

BYLAWS

OF THE BASHA ELEMENTARY PARENT TEACHER ORGANIZATION

ARTICLE I: NAME

The name of the organization shall be the Basha Elementary Parent Teacher Organization

ARTICLE II: OBJECTIVES

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.
2. To provide a means for actively involving parents and extending the level of participation in planning and implementing school activities that involve students and their families.
3. To collaborate with the community, taking advantage of community resources, which benefit family involvement and student learning.
4. To raise funds and provide volunteers to extend and strengthen the purpose of the Basha Elementary Parent Teacher Organization.

ARTICLE III: POLICIES

1. This 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. In case of dissolution of the organization, the assets of the organization shall be deposited to the Basha Elementary PTO.
3. When Student Clubs are involved in joint fundraising, 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.
4. This organization shall follow the policies and standards of the Chandler Unified School District.
5. The District reserves the right to countermand any decision

affecting the District children or property.

ARTICLE IV: MEMBERSHIP

1. Any person interested in the objectives of the organization and willing to uphold its policies and subscribe to its Bylaws shall be considered a member.
2. The organization shall have no monetary dues.
3. The organization will consist of Executive Board Members, Committee Members and members at large.
4. The privilege of holding office, making motions, debating and voting shall be limited to the members of the organization.

ARTICLE V:

1. Officers shall be as follows:
 - A. President or Co-Presidents (elected)
 - B. Vice President or Co-Vice Presidents (elected)
 - C. Secretary (elected)
 - D. Treasurer (elected)
 - E. Parent/Teacher Liaison
2. Nominations 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.
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 finalization of June bank statement, or on 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 a 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 or Co-Presidents
 - A. Will attend PTO meeting
 - B. Will chair PTO meeting
 - C. Will enforce all Bylaws 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. Will serve as the CSB alternate representative

2. Vice President or Co-Vice Presidents

- A. Shall act as an aide to the Presidents or Co-Presidents and shall perform the duties of the President or Co-Presidents in the absence or inability of that office to act
- B. Shall participate in those activities necessary to prepare for a smooth transition to the ensuing year.

3. Secretary

- A. Will attend all PTO meetings
- B. Will 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. Responsible for correspondence of the organization.

4. Treasurer

- A. Will attend all PTO meetings
- B. Attend Executive Board meetings
- C. Coordinate and maintain financial records for all PTO sponsored fundraising activities
- D. Maintain all PTO bank accounts, keeping accurate records of all receipts and expenditures
- E. Receive all monies of the organization, and make deposits into bank account

- F. Present a current report of financial status at all PTO meetings
- G. Prepare a monthly bank reconciliation for all bank accounts, and ensure that reconciliations are reviewed by a non-signatory.
- H. Will serve as the CSB Representative

ARTICLE VII: REVENUE AND EXPENDITURES

1. Bank Accounts

- A. PTO shall establish and maintain a checking account for the sole

use of receiving and dispersing funds
- B. Account shall have at least three signatures on account, 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 dispersed
- 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. All expenditures must be supported by an invoice/receipt and appropriate forms completed for reimbursement (see

attached forms.) All requests for reimbursement must be received by June 30th, the close of that school year.

- B. All expenditures, including online payments, and debit card transactions, must be supported by an invoice/receipt
- C. All expenditures must be listed and approved in the minutes. The details should include:
 - 1) Date of expenditure, if known
 - 2) Description of goods or services
 - 3) Check number
 - 4) Amount of expenditure

3. Revenues

- A. At least two members of the PTO must count and verify all monies received. At least one member must be a PTO executive board member.
- B. Treasurer will make all deposits.
- C. Deposits will be prepared and deposited in a timely manner. A completed Deposit form is 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.

- A. Balance sheet
- B. Statement of activities showing revenues, expenses and fund balance or net assets.

5. An annual reports 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.

ARTICLE VIII: MEETINGS

1. Executive/Board Meetings
 - A. Executive Board members shall consist of the PTO President or Co-Presidents, Vice President or Co-Vice Presidents, Secretary and Treasurer
 - B. Board members shall meet prior to every general PTO meeting, setting agenda
 - C. Special PTO meetings may be called by the board members
 - D. The budget for the new school year shall be decided upon by the board members and presented at the first general PTO meeting
 - E. Approve financial statements and present the year-end financial statements to the Superintendent by October 1 each year.
2. General PTO Meetings
 - A. Regular meeting of the organization shall be a minimum of two times per school year
 - B. Last meeting of the school year shall have election and installment of new 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 for 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 the President or Vice President or Chairperson(s) before distribution.

ARTICLE X: PARLIMENTARY PROCEDURES

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

ARTICLE XI: AMENDMENTS

These Bylaws may be amended at any general meeting of the organization by a majority 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.