts once a day to ensure participation in important business. Electronic voting shall be completed within 2 days.

President or Co-Presidents: Shall preside at all meetings of the organization and of the Executive Committee at which he/she is present. The president or co-presidents shall perform such other duties as may be prescribed in these by-laws or assigned to him/her by the organization or by the Executive Committee; and shall coordinate the work of the officers and committees of the organization to meet the organization's objectives.

Secretary: Records the minutes of all meetings of the organization and of the Executive Committee and distributes meeting minutes. The Secretary may perform such other duties as may be delegated to him/her.

Parliamentarian: Oversees revision of by-laws and acts as an authority on matters of conducting meetings and Robert's Rules of Order.

Vice-Presidents: Shall act as an aide to the president. They shall perform the duties of the president in the absence or disability of that officer to act. The designated leadership order would be as follows and would preside in the absence of the president: Vice President of In-School Support, Vice President of Fundraising and the Vice President of Communications.

Vice-President of In-School Support: Communicates with teachers and staff to determine needs, oversees enrichment programs (i.e. Art Masterpiece) and staff support programs (i.e. PALS and Hospitality).

Vice President of Fundraising: Manages the coordination of the PTO's fundraising activities to include but not limited to the following Harvest Festival, Spring Social, Mariposa Challenge, Grocery Store Receipts, Restaurant Nights, Otter Pop Sales, Box Tops/Trash for Cash, and Garage Sale.

Vice President of Communications: Facilitates communication between the Board and parents, staff and administrators, oversees production/maintenance of the PTO newsletter, website, directory, grants and the yearbook.

Recruitment Coordinator: Collaborates with committee chairs to determine needs and coordinates recruitment of volunteers.

Parent Superintendent Council Representative/s: Attend monthly Parent's Superintendent Council meeting, present the board with synopsis of meetings and, if appropriate, propose a plan of action to be presented in the monthly newsletter.

Accounting Treasurer: Prepares a financial plan based on income and expenses based on a proposed PTO budget, and maintains financial records. The Accounting Treasurer shall present a financial statement at every meeting of the association and at other times when requested by the Executive Committee and shall make a full report at the meeting at which new officers officially assume their duties.

Banking Treasurer: Shall have custody of all of the funds of the organization and shall keep a full and accurate account of receipts and expenditures. In accordance with the budget adopted by the organization, shall make disbursements as authorized by the President, Executive Committee or organization.

The Executive Board, or a trained professional auditor or CPA, will examine the Treasurers' financial records annually.

#### **ARTICLE IX: PTO SPENDING CRITERION**

The PTO policy regarding spending is that Kyrene De La Mariposa PTO funds are to be used for the benefit of Mariposa students and the Mariposa community. Funds will be distributed in an equitable and fair manner, based on identified needs of the Kyrene de la Mariposa community.

Requested funds must meet at least one of the following criteria:

- a. Projects, programs, or items that present the opportunity to directly benefit a significant portion of the student population.
- b. Projects, programs, or items previously funded by the school, but eliminated due to a budget shortfall.
- c. Funding for supplies and expenses related to the normal functioning of the PTO.

- d. All requests for PTO funds not included in the annual budget shall be submitted in writing to the PTO Executive Board for consideration.
- e. Reimbursements for any expenses will be considered only after a "Reimbursement Form" has been completed and submitted with any pertinent receipts to the Treasurer.
- f. Requests for reimbursement must be submitted within 30 days of the expenditure.

#### **ARTICLE X: STANDING AND SPECIAL COMMITTEES**

The Executive Committee may create such standing committees as necessary.

The Chairman of each standing committee shall present a plan of work to the Executive Committee for review. If warranted, the Executive Board will approve committee plans.

The President or Co-Presidents shall be a member ex-officio of all committees.

#### **ARTICLE XI: PARLIAMENTARY PROCEDURE**

Robert's Rules of Order newly Revised shall govern the organization in all cases in which they are applicable and are not in conflict with these bylaws.

Only Executive Board members may vote on motions during Executive Board meetings. Motions must pass with a quorum of "aye" votes. A quorum consists of a majority of board members and a quorum must be present to take a vote. If there is no quorum present, the vote on the motion goes to an e-mail vote, if urgent, or is tabled until the next meeting.

#### **ARTICLE XII: BYLAWS**

The bylaws may be amended at any General Board Meeting or Executive Board Meeting by a quorum of the Executive Board.

The bylaws shall be reviewed and updated as needed by the Executive Board at least every three (3) years.

All nominees for Executive Board shall review bylaws prior to being elected.

Complete copies of these bylaws will be furnished to all current Executive Committee members at the first meeting of the school year and posted on the PTO website.

#### **ARTICLE XIII: DISSOLUTION**

This organization may be dissolved in the following manner:

- a. The Executive Board shall give written notice to the entire membership that the dissolution is being considered.

- b. The Executive Board shall call for a vote on dissolving the organization at least 30 days after notification was sent to the membership.
- c. Approval of the dissolution of the PTO shall require the affirmative vote of at least three quarters (3/4) of the voting members.
- d. Any assets shall be distributed for one or more exempt purpose that is specified in Section 501 c (3) of the Internal Revenue Code of 1954 as amended from time to time.

### **AMENDMENT**

In conclusion, our organization is organized exclusively for charitable, educational, and scientific purposes; including, the making of distributions to organizations that qualify as exempt organizations under section 50 c (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

No part of the net earnings of this organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons. This organization 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 of the organization shall carry propaganda or otherwise attempt to influence legislation and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of this document, the organization 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.

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purpose within the meaning of section any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas 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.

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