

ASU PREPARATORY ACADEMY
PARENT TEACHER ORGANIZATION
BYLAWS

ARTICLE I: NAME

The name of the Organization is the ASU Preparatory Academy Phoenix Parent Teacher Organization. The address is 735 E Fillmore St., Phoenix, AZ 85006

ARTICLE II: PURPOSE

Section 1.

The purpose of this Organization is:

- a To promote the well-being of children and youth in home, school and community
- b To facilitate interaction between parents, teachers and administration and to promote cooperation in the education of ASU Prep students
- c To support efforts between educators and the general public to secure for all children and youth the highest advantages in physical, mental, and social education

Section 2.

The objectives of this organization are operationalized through an educational program directed towards families, educators and the general public. This program includes presentations, projects, general meetings, committees, and other efforts, all of which are governed and qualified by the basic policies set forth in Article 3.

Section 3.

The Organization is organized exclusively for charitable, scientific, literary, or educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code (now known as “Internal Revenue Code”).

ARTICLE III: BASIC POLICIES

The following are basic policies of the ASU Preparatory Academy Parent Teacher Organization (ASU Prep PTO).

- a The Organization shall be noncommercial, nonsectarian, and nonpartisan
- b The name of the Organization or the names of any member in their official capacities shall not be used to endorse or promote a commercial concern, in connection with any partisan interest, or for any purpose not appropriately related to promotion of the objectives of the Organization
- c The Organization shall work with the school staff and representatives to provide quality education for all children and youth and shall seek to participate in the decision making process establishing school policy, recognizing that the legal responsibilities to make decisions has been delegated by the people to boards of education
- d The Organization shall not carry on any activities not permitted to be carried on by an organization exempt from Federal Income tax under Section 501(c)(3) of the Internal Revenue Code, or by an organization, to which contributions are deductible under Section 170(c)(2)of the Internal Revenue Code
- e Upon dissolution of this Organization, after paying or adequately providing for the debts and obligations, the remaining assets shall be distributed to one or more nonprofit funds, foundations,or organizations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code
- f E-mail to vote

ARTICLE IV: PTO GENERAL MEMBERSHIP

Section 1.

Any parents and/or guardians with children registered and attending ASU Preparatory Academy Phoenix and the Principal(s) are to be considered members of the PTO for that school year.

Section 2.

All administrators and any teachers at ASU Preparatory Academy Phoenix are also to be considered members of the PTO for the time of their employment at the school.

Section 3.

There are to be no fees or membership dues charged for membership in the PTO.

Section 4.

The position of Membership Chairman will be eliminated from the positions held on the ASU Prep PTO Board.

Section 5.

All members of the ASU Prep PTO are eligible to participate and vote at all PTO General Meetings or to serve in any elective or appointed offices on the PTO Board with no prior involvement, except the position of President which requires the holding of a board position one year prior to running for that office.

Section 6.

In the event that the ASU Prep PTO should decide to return to the practice of charging membership dues or fees to become a member of the Organization, it must be approved by a vote of two-thirds or more at a PTO Board meeting at the end of the school year prior to the fees being charged.

ARTICLE V: OFFICERS AND ELECTIONS

Section 1.

Each officer shall be a member of the ASU Prep PTO.

Section 2.

Officers:

- a The officers of this organization shall consist of:
- President
 - Vice President
 - Secretary
 - Treasurer
 - Volunteer Coordinator
 - Publicity Coordinator
 - Box Top Coordinator
 - Translator/Liaison

No more than one (1) person may occupy an office at one time.

Section 3.

Elections:

Election announcements shall be made at the February PTO meeting, along with a notice in the school newsletter. Applications shall be turned in to the PTO board at the March meeting, with elections taking place at the April General PTO meeting. A short personal bio should be turned in with the application.

The school Principal and one (1) PTO officer will tally the ballots.

- b Officers shall be elected by ballot in the month of April, every two (2) years beginning in the 2017 school year
- c Officers shall assume their official duties following the close of the board meeting in May and shall serve for a term of two (2) years
- d A person shall not be eligible to serve more than one (1) consecutive term in the office of Treasurer. All other offices can be longer
- e Any officer can be removed from office with or without cause, by a 2/3 vote at a regular PTO meeting. Advance notice of the vote shall be given to the PTO Membership at least one (1) week prior to meeting
- f When an officer is removed, an impromptu election will be held for an interim replacement. New officer will serve out the remainder of the school year
- g Any member may resign by filing a written resignation with the Secretary

Section 4.

Vacancies

A vacancy occurring in any office shall be filled for the remainder of the term by a person appointed or elected by a majority vote of the Executive Board, with notice of such appointment or election having been given. In case a vacancy occurs in the office of the President, the first Vice President shall serve notice of appointment or election.

ARTICLE VI: DUTIES OF OFFICERS

Section 1.

The President shall:

- a Preside at Board and General Meetings, and prepare an agenda for meetings
- b Be a member, ex officio, of all committees except the Nominating Committee
- c Coordinate the work of the officers and committees
- d Compile all information necessary for the school calendar with the Principal

- e Plan budget with the Treasurer
- f Write school newsletter information regarding the Organization
- g Approve all PTO-related flyers/correspondence distributed through the school
- h Receive all incoming PTO-related correspondence, including fundraising company information
- i Spend no more than \$100 on any one item or combination of items, not included in the budget without the consent of the PTO officers 2/3 vote

Section 2.

The Vice President shall:

- a Attend Board and General meetings
- b Act as an aide to the President
- c Perform the duties of the President in his/her absence, resignation, or inability of that officer to act
- d Attend Board and General meetings
- e Work with the President to schedule guest speaker(s) and/or event(s) for General meetings
- f Collect reports from each committee chair at the conclusion of the event/activity

Section 3.

The Secretary shall:

- a Attend Board and General meetings
- b Prepare minutes taken at meetings and distribute to all Board members
- c Be responsible for sending thank you notes and any necessary correspondence
- d Keep copies of minutes from meetings and various correspondence from the year in the PTO notebook
- e Keep a copy of the current Bylaws available for reference at each meeting
- f Print ballots necessary for voting at any meeting
- g Assist the President in preparing agendas for meetings

Section 4.

The Treasurer shall:

- a Attend Board and General meetings
- b Have custody of all funds of the Organization
- c Keep a full and accurate account of receipts and expenditures
- d Make disbursements as authorized by the President, Board or Organization in accordance with the budget adopted by the Organization
- e Have checks or vouchers signed by two persons, the Treasurer and one other officer
- f Present a financial statement at every meeting of the Organization and at other times as may be requested by the Executive Board
- g Make a full report at the meeting at which new officers officially assume duties (usually at the Annual Meeting)
- h Be responsible for the maintenance of such books of account and records as conform to the requirements of the board
- i Have the accounts examined annually, by a professional auditor; or auditing committee or District Office, need all receipts
- j The Treasurer shall monitor the following:
 - Check request forms shall be completed and submitted to Treasurer prior to receipt of reimbursement/advance
 - Advances shall be made in no more than \$25.00 increments unless itemized list of proposed purchases can be submitted. Purchases of any single item, voted and approved by the officers shall be the exceptions
 - Receipts for all expenditures and advancements must be presented within the same school year
- k. Perform the complete and timely filing of all federal and state tax returns, as well as other financial reports pertaining to the PTO's 501(c)(3) status as applicable, and maintain accurate records of such

Section 5.

The Publicist shall:

- a Attend Board and General meetings
- b Promote and actively participate in all PTO-hosted events
- c Fundraising and event (spring festival, trunk-or-treat, movie night, book fair, etc.) flyers and posters

- d Hospitality signs as needed for events such Tea and Tissues, curriculum night, etc.
- e Regular and consistent updates to Facebook page and website
- f Teacher Appreciation Week promotional signage
- g Name badges for volunteers and members at events (if necessary)
- h Signage for Sparky's Snack Shack
- i Take pictures at events and provide photos electronically for website, Facebook page, and newsletter
- j Various other promotion or signage as needed

Section 6.

The Volunteer Coordinator shall:

- a Attend Board and General Meetings
- b Recruit, train, and monitor volunteers in roles that support ASU Prep staff, students, and PTO events
- c Identify volunteer needs, greet and enroll volunteers, problem-solve on their behalf and track volunteer activity
- d Promote a positive and inviting atmosphere for the PTO's volunteer program.
- e Plan and coordinate a Volunteer Appreciation events

Section 7.

The Box Top Coordinator shall:

- a Attend PTO Board and General meetings
- b Collect, sort, check dates, and mail in box tops for reimbursement
- c Hold end of year winner extravaganza

Section 8.

The Translator shall:

- a Attend Board and General meetings
- b Translate any and all discussions during meetings if necessary
- c Be responsible for translating all written and electronic communication such as flyers, posters, newsletter information and emails, etc. for PTO-hosted events

All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office, or case of resignation, each officer shall turn over to the President, without delay, all records, books, and other materials pertaining to the office and shall return to the Treasurer, without delay, all funds pertaining to the office.

ARTICLE VII: BOARD

Section 1.

- a The Board shall consist of the officers of the Organization, the Principal of the school or a representative appointed by him/her
- b The President may appoint a parliamentarian, subject to the approval of the officers of the Organization

Section 2.

The Duties of the Board shall be:

- a To transact necessary business in the intervals between Organization meetings and such other business that may be necessary
- b To create committees
- c To approve the plans of work of the committees
- d To present a report at the regular meetings of the Organization
- e To select an auditing committee to audit the Treasurer's accounts
- f To review proposed yearly budget prepared by the Treasurer and President for submission to Organization for approval
- g To approve expenditures within the limits of the budget

Section 3.

Regular meetings of the Board shall be held during the year, the times to be fixed by the Board at its meeting prior to the beginning of the school year. A majority of the Board members present shall constitute a quorum.

Special meetings of the Board may be called by the President or by three members of the Board, three (3) days notice having been given.

ARTICLE VIII: GENERAL MEETINGS

Section 1.

General meetings of the Organization shall be held a minimum of one (1) time a year, unless otherwise decided by the Board. Dates and times of these meetings will be fixed by the Board at its first meeting of the year. Seven (7) days notice must be given of a change in meeting dates or times.

Section 2.

Special meetings of the Organization may be called by the President or by a majority of the Board, seven (7) days notice having been given.

Section 3.

Approval of Annual Budget will be conducted at the 1st PTO meeting.

Section 4.

Members present shall constitute a quorum for the transaction of business in any meeting of this Organization.

ARTICLE IX: COMMITTEES

Section 1.

Only members of the Organization shall be eligible to serve in any elective or appointive positions.

Section 2.

The Board may create such committee as it may deem necessary to promote its objectives and carry on the work of the Organization.

Section 3.

The chairman of each committee shall present a plan of work to the Board for approval. The plans shall be approved by the Board.

Section 4.

The power to form special committees and appoint their members rests with the Board as outlined in these bylaws.

Section 5.

The President shall be a member ex officio of all committees except the Nomination Committee.

ARTICLE X: DISBANDMENT

The PTO may dissolve and finalize its affairs in the following manner:

- a The Board shall adopt a resolution recommending that this PTO be dissolved and direct that question of such dissolution be submitted to a vote at a special meeting of its members having voting rights. Written or printed notice stating that the purpose of such meeting is to consider the advisability of dissolving this PTO, shall be given to each member entitled to vote at such meeting at least thirty (30) days prior to the date of such meeting
- b Only those persons who were members of this PTO on the date of adoption of the resolution and who continue to be members on the date of the special meeting shall be entitled to vote on the question of dissolution
- c Approval of dissolution of this PTO shall require the affirmative vote of at least two-thirds of the members present and entitled to vote at the special meeting

ARTICLE XI: FISCAL YEAR

The fiscal year for the ASU Preparatory Phoenix PTO shall begin August 1 and end July 31 to comply with the fiscal year of the state and school districts.

ARTICLE XII: AMENDMENTS

Section 1.

- a These bylaws may be amended at any Board meeting of this Organization by a two-thirds vote of the members present and voting, provided that notice of the amendment has been given at the previous Board meeting.

- b A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a meeting of the Organization, or by a two-thirds vote of the Board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

ARTICLE XIII: NON- OBLIGATION

Upon assuming their elected positions at the end of the May Board meeting, the new Board shall be under no obligation to fulfill promises or proposals made by the previous Board unless it is approved by a vote of two-thirds or more at a meeting of the newly elected Board.

BYLAWS CALENDAR OF EVENTS

February - Announce elections

March - Deadline for applications

April - Election of Officers

May - New Officers take office after Board meeting

ARTICLE XIV: FUNDS

PTO funds shall be used for programs, events, and items that directly benefit the students of ASU Preparatory Academy, with the exception of the annual Teacher Appreciation Week events and staff appreciation luncheon.

Section 1.

Income: All funds raised for the PTO must be documented and submitted to the PTO Treasurer with ten (10) days of receipt. All funds received by the Treasurer must be deposited into the PTO bank account within four (4) business days of receipt by the Treasurer. Separate deposit receipts should be maintained for funds received from each unique fundraising event.

Section 2.

Events: Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by PTO Treasurer.

Reimbursement requests should be submitted to the PTO Treasurer within thirty (30) days of the incurred expense or by three (3) weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by a receipt and completed reimbursement request form. Any cash advance to cover expenses prior to a purchase must be documented in detail. All unused funds and receipts must be returned to PTO Treasurer immediately following the purchase.

Section 3.

Reporting: An updated financial report shall be made available in printed form to each PTO officer at every meeting.

Section 4.

Carry-over: The PTO is authorized to carry over funds for the following fiscal year.

ASU PREPARATORY ACADEMY PHOENIX
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Written August 2015

Approved:

PTO SPENDING CRITERION

PTO POLICY STATEMENT

The ASU Prep PTO funds are to be used for the benefit of ASU Prep students and the ASU Prep Community

Criterion (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 ASU Prep Community (could include incidental classroom items, gifts, special events, sports club etc.)
- PTO will make every effort to supplement items normally funded by the school in the event of a budget shortfall
- PTO is responsible for funding supplies and expenses related to the normal functioning of the PTO
- All requests for PTO funds not included in the annual budget will be voted on by the PTO Board