

SUNSET HEIGHTS

PTSO PARENT TEACHER STUDENT ORGANIZATION BY-LAWS

Established October 2014

Revised February 6, 2015

Revised September 4, 2017

Revised March 5, 2019

Revised April 18, 2020

Revised April 18, 2020

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Article I. Name and Organization

Section 1.01 Name

- The name of this organization shall be the Sunset Heights Parent Teacher Student Organization. It also shall be known as the Sunset Heights PTSO or as the PTSO. It is located in the City of Peoria, County of Maricopa in the state of Arizona.
- The name of the organization and the names of any members in their official capacities shall be used only in the furtherance of the purpose of the organization and not in connection with any commercial or sectarian interests.

Section 1.02 Articles of Organization

This organization exists as a non-profit, unincorporated organization of its members. Its "Articles of Organization" comprise these by-laws, adopted on October 24, 2014 and as from time to time amended. This organization is organized exclusively for the charitable, scientific, literary, or educational purpose within the meaning of Section 501©(3) of the Internal Revenue Code or corresponding Section of any future Federal Tax Code.

Article II. Purpose and Policies

Section 2.01 Purpose

The Objectives of this organization are:

- To enrich the education of the children of Sunset Heights Elementary through coordination of programs and activities, which will contribute to the quality of education for the students.
- To bring into closer relation the home and the school, that parents and teachers may cooperate in the education of our children.
- To develop between educators and the general public efforts to secure for all children and youth the highest advantages in physical, mental, social, and emotional education.

Section 2.02 Policies

The organization shall be noncommercial, nonsectarian, and nonpartisan. The organization, members or officers in their official capacities shall not endorse a commercial entity or engage in activities not

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related to promoting the purpose of the organization. The organization or its members in their official duties shall not directly or indirectly participate or intervene in any way; including publishing or distributing of statements, in any political campaign on behalf of or in opposition to any candidate for public office, or to devote more than an insubstantial part of its activities attempting to influence legislation by propaganda or otherwise. The organization shall seek neither to direct the administrative activities of the school nor to control its policies. The organization may cooperate with other organizations and agencies active in child welfare such as conference groups where coordinating councils providing its representatives make no commitments that bind the group they represent.

- This organization shall follow the policies and standards of the Peoria Unified School District.
- The Peoria Unified School District reserves the right to countermand any decision affecting the District's students, staff or property.
- When the ~~PTSO is Parent Support Organization/PTO and Student Clubs~~ are involved in joint fund-raising, the Attorney General has concluded that the proceeds must be allocated proportionally between the two entities, based on effort devoted by each. The ~~Principal coach/sponsor/director~~ is responsible for determining that effort and related allocation.

Article III. Membership

Section 3.01 Membership

Membership in this organization is open to any parent or Guardian who has children enrolled at Sunset Heights Elementary, and any teacher or staff member at Sunset Heights Elementary who will uphold the policies of the PTSO and agree to these By-Laws.

Section 3.02 Voting Rights

Each family with a current membership with the PTSO shall be entitled to one vote on each matter submitted to a vote of the membership, if present at the meeting at which such vote is taken.

Article IV. Officers and Executive Board

The elected officers of the PTSO shall be President/Co-President, Vice President, Secretary, Communication Liaison and Treasurer. All officers must be members of the PTSO. These officers shall constitute the PTSO Board and be responsible for administering the PTSO By-Laws. In addition to the following they must perform such other duties as may be prescribed in these by-laws or assigned to him/her by the Organization, and deliver to their successors all official material

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within 30 days after the meeting at which the successors are elected. ~~Executive Board officers' term runs June 1 – May 31.~~

The Executive Board of the organization shall consist of; the officers, all Standing Committee heads, at least 1 and no more than 3 teacher liaisons and the school principal. The executive board may appoint at its discretion up to 3 Members at Large to join the Executive Board, which may consist of parents in good standing or any staff member. At any session of the Executive Board, a majority of the Executive Board members present shall constitute a quorum. No Officer shall be related to another Officer. This includes families to second cousins and other relationships, which may constitute a conflict of interest. Nominations for the new executive board will begin in March. New board members will be voted on in May. Nominees must attend March, April and May meetings.

Section 4.01 Duties and Responsibilities

The Executive Board shall transact business monthly with the Principal prior to the general meeting. Such other business as may be referred to by the organization to include:

- Create special and standing committees.
- Approve the plans of work of the Standing Committees.
- Present a report at regular meetings of the organization.
- Appoint an accounting professional or audit committee to review the books of the Treasurer on an annual basis preferably in the summer with the approval of the PTSO Executive Board.
- Pay all outstanding debts and liabilities within the current fiscal year and not carry over debts to newly elected officers.
- May call a special meeting with a 7 day notice having been given
- Will approve routine request for consideration of agenda items

The President/Co-President shall be the chief executive officers of the organization, shall have general superintendence over the affairs of the organization and shall preside over all meetings of the organization and of the Executive Board.

- Monitor and support all activities of the other officers. .
- With the approval of the Executive Board, appoint committee heads and members of the nominating committee. Secure an onsite meeting location acceptable to all members at the beginning of the year.
- With input from any interested PTSO member, set the agenda.
- Enforce all by-laws and policies.
- Outline and supervise all Parent Support Organization/PTO fundraising efforts.
- Set general and Executive Board meeting times.

The Vice President shall act as an assistant to the President and in the absence of the President, shall perform all duties of the President.

- Provide support, assistance, and guidance to various committees and special

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projects.

- Have other responsibilities and duties as deemed by the President.

The Secretary shall attend all sessions of the Executive Board and all meetings of the membership and shall record in a permanent log belonging to the organization the minutes of the proceedings thereof.

- Be responsible for all the correspondence of meetings by keeping all the minutes of the current school year on file along with any other correspondence.
 - 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.
- Coordinate the reproduction of all the meeting minutes and give them to PTSO Executive Board prior to the next meeting.
- Coordinate with the Communication Liaison to help publicize the meeting minutes via Sunset Heights Elementary School website.
- Present a written report ~~Responsible for having a copy~~ of the prior meeting minutes at the following meeting for all attending PTSO members.
- Have other responsibilities and duties as deemed by the President.

The Communication Liaison shall have custody of communicating between the Sunset Heights staff, PTSO Executive Board, and the Sunset Heights community via the means of social media chosen by the Executive Board, email, and/or newsletter/s.

- Be responsible for all correspondence to the Sunset Heights community via PTSO social media, emails, and newsletter. The communication correspondence needs to be approved by the Executive Board. .
- Be responsible for notifying Sunset Heights Community of forthcoming meetings via email or PTSO social media.
- Be in correspondence with the PTSO teacher Liaison and the Sunset Heights social media director/organizer; to keep all necessary communications/updates current amongst PTSO members and the Sunset Heights community.
- Help the Secretary with publication of prior PTSO meeting minutes before the next meeting.
- Have other responsibilities and duties as deemed by the President.

The Treasurer shall have custody of all of the organization funds and shall keep full and accurate accounts of all of the organization receipts and disbursement in a permanent log belonging to the organization.

- Collect all PTSO money and deposit it into the PTSO bank account.
- ~~PTSO account must have at least 2 officers listed on the signature card.~~
- Receive monthly statement and reconcile the account upon receipt.
- Be prepared to provide a current record of commitments and balance on account whenever requested by any member.

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- Payout funds as approved by the membership for executive board payments to be made in a timely manner. Present books to appointed accounting professional or review committee upon request. All financial reports must be kept for 5 years and end of the year financial report must be submitted to the principal and the incoming president by July 1st.
- Provide a monthly report at each regularly scheduled meeting.
- Prepare a monthly bank reconciliation for all bank accounts, and ensure that reconciliations are reviewed by a non-signatory.
- Have other responsibilities and duties as deemed by the President.

Section 4.02 Terms of Office

- The President, Co-President, Vice-President, Secretary, Communication Liaison and Treasurer shall serve a one-year term and/or until their successors are elected.
- Officers shall begin their term(s) following the last Parent Support Organization/PTO meeting of the year.
- ~~The term of office shall end on the last day of May. The new officers begin their terms immediately thereafter.~~
- The current board must fulfill all responsibilities to tax requirements before they can relinquish their title... However, this should not hold back new board members from moving forward with their future business or school year.
- 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.
- No person shall serve more than two consecutive terms in the same office. In the event there are no accepted nominations for a board position, the current officer may continue until a successor is elected.

Section 4.03 Termination of Duties

In the event that an officer cannot fulfill the responsibilities of the position he/she shall submit a formal resignation to the PTSO membership. In the event a board member does not fulfill their duty, a Board Review may be called with the outcome being a unanimous vote by the elected board. In the case of the resignation of the President the Vice-President will assume that office. A vacancy occurring in the office of Vice-President, Secretary or Treasurer shall be filled by appointment of the President upon approval of the PTSO membership. The vacancy shall be publicized via at least two avenues for a period of not less than two weeks.

Section 4.04 Elections

~~The President and all Officers shall be elected by written ballot during the May general annual PTSO meeting. The date and time of the election shall be well publicized.~~

- Nomination of officers shall be taken during the April general PTSO meeting. Elections and installment of new Board members shall be during the May general PTSO meeting.

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- Nominees must attend the March, April and May meetings.
- Election shall be by ballot.
- 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.
- The Executive Board shall fill vacancies by appointment.
- 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 Parent Support Organization/PTO fundraising efforts and
- sponsored events.
- District employees shall not hold office.
- 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.
- Executive Board will meet before every general PTSO meeting and set agenda.
- Executive Board will set the PTSO budget before the first general PTSO meeting.

The Nominating Committee shall present a slate of at least one candidate for each office to be elected. The slate should be presented at the March and April meeting and nominations from the floor shall be accepted through April. Anyone nominated from the floor must have already agreed to serve.

~~Nominees must attend the March, April and May meetings. ¶~~

All candidates need to be an active participant in PTSO events during the current calendar year. This includes planning meetings and/or volunteering at events Unless otherwise approved by the nomination committee.

~~At the annual meeting the President shall present the names of the nominees to the membership.~~

The Election Committee will oversee the election and the tallying of ballots. Additional members may be solicited to help with either task but no candidate currently on the ballot may help tally the ballots. In addition, the Election Committee shall ensure the integrity of the election by devising a system to guarantee that only members of the PTSO vote, and that each family cast only one ballot.

In an emergency situation where elections cannot take place, such as a pandemic, the postponement of elections shall occur. Elections will not take place via teleconference or video conference but rather be postponed until it is safe to meet in person. All current eligible officers will continue in their current positions until elections can be held accordingly. ¶

Upon completion of the election, the Election Committee shall give the new Board officers the copy of the PTSO By-Laws.

Article V. Committees

The President shall be a member with voting privileges of all committees, except the Nominating Committee. The PTSO Board shall clear all publicity and communications.

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Section 5.01 Standing Committees

The Board, as deemed necessary, shall create standing committees. Their term shall be for one year. More than one person can share chairperson of the standing committees. At least one Board member must oversee each standing committee.

The chairperson of each standing committee shall present a plan of work to be approved by the Board.

Committee meetings shall be called by the Committee Chairperson and shall meet as often as necessary to carry out their functions. The committee chairperson shall provide the PTSO President or Vice-President with periodic status reports.

Section 5.02 Special Committees

Special committees may be created by the board, which have been deemed necessary to promote and facilitate the purpose of the organization.

Since a special committee is created and appointed for a specific purpose it is automatically out of existence when its work is done and its final report is received

Nominating Committee is a Nominating Committee consisting of at least three members solicited from the membership at the March meeting. It is recommended that one member be from the staff, one member be on the PTSO Board and one be a representative from the membership at large.

Article VI. Dissolution of the PTSO

Upon dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government for a public purpose.

Article VII. Amendments

Proposed amendments or revisions of the By-Laws shall be discussed by the Officers of the PTSO. These Bylaws may be amended at any general meeting of the organization by a two-thirds 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.

~~These By Laws may be amended by the affirmative vote of two-thirds (2/3) of the PTSO Officers present.~~

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All revisions and or amendments shall not be appended to the back of the by-laws but changed in body under the appropriate article and section. Documentation of revisions shall be maintained in the secretary's minutes for year revised.

The date of the last revision shall be posted in the lower right hand corner.

Article VIII. ~~Internal Controls Procedure~~ Revenue and Expenditures

Section 8.01 Internal Controls Procedure

- All reimbursement requests shall include cash receipts attached to the reimbursement request form, and approved by the Principal before submitting to the PTSO for approval. Reimbursement requests may be submitted by, but not limited to, teachers, parents, and vendors.
- All receipts submitted for reimbursement must be turned in by the last general meeting in May. Any request for reimbursement received after that will not be accepted.
- Donations submitted to the PTSO shall receive a letter of receipt.
- ~~Checks and Balances All incoming funds need to be counted and double counted by 2 Executive Board members or the treasurer and one Admin on Sunset Heights campus. No~~ funds are to be taken off campus except to take to the bank. Money can be locked up in the school safe if needed prior to depositing.
- No school employee shall handle incoming or outgoing PTSO money. ¶
- All members of the PTSO board shall sign a conflict of interest form at the beginning of each new school year.
- ~~Bank account holders will include two members of the board, the treasurer and secretary. If the secretary is unable to handle money due to being a district employee the Vice President will be the second account holder.~~
- PTSO mailbox keys are to be held by the Treasurer and President.

~~The PTSO bank account is not to be used to hold funds for clubs or sports teams. The only exception is funds are held for the Library book fair. ¶~~

Section 8.02 Bank Accounts

- PTSO shall establish and maintain a checking account for the sole use of receiving and disbursing funds.
- Account shall have at least three signatures, preferably four, on the account. Board members/officers shall be authorized to sign checks.
- District employees cannot be signers on the PTSO bank account.

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- Two signatures shall be required on all checks disbursed. If using previously ordered checks, instead of reordering, a signed log of second signers can be kept
- Bank account shall be reconciled by the Treasurer monthly. The reconciliation shall be reviewed by a non-signatory and included in the
- minutes.
- The PTSO bank account is not to be used to hold funds for clubs or sports teams. The only exception are Funds held for the Library Book Fair and Yearbooks. ~~is funds are held for the Library book fair.~~

Section 8.03 Expenditures

- All expenditures, including online payments and debit card transactions, must be supported by an invoice/receipt.
- All expenditures, including online payments and bank fees/charges, must be listed and approved in the minutes. The detail should include:
 - Amount of expenditure.
 - Date of expenditure.
 - Description of goods or services purchased.
 - Check number, if applicable.

Section 8.04 Revenue

- At least two members of PTSO must count and verify all monies received and prepare bank deposits. A duplicate deposit slip must be created.
- Treasurer must make all deposits in a timely manner.
- 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
- An annual financial report must be provided to the Peoria Unified School District upon request. The format of this report shall be determined jointly by the District and the Parent Support Organization. The report should contain the same information that shall be used for consolidated tax return preparation.

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Article IX. Parliamentary Authority

The Rules contained in Robert's Rules of Order, Revised, shall govern the PTSO in all cases in which they are applicable except where they are in conflict with these By-Laws.

President/Co-President

Vice President

Printed name

Printed name

Signature

Signature

Date

Date

~~Addendum ¶~~

~~With the exception of school year 2020-2021 online voting may occur for elections to take place.~~