

SAHUARO RANCH PTSO
Parent, Teacher, Student Organization Bylaws

Article I – Name

Section 1:

The name of this organization shall be the Sahuaro Ranch PTSO (Parent, Teacher, Student Organization) of Maricopa County and the Peoria Unified School District.

Article II – Objectives and Purpose

Section 1:

The objective of this organization shall be:

- A. To aid the students of Sahuaro Ranch Elementary School and provide support for their educational and recreational needs.
- B. To strengthen the relationship between the home and the school. That parent(s), students and teachers may cooperate effectively in the education of children.
- C. To promote the safety and welfare of children and youth in the home, school and community.

Article III – Policies

Section 1:

- A. The purpose and policies of this organization shall be promoted and developed through conferences, committees, projects and meetings in an effort to enhance the quality of education for all Sahuaro Ranch stakeholders.

Article IV – Membership

Section 1:

- A. Any person interested in the objectives of the Parent, Teacher, Student Organization who is willing to uphold its bylaws and policies may become a member. Members shall have the right to attend and participate in all meetings and activities of the organization.
- B. There will be no discrimination on obtaining membership on the basis of race, color, sexual orientation, national and ethnic origin.

Section 2:

- A. Annual dues to become a member will be \$5.00 per family, per school year. One vote per household. Any changes to the annual dues shall be decided upon by the Executive Board at their annual planning meeting before the first day of school. Student attendance is encouraged.

Section 3:

- A. Members may be accepted at any time during the school year. Membership is valid from the first day of school through the first day of the following school year.

Article V – Voting

Section 1:

- A. Each member of the organization shall be eligible to vote at the meetings.
- B. A quorum is half the number of Executive Board members plus 1 member.
- C. Absentee and proxy votes will not be accepted when the vote is conducted during a committee meeting.
- D. When a vote is conducted via email, the email reply by the voter will be accepted.
- E. A student representative will be invited to attend and vote at all PTSO meetings.
- F. *Robert's Rules of Order* shall govern meetings when they are not in conflict with the organization's bylaws.
- G. A passing vote is determined by the majority vote of the members physically present.

Article VI – Executive Board, Responsibilities, and Elections

Section 1:

- A. The Executive Board of this organization shall be president, vice president, secretary, treasurer, and the principal and/or the vice principal of the school. Students will be excluded.
- B. President – The president shall be the executive officer of the organization and the subject of control of the Executive Board and the direction of the members; shall in general supervise and preside at all meetings and control all activities of the organization. The president shall select and appoint the chairpersons of all standing and special committees and shall be an ex-officio member of all committees of the organization.
- C. Vice President – The vice president shall be a member of the Executive Board and, in the absence of the president, the vice president shall perform the duties assigned by the president and/or the Executive Board.
- D. Secretary – The secretary shall be a member of the Executive Board and shall be responsible to keep minutes from all meetings. The secretary shall perform tasks as assigned by the present and/or the Executive Board.
- E. Treasurer – The treasurer shall be a member of the Executive Board and shall be responsible for all funds, shall give and receive receipts for monies due and payable to the organization from all sources, and shall deposit all funds in designated accounts. The treasurer shall present a financial statement at every executive and/or regular meeting of the organization and when requested by the Executive Board. The treasurer will collect all membership dues and certify to the secretary an accurate list of paid members. The treasurer will file all Internal Revenue Service (IRS) and Arizona Corporation Commission (ACC) tax and other documentation as deemed necessary by federal and state laws.

Section 2:

- A. The Executive Board shall be responsible for creating standing committees, appoint committees, and prepare and submit to the organization for approval, a budget for the fiscal year.

Section 3:

- A. Officers shall be elected at the last meeting of the year.
- B. The term of the office shall be one year (June 1st to May 31st).
- C. An officer may be elected for a consecutive term.
- D. An officer may be removed from office for failure to fulfill his/her duties, after reasonable notice, by the majority vote of the Executive Board.
- E. In a case of a vacancy during the year the Executive Board may appoint someone to fulfill the course of the term.
- F. All elected PTSO Executive Board members will be adults.

Article VII – General Meetings

Section 1:

- A. General meeting dates will be discussed and set at the first meeting of the school year by the Executive Board.
- B. Meeting dates may be changed anytime during the school year by the Executive Board.

Section 2:

- A. Special meetings may be called by the Executive Board with three days' notice being given.

Article VIII – Executive Board

Section 1:

- A. The Executive Board shall manage the affairs, activities and operation of the organization.
- B. Business may be transacted at the general meeting or at special meetings.
- C. Special meetings may be created as needed.
- D. Members of the Executive Board shall include president, vice president, secretary, treasurer and at least one faculty representative.
- E. The principal and chairperson of all standing committees shall serve as ex-officio members and shall be eligible to vote.

Article IX - Standing Special Committees and Events

Section 1:

- A. Such standing committees shall be created by the Executive Board as deemed necessary to promote the objectives and carry on the work of the organization. The Executive Board shall select the chairperson of the standing committee. Their term shall be one year.

Section 2:

- A. The chairperson for each standing committee shall present a plan of work to the board for approval. No committee work shall be undertaken without consent of the board. All chairpersons must submit to the board a report at the next board meeting. Proceeds or monies of all events shall not leave school property except in the presence of the treasurer, president, vice president or secretary, with the approval of one other executive member.

Section 3:

- A. A luncheon will be provided for all staff members at the beginning of the school year.
- B. Any gifts other than the aforementioned will need to have approval by the Executive Board with a majority vote.

Article X – Finances

Section 1:

- A. An Expense Request Form shall be completed when the purchase of materials is requested.
- B. The Expense Request Form shall be submitted for approval at the next scheduled general meeting.
- C. If the expense request is \$100 (one hundred dollars) or less, approval may be requested and granted via a verbal authorization by two Executive Board members, one Executive Board member AND the principal or vice principal, or an email authorization by the majority vote of answered members.
- D. An Expense Request Form shall be completed and submitted for record keeping when a verbal or email authorization is granted.
- E. All Expense Request Forms approved verbally or via email shall be presented at the following general meeting.
- F. No loans shall be made to officers or members.
- G. All checks for payment must be signed by two Executive Board members.
- H. The treasurer will be responsible for making the financial transactions. If the Treasurer is not available, another Executive Board member may complete the transaction. Deposits or disbursements must be made within 30 days of receipt of funds/bills.
- I. The Treasurer will provide a financial report at each general membership meeting.
- J. The treasurer will prepare the final report at years end.
- K. Upon dissolution of the organization, any remaining funds shall be used to pay any outstanding debts...and with members and officers approval...spent for the benefit of the school.

Article XI – Amendments

Section 1:

- A. These bylaws may be amended at any general meeting of the organization by a vote of the members present, provided written notice, such as school newsletter, of the proposed amendment has been given at the previous meeting.
- B. A committee may be appointed to submit a revised set of bylaws as a substitute for these bylaws. The proposed revision will be submitted for board approval. If approved, a majority vote at the next general meeting of the organization will put the revisions into effect.

- C. All revisions and/or amendments shall not be appended to the back of the bylaws but changed and/or incorporated in the appropriate article and section. Documentation shall be maintained in the recording of the secretary's minutes for the year revised.

Section 2:

- A. These bylaws may be amended at any time but must be reviewed at least every five years and presented to the general membership for approval.
- B. The date of the last revision shall be posted in the upper right hand corner.