

**BYLAWS OF THE  
CHANDLER TRADITIONAL ACADEMY (CTA) GOODMAN  
PARENT TEACHER ORGANIZATION (PTO)**

**ARTICLE I: NAME and LOCATION**

The name of the organization shall be the CTA Goodman PTO. The organization is located at CTA Goodman Campus (2600 West Knox Road, Chandler, Az 85224)

**ARTICLE II: OBJECTIVES**

1. To broaden and enhance program which support high caliber education by supplementing the school's curriculum with diverse educational items that would otherwise be unavailable because of financial constraints.
2. To assist the staff of CTA Goodman Elementary in creating a vital and productive school experience for each student.
3. To provide a process for ensuring effective communication between parents and staff of CTA Goodman Elementary.
4. To provide a means for actively involving parents and extending the level of participation in planning and implementing school activities that involves students and their families.
5. To collaborate with the community, taking advantage of community resources, which benefit family involvement and student learning.
6. To raise funds and provide volunteers to extend and strengthen the purpose of CTA Goodman Elementary.

**ARTICLE III: POLICIES**

1. The organization shall operate under the umbrella of the Chandler School Boosters, Inc., an Arizona non-profit corporation, and adhere to the rules and guidelines for tax-exempt 501(c)3 organizations.
2. The program of this organization shall be supportive and shall be developed through conferences, committees and projects.
3. This organization is an independent organization and shall not seek to direct administrative activities of the program or control its policies, except in an advisory capacity.
4. This organization shall be non-commercial, non-sectarian and non-partisan. The names of any member in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest.
5. This organization shall follow the policies and standards of the Chandler Unified School District.
6. The District reserves the right to countermand any decision affecting the District children or property
7. In case of dissolution of the organization, the assets of the organization shall be deposited to the CTA Goodman Elementary Activity Fund.

8. When the PTO and Student Clubs are involved in joint fund-raising, the Attorney General has concluded that the proceeds must be allocated proportionately between the two entities, based on effort devoted by each. The coach/sponsor/director is responsible for determining that effort and related allocation.

#### ARTICLE IV: MEMBERSHIP

1. Any person interested in the objectives of the organization and willing to uphold its policies and subscribe to its bylaws shall be considered a member.
2. Any parent or legal guardian of a student currently active at CTA Goodman campus shall be considered a member.
3. Any staff member of the CTA Goodman campus shall be considered a member.
4. This organization shall have no monetary dues.
5. The organization will consist of Executive Board Members, Committee Members and members at large.
6. The privilege of holding office, making motions, debating and voting shall be limited to the members of the organization.

#### ARTICLE V: OFFICERS AND ELECTIONS

1. Officers shall be as follows:
  - A. President or Chairperson (elected)
  - B. Vice President or Vice-Chairperson (elected)
  - C. Secretary (elected)
  - D. Treasurer (elected)
  - E. Chandler School Boosters (CSB) Representative (appointed by Board)
  - F. Chandler School Boosters (CSB) Alternate (appointed by Board)
2. Officer positions can be shared.
3. Nomination of officers shall be taken during the Quarter 1 general PTO meeting. Elections and installment of new Board members shall be during the Quarter 2 general PTO meeting.
4. Election shall be by ballot.
5. Officers shall begin their term(s) immediately following elections.
6. Outgoing officers shall transfer duties, accounts, records, and other materials and collateral immediately following elections, or upon the discretion of both boards. Officers of both boards shall work in tandem until a transition has been completed.
7. 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.
8. The Executive Board shall fill vacancies by appointment.
9. 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 PTO fundraising efforts and sponsored events.
10. District employees may hold office.
11. 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.
12. Executive Board will meet before every general PTO meeting and set agenda.

13. Executive Board will set the PTO budget before the first general PTO meeting.
14. An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

#### ARTICLE VI: DUTIES OF OFFICERS

1. President
  - A. Chair & attend PTO meetings.
  - B. Enforce all by-laws and policies.
  - C. Assist and coordinate chairpersons, as needed.
  - D. Outline and supervise all PTO fundraising efforts.
  - E. Set general and Executive Board meeting times.
  - F. Retain all official records of the PTO.
  - G. Own, or appoint a designee, for Contract signing authority.
2. Vice President
  - A. Attend PTO meetings and Executive Board meetings.
  - B. Assist the President and chair meetings in the absence of the President.
  - C. Establish and oversee the committee system of the PTO.
  - D. Coordinate chairpersons for committees as needed.
  - E. Serve as Volunteer Coordinator unless/until another Member is assigned for the role. Volunteer Coordinator duties include: Assist in determining volunteer needs for PTO events, maintain current contact information for volunteers, and recruiting and assisting in scheduling volunteers for PTO events.
3. Secretary
  - A. Prepare agendas for official PTO meetings.
  - B. Attend PTO meetings and Executive Board meetings.
  - C. Record and maintain written documentation of all meetings, executive and general. 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.
  - D. Present a written report of previous PTO meeting minutes.
  - E. Handle correspondence of the organization, including oversight of Communication planning and execution.
  - F. Hold historical records of the PTO.
  - G. Serve as the Alternate Representative to CSB.
4. Treasurer
  - A. Attend PTO meetings and Executive Board meetings.
  - B. Coordinate and maintain financial records for all PTO sponsored activities.
  - C. Maintain all PTO bank accounts, keeping accurate records of all receipts and expenditures.
  - D. Receive all monies of organization, and make deposits into bank account.
  - E. Present a current report of financial status at PTO meetings.
  - F. Prepare a monthly bank reconciliation for all bank accounts, and ensure that reconciliations are reviewed by a non-signatory.
  - G. Serve as the Representative to CSB.

## ARTICLE VII: REVENUE AND EXPENDITURES

1. The fiscal year of the PTO begins July 1 and ends June 30 of the following year.
2. Bank Accounts
  - A. PTO shall establish and maintain a checking account for the sole use of receiving and disbursing funds.
  - B. Account shall have at least three signatures, preferably four, on the account. Board members/officers shall be authorized to sign checks, unless the Board member/officer is a District employee.
  - C. Two signatures shall be required on all checks disbursed.
  - D. Bank account shall be reconciled by Treasurer monthly. The reconciliation shall be reviewed by a non-signatory and included in the minutes.
3. Expenditures
  - A. A budget must be presented at the first general PTO meeting of the school year.
  - B. All expenditures/check requests must have two signatures.
  - C. All expenditures, including online payments and debit card transactions, must be supported by an invoice/receipt.
  - D. Expenditures over \$500.00 of non-budgeted purchases must be voted on and approved at a general/PTO meeting.
  - E. Expenditures under \$500.00 may be approved by at least two Executive Board members. **(Can be less than \$500, but not more than \$500 and amounts in D & E must match.)**
  - F. All expenditures, including online payments and bank fees/charges, must be listed and approved in the minutes. The detail should include:
    - 1) Amount of expenditure.
    - 2) Date of expenditure.
    - 3) Description of goods or services purchased.
    - 4) Check number, if applicable.
4. Revenues
  - A. At least two members of PTO must count and verify all monies received and prepare bank deposits. A duplicate deposit slip must be created.
  - B. Treasurer must make all deposits in a timely manner.
5. 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 30<sup>th</sup> 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
6. An annual financial report must be provided to the treasurer of the Chandler School Boosters, Inc. upon request. The format of this report shall be determined by the Chandler School Boosters, Inc. Such information shall be used for consolidated tax return preparation.
7. The organization shall leave a minimum of \$2,000.00 in the treasury at the end of each fiscal year.

## ARTICLE VIII: MEETINGS

1. Each member in attendance at a PTO meeting is eligible to vote. Absentee or proxy votes are not allowed.
2. Executive Board Meetings
  - A. Executive Board members shall consist of the /PTO President or Chairperson(s), Vice-President or Vice President or Chairperson(s), Secretary(s), Treasurer and sponsor/coach/director.
  - B. Executive Board members shall meet prior to every general PTO meeting, setting agenda.
  - C. Special PTO meetings may be called by the Executive Board members.
  - D. The budget for the new school year shall be decided upon by the Executive Board members and presented at the first general PTO meeting.
  - E. The Board shall approve financial statements at year-end.
3. General PTO Meetings
  - A. Regular meetings of the organization shall be held a minimum of two times per school year.
  - B. Regular meetings of the organization should be held at least quarterly, with the first being in August and the last in May (unless otherwise decided upon by the organization or Executive Board members).
  - C. The last meeting of the school year shall have election and installment of new Executive Board members.

## ARTICLE IX: COMMITTEES

1. The Executive Board shall create committees, as deemed necessary, to promote the objectives and carry on the work of the organization.
2. A designated chairperson will be appointed for each committee.
3. Chairperson(s) shall present a plan of work for their committee to the Executive Board for approval. No work shall be undertaken without this approval.
4. All flyers/correspondence of committees must have the approval of a Board member and Chairperson(s) before distribution.
5. Committees are automatically disbanded when their work is done and their final reports are submitted in writing to the Executive Board.

## ARTICLE X: PARLIAMENTARY PROCEDURES

1. Roberts Rules of Order Revised shall govern this organization in all cases to which they are applicable.

## ARTICLE XI: AMENDMENTS

1. 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.