

**BYLAWS OF THE  
KYRENE ESPERANZA PARENT-TEACHER ORGANIZATION, INC.**

**I. Name**

- A. The name of the Organization shall be the Kyrene Esperanza Parent Teacher Organization, Inc. (herein referred to as Esperanza PTO", "PTO" or "Organization").
- B. The Kyrene Esperanza PTO shall operate in the City of Phoenix, in the County of Maricopa, in the State of Arizona.

**II. Objectives**

- A. The Esperanza PTO is organized exclusively for educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.
- B. Our Organization's objective is to enrich the education of the students and enhance the efforts of the Kyrene Esperanza school staff by promoting relationships and involvement while utilizing the talents and resources of our families, teachers, school and community.
- C. Our Organization's objective will be achieved by sponsoring programs including but not limited to: family and school events, fundraisers, contributions to classrooms, educational programs and school enhancements; facilitation of school-related publications, as well as promotion of school spirit and our organization through the work of volunteers and donations from businesses and our community.
- D. The PTO shall be noncommercial, nonsectarian, and politically nonpartisan and may cooperate with all other noncommercial, nonsectarian, and politically nonpartisan organizations with similar objectives within the community.

**III. Policies**

- A. No part of the net earnings of the Organization shall inure to the benefit of, or be distributable to its members, trustees, officers, 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 in furtherance of the purposes set forth in the Organizations objectives hereof.
- B. No substantial part of the activities of the Organization shall be the carrying on of propaganda, or otherwise attempting 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 or in opposition to any candidate for public office.
- C. Notwithstanding any other provision of these articles, the corporation 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 the 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 the corresponding section of any future federal tax code.
- D. 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.
- E. The Kyrene Esperanza PTO and its Members shall not practice or permit discrimination on the basis of sex, age, race, national origin, religion, or physical handicap or disability.
- F. Compensation – Monetary
  - 1. All Members of this Organization shall be volunteers and shall be reimbursed for authorized PTO expenses, but shall not be compensated for their time or service to the PTO.
- G. Compensation – Other
  - 1. Each Committee is allowed to spend an inconsequential part of their budget on minimal refreshments as necessary to facilitate volunteers actively working on official PTO business. All refreshment receipts are kept in the Treasurer's files.
  - 2. All items remaining after any PTO event remain the property of the PTO, and may be distributed at the Board's discretion, with preference given to classrooms, school staff, youth groups and volunteers, as deemed appropriate.

- H. Conflict of Interest – The Esperanza PTO has adopted a Conflict-of-Interest Policy to protect its interests; to avoid entering into a transaction or arrangement that might benefit the private interest of a Member or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws.
1. The PTO Board will be required to review and vote upon any goods or services valued over \$500 before a contract is signed or purchase is made. Their names and findings shall be recorded and filed with the invoice.
  2. The PTO Board will be required to review and vote upon at least 3 competitive bids for any goods or services valued over \$2000, before a contract is signed or purchase is made. Their names and findings shall be recorded and filed with the invoice along with all bids.
  3. No Member of this Organization may make a binding commitment or financial contribution to any other Organization without the vote and consent of the PTO Board.
  4. The PTO Board will be required to review and vote as to the ‘fairness and reasonability’ of the cost of goods or services, regardless of value, when said goods or services are to be purchased from a company or individual with which any Member has an affiliation. Their names and findings shall be recorded and filed with the invoice.
    - a) An affiliation is any financial interest that a person has directly or indirectly, through business, investment or family.
  5. No Member shall accept any personal gift, favor, compensation, bonus or reward, regardless of value, as a result of or while transacting business for the PTO.
    - a) Product samples for the purpose of evaluation and comparison of merchandise are allowable when total value per vendor is \$30 or less.
    - b) A minimum of 1 Board Member from the current or future Board must sit in on all Fundraising Vendor meetings.
    - c) Gifts, favors, compensation, bonuses and rewards are acceptable when made directly to the benefit of the Kyrene Esperanza PTO.
- I. Membership shall be immediately, and permanently terminated and legal action may be pursued for any Member determined to have committed one or more of the following acts by a majority vote of the Organization’s Members present at a Special Meeting called for such purpose:
1. Any acts or omissions which are not in good faith or which involve intentional misconduct or a knowing violation of the law;
  2. The authorizing of an unlawful payment or distribution out of the Organization’s assets;
  3. Any transaction made in the furtherance of the exempt purposes of the Organization for which the Member derived an improper personal benefit; or
  4. Any act or acts that can be defined under the Federal or Arizona State law as a ‘conflict of interest’.

#### IV. Membership

- A. All Members of the Kyrene Esperanza PTO...
1. ... shall be volunteers and are eligible to volunteer at any PTO event.
  2. ... are free from paying dues.
  3. ...who are also the parent, stepparent or guardian of a current Esperanza student shall be entitled to one vote on each matter submitted to a vote at all General Meetings, as well as any Committee Chair and Committee Meetings they are eligible to attend.
  4. ...must adhere to the objectives and policies of the Kyrene Esperanza PTO as specified in these Bylaws.
- B. Executive Members of the Kyrene Esperanza PTO...
1. ... include the elected PTO Board Officers; the School Principal (or appointed representative); and the school-appointed Teacher Liaison.
    - a) The Principal shall serve as a liaison between the school/district and the Organization. He or she shall approve all fundraising projects and events of the PTO as well as all printed materials before they are distributed to the student body.
    - b) The Teacher Liaison reports current Teacher activities and concerns to the PTO as well as reporting current PTO activities and concerns to the Teachers.
  2. Only elected PTO Board Officers shall be entitled to one vote on each matter submitted to a vote at Executive Committee Meetings. The Principal and Teacher Liaison are not eligible to vote.

- c. Committee Chair Members of the Kyrene Esperanza PTO ...
  - 1. ...shall be the Chairperson or Co-Chairpersons of a Committee.
- d. Committee Members of the Kyrene Esperanza PTO...
  - 1. ...support the Committee Chairperson(s).
  - 2. ...shall consist of a member of the PTO Board when no others have volunteered.
- e. General Members...
  - 1. ...of the Kyrene Esperanza PTO are parents, stepparents, and guardians of current Kyrene Esperanza students; as well as current teachers, administrators and support staff of Kyrene Esperanza Elementary School.

## V. Meetings

- A. All Meetings of the Kyrene Esperanza PTO...
  - 1. ...with the exception of Committee Meetings, have their agendas set by a PTO Board President or their appointee.
    - a) Requests to present agenda items at Board, Committee Chair or General Meetings must be made to a Board President at least one day prior to the meeting and include the topic and length of time needed to make the presentation. Items considered greatly important or that warrant immediate attention may be added by a Board President, disregarding the one-day advance notice.
  - 2. ...require a simple majority vote of eligible voters and an established quorum to decide issues.
- B. Executive Committee Meetings of the Kyrene Esperanza PTO...
  - 1. ... are closed to all but Executive Committee Members in the interest of time and efficiency, however, any PTO Board Officer may grant an exception to an invited guest representing official PTO business.
  - 2. ...must be held approximately once per month during the school year at any location at which the Executive Committee is willing to meet and may be called when deemed necessary with or without public notice.
  - 3. ...shall be recorded in the form of minutes; e-mailed to all Executive Committee Members; made available upon request to any Member; and transferred to the Recordkeeping Committee Chairperson at the end of the school year.
  - 4. ... have established a quorum when 75% of the eligible voting members are available to vote either in person, by written proxy, or by e-mail.
  - 5. ...shall be summarized and reported by the Board Secretary at the next General PTO Meeting.
- C. Committee Chair Meetings of the Kyrene Esperanza PTO...
  - 1. ... are closed to all but Executive and Committee Chair Members, however, any PTO Board Officer may grant an exception to an invited guest representing official PTO business. .
  - 2. ...must be held at the school approximately once per month during the school year, the schedule for which is set by the PTO Board and made available to all Members at the beginning of the school year.
  - 3. ...shall be recorded in the form of minutes; e-mailed to all Executive and Committee Chair Members; made available upon request to all Members; and transferred to the Recordkeeping Chairperson when the Committee's work has been completed.
  - 4. ... have established a quorum when 4 eligible attendees, other than PTO Board Members, are available to vote in person.
- D. Committee Meetings of the Kyrene Esperanza PTO...
  - 1. ... are open to the applicable Chairperson(s) and Committee Members, as well as all Executive Committee Members.
  - 2. ...may be held as deemed necessary by the Committee Chairpersons at any location at which the Committee Members are willing to meet.
  - 3. ...shall be summarized at the next Committee Chair Meeting.
  - 4. ...have established a quorum when 2 eligible attendees are available to vote in person.
- E. General Meetings of the Kyrene Esperanza PTO...
  - 1. ... are open to all who wish to attend.
  - 2. ...must be held at the school at least 4 times during the school year, the schedule for which is set by the PTO Board and made available to all Members at the beginning of the school year.
  - 3. ... shall be no longer than two (2) hours.

- a) If all business is not completed within the time limit, a vote will be taken to decide whether and how long to continue, or whether to follow up during the next scheduled General Meeting.
- 4. ...shall be recorded in the form of minutes; distributed by e-mail to all Executive and Committee Chair Members; made available upon request to all Members; and transferred to the Recordkeeping Committee Chairperson at the end of the school year.
- 5. ... have established a quorum when 7 eligible attendees are available to vote in person.
- F. Special Meetings of the Kyrene Esperanza PTO...
  - 1. ... of any of the types listed above, may be called by a PTO President or Vice President and require five (5) days written announcement of time, location, and agenda to all Members eligible to attend.
  - 2. ...must adhere to the stated agenda and shall follow all other rules pertaining to the 'type' of meeting called with regard to eligible attendees, location, minutes & establishing a quorum.
- G. Joint Board Meeting of the Kyrene Esperanza PTO...
  - 1. ... shall be held once per year during the month of May at any location where the Board Members are willing to meet.
  - 2. ... requires all outgoing and incoming PTO Board Officers to attend, as well as the Recordkeeping Chair, for the purpose of transferring information between outgoing and incoming Boards.

## VI. PTO Officers

- A. The officers of the Kyrene Esperanza PTO shall consist of a President or Co-Presidents, a Vice-President or Co-Vice Presidents, a Secretary or Co-Secretaries, and a Treasurer or Co-Treasurers.
- B. The Executive Committee shall decide how, when and whether to fill vacancies in any office however, each office should be staffed by at least one person.
- C. Officers must be eligible Members of the Kyrene Esperanza PTO during the school year in which they serve.
- D. To prevent conflicts of interest, permanent or contracted employees working at Esperanza Elementary School may not hold an elected office on the PTO Board.
  - 1. Permanent or contracted employees working at Esperanza Elementary School prior to January 1st, 2007, who are also the parent or legal guardian of a current Esperanza student, are exempt from this clause until May 31<sup>st</sup>, 2010.
  - 2. Any employee who receives funding from the PTO must excuse themselves from any discussion or vote on any budget item related to their employment.
- E. Temporary or un-contracted employees working at Esperanza Elementary School may not serve as President or Treasurer on the PTO Board.
  - 1. No more than one (1) temporary or un-contracted employee working at Esperanza Elementary School may hold an elected office on the PTO Board concurrently.
  - 2. A temporary or un-contracted employee is defined as any employee hired on a temporary basis without a contract or guarantee as to the minimum number of hours worked, such as a substitute teacher.
- F. It will be the duty of the Nominating Committee to ensure that each proposed Slate of Candidates collectively meets these requirements.
- G. PTO Officers must be willing to attend most Executive Committee, Committee Chair and PTO General Meetings and contribute enough time to serve the PTO and further its objectives.
- H. Officers shall assume their duties in the month of May and shall serve for 13 months, with the first month of May overlapping with the previous Board and the last month of May overlapping with the next Board.
- I. A person who has served in an office for two consecutive terms shall be ineligible to serve in that office again for a period of one year but is immediately eligible to serve in a different office pursuant to paragraphs C, D, E and F above.
- J. PTO Officers shall be entitled to vote by written proxy at any meeting. May
  - 1. Proxy voting must follow the same guidelines as face-to-face voting.
- K. PTO Officers may vote via e-mail when...
  - 1. ...only the PTO Board is eligible to vote on the matter
  - 2. ...a majority of said Members agree that a thorough discussion is not warranted, and
  - 3. ...when it is not practical for a face-to-face meeting before the vote becomes necessary.
  - 4. E-mail voting must follow the same guidelines as face-to-face voting.

- L. PTO Officers are required to participate in district trainings offered to PTOs on financial handling procedures and other PTO related items.

## VII. Duties

### A. President(s)

1. Shall preside over and set the agenda for all Executive Committee, Committee Chair, Special and PTO General Meetings.
2. Shall supervise, direct and facilitate the work of PTO to facilitate and ensure alignment with the Organization's objectives, with the assistance of the Executive Board.
3. Shall be a member ex officio of all Committees.
4. Shall cooperate with the Principal to maintain a supportive relationship between the School and the PTO.
5. Shall meet with the Principal to discuss upcoming activities and plans and seek approval.
6. Shall provide a summary year-end report of his/her year in office for the new President(s) at the Joint Board Meeting.
7. Shall supervise the activities of the PTO Treasurer(s).
8. Shall scrutinize all bank statements in a timely manner, at least monthly.
9. Authorized to approve reimbursement requests before checks are disbursed.
10. Shall be responsible for withdrawing cash from a bank teller for cash box requests and depositing cash into the PTO safe with the cash box request form or handing to the Treasurer. This duty may be performed by a second Treasurer, separate from the Primary Accounting Treasurer, if a second Treasurer is voted in and available. This duty may not be performed by the Primary Accounting Treasurer.

### B. Vice President(s)

1. Shall act as aide to the President(s).
2. Shall perform the duties of the President(s) in the President(s)' absence or inability to serve, immediately reporting any new business to the President(s).
3. Shall supervise and assist the Committees to facilitate and ensure alignment with the Organization's objectives.
4. Shall act as liaison between the Committees and the PTO Board.
5. Authorized to approve reimbursement requests before checks are disbursed.
6. Shall provide a summary year-end report of his/her year in office for the new Vice President(s) at the June Joint Board Meeting.

### C. Secretary(s)

1. Shall keep accurate minutes, including attendance and voting records at all Executive Committee, Committee Chair, Special and General PTO Meetings and distribute them within fourteen (14) days as specified in Article V of these Bylaws.
2. Shall be prepared at every meeting to...:
  - a) ...present the records of any previous meeting.
  - b) ...present a current copy of the Bylaws.
  - c) ...present an accurate calendar of PTO and school events.
3. Shall coordinate public relations of the Organization including, but not limited to, gestures of appreciation and sympathy.
4. Shall provide a summary year-end report of his/her year in office for the new Secretary(s) at the Joint Board Meeting.
5. In case of the Secretary(s)' absence from any meeting, another Board Officer will be appointed to take the minutes.

### D. Treasurer

1. Shall be the custodian of all financial records and funds of the Organization.
2. Shall act as the first signatory on all PTO bank accounts.
3. Shall immediately inform all PTO Board Officers of any unusual financial findings or problems.
4. Shall extrapolate income and spending data from the previous year's books to facilitate the Board's setting of the current year's budget.

5. Shall maintain an accurate system of computerized bookkeeping to facilitate real-time reporting of budgets, income and spending by category.
6. Shall be responsible for the timely and accurate execution of all required tax, reporting and financial forms as well as all Accounts Receivable transactions for the Organization.
7. Shall be responsible for the timely and accurate execution of all Accounts Payable transactions for the Organization as authorized the by the President(s) or Vice President(s) and in accordance with the Approved Budget.
8. Shall be prepared at each Executive Committee and General PTO Meeting and at any other time as requested by the PTO Board, to present an accurate financial report that includes as a minimum: the previous month's starting balance, income and expense itemized and subtotaled by spending category, and ending balance, as well as the current balance.
9. Shall submit monthly to the Newsletter Chair an accurate financial report that includes as a minimum: the previous month's starting balance, income, expense and ending balance.
10. Shall complete a Committee Budget & Finance Sheet for each Committee Chair by the first Committee Chair Meeting of the school year, as well as periodically update each Committee Chair on their budget balance via e-mail, or at any time requested by a Committee Chair.
11. Shall direct and assist Committee Chairs in setting up and closing out events and fundraisers.
12. Shall provide a complete year-to-date financial report to the new Treasurer and President(s) at the General Election.
13. Shall provide a summary year-end report of his/her year in office for the new Treasurer at the Joint Board Meeting.

#### VIII. Funds

- A. The PTO Treasurer will use Quicken or QuickBooks Accounting Software for PTO accounts (software will be provided).
- B. The financial institution used by the PTO shall be a federally insured financial institution approved by the Board.
- C. The Annual Accounting Period for the PTO is based on a **Fiscal Tax Year beginning June 1<sup>st</sup> and ending on May 31<sup>st</sup>.**
- D. PTO payment requests, reimbursement requests and cash box requests are to be submitted on the appropriate Treasurer Forms along with applicable invoice(s) and supporting paperwork. All requests must be signed off by one President or Vice President prior to disbursement.
- E. At the end of an event where monies have been collected, 2 PTO volunteers are required to count & witness the funds and complete a Treasurer's Deposit Form. The form and the money must be secured and handed over to a PTO President or Treasurer or dropped into the PTO safe at the end of the event.
- F. The signature on any check cannot be the payee. Authorized signatories are the President(s) and the Treasurer(s) and may not be related, married, or share the same residence. All PTO checks over \$50.00 require 2 signatures.
- G. All bank statements shall be scrutinized by a PTO President in a timely manner, at least monthly.
- H. All tax information and financial forms shall be reviewed by a PTO President(s) prior to submission.
- I. There shall be no commingling of PTO funds with the personal, professional, or business accounts of any individuals, groups or businesses. This shall include a prohibition against providing PTO funds as a loan to anyone for any purpose.
- J. No cash shall be withdrawn for any reason other than fulfilling a cash box request, unless cash is specifically needed for payment to a vendor, which must be approved by a President.
- K. All cash box requests shall be fulfilled by withdrawing funds from a bank teller. Under no circumstances should an ATM machine be used for cash withdrawals.
- L. Commitments of resources (i.e. budget) of the Organization can only be set by a vote of the PTO Board Officers.
  1. The PTO Board may set a budget for "Unforeseen Expenses", from which the President(s) may approve spending, within defined parameters, without a formal vote of the Board.

- M. Special monetary requests for non-budgeted items must be submitted to the PTO Board for discussion between January and May of the current school year. Requests should be applied to and denied by the Kyrene School District before appearing before the PTO Board. Vote for consideration of the request will be made at the following PTO Board Meeting and vote for its approval will be made at the following PTO General Meeting.
- N. Board-approved commitments of resources (monetary or otherwise) are granted on a per-fiscal-year basis.
  - 1. All Board-approved agreements, precedents, commitments and contracts expire on or before May 31<sup>st</sup> each year, unless extended by a majority vote of the incoming Board and recorded in the new Board's minutes.
- O. By majority vote, the Executive Committee may, at any time, vote to modify the Approved Budget. This vote shall be included in the Treasurer's Report at the next General PTO Meeting.
- P. Incoming and outgoing PTO Presidents and Treasurers must make themselves available at the bank to implement the change of signatories on all PTO bank accounts at least one week prior to the end of the school year. At this time, all PTO financial and other pertinent records must be turned over to the new Treasurer.
- Q. Voided checks must not be destroyed; but marked boldly "VOID" and kept on file as part of the paper trail.
- R. PTO cash funds may not be taken home by any Member. They must be counted/witnessed prior to being dropped in the PTO safe or handed over to a PTO President or Treasurer.
- S. For state and federal reporting purposes, all gifts and contributions donated to the PTO shall be reported to the PTO Treasurer on the "Contribution(s) Report" form. Donations received between the last day of the school year and Winter Break must be reported no later than the first day of Winter Break. Donations received between Winter Break and the last day of the school year must be reported by the last day of the school year.
- T. The PTO Treasurer shall complete a "Written Acknowledgment of Contribution" form for any single contribution received over \$249.99, and as a courtesy, for the accumulation of contributions received during the **calendar** year totaling \$250 or more from a single donor. Forms are to be delivered to contributors no later than January 31<sup>st</sup> following the **calendar** year in which the contributions were received.
- U. The PTO Treasurer shall complete a "Disclosure upon Receipt of Contribution" form for any single contribution of \$75 or more where at least part of the contribution covered the cost of goods or services provided by the PTO. Forms are to be delivered to contributors no later than January 31<sup>st</sup> following the **calendar** year in which the contributions were received.
- V. The Treasurer's accounts shall be examined annually by an outside professional or Audit Committee who, once satisfied that the Treasurer's annual report is accurate, shall sign a statement of that fact and present it to the Executive Committee. This shall be accomplished within 12 weeks of the end of the school year.
- W. If the Treasurer's annual report is found to be inaccurate, said Treasurer will not be eligible to serve as PTO Treasurer at any time in the future. In the event said Treasurer has already been re-elected, said Treasurer must resign his/her position immediately.

## IX. Elections

### A. Procedure

- 1. In the interest of electing qualified volunteer leaders that may work well together, prospective Board Officers will be chosen by the Nominating Committee and elected or rejected as a Slate during a Special General Election Meeting each April.
- 2. Each ballot, identified with a family label generated by the school office, will go home with the oldest student in each family one week prior to the Special General Election Meeting.
- 3. Each ballot will allow for at least two parent/guardians in each family to vote.
- 4. Each Candidate's biographical information will be included on the reverse side of the ballot.
- 5. Ballots must be submitted within 30 minutes after the start of the Special General Election Meeting, where they will be counted by either the school Principal, Vice Principal, or their Appointee.
- 6. The proposed Slate of Officers will be elected or rejected by a simple majority of votes cast through ballots submitted on time by eligible Members.
- 7. If the Slate is rejected,
  - a) Another Special General Election Meeting for the purpose of electing/rejecting an alternate Slate shall immediately be set and publicized to take place in 2 weeks.

- b) The Nominating Committee must repeat the nominating process and have ballots distributed within one week of the Meeting.
- c) All procedures remain the same as for the first Election, with the exception of B. 5. below, in which the time period will be adjusted to 9 days prior to the Meeting.

**B. The Nominating Committee...**

1. ...shall consist of one (1) PTO Board Officer and two (2) General PTO Members selected by the Board in February. The Chairperson shall be designated by the President(s).
2. ...shall not be eligible to be considered for a Board Office.
3. ...must include on the initial Slate, any current and eligible Board Officers who wish to remain on the Board.
4. ...must solicit prospective candidates for all remaining Board positions through school-wide distribution of a Nomination Form; allowing all General Members the opportunity to nominate someone or themselves for any open PTO Board Office.
5. ...shall be responsible for evaluating the willingness, eligibility, qualifications, and compatibility of prospective candidates and forming the Slate.
6. ...will present a Slate of Candidates to the PTO Board at least 2 weeks prior to the Special General Election Meeting.
7. ...shall provide a ballot with the proposed Slate of Candidates to every Esperanza family 1 week prior to the last PTO General Meeting.

**C. Vacancies**

1. Any officer may be removed by a majority vote of the Board whenever it is the judgment of the Board that the best interest of the PTO would be served by such action.
2. Removal from Office may occur by a majority vote of the Board for missing more Board meetings than attending, failure to perform assigned duties, corruption or any act that brings dishonor to or negates the objectives of the Organization. Removal shall take place after the Board has met in an effort to discuss the problem and all attempts have been made to resolve the problem.
3. A vacancy in any office for whatever reason may be filled by the majority vote of the Board for the unexpired portion of the term.
4. A Presidential vacancy can only be filled by another President or Vice-President for the remainder of the term.
5. For purposes of eligibility, a person who is filling a vacancy shall be considered to have served the full term only if more than half of the term of office remains at the time, they fill the position.

**X. Committees**

**A. The Executive Committee ...**

1. ...is composed of the Executive Members of the PTO.
2. ...shall schedule their own meetings as well as schedule and announce Committee Chair, General, Special and Joint Board meetings of the Organization.
3. ...shall prepare an Approved Budget for the school year before commencing business.
4. ...shall transact necessary business in the intervals between meetings and such other business as may be referred to it by the Organization.
5. ...shall manage the affairs of the PTO.
6. ...shall prepare and maintain a complete and accurate record of the accounts of the Organization and the minutes of its meetings.
7. ...shall create and supervise Standing and Special Committees as necessary to promote the Organization's objectives.
8. ...shall present a status report at the General meetings of the Organization.
9. ...may delegate authority to Committee Chairs and/or Committee Members to enter into contracts or agreements for the purchase of materials or services on behalf of the Organization within the provisions of these Bylaws.

**B. All Committees**

1. 1 to 2 Members may Chair any one Committee.
2. The Committee Chairs shall recruit Committee Members and report membership at the PTO General Meetings.

3. Committee Chairs shall present plans to a PTO Vice President for review and approval before ordering/purchasing goods and/or services.
  4. Committee Chairs shall provide a PTO Vice President with on-going status reports to ensure communication and continuity of implementing programs and achieving goals.
  5. The committee Chairperson shall not execute any financial transaction or obligation that exceeds the approved budget without the prior approval of the PTO Board.
  6. All school flyers and public information notices must be submitted to the Committee's Chairperson, the school Principal, and at least one PTO Board President for approval prior to distribution.
  7. Committee Chairs shall ensure that all donations (monetary and otherwise) are reported to the Treasurer via a "Contribution Report" form.
  8. Committee Chairs must ensure their Committee's adherence to the Treasurer's accounting procedures.
  9. No Member may serve as the Chairperson of the same Committee more than three (3) consecutive years. Each Committee Chair serving a Committee for the 2<sup>nd</sup> or 3<sup>rd</sup> consecutive year is encouraged to select a Co-Chair in the interest of mentoring.
    - a) A Chairperson may continue in their position for one year after their term expires, if a replacement cannot be found.
  10. Each Committee Chair is responsible for promoting his/her event or activity throughout the school community through the use of flyers and newspaper publicity, if applicable, as well as coordinating with the PTO Newsletter, Website and Bulletin Board/Marquee Committees.
- c. Standing Committees shall be created by the Executive Board as deemed necessary.
- d. The power to form Special Committees and appoint their Members rests with the Board.
  1. Special Committees shall be created for a specific time and/or task and shall cease to exist when that time or task has been completed.
  2. In all other ways, Special Committees shall operate in an identical manner as Standing Committees.

#### **XI. Dissolution**

- A. The Organization may only be dissolved following a majority vote of at least 10% of the Membership present at a meeting called and publicized at least one (1) week in advance for the purpose of dissolution or following the closure or reorganizing of the Kyrene Esperanza Elementary School.
- B. Upon the dissolution of this Organization and after paying all debts, the remaining assets of the Kyrene Esperanza PTO shall be distributed to neighboring 501(c)(3) Parent-Teacher Organizations, at percentages equal to actual distribution of Kyrene Esperanza Elementary students, but in no case contrary to Paragraph "C" below.
- C. Upon the dissolution of the Organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of 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 so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation 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.

#### **XII. Bylaws**

- A. Any PTO Member may submit a proposed written amendment to these bylaws to the PTO Board at least one (1) week in advance of the next scheduled PTO General Meeting to be discussed as an agenda item at that meeting.
  1. At a following Executive Committee Meeting, the PTO Board will choose to either quash or provide for a vote on the amendment at the next PTO General or Special Meeting.
    - a) At the next PTO General or Special Meeting, a PTO President shall report on the Board's decision to quash or provide for a vote on the amendment.
    - b) If a vote was decided, the amendment shall again be fully read and discussed, after which a PTO President shall call for a vote.
    - c) The amendment may be ratified by a show of hands of a 2/3 majority of eligible voting Members present.

