

# **WAGGONER ELEMENTARY SCHOOL PTO**

## **ORGANIZATIONAL BYLAWS**

### **Article 1: Name**

The name of this organization is the Waggoner Elementary School 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 develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and character development.
- c. To support the educators through fundraising.
- d. 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, 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 the publishing or distributing of statements) in any political campaign on behalf of, or in the 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 shall work with the school 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 board of education.
- e. 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.

- f. 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 non-profit funds, foundations, or organizations which have established their tax exempt status under Section 501 (c) (3) of the Internal Revenue Code.
- g. All documents, notes and financial records created and/or used for PTO business are the property of Waggoner Elementary School PTO, Inc. and should be given to the PTO secretary at the end of the board members term.

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

The organization exists as an unincorporated organization of its members. 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 individual 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 Waggoner Elementary School is a member of the PTO with no membership dues required.

## **Article VI: Officers and Their Election**

Section 1. Each officer of this PTO shall be a member of the 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, except the Treasurer, shall assume their official duties at the beginning of the meeting in May. The Treasurer shall assume his/her official duties at the beginning of the fiscal year, July 1st. 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. Nominating Committee:

- a. There shall be a nominating committee composed of three (3) members, one of whom shall be selected by the executive committee from its body (but that person cannot be running for a position at the time of their selection or during the nomination period), and two (2) of whom shall be chosen by the organization at the first meeting of the new year. The committee shall select their chairperson.

- b. The nominating committee shall nominate at least one eligible person for each office to be filled. At the election meeting, additional nominations may be made from the floor.
- c. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.
- d. A vacancy occurring in any office shall be filled for the remainder term by a person elected by a majority vote of the executive board, notice of such election having been given. In case a vacancy occurs in the office of president, the first vice president shall serve notice of the election.

## **Article VII: Duties of Officers**

Officers shall not be required to chair a committee.

Section 1. The lead co-president 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. Be a member ex officio of all committees except the nomination committee;
- d. Coordinate the work of the officers and communication committee chairs of the organization in order that the objectives may be promoted.

Section 2. The in training co-president shall:

- a. Perform such duties as prescribed in these bylaws or assigned by the organization, lead co-president, or the executive committee;
- b. Be copied in on all relevant communications in order to effectively operate as lead co-president the following year;
- c. Be a member ex officio of all committees except the nomination committee;
- d. Coordinate the work of the officers and fundraising committee chairs of the organization in order that the objectives may be promoted.
- e. Perform the duties of the lead co-president in their absence.

Section 3. The vice president shall:

- a. Act as an aid to the lead and in training co-presidents;
- b. Perform the duties of the in training co-president in their absence;
- c. Coordinate the work of the officers and in school support committees of the organization in order that the objectives may be promoted;
- d. Review monthly bank statements.

Section 4. The secretary shall:

- a. Record the minutes of all meetings of the organization and submit a copy on the PTO website after approval by the association;
- b. Have a current copy of the bylaws;
- c. Perform other delegated duties as assigned;
- d. Be a committee historian.

Section 5. 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 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, 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 the September General Meeting.
- g. The filings of the federal and state income taxes are the responsibility of the treasurer in office during that fiscal period. Waggoner Elementary School PTO, Inc. 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 VIII: Trustees and Executive Committee**

Section 1. There shall be up to nine (9), but no less than five (5), 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 2. 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.

Section 3. The executive committee shall consist of the officers of the organization, the principal of the school (or a representative appointed by the principal), the teacher liaison and the trustees.

Section 4. 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 select chairmen of the standing and special committees;
- d. To approve the plans of work of the standing committees
- e. To present a report at the regular meetings of the organization
- f. To select an auditing committee to audit the treasurer's accounts;
- g. To approve routine bills within the limits of the budget.

Section 5. Meetings of the executive committee shall be held as needed. Meetings of the executive committee may be called by the president or by a majority of the members of the committee.

### **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. Special meetings may be called when five days notice has been given.

Section 3. A majority vote of those members present is needed for the transaction of business in any meeting of this organization.

Section 4. The nominating committee meeting should be held in March.

Section 5. Any unbudgeted expenditure greater than \$250 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.

Section 3. The president or co-presidents shall be a member ex officio of all committees except the nominating committee.

### **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**

**(added 2011)**

Section 1. Open with the Principal's report, followed by the treasurer's report, immediately followed by requisitions before all other business.

Section 2. Copies of the bylaws on how motions are presented and voted on will be made available to the assembly on overhead or hard copy. Additionally, a "cheat sheet" will be supplied to the assembly on procedures and expectations of debate.

Section 3. Requisitions will be read to 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 be clearly 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.