



DSMS SIDEWINDER PTO

SidewinderPTO.com

Sidewinder PTO

BYLAWS

Article I – NAME, DESCRIPTION AND PURPOSE

Section 1: Name - The name of the organization shall be Sidewinder PTO (Parent Teacher Organization). The PTO is located at 5858 E Sweetwater Ave, Scottsdale AZ 85254.

Section 2: Purpose - The purpose of the PTO is to enhance and support the educational experience at Desert Shadows Middle School (also to be referred to as DSMS), to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at DSMS through volunteer and financial support.

Article II – MEMBERSHIP

Section 1: Membership shall be automatically granted to all parents and guardians of a student at DSMS plus staff at DSMS. Members have voting privileges, one vote per household.

Section 2: Dues, if any, will be established by the Executive Board

Article III – OFFICERS, REPRESENTATIVES and ELECTIONS

Section 1: OFFICERS- The officers shall be President, Vice President, Secretary and Treasurer.

a. President- The President shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee and coordinate the work of all officers and committees so that the purpose of the organization is served.

b. Vice President- The Vice President shall assist the President and carry out the President's duties in his or her absence or inability to serve.

c. Secretary- The Secretary shall record and distribute minutes of all Executive Board meetings and General PTO meetings and holds historical records for the PTO.

d. Treasurer- The Treasurer serves as custodian of the PTO's finances, collects revenue, pays authorized expenses, reports financial activity at every meeting, prepares year-end financial report, facilitate an annual audit, and holds financial records.

Section 2: REPRESENTATIVES – The representatives shall be two Main UPC Representatives and two Alternate UPC Representatives.

- a. Main UPC Representatives (two positions) – The UPC Representatives shall attend the UPC meetings and represent Desert Shadows Middle School's parents' interests. They will vote at UPC meetings, when applicable, and may volunteer to serve in district level curriculum committees, hiring committees or other committees that interest them or promote the interests of DSMS parents. They will also report back to the PTO any pertinent items discussed at the UPC meetings.
- b. Alternate UPC Representatives (two positions) – The Alternate UPC Representatives shall attend UPC meetings when a Main UPC Representative is unable to attend.

Section 3: NOMINATIONS and ELECTIONS - The nominating committee shall begin the process of selecting a candidate for each position during the January meeting. Updates and presentation of the slate may be done via email or at a meeting held prior to the election. Elections will be held during the March meeting. If more than one person is running for a position, a ballot vote shall be taken.

Section 4: ELIGIBILITY- Any PTO member in good standing may become an officer or representative of the PTO.

Section 5: TERMS OF OFFICE - The term of office for all officers and representatives is one year, beginning June 1st and ending upon completion of the school year. If able, an eligible PTO member may run and serve multiple terms in that position.

Section 6: EXECUTIVE BOARD MEETINGS - The Executive Board shall meet monthly during the school year, OR at the discretion of the President.

Section 7: REMOVAL -- An officer or representative can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 8: VACANCY - If a vacancy of an Executive Board or UPC Representative position occurs, the President shall appoint a PTO member to fill the vacancy for the remainder of the term. If there is a vacancy in the office of the president, the vice president will become the president.

Article IV – MEETINGS

Section 1: GENERAL PTO MEETINGS - General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be determined and publicized at the start of the new school year with a minimum of 5 meetings during the school year at the discretion of the Executive Board.

Section 2: VOTING - Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed. E-mail voting will be allowed and shall be used to

expedite business in between general meetings. An effort shall be made to contact all Board members. Majority needed for approval.

Section 3: QUORUM - Five (5) members of the PTO present and voting constitute quorum for the purpose of voting.

ARTICLE V – EXECUTIVE BOARD

Section 1: MEMBERSHIP - The Executive Board shall consist of the officers, the school principal, one teacher representative and standing committee chairs. Please refer to the Sidewinder PTO Job Descriptions and Task Calendar for a more detailed description of these positions.

Section 2: DUTIES - The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

ARTICLE VI – COMMITTEES

Section 1: MEMBERSHIP – Committees may consist of members and board members, with the president acting as an ex officio member to all committees.

Section 2: STANDING COMMITTEES - The following committees shall be held by the organization: Volunteer Coordinator, Hospitality, and Fundraising.

Section 3- ADDITIONAL COMMITTEES - The board may appoint additional committees as needed, i.e. Social Media/Communication, Consumer Incentives, Support, Family Programs/Social Events, etc.

ARTICLE VII – FINANCIAL POLICIES

Section 1: FISCAL YEAR - The fiscal year of the PTO will begin June 1st annually.

Section 2: BANKING – All funds shall be kept in a checking account in the name of Sidewinder PTO and held at a local financial institution. Only 1 signature is required on all checks but must be the signature of the Treasurer or Secretary. The President or President’s designee must approve and sign all check requests related to PTO expenditures. The Principal to approve and sign all check requests related to Principal or pass-through expenditures.

Section 3: REPORTING – All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity.

The PTO shall arrange an independent review of its financial records each year. The monthly bank statements will be reviewed and initialed for approval by the Vice President.

Section 4: CONTRACTS - Contract signing authority is limited to the President or President's designee.

ARTICLE VI- BYLAW AMENDMENTS

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing and communicated to all members, at least one week prior to the meeting date.

ARTICLE VII- DISSOLUTION

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of DSMS.

ARTICLE VIII- PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

These bylaws were revised and adopted on March 24, 2022 from the March 24, 2016 bylaws.