

STANDING RULES OF THE FULLER ELEMENTARY SCHOOL

PARENT TEACHER ORGANIZATION (PTA)

Non-Profit Tax ID # 866000480

ARTICLE 1: NAME

The name of the organization is the Fuller Elementary PTA.

The Address is 1975 E. Cornell Dr., Tempe, AZ 85283.

ARTICLE 2: PURPOSES

Section 1.

Purposes

The purposes of the Fuller PTA are;

1. To provide financial support for the programs as well as supplies to enhance the Fuller community.
2. To foster an active partnership between the Fuller parents, students, teachers and staff by working together to make improvements to the school.
3. To encourage active involvement of parents in Fuller School activities.

Section 2.

Implementation

The purposes of the PTA will be promoted through meetings, events, and programs developed and implemented by the Executive Board and Committees and governed by the policies set forth in these Standing Rules.

ARTICLE 3: POLICIES

1. The PTA shall operate for charitable, educational, nonpartisan, non-sectarian, and non-commercial purposes and shall not discriminate based on age, sex, creed, or national origin.

2. The PTA is incorporated under Section 501(c) 3 of the Internal Revenue Code, making it a non-profit, tax-exempt organization created exclusively for charitable, scientific, literary or educational purposes. These policies are established to maintain the tax-exempt status as defined by Section 501(c) 3 of the Internal Revenue Service.
3. The Fiscal Year of the PTA shall begin July 1st and end June 30 of the following year.
4. The name of the PTA and the name of any of its members in their official capacities shall not be used in any connection with a commercial concern or political interest or for any purpose not appropriately related to the Purposes of the PTA.
5. The Fuller PTA will maintain open communication with the Fuller administration to strengthen the Fuller community. While the PTA may give input, it has no authority over district and/or school administration decisions, policies and procedures.

ARTICLE 4: MEMBERSHIP

Any person can be a member of the PTA.

Section 2: Dues

The Dues required for membership are \$6 per person.

Section 3: Donations

1. To help fund PTA activities, donations will be accepted from members and/or community members

Section 4. Voting Rights

Members of the PTA shall be able to participate and have one vote in General Meetings as well as to serve in any appointive or voluntary position. Any voters must be members of the PTA. Members must be present to cast their vote, Unless electronic voting is deemed appropriate.

Article 5: OFFICERS

Section 1. Officer Positions

1. The officers of the PTA shall consist of President, Vice President, Secretary, Treasurer and Teacher Liaison.
2. All positions are volunteer only and no officer should be paid for their time on duty.

Section 2.

Eligibility

1. Each officer should be a Teacher, parent, grandparent or guardian of a student currently enrolled at Fuller during their time of election and for the duration of their term.

Section 3. Term of office

1. Each officer will serve a term beginning July 1 through June 30 of the following year.
2. The outgoing board will make necessary changes with the bank and prepare to transfer records to the incoming board.
3. No member shall serve more than two consecutive terms in the same office.

Section 4. Responsibilities of Officers

1. Each Officer is expected to demonstrate a strong commitment of time and energy to properly serve the PTA. This includes attendance at PTA Board and General Meetings.

Section 5. Nominations and Elections

1. The elections of Board Members and other officers will be held during the last PTA meeting in May.
2. If necessary, there may be two vice presidents elected to the board.
3. Elections shall be made by the majority of votes cast. PTA members must be present to cast their vote. Persons nominated must be present to be elected.
4. The voting process will take place every year.

Section 6. Resignations

Any officer may resign at any time by giving written notice to the board.

Section 7. Removal From Office

Officers can be removed for the good of association by a vote of the General Membership during a General Membership meeting.

Section 8. Vacancies

1. In the event of a temporary absence of the President, the Vice President shall chair the Executive Board for the period of absence.
2. In the event of a permanent absence of the President, the Vice President shall assume the Presidency.
3. In the event of a permanent vacancy of and Officer's position, the President shall distribute the duties of that officer amongst the Executive Board until that vacancy is filled.
4. If an eligible and willing member of the Fuller PTA is identified to fulfill a permanent vacancy, then the Executive Board shall recommend the replacement by a majority vote at the next General meeting.

ARTICLE 6: DUTIES OF OFFICERS

Section 1. President

The President shall approve the agenda and preside at all Board and General Meetings, Assist the board members with making the Calendar of events; assist the treasurer with the annual PTA Budget, sign any contracts that are properly entered into by the PTA; receive and deposit funds when the Treasurer is not available; provide a full and accurate account of all deposits; allocate funds for events and programs needed; attend PTA activities and events; and other duties as assigned by the executive board.

Section 2. Vice President(s)

The Vice President shall act as an aide to the President; perform the duties of the President in the absence, disability or inability of the President to act; receive and deposit funds when

treasurer or President are not available; provide a full and accurate account of all deposits; allocate funds for events and programs needed; attend PTA activities and events; and other duties as assigned by the governing board. The Vice-President can be a two-chairperson position with equal voting rights on the Executive Board.

Section 3. Secretary

The Secretary shall prepare an agenda for the President prior to all upcoming meetings; take notes during General and Executive Board meetings; distribute meeting minutes, along with attached financial information as applicable to Executive Board Members at least one week prior to the next meeting; keep a copy of meeting minutes for membership access and also keep a copy of the current Standing Rules available for reference at each meeting; maintain control of all non-financial records; and other duties as assigned by the Executive Board.

Section 4. Treasurer

The Treasurer shall have custody of and be responsible for all funds of the PTA; shall assist the President in preparing the annual budget; keep a full and accurate account of receipts and expenditures; maintain control of all financial records of the PTA; provide receipts for donations when requested; ensure compliance with Financial Control as defined in Article 9 Section 3; prepare an oral and written financial report of the receipts and expenditures at every Board and General meeting; prepare all tax filings in accordance with Section 501 (c)3 of the internal revenue code (by August 15); complete and all financial updates by the close of the fiscal year (May 31st) and provide a full end of year report; receive and deposit funds, and other duties as assigned by the Executive Board.

Section 5 . TeacherLiaison

The Teacher Liaison shall attend all General Meetings and report all important information to the Fuller Staff.

ARTICLE 7: EXECUTIVE BOARD MEETINGS

Section 1. Meeting of the Executive Board

1. Regular Meetings of the Executive Board shall be held as needed.

2. Decisions will be approved by a majority vote of a quorum unless otherwise specified in these By-Laws.
3. The President may vote only when doing so will affect the result; for example, to break or cause a tie, or to cause or block attainment of a required two-thirds vote. However, the President may vote when the vote is determined by ballot, but is then unable to break or cause a tie, or cause a block of a two-thirds vote.

Section 3. Business of Executive Board Meetings

The duties of the Executive Board shall be:

1. To transact necessary business in the intervals between PTA General Meetings and such other business as may be necessary.
2. To create an annual PTA Plan of Work for review by the General PTA Membership. This Plan of Work should define the expected objectives, goals, projects and schedules for the PTA for the year.
3. To create Committees, appoint Chairpersons, and approve the Plans of Work of the Committees.
4. To present reports and make recommendations to the General Membership;
5. To review and recommend approval of proposed yearly budgets for submission to the General Membership for final approval; to approve expenditures within the limits of the approved PTA budget.

Section 4. Special Meetings

In the event that an Executive Meeting of the PTA cannot be scheduled due to time constraints, the President is authorized to conduct a telephone, text, email, or electronic survey vote of the Board, and this vote will be considered a binding vote of the PTA. The results will be distributed through email, or similar written communication and added as an addendum to the next regular Board Meeting minutes.

ARTICLE 8: GENERAL MEETINGS

Section 1. Composition

A General Membership meeting consists of anyone with an interest in the Fuller PTA.

Section 2. General Meeting Schedule

1. General Meetings of the PTA shall be scheduled and held a minimum of three (3) times a year, unless otherwise decided by the Executive Board. Dates, times and locations of these meetings will be set by the Executive Board and then published to the General Membership.
2. Special meetings may be called by the President or by a majority of Executive Board Members. Members will be notified electronically via email.
3. The President may cancel a General Meeting secondary to weather, national emergency, and/or other significant issues such as a majority of the Executive Board being unavailable. The Executive Board will then determine when that General Meeting will be rescheduled. Notifications of cancellations and rescheduling will be done electronically.

Section 3. Business of General Meetings

1. Approval and/or modification of the budget.
2. Election of officers.
3. Consideration of periodic reports and recommendations from the Executive Board and from Committees.
4. Referral of issues appropriate to the purposes of the PTA to the Executive Board for consideration and resolution.
5. Other business or activities deemed appropriate for the purposes of the PTA.
6. At least one (1) Member other than the Executive Board must be present in order to constitute a General Meeting.

Section 4.

Quorum

1. The members present shall constitute a quorum for the transaction of business in any meeting of the PTA Membership.
2. Decisions will be approved by a majority vote of a quorum unless otherwise specified in these Standing Rules.

ARTICLE 9. BUDGET

Section 1. Creation and Approval of Budget

A budget for the following school year shall be drafted by the incoming Executive Board and approved at the August General Meeting. This approved budget will be the PTA's operating budget for the following fiscal year starting June 1st.

Section 2. Modifications

1. The Executive Board may modify any line item within the approved budget by up to 20% and may use any freed up funds towards any other line items within the budget.
2. Should the Executive Board wish to authorize expenditure on items that are more than \$200, not included in the budget, the Executive Board will present any such proposed expenditure to the General Membership for approval before the expenditure is made.

Section 3. Financial Controls

1. The President, Vice President, and Treasurer shall be signatories on the bank account of the PTA.
2. The financial institution used by the PTA shall be a federally insured financial institution.
3. The annual accounting period is based on the fiscal tax year beginning June 1st and ending May 31st.
4. Check request forms must be completed and submitted to the Treasurer prior to issuance of reimbursements or advancements.
5. All checks must be signed by two members of the board with signatories on the bank account.
6. The signature on any check cannot be the payee.
7. All funds must be counted on school campus with at least one other person present.
8. PTA deposits must be made within 24 hours of removing funds from the school campus.
9. All bank statements should be reviewed by the President and vice president each month.
10. There shall be no commingling of the PTA funds with the personal, professional, or business accounts of any individuals, groups or businesses. This shall include a prohibition against providing PTA funds as a loan to anyone for any purpose.

ARTICLE 10: COMMITTEES

Section 1. Membership

All members of the PTA shall be eligible to serve as members or to chair a Committee.

Section 2. Creation of Committees

The Executive Board may create such Committees as it deems necessary to promote the objectives of and carry on the work of the PTA. The Executive board shall assign a Chairperson for each Committee. Chairpersons may solicit and appoint additional members to serve on their respective Committees as necessary.

ARTICLE 11: DISSOLUTION

Section 1. Dissolution

1. The Executive Board may adopt a resolution recommending that the PTA be dissolved by a two-thirds vote of the entire Executive Board. Written and/or electronic notice of an Executive Board meeting to consider the advisability of dissolving the PTA shall be given at least fourteen (14) days in advance.
2. The resolution for dissolution shall be submitted to a vote at a General Meeting. Written and/or electronic notice stating that the purpose of such meeting is to consider the advisability of dissolving the PTA shall be given at least Fourteen (14) days in advance. Only those persons who were members of the PTA on the date of adoption of the resolution by the Executive Board and who continue to be members on the date of the meeting shall be entitled to vote on the question of dissolution. The resolution shall be approved by a two-thirds vote at the General Meeting.
3. Upon dissolution of the PTA, and after paying or adequately providing for debts and obligations, the remaining assets shall be distributed to one or more non-profit funds, foundations or organizations that have established their tax exempt status under Section 501(c) 3 of the Internal Revenue Code. The Executive Board shall recommend the specific disposition of these remaining assets, which shall then be approved by the General Membership.

ARTICLE 12: AMENDMENT OF STANDING RULES

These Standing Rules may be amended at any General Meeting by the PTA by a two-thirds

vote, provided that the amendment has been submitted in writing at the previous General Meeting and at least twenty-one (21) days in advance.

ARTICLE 13: OTHER POLICIES

Section 1.

Non-Obligation

Upon assuming their elected positions on the Executive Board, no Officer shall be under any obligation to fulfill promises or proposals made by previous Executive Board unless it is approved by a two-thirds vote of all members of the newly elected Executive Board, except for binding arrangements entered into by the previous Executive Board which shall be honored.

Section 2. No Benefit to any Member or Individual

No part of the income of the PTA shall be paid or distributed to any Officer or other PTA member, individual, or to any private person, except that the PTA shall be authorized to pay reasonable compensation for services rendered and to make payments for budgeted items.