

Bylaws of Tavan Elementary PTO

Article I: NAME, DESCRIPTION, AND PURPOSE

Section 1: NAME

The name of the organization shall be Tavan Pto Inc. (Tavan Elementary PTO). The PTO is located at Tavan Elementary School at 4610 E Osborn Rd, Phoenix, AZ 85018.

Section 2: DESCRIPTION

The PTO is a nonprofit organization that exists for charitable, educational, and scientific purposes, including the making of distributions of organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSE

The purpose of the PTO is to strengthen and create a cooperative atmosphere where staff and parents can work together to support students and staff through financial and volunteer aid, plan and execute experiences that strengthen the bond between home and school, and support the school vision.

Article II: MEMBERSHIP

Membership is available to teachers, parents, guardians, and individuals who have a desire to help promote the purpose of the Tavan PTO. Membership dues will be determined on an annual basis. All members have voting privileges.

Article III: OFFICERS

Section 1: EXECUTIVE BOARD—The Executive Board shall consist of the following officers: President, Vice President, Secretary, and Treasurer. Officer positions can be shared. The school Principal, or his/her designee may serve as a member of the executive board and may cast votes. The president casts deciding vote when the vote is tied.

Section 2: TERM OF OFFICE—The term of office for all officers is one year, beginning July 1 and ending June 30 of the following year. There is no limit to an officer's terms.

Section 4: DUTIES

Executive Board: Develop the PTO's annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs/ideas, calendar annual events, and approve unbudgeted expenditures.

President: Preside at general PTO meetings and Executive Board meetings, serve as the official representative of the PTO, serve on the Executive Board, and oversee the committee system with the Vice President.

Vice President: Oversee the committee system with the President, serve on the executive board, and chair meetings in the absence of the President.

Secretary: Record and distribute minutes of all Executive Board meetings and all general PTO meetings, retain all official records of the PTO, and handle all PTO contracts.

Treasurer: Serve as a custodian of the PTO's finances, collect revenue, pay authorized expenses, follow all financial policies of the PTO, and hold all financial records.

Section 5: VOTING

Nominations for Board positions must be submitted to the President at the April PTO board meeting. The election will take place, by way of public or private voting, at the May PTO meeting. A person may hold only one position at a time.

In the event that the PTO fails to fill all Officer positions at the May PTO meeting, the incumbent of the expiring term may remain in office for one additional school year or until an election of a new official at a regular meeting.

Section 6: BOARD MEETINGS

The Executive Board shall meet monthly during the school year, or at the discretion of the President.

Section 7: REMOVAL

An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board and general PTO membership.

Section 8: VACANCY

If a sudden vacancy occurs on the Executive Board, the President shall appoint a willing PTO member to fill the vacancy for the remainder of the officer's terms.

Section 9: COMMITTEES

STANDING COMMITTEES

Standing committees shall be created by the Executive Board as required to promote the objectives and interest of the PTO. The Nominating Committee shall work with its nominee for President to recruit PTO members to fill the standing committee chair positions prior to the election of the incoming Executive Board each spring. The newly-elected Executive Board shall appoint the chair of each standing committee following the President's election at the meeting during which elections take place or as soon thereafter as a chair agrees. The term of office of chairs for committees shall be one year. The list of current standing committees shall be attached to these bylaws as part of Appendix A and shall be modified by the Executive Board as necessary from time to time without requiring amendment of the bylaws.

SPECIAL COMMITTEES

Special committees may be created by the President or the Executive Board as required. The chairs of these committees shall be selected by the President or Board at their discretion. The chair of the special committee shall serve for the life of the committee or for the term otherwise specified by the President or Board. A list of any special committees established by the President or Board shall be attached to these bylaws as a part of Appendix A and shall be modified at the discretion of the President/Board without need of amending the bylaws.

DUTIES OF THE CHAIR

Each standing chair shall recruit committee members to serve on the committee they chair.

Article IV: MEETINGS

Section 1: GENERAL PTO MEETINGS

General PTO meetings shall be held to conduct the business of the PTO. General PTO meetings are open to the public. Meetings shall be held monthly during the school year or at the discretion of the Executive Board.

Section 2: VOTING

Each individual in attendance at a PTO meeting is eligible to vote. Absentee and proxy votes are not allowed.

Article V: FINANCIAL POLICIES

Section 1: FISCAL YEAR

The fiscal year of the PTO begins July 1 and ends June 30 of the following year.

Section 2: BANKING

All funds shall be kept in a checking account in the name of Tavan Pto Inc., requiring two signatures of the Executive Board and held at an accredited financial institution.

Section 3: REPORTING

All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The PTO shall arrange an Executive Board review of its financial records each year.

Section 4: REIMBURSEMENT

All financial transactions that require reimbursement must be approved prior to the purchase (individual items or items within a budget) of said item(s) by the Executive Board. Receipts must be submitted in order for PTO member (or teacher) to be reimbursed.

Section 5: ENDING BALANCE

The organization shall leave a minimum of \$3,000 in the treasury at the end of each fiscal year.

Section 6: CONTRACTS

Authority to sign contracts is limited to the President or the President's designee.

Article VI: BYLAWS AMENDMENTS

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. Two-thirds approval of all members present and voting is required to adopt an amendment to the bylaws.

Article VII: DISSOLUTION

In the event of dissolution of the PTO, any funds remaining shall be donated to Tavan Elementary School.

Article VIII: PARLIAMENTARY AUTHORITY

The authority for this organization shall be Robert's Rules of Order Newly Revised.

These bylaws were adopted on 03/20/2021.

Amended (date):_____