

## **GREENFIELD ELEMENTARY SCHOOL PTSO BYLAWS**

### **ARTICLE I - NAME**

The name of the organization is the Greenfield Elementary Parent/Teacher/Student Organization ("PTSO"), located in Gilbert, AZ and is hereby recognized as Greenfield Elementary PTSO and referred to in general within these bylaws as the PTSO. The organization has registered the trade name 'Greenfield Elementary Dad's Club' which also operates as a group within Greenfield Elementary PTSO.

### **ARTICLE II - OBJECTIVES**

Section 1:

The objectives of the Greenfield Elementary PTSO are:

- A. To promote and enable the education and welfare of children within Greenfield Elementary School, in home, school and community.
- B. To bring a closer relationship between the home and the school, that parents and educators may cooperate intelligently in the education of its students.

Section 2:

The objectives of Greenfield Elementary PTSO 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**

- A. The PTSO shall be non-commercial, non-sectarian and non—partisan.
- B. The PTSO shall work with the school and administration to help provide quality education for all students and shall seek to participate in establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the Board of Education.
- C. The PTSO shall work with the school in an effort to provide quality experiences and activities for all members of this school community.
- D. In the event of the dissolution of the PTSO 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.
- E. All assets of the PTSO shall be used in support of the objectives as prescribed in Article II of these bylaws and comply with Section 501(c)(3) of the Internal Revenue Code as an organization that supports education and the welfare of children.

## **ARTICLE IV - MEMBERSHIP AND DUES**

### **Section 1:**

A member of the PTSO shall be defined as a volunteer whose dues are paid. If there are no required dues as decided by the incoming Executive Board, a member shall be defined as a volunteer who has attended at least one PTSO meeting or volunteered on behalf of PTSO for at least one event during the current school year.

### **Section 2:**

Membership in the PTSO is nondiscriminatory and admits membership of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to members of the PTSO. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its policies, assignment of duties, and elections to Chairman or Executive Board positions.

## **ARTICLE V - OFFICERS AND THEIR ELECTION**

### **Section 1:**

Each officer of the PTSO shall be a member of the PTSO.

### **Section 2:**

The elected offices of the PTSO shall be a President, President-Dad's Club, Vice President, Vice President-Dad's Club, Treasurer, Treasurer-Dad's Club, Co-Treasurer, Secretary, and Secretary-Dad's Club. The voting members of the PTSO Executive Board shall consist of the above elected officers.

### **Section 3:**

The Treasurer positions must be held by two people at all times.

### **Section 4:**

- A. A notice will be distributed to all PTSO members at least 30 days prior to the final general meeting to solicit nominations for the Executive Board.
- B. There shall be a nominating committee composed of an uneven number, no less than three members, of which at least one member must be from the Executive Board. The nominating committee shall ensure that only those members consenting to serve, if elected, shall be nominated and those nominated are enrolled members prior to the election.
- C. The nominations of this committee will include at least one person for each office, and will be presented to the executive board at least one week prior to the general election meeting in the spring.

### **Section 5:**

The privilege of holding office shall be limited to the members of the PTSO whose dues are paid and/or who have been members of the PTSO for at least thirty (30) days previous to nomination.

### **Section 6:**

Election shall be held by ballot at the final general meeting. Nominations may be made from the floor with the consent of the nominee. If there is but one candidate for any office, the ballot for that office may be

dispensed with and the election may be held by voice vote.

Section 7:

Officers shall serve for a term of one year. All candidates for Executive Board positions can be elected to the same office for no more than two consecutive terms, unless no other person indicates an interest in filling that position. Officers shall assume their duties on the day after the last day of the school year. A person who has served in an office for more than six months of a full term shall be deemed to have served a full term in such office.

Section 8:

A vacancy occurring in any office shall be filled for the remaining term by the Executive Board, and after notice of such election has been given. In case a vacancy occurs in the office of President, the Vice President shall serve notice of the election.

Section 9:

If an office remains unfilled after election it shall be considered a vacant office to be filled by the board-elect.

Section 10:

When an officer fails to attend three consecutive board meetings without adequate cause, the Executive Board may, by a  $\frac{2}{3}$  vote, declare the office vacant and elect a replacement as prescribed in Section 8 of this Article.

Section 11:

Members elected or appointed to hold office shall not have any felonies and must consent to a background investigation. Executive Board officers shall also stipulate any previous corporate or organization affiliation in which they served as a board member at which time that corporation or organization was in bankruptcy.

## **ARTICLE VI - DUTIES OF OFFICERS**

Section 1:

The President and President-Dad's Club shall:

- A. Coordinate the work of officers and committees of the PTSO in order that the Objects and Policies may be promoted.
- B. Preside at all meetings of the PTSO and the Executive Board.
- C. Be a member ex officio of all committees and have authority and responsibility to name all committee chairman.
- D. Be one of the board members authorized to sign checks of the PTSO.
- E. Performs such other duties as may be assigned by the PTSO.

Section 2:

The Vice President and Vice-President-Dad's Club shall:

- A. Act as an assistant to the President and shall perform the duties of the President in the absence of inability of that officer to act.
- B. Commit to the duties of President in the event the President vacates office for any reason.
- C. Gather the monthly reports of all standing committees.

- D. Supervise the chairpersons of all standing committees as assigned by the Executive Board.
- E. Perform other duties as assigned.

Section 3:

The Secretary and Secretary-Dad's Club shall:

- A. Keep an accurate record of the proceedings of all meetings of the PTSO and the Executive Board.
- B. Be prepared to refer to minutes of previous meetings.
- C. Prepare a list of all unfinished business for use of the President.
- D. Keep a current list of the paid members of the PTSO.
- E. Conduct all necessary correspondence of the PTSO.
- F. Notify officers of the upcoming meetings.
- G. Prepare typed copies of the minutes to be distributed to board members prior to next meeting.

Section 4:

The Treasurer(s) shall:

- A. Keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the PTSO. Such books of account and records shall be available at all reasonable times for inspection.
- B. Receive all monies for the PTSO giving receipt therefore and deposit them in the name of the PTSO in a bank approved by the Executive Board.
- C. Pay bills as authorized by the Executive Board.
- D. Present a statement of account at every meeting of the PTSO and at other times when requested by the Executive Board.
- E. Make full report of the proposed budget at the first general meeting of the year, subject at that time to approval by the general membership.
- F. Prepare all checks and be authorized to sign checks authorizing the expenditures of funds following approval of the PTSO or the Executive Board in accordance with these bylaws.
- G. Prepare typed copies of financial statements to Executive Board members prior to next meeting.
- H. Work with the Secretary to keep a current and accurate list of members.
- I. Present monthly Treasurer's Report and corresponding bank statements at each monthly meeting. An officer of the Executive Board will review these documents and motion to the Executive Board that the numbers match and are correct.
- J. Treasurers will have our books audited, by a third party, at least once a year. According the GPS District Office this does not have to be done by a CPA.

Section 5:

The Faculty Representatives shall:

- A. Inform the staff and faculty of assignments for events and activities.
- B. Poll The faculty as requested by the Executive Board and advise the board according to the results.

Section 6:

The Principal shall:

- A. Be an ex-officio member (non-voting) of the organization.
- B. The principal acts in an advisory capacity and will receive a copy of all meeting minutes.

Section 7:

All officers shall perform the duties outlined by these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turnover to the President, without delay, all records, books and other materials pertaining to the office, and shall return to the Treasurer, without delay, all funds pertaining to the office.

## **ARTICLE VII - EXECUTIVE BOARD**

Section 1:

The Executive Board of the PTSO will be a President, President-Dad's Club, a Vice President, Vice President-Dad's Club, two Treasurers, Secretary, Secretary-Dad's Club.

Section 2:

Regular meetings of the Executive Board shall be held on a day established by the incoming board officers for any given school year. The meetings will occur for the duration of the school year on the same given day and week of each calendar month. Special meetings may be called by the Executive Board upon notice of at least (3) days before the meeting.

Section 3:

The privilege of making motions, debating and voting shall be limited to members of the board who are present at the meeting. Three (3) members present shall constitute a quorum of an Executive Board Meeting.

Section 4:

The duties of the Executive Board shall be to:

- A. Transact necessary business in the interval between organizational meetings and such other business as may be referred to it by the PTSO.
- B. Create special and standing committees.
- C. Present a report of activities at the regular meetings of the PTSO or through the monthly newsletters.
- D. Approve routine bills with the budget. Any single expenditure that will exceed \$500.00 must have the approval of the general membership if such expenditure has not previously been approved within the budget.
- E. Decide what items need to be voted on by the general membership.

## **ARTICLE VIII - GENERAL MEETINGS**

Section 1:

At least two general membership meetings shall be held annually on dates established by the Executive Board. Written notice must be given to the membership at least 30 days prior to the date set for the meeting. Members present shall constitute a quorum at a General Meeting.

Section 2:

A majority of the members present shall be deemed adequate and acceptable to conducting or transacting business.

Section 3:

An attendance will be recorded of all members and non-members present.

## **ARTICLE IX - BUDGET**

Section 1:

The annual proposed budget submitted by the Executive Board to the General Membership for approval should reflect funds used for the objectives of the PTSO as stated in Article II.

Section 2:

The budget shall be reviewed by the Executive Board at the end of the school year to determine disposition of remaining funds. Remaining non budgeted funds shall be allocated by incoming Executive Board and approved as described in Section 1 of this Article.

## **ARTICLE X - AMENDMENTS AND PARLIAMENTARY AUTHORITY**

Section 1:

These bylaws may be amended by a two-thirds vote in any general membership meeting, provided notice has been given at the previous meeting, or written notice has been given to the membership.

Section 2:

"Robert's Rules of Order Newly Revised" shall govern this PTSO in all cases in which they are applicable and not in conflict with these bylaws.

## **ARTICLE XI - STANDING RULES**

Section 1:

At the beginning of each term of office, each officer the Executive Board shall be given a copy of these bylaws and shall be responsible for making a thorough study of them. A copy of these bylaws shall be made available to any member of the PTSO upon request. These bylaws may also be made publicly available through electronic means.

Section 2:

PTSO purchased items (excluding business operation supplies and equipment) shall not be loaned out to anyone. They shall not leave the Greenfield campus.

Section 3:

The school staff will honor the intended use of gifts given by the PTSO unless the current PTSO Board gives approval.

Section 4:

Purchases made by any board member must be approved in advance by the Executive Board if they are not a customary expense or an expense needed to run one of our PTSO Family Fun Nights or other board approved functions.