

NAVARRETE ELEMENTARY PTO --- BYLAWS

ARTICLE I: NAVARRETE ELEMENTARY PTO

The name of the organization shall be the Navarrete Elementary Parent Teacher Organization (PTO).

ARTICLE II: OBJECTIVES

1. To broaden and enhance program which support high caliber education by supplementing the school's curriculum with diverse educational items that would otherwise be unavailable because of financial constraints.
2. To assist the coach/sponsor/director of Navarrete Elementary in creating a vital and productive school experience for each student.
3. To provide a process for ensuring effective communication between parents and coach/sponsor/director of Navarrete Elementary.
4. To provide a means for actively involving parents and extending the level of participation in planning and implementing school activities that involves students and their families.
5. To collaborate with the community, taking advantage of community resources, which benefit family involvement and student learning.
6. To raise funds and provide volunteers to extend and strengthen the purpose of Navarrete Elementary Parent Teacher Organization.

ARTICLE III: POLICIES

1. The organization shall operate under the umbrella of the Chandler School Boosters, Inc., an Arizona non-profit corporation, and adhere to the rules and guidelines for tax-exempt 501(c)3 organizations.
2. The program of this organization shall be supportive and shall be developed through conferences, committees and projects.
3. This organization is an independent organization and shall not seek to direct administrative activities of the program or control its policies, except in an advisory capacity.
4. This organization shall be non-commercial, non-sectarian and non-partisan. The names of any member in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest.
5. This organization shall follow the policies and standards of the Chandler Unified School District.
6. The District reserves the right to countermand any decision affecting the District children or property.
7. In case of dissolution of the organization, the assets of the organization shall be held in Navarrete Elementary PTO Principal Activity Fund to be *ear marked* for start of new PTO.
8. When the PTO and Student Clubs are involved in joint fund-raising, the Attorney General has concluded that the proceeds must be allocated proportionately between the two entities, based on effort devoted by each. The coach/sponsor/director is responsible for determining that effort and related allocation.

ARTICLE IV: MEMBERSHIP

1. Any parent or legal guardian of a student currently active in Navarrete Elementary shall be considered a member.
2. The organization will consist of Executive Board Members, Committee Members, and members at large.

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3. The privilege of holding office, making motions, debating and voting shall be limited to the members of the Executive Board Member Organization.
4. Membership in this organization shall be made available without regard to race, color, creed, or national origin to any individual willing to uphold its policies and subscribe to its bylaws.
5. This organization shall have no monetary dues.
6. All Executive Board Members, Committee Members, and members at large, shall abide by the Navarrete Elementary volunteer agreement, including but not limited to, school dress code.

ARTICLE V: OFFICERS AND ELECTIONS

1. Officers shall be as follows:
 - A. President (required elect)
 - B. Vice President or Vice-Chairperson (optional elect)
 - C. Secretary (required elect)
 - D. Treasurer (required elect)
 - E. Member Services (optional elect)
 - F. Fundraising (optional elect)
2. Nomination of officers shall be taken during the April general PTO meeting. Elections and installment of new Board members shall be during the May general PTO meeting.
3. Election shall be by ballot if more than one individual is requesting representation of said role. In the event there is one candidate for any said office, the election will be by voice.
4. Officers shall begin their term(s) following the last PTO meeting of the year.
5. Outgoing officers shall transfer books, bank accounts to the newly elected board upon reconciliation of June bank statement, or upon the discretion of both boards.
6. The Executive Board shall fill vacancies by appointment.
7. All positions are volunteer positions. Officers are expected to devote time in the day-to-day operations, attend general and Executive Board meetings, participate in PTO fundraising efforts and sponsored events.
8. District employees may hold office.
9. Executive Board members shall serve for a term of one year. There shall be no limits on the number of terms an Executive board member may serve.
10. Executive Board will meet before every general PTO meeting and set agenda.
11. Executive Board will set the PTO budget before the first general PTO meeting.

ARTICLE VI: DUTIES OF OFFICERS

1. President
 - A. Attend PTO meetings.
 - B. Act as Chandler School Booster Representative or Alternate.
 - C. Chair PTO meetings.
 - D. Enforce, and adhere to, all by-laws and policies.
 - E. Maintain a master calendar of all PTO events.
 - F. Assist and coordinate chairpersons, as needed.
 - G. Outline and supervise all PTO fundraising efforts.
 - H. Set general and Executive Board meeting times.
 - I. Act as liaison between the PTO and Principal.
 - J. Set general, Board and emergency meeting times and agendas.
 - K. Approve all financial statements prepared by the Treasurer.

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- L. Approve all PTO printed materials for school distribution.
 - M. Participate in the execution of all PTO functions.
 - N. Represent the Board at Non-PTO functions as required.
2. Vice President of Fundraising (*not CSB required role*)
- A. Attend PTO meetings.
 - B. Assist in the supervision and execution of all Fundraising activities.
 - C. Serve as liaison between Fundraising Chairs and the Board.
 - a. Fundraising Chair (in the event a Fundraising Chair is not available, these duties lie with the VP of Fundraising Office)
 - i. Facilitate organization, planning, and execution of fundraising event.
 - ii. Communicate event planning needs to parties as needed for successful event completion.
 - iii. Communicate (or execute if no volunteer is designated) all event *Social Media* postings (not limited to: Facebook, PTO website, parent emails through teachers).
 - iv. Ensure on-time implementation of event execution and *Social Media* postings.
 - v. Responsible for organization of event volunteer support.
 - vi. Host and/or document lessons learned/wrap up meeting within one week of event/activity.
 - D. Perform duties as outlined by the President.
 - E. Participate in PTO functions.
 - F. Represent the Board at non-PTO functions as required.
3. Vice President of Member Services (*not CSB required role*)
- A. Attend PTO meetings.
 - B. Assist in the supervision of all PTO Member Service defined activities.
 - C. Serve as liaison between Member Service Chairs and the Board.
 - a. (in the event a Member Service Event Chair is not available, these duties lie with the VP of Member Services Office)
 - i. Facilitate organization, planning, and execution of Member Services event.
 - ii. Communicate event planning needs to parties as needed for successful event completion.
 - iii. Communicate (or execute if no volunteer is designated) all event *Social Media* postings (not limited to: Facebook, PTO website, parent emails through teachers).
 - iv. Implementation of event execution and *Social Media* postings.
 - v. Responsible for organization of event volunteer support.
 - vi. Host and/or document lessons learned/wrap up meeting within one week of event/activity.
 - D. Perform duties as outlined by the President.
 - E. Participate in PTO functions.
 - F. Represent the Board at non-PTO functions as required.
 - G. Responsible for promoting PTO involvement.

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4. Secretary(s)
 - A. Attend PTO meetings.
 - B. Act as Chandler School Booster Representative or Alternate.
 - C. Record and maintain written documentation of all meetings, executive and general. As a minimum, minutes must include a list of all expenses (amount, date expended, description and check number, if applicable) since the last minutes were approved.
 - D. Present a written report of previous PTO meeting minutes.
 - E. Responsible for the maintenance of the PTO Board Procedure Book, the Bylaws, the attendance list, and the PTO Book of Record (kept in school office).
 - F. Serve as liaison between Social Media Postings and the Board. (Secretary will be responsible if Social Media Chair is not appointed)
 - a. Social Media Postings include, but not limited to, Facebook, PTO/School Website.
 - b. Social Media Postings requirements will be defined by Event Chairman, or PTO President.
 - c. In the event Social Media Postings are not defined, posting notifications will be issued at the best of one's ability within provided common knowledge.
 - G. Arrange for distribution of event vendor and/or volunteer Thank You cards (as outlined by Fundraising/Member Service Chair).
 - H. Handle correspondence of the organization.
 - I. Provide Birthday Cards to Navarrete Elementary Staff.
 - J. Perform duties as outlined by the President.
 - K. Participate in PTO functions.
 - L. Represent the Board at non-PTO functions as required.

5. Treasurer(s)
 - A. Attend PTO meetings.
 - B. Act as Chandler School Booster Representative or Alternate.
 - C. Coordinate and maintain financial records for all PTO sponsored activities.
 - D. Maintain all PTO bank accounts, keeping accurate records of all receipts and expenditures.
 - E. Prepare/insure all check reimbursements, debit card transactions and/or bank deposits are accompanied by PTO approved/issued accounting forms.
 - F. Receive all monies of organization, and make deposits into bank account.
 - G. Present a current report of financial status at PTO meetings.
 - H. Prepare a monthly bank reconciliation for all bank accounts, and ensure that reconciliations are reviewed by a non-signatory.
 - I. Support PTO events with event readiness including, but not limited to, Vendor Deposit Checks, Vendor Event Day Payments, and/or event *cash bank* needs (needs to be advised by event chairperson).
 - J. Responsible for safety and use of PTO bank card and check book.
 - K. Perform duties as outlined by the President.
 - L. Participate in PTO functions.
 - M. Represent the Board at non-PTO functions as required.

ARTICLE VII: REVENUE AND EXPENDITURES

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1. Bank Accounts
 - A. PTO shall establish and maintain a checking account for the sole use of receiving and disbursing funds.
 - B. Account shall have at least three signatures, preferably four, on the account. Board members/officers shall be authorized to sign checks, unless the Board member/officer is a District employee.
 - C. Two signatures shall be required on all checks disbursed.
 - D. Bank account shall be reconciled by Treasurer monthly. The reconciliation shall be reviewed by a non-signatory and included in the minutes.

2. Expenditures
 - A. A budget must be presented at the first general PTO meeting of the school year.
 - B. All expenditures/check requests must have two signatures.
 - C. All expenditures, including online payments and debit card transactions, must be supported by an invoice/receipt.
 - D. Expenditures over \$250.00 and NOT a budget approved expense, must be voted on and approved at a general PTO meeting.
 - E. Expenditures under \$250.00 and NOT a budget approved expense, may be approved by at least two Executive Board members.
 - F. Budget approved expenses do not require voting, unless expense exceeds \$250.00 of approved line item expense.
 - G. All expenditures, including online payments and bank fees/charges, must be listed and approved in the minutes. PTO meeting Reviewed Budget is acceptable for these required details. The detail should include:
 - 1) Amount of expenditure.
 - 2) Date of expenditure.
 - 3) Description of goods or services purchased.
 - 4) Check number, if applicable.

3. Revenues
 - A. At least two members of PTO must count and verify all monies received and prepare bank deposits. A duplicate deposit slip must be created.
 - B. Treasurer must make all deposits in a timely manner.

4. The following financial statements should be prepared monthly and presented to members for approval at all regular meetings of the general membership. Financial reports for the 12 months ended June 30th must also be presented for approval at a regular meeting of the general membership.
 - A. Balance sheet
 - B. Statement of activities showing revenues, expenses and fund balance or net assets

5. An annual financial report must be provided to the treasurer of the Chandler School Boosters, Inc. upon request. The format of this report shall be determined by the Chandler School Boosters, Inc. Such information shall be used for consolidated tax return preparation.

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ARTICLE VIII: MEETINGS

1. Executive Board Meetings
 - A. Executive Board members shall consist of the President, Secretary, Treasurer, and PTO appointed Officer as outlined in section VI.
 - B. Executive Board members shall meet prior to every general PTO meeting, setting agenda.
 - C. Special PTO meetings may be called by the Executive Board members.
 - D. The budget for the new school year shall be decided upon by the Executive Board members and presented at the first general PTO meeting.
 - E. The Board shall approve financial statements at year-end.
2. PTO Meetings
 - A. Regular meetings of the organization should be held bi-weekly, with the first being in August and the last in May (unless otherwise decided upon by the organization or Executive Board members).
 - B. The last meeting of the school year shall have election and installment of new Executive Board members.

ARTICLE IX: COMMITTEES

1. The Executive Board members shall create committees, as deemed necessary, to promote the objectives and carry on the work of the organization.
2. A designated chairperson will be appointed for each committee.
3. Chairperson of each committee shall present a plan of work to the Executive Board for approval.
4. No committee work shall be undertaken without the consent of the Executive Board.
5. All flyers/correspondence of committees must have the approval of President before distribution.
6. Since special committees are created for a specific purpose, they are automatically disbanded when their work is done and their final reports are submitted in writing to the Executive Board.

ARTICLE X: PARLIAMENTARY PROCEDURES

1. Roberts Rules of Order Revised shall govern this organization in all cases to which they are applicable.

ARTICLE XI: AMENDMENTS

1. These Bylaws may be amended at any general meeting of the organization by a two-thirds vote of the members present and voting. It is suggested that Bylaws be available for review at one general meeting to be voted on at the next general meeting.