

ByLaws

ARTICLE I: NAME

Required The name of the organization shall be the Andersen Parent Teacher Organization (Andersen PTO).

ARTICLE II: OBJECTIVES

- Optional** 1. To broaden and enhance programs which support high caliber education by supplementing the school's curriculum with diverse educational items that would otherwise be unavailable because of financial constraints.
- Optional** 2. To assist the principal of Andersen Elementary School in creating a vital and productive school experience for each student.
- Optional** 3. To provide a process for ensuring effective communication between parents and teachers of Andersen Elementary School.
- Optional** 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.
- Optional** 5. To collaborate with the community, taking advantage of community resources, which benefit family involvement, student learning, and student safety
- Optional** 6. To raise funds and provide volunteers to extend and strengthen the purpose of Andersen Elementary School.
- Optional** 7. To maintain optimal communication with all parents and staff at Andersen Elementary School through multiple mediums, including, but not limited to: social media accounts, email, and school website.

ARTICLE III: POLICIES

- Optional** 1. This organization is an independent organization and shall not seek to direct administrative activities of the school or control its policies, except in an advisory capacity.
- Optional** 2. 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.
- Required** 3. This organization shall follow the policies and standards of the Chandler Unified School District.
- Required** 4. The District reserves the right to countermand any decision affecting the District children or property
- Required** 5. In case of dissolution of the organization, the assets of the organization shall be deposited to the Andersen Elementary School Activity Fund.
- Required** 6. 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 principal is responsible for determining that effort and related allocation.

ARTICLE IV: MEMBERSHIP

- Optional** 1. Any person interested in the objectives of the organization and willing to uphold its policies and subscribe to its By-laws shall be considered a member.
- Optional** 2. Any parent or legal guardian of a student currently active in Andersen Elementary School shall be considered a member.
- Optional** 3. Any teacher or staff member of Andersen Elementary School shall be considered a member.
- Optional** 4. This organization shall have no monetary dues.
- Optional** 5. The organization will consist of Executive Board Members, Committee Members and members at large.
- Optional** 6. The privilege of holding office, making motions, debating and voting shall be limited to the members of the organization.

ARTICLE V: OFFICERS AND ELECTIONS

- Required** 1. Officers shall be as follows:
 - Required** A. President (elected)
 - Optional** B. Vice President (elected)
 - Required** C. Secretary (elected)
 - Required** D. Treasurer (elected)
- Required** 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.
- Required** 3. Election shall be by ballot.
- Required** 4. Officers shall begin their term(s) following the last PTO meeting of the year.
- Required** 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.
- Required** 6. The Executive Board shall fill vacancies by appointment.
- Required** 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.
- Required** 8. District employees may hold office.
- Required** 9. Executive Board members shall serve for a term of one year. There shall be no limits on the number of terms a board member may serve.
- Required** 10. Executive Board will meet before every general PTO meeting and set agenda.
- Required** 11. Executive Board will set the PTO budget before the first general PTO meeting.

ARTICLE VI: DUTIES OF OFFICERS

- Required**
1. President
 - A. Attend PTO meetings.
 - B. Chair PTO meetings.
 - C. Enforce all by-laws and policies.
 - D. Assist and coordinate chairpersons, as needed.
 - E. Outline and supervise all PTO fundraising efforts.
 - F. Set general and Executive Board meeting times.
 - G. Serve as Representative at CSB Meetings (unless another member is appointed)

 - Required**
 2. Secretary(s)
 - A. Attend PTO meetings.
 - B. Attend Executive Board meetings.
 - 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. Handle correspondence of the organization.

 - Required**
 3. Treasurer(s)
 - A. Attend PTO meetings.
 - B. Attend Executive Board meetings.
 - C. Coordinate and maintain financial records for all PTO sponsored fund-raising activities.
 - D. Maintain all PTO bank accounts, keeping accurate records of all receipts and expenditures.
 - E. Receive all monies of organization, and make deposits into bank account.
 - F. Present a current report of financial status at PTO meetings.
 - G. Prepare a monthly bank reconciliation for all bank accounts, and ensure that reconciliations are reviewed by a non-signatory.
 - H. Serve as Alternate Representative at CSB Meetings (unless another member is appointed)

ARTICLE VII: REVENUE AND EXPENDITURES

- Required** 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.
- Required** 2. Expenditures
- Optional** A. A budget must be presented at the first general PTO meeting of the school year.
- Required** B. All expenditures, including online payments and debit card transactions, must be supported by an invoice/receipt.
- Optional** C. Expenditures over \$200.00 must be voted on and approved at a general PTO meeting.
- Optional** D. Expenditures \$200.00 or less may be approved by at least two Executive Board members.
- Required** E. All expenditures, including online payments and bank fees/charges, must be listed and approved in the minutes. The detail should include:
- 1) Amount of expenditure.
 - 2) Date of expenditure.
 - 3) Description of goods or services purchased.
 - 4) Check number, if applicable.
- Required** 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.
- Required** 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 and then provided to the Chief Financial Officer by October 1, each year:
- A. Balance sheet
 - B. Statement of activities showing revenues, expenses and fund balance or net assets.

ARTICLE VIII: MEETINGS

- Optional**
1. Executive Board Meetings
 - A. Executive Board members shall consist of the PTO President, Vice President, Secretary, and Treasurer.
 - 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 and present the year-end financial statements to the Chief Financial Officer by October 1 each year.

 2. General PTO Meetings
 - A. Regular meetings of the organization shall be held a minimum of four times per school year.
 - B. Regular meetings of the organization should be held monthly, with the first being in August and the last in May (unless otherwise decided upon by the 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. No committee work shall be undertaken without the consent of the Executive Board.
4. All flyers/correspondence of committees must have the approval of President or Vice President before distribution.
5. 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 (Mandatory)

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

ARTICLE XI: AMENDMENTS (Voluntary)

These By-laws may be amended at any general meeting of the organization by a two-thirds vote of the members present and voting.