

**Bylaws of Kyrene de la Sierra  
Parent Teacher Organization  
Revision 14**

**ARTICLE I. NAME**

The name of this organization shall be Kyrene de la Sierra Parent Teacher Organization (PTO) of Phoenix, Arizona.

**ARTICLE II. OBJECTIVES**

The objectives of this organization are as follows:

To build a solid relationship between the family, home, classroom, and school.

To create an environment where parents, teachers, and administrative staff can successfully work together to approach each child individually and come to recognize the “whole” child. We will strive to secure for all of our children the most favorable environment to achieve superior advancement physically, mentally, and emotionally, recognizing the need for creative, social, and spiritual development as well.

We will supplement and cultivate the learning experiences of Kyrene de la Sierra by providing enrichment experiences, tools, and materials to all students and teachers as well.

These objectives will be recognized by promoting events and programs directed towards our children, parents, teachers, staff, and community. The achievement of these projects will be developed and implemented by committees, and governed and qualified by the policies set forth in these bylaws.

**ARTICLE III. POLICIES**

The following are the basic policies of this organization:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the organization or names of its members in their official capabilities shall not be used with any commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of our objectives.
- c. The organization shall not participate or intervene in any way in any political campaign on behalf of, or in opposition to, any candidate for public office or devote any activity to influencing legislation by propaganda or otherwise.
- d. The organization will work with the staff and parents of Kyrene de la Sierra to provide quality education for all youth, and shall attempt to participate in the decision-making process establishing school policy recognizing that the legal responsibility for such decisions has been delegated to the Arizona State and Kyrene District Board of Education.

## Kyrene de la Sierra PTO Bylaws

- e. The organization may cooperate with outside organizations concerned with the prosperity and well being of children, but anyone representing this organization may not make commitments that bind the organization, without the vote and consent of the Executive Board.
- f. The organization shall be structured with an Executive Board consisting of a President, Vice President, Secretary, Treasurer, Financial Admin, Communications Coordinator, Volunteer Coordinator, **Hospitality Coordinator**, **Yearbook Coordinator** and the Principal of Kyrene de la Sierra or an appointed representative.
- g. Committee Chairpersons will be assigned an Executive Board Liaison, as determined by the Executive Board.
- h. Committee meetings shall either be held with an Executive Board Liaison present or the Committee Chairperson shall provide minutes or a thorough notation to their Executive Board Liaison (and all other members when possible) to insure communication and continuity in achieving our objectives and implementing programs.
- i. No "consideration" of monetary value can be accepted or received from an Executive Board member or Committee Chairperson for conducting enrichment or fundraising activities that benefit the PTO or school.
- j. No "consideration," "perks," or "free offers" can be provided to PTO volunteers for assisting with any one Committee, so as to keep a sense of fairness with regard to volunteerism efforts and so as to not in any way interfere with our goals, ethics, or violate our non-profit status. Minor donations (\$25 or less) from outside businesses or vendors may be accepted to present as a thank you to chairperson or volunteers for their work throughout the year, must be approved by the Executive Board.
- k. Committee members may not utilize contact information, donation letters, tangible or intangible resources for personal gain or to benefit clubs / associations they represent outside of the PTO.
- l. In the event of the dissolution of this organization, its assets shall be distributed for one or more exempt purposes that are described by the Internal Revenue Code.
- m. No member of the PTO may obtain lines of credit or credit cards in the name of the organization.
- n. The PTO President, Treasurer, and Financial Administrator may obtain debit or ATM cards in the name of the organization for purchases within the approved budget for the year
  - President would have to be present to acknowledge opening of the account.
  - Any transactions with a debit card will be a "credit" transaction to receive additional bank protection.

### **ARTICLE IV. MEMBERSHIP AND DUES**

Membership in this PTO shall be made available to any individual who subscribes to its objectives and basic policies, without regard to race, color, creed, or national origin (under such rules/regulations not in conflict with the provisions contained herein).

## Kyrene de la Sierra PTO Bylaws

All members of the organization shall be eligible to participate in all meetings or to serve in any of its elected or appointed positions.

Every individual whose child is enrolled at Kyrene de la Sierra and all staff members of Sierra are members of the PTO without membership dues required. Donations are acceptable.

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

The officers of this organization shall consist of President, Vice President, Secretary, Treasurer, Financial Admin, Communications Coordinator, Volunteer Coordinator, **Hospitality Coordinator and Yearbook Coordinator**. The school Principal, although not an officer of the organization, is also considered a member of the Executive Board and shall have a vote in Executive Board Meetings and General PTO Meetings.

Pairs of individuals shall serve as co-officers for any Offices. There shall be no more than two individuals serving in the capacity of any Officer position.

No member shall serve more than **five** consecutive terms in the same office.

Officers will be elected annually at a general meeting or through general elections by the end of April.

It is recommended the President have previous executive board experience whenever possible.

Present officers and officers-elect shall work in tandem through and until June 1 when the officers-elect shall assume sole responsibility for their respective offices for the upcoming calendar year.

Officers shall serve for one fiscal year, defined as the period of June 1 to May 31 of the next year.

A vacancy in any office shall be fulfilled by the Executive Committee. Open positions are to be filled in the same election manner as the annual elections; an individual must be nominated and election must follow at a general meeting.

Members at Large: This position will report to the Executive Board. Their main function and priority is to report to general meetings and take part in any voting necessary. Members at large may be asked to support special projects. Once nominated, they are appointed by the Executive Board and serve for one fiscal year.

### **ARTICLE VI. MEETINGS**

Prior to General PTO Meetings the Executive Board shall conduct an Executive Board meeting including the Principal to review business, prepare for the General Meeting, and vote on proposals as deemed appropriate.

Meetings of the Executive Board shall be held as needed and may be called by the President or a majority of the members of the PTO. Non PTO Executive Board members may attend only if approved by the Board.

The PTO will hold General PTO Meetings, open for attendance by all members, on dates designated by the Executive Board. Minutes from previous meetings will be reviewed and approved, and Committee Chairpersons will provide committee reports at these meetings. Executive Board members may not approve

## Kyrene de la Sierra PTO Bylaws

General Meeting minutes unless the attendance at the General Meeting is not sufficient. Business will be reviewed and voting will take place on proposals as deemed appropriate.

The PTO Executive Board will present the annual budget for approval by the end of September. Prior to this, the Board will work with Committee Chairs to establish this projected budget.

A majority vote of members present is needed to transact/approve any items on the agenda prior to their implementation or undertaking.

### **ARTICLE VII. COMMITTEES and CHAIRPERSONS**

The Executive Board will be responsible to create committees assign Chairpersons to each committee. The Executive Board may appoint a staff member for a standing committee (i.e., Publicity).

Committee Chairpersons shall:

- Be appointed a Board Liaison by the Executive Board to be a member in standing of the committee.
- Cooperate with the Executive Board and all other committees and committee members.
- Provide adequate meeting facilities for their group.
- Present or furnish reports to Board Liaison for all General Meetings.
- Work closely with their Board Liaison who will in turn work with Sierra Administration. Chairpersons and committee members shall not communicate with Principal directly, unless instructed to do so.
- Be well informed and conduct necessary training for all committee members.
- Be responsible to stay within the proposed budget for their committee.
- Receive approval for all purchases from their Board Liaison.
- Submit payment directly to Treasurer or Financial Admin for any activity that requires a purchase or advance purchase (ie. FFN wristbands, tickets, etc.)
- Have individual members assigned to such areas as record keeping, finance and correspondence. Each member of the committee should have specific responsibilities, thus dividing the whole job among the membership.

Note: Exercise care to see that in no instance do committee members encroach upon the rightful responsibilities of the President and/or other Executive Board Members.

### **ARTICLE VIII. PARLIAMENTARY PROCEDURE**

Robert's Rules of Order shall govern this organization during all meetings, both General and the Executive Board. Sierra PTO uses Roberts Rule of Order in an informal manner, as the group does not rely on strict parliamentary procedures."

## Kyrene de la Sierra PTO Bylaws

Proposed meeting norms will be: a) to assume responsibility for the role of recorder and participant, b) to start and end promptly, c) to work from a prepared agenda, d) to ensure equal opportunity to be heard, e) to seek to understand through dialogue and inquiry.

Consensus rules are to be used in meetings for most decision-making. Consensus is a group decision (which some members may not feel is the best decision, but which they can all live with, support, and commit themselves not to undermine). This decision is arrived at through a process whereby the issues are fully aired, all members feel they have been adequately heard. When a motion is not likely to be opposed, the Chairman says, "if there is no objection ...". The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.

This process depends on the assumption that everyone has equal power and responsibility, and different degrees of influence by virtue of individual stubbornness or charisma are avoided so that all are satisfied with the process.

## ARTICLE IX. DUTIES OF THE EXECUTIVE BOARD

### The Executive Board shall:

- Maintain a close relationship with the school Principal or appointed representative.
- Be present and furnish reports at all Executive and General Meetings.
- Transact necessary business in the intervals between regularly scheduled meetings of the organization.
- Prepare an annual budget. Work with Committee Chairs to determine reasonable committee budgets. After elections are held, the outgoing President and outgoing Treasurer shall meet with newly elected Executive Board members to prepare a draft budget for the upcoming school year. This draft budget shall be approved by the members and shall authorize the incoming Executive Board to spend PTO monies until the final budget is approved in the fall.
- Approve expenditures for reimbursement.
- Authorize / approve expenditures outside of the approved budget in the amount of \$400 or less by vote at Executive Board meetings.
- Be an active and involved member of the community.
- Represent the interests of the organization.
- Preside and promote attendance at monthly meetings and any special meetings.
- Encourage service to the organization.
- Create and organize new committees and seek Chairpersons as needed.
- Serve as a liaison between committees and the organization.
- Approve the plans of any and all committees.
- Revise or cancel committee goals, objectives and tactics as necessary in the absence of a Chairperson, or restructure a committee so as to meet desired needs and PTO objectives and attract a Chairperson.
- Be responsible for checking the PTO Mailbox at the school, receiving/opening mail and distributing as necessary to Committee Chairpersons.
- Designate a person or committee to maintain the school sign and insure necessary messages are posted in a timely manner.
- Plan programs for general meetings.
- Interpret school policy to membership when necessary.
- Deposit organization income.

## Kyrene de la Sierra PTO Bylaws

- Use a computer program which will assure document recovery and archiving.
- Bring district and community help and promote its use when needed.

Note: All Executive Board duties are considered guidelines as responsibilities may change during the year.

### The President shall:

- Organize the Executive Board to see that all functions are delegated, coordinated, and completed.
- Plan the annual PTO budget with the Treasurer. After elections, the President shall meet with the President-Elect and Treasurer-Elect to prepare a draft budget for the next school year.
- Oversee the planning of the annual fund-raising campaigns.
- Plan for General PTO exposure activities (e.g., “Meet the Teacher,” “Curriculum Night”).
- Secure top individuals for leadership positions.
- See that all leadership and committees have training opportunities available to them.
- Appoint all special committees and standing committee chairpersons
- Be an *ex officio* member of all committees.
- Work closely with the Principal or representative in preparation of agendas for all meetings.
- Ensure representation at monthly Kyrene District Parent Superintendent meetings.
- Monthly review of all checks issued on the PTO’s account and initial monthly bank statements.
- Purchase items up to \$100 without board approval.

### The Vice President shall:

- Act as aide to the President and Volunteer Coordinator.
- Perform any and all duties of the President in absence or disability of the President.
- Be responsible for the care of all PTO equipment and supplies.
- Work closely with school nurse and custodian to insure the health and safety in all organization affairs.
- Serve as a resource person.
- Assist the President in planning General PTO exposure activities (e.g., “Meet the Teacher”).

## Kyrene de la Sierra PTO Bylaws

- Assist Volunteer Coordinator in recruiting committee chairperson and committee assistance.

### The Treasurer shall:

- PTO Treasurer and Financial Admin will work in tandem to care for all PTO financial duties and responsibilities.
- Have custody of and be responsible for all funds of the organization.
- Be familiar with accounting practices.
- Keep an accurate account of all receipts and disbursements.
- Maintain all financial records using Quick Books, Excel or another accounting software program.
- Ensure compliance and the appropriate and timely preparation of all tax filings to the Internal Revenue Code.
- Supervise the preparation of the annual and draft budgets by the Executive Board.
- Present financial statements at every meeting of the organization or at any time requested by the organization.
- Provide monthly, to the Executive Board a copy of the bank statement(s), a detailed transaction report reflecting all activity for the current school year and a summary report.
- Make a full report each May when the new officers officially assume their duties.
- Obtain authorization by the Executive Board, or the organization when disbursing funds.
- Keep a full and accurate account of the receipts and expenditures.
- Obtain proper authorization for all money earning projects of the organization.
- Be responsible for the review and supervision of all money earning projects of the organization.
- Have a simple annual audit of organization finances.
- Be responsible to change the code to the safe at least every 3 years.
- Provide to Kyrene School District the Application for Governing Board Approval and Financial Reporting for Parent Affiliated organizations and any other documents as required by Kyrene School District by the fall deadline.

### The Financial Admin shall:

- PTO Treasurer and Financial Admin will work in tandem to care for all PTO financial duties and responsibilities.
- Receive and deposit organization income.



## Kyrene de la Sierra PTO Bylaws

- Provide the Treasurer a full and accurate account of all deposits.
- Pay bills.
- Ensure two Executive Board signatures are on all checks.
- Have another board member sign any checks that are issued to the Treasurer.
- Provide receipts for donations when requested.

### The Secretary shall:

- Act as an aide to the Communications Coordinator.
- Keep an accurate record of all Executive Board and General Meetings of the organization.
- Prepare and distribute meeting minutes to the Executive Board within 14 business days of the meeting.
- Send out meeting notifications for all Executive and General Meetings.
- Furnish copies of meeting minutes at the Executive Board and General Meetings.
- Oversee Marquee and Publicity Boards to ensure accurate display of events and activities.
- Give recognition to business contributors.
- Keep a file of all flyers sent out by PTO committees.
- Working with the PTO webmaster, ensure meeting minutes are posted to the Sierra PTO website in a timely manner

### The Communications Coordinator shall:

- Act as an aide to the Secretary.
- Prepare weekly e-mail to the Sierra school community to be sent out by school secretary, get approval from PTO President, and submit to school secretary.
- Send e-mails, as needed, through other communication means (TBD by the board)
- Create, print (via Kyrene Print Shop), and distribute monthly fridge flyers and backpack flyers, coordinating with appropriate individuals to receive content or create design.
- Review flyers created by committee chairpersons, submit to PTO President and school Secretary for approval, and send flyers to Print Shop
- Manage Sierra PTO social media accounts
- Working with the PTO webmaster, ensure website content is up-to-date

## Kyrene de la Sierra PTO Bylaws

- Provide content for the PTO Corner in the Sierra front office newsletter
- Serve as the Kyrene Print Shop contact for all printed communications
- Coordinate with PTO board members and committee chairpersons for all of their communications needs

### The Volunteer Coordinator shall:

- Have administrative permissions for volunteer management software program(s).
- Create and coordinate the process for recruiting and encouraging PTO members to volunteer to support school activities using volunteer management software program(s).
- Work closely with chairpersons to ensure proper training and use of the volunteer management software program(s).
- Send communications via volunteer management software program(s) on behalf of the chairpersons, as needed.

### Members At-Large shall:

- Appointed by the Executive Board and serve for one fiscal year.
- Report to the Executive Board.
- Attend majority of the General PTO meetings to discuss important matters that are brought to the Executive Board's attention to ensure fair voting is represented by our Sierra Community.
- Support special projects.
- There shall not be more than ten Members At-Large of the Executive Board.

## **ARTICLE X. AMENDMENTS**

The bylaws may be amended at any regular meeting or Executive Board meeting by a majority vote of the members present.

## **AMENDMENT TO THE BYLAWS #1**

### **PTO SPENDING CRITERION**

The PTO Policy Statement regarding spending is “The Kyrene de la Sierra PTO funds are to be used for the benefit of Sierra students and the Sierra community.”

Requested funds must meet at least one of the following criteria:

- PTO will fund projects, programs, and items that present the opportunity to benefit a significant portion of the student population.
- PTO will distribute moneys in an equitable and fair manner based on identified needs of the Sierra community.
- PTO will make every effort to supplement items normally funded by the school in the event of a budget shortfall.
- The intention of PTO Hospitality is to provide appropriate refreshments for teacher/staff functions and specific events designated in the annual PTO event calendar.
- PTO is responsible for funding supplies and expenses related to the normal functioning of the PTO.
- PTO will seek community support for projects, programs and items/activities as needed and deemed appropriate by the Executive Board.
- Any organization wishing to participate or sell something at a PTO sponsored event shall seek approval from the PTO Executive Board.

All requests for PTO funds, not included in the annual budget, will be voted on by either the PTO Executive Board or by PTO members in General PTO Meetings. Specifically, requests for \$400.00 or less can be voted on by the Executive Board, while requests in excess of \$400.00 should be taken to the General Meeting for a broader vote.

Receipts for all expenditures must be presented within thirty days unless otherwise approved by the Executive Board. Any receipts presented later than thirty days will be considered a donation.