

## **Bylaws**

### **MANZANITA SCHOOL FAMILY FACULTY ORGANIZATION BYLAWS**

#### **Article I: Name**

The name of this organization is the Manzanita School Family Faculty Organization of Tucson, Arizona.

#### **Article II: Articles of Organization**

The articles of organization include:  
The bylaws of such organization.  
The articles of incorporation.

#### **Article III: Objectives**

The Manzanita School Family Faculty Organization is organized exclusively for charitable, scientific and educational purposes within the meaning of Section 501(c)3 of the Internal Revenue Code of 1986, as amended, including for such purposes as the making of distributions to organizations that also qualify as exempt 501(c)3 organizations.

This organization will abide by all School Board and administrative policies and procedures. The objectives of the Manzanita School Family Faculty Organization are developed through committees, projects and programs, and are governed and qualified by the basic policies set forth in Article IV.

The objectives of the Manzanita School Family Faculty Organization are to:

Provide school functions for the purpose of promoting fellowship among parents, students and teachers.

Provide extra funds by conducting fundraising activities for extra materials and programs in addition to what is provided by the District, as determined by the organization.

Assist in the organization of a volunteer program as deemed beneficial to the students.

#### **Article IV: Basic Policies**

The following are basic policies of the Manzanita School Family Faculty Organization:

This organization shall be non-commercial, non-sectarian and non-partisan.

This organization shall work with the school and administration to help provide quality education for all students, recognizing that the legal responsibility to make decisions has been delegated by the people to the Catalina Foothills School District Governing Board, a.k.a. School Board.

This organization shall work with the school administration, faculty and students in an effort to:  
Provide quality experiences and activities for all members of Manzanita School.

Promote the welfare of the children attending Manzanita School in home, school and community, including advocating of behalf of the school and school district.

Maintain a well-informed membership regarding issues directly related to the school and community.

Bring closer relationship between home and school so that parents and teachers may cooperate in the education of students.

Assist the school in the realization and coordination of educational programs necessary in providing students with up-to-date state-of-the-art education.

Provide the school faculty and students with support and volunteers for assistance and school needs.

This organization shall not, directly or indirectly, participate or intervene on any political campaign on behalf of or in opposition to any candidate for public office (including publishing or distributing statements).

This organization may cooperate with other organizations and agencies concerning child welfare, but persons representing the organization in such matters shall make no commitments that will bind the organization.

The records of this organization are open for public review. A Manzanita School Family Faculty Organization Book of Record will be kept in the school office and made available upon request for public inspection. This notebook will contain:

The original bylaws, revised bylaws and amendments to bylaws.

Articles of incorporation.

Minutes of all meetings.

Operating budget, approved revisions and monthly financial reports.

#### **Article V: Membership and Dues**

Membership in the Manzanita School Family Faculty Organization shall be made available with the following terms:

Any adult who is a primary caregiver for a student enrolled at Manzanita School, willing to uphold the policies and subscribe to these bylaws, is considered a member of the Manzanita School Family Faculty Organization.

Members of the faculty and administration of Manzanita School are members of the organization.

Membership in this organization shall be made without regard to race, color, creed, national origin or sexual orientation.

There is no dues requirement for membership in the Manzanita School Family Faculty Organization.

#### **Article VI: Officers and Their Election**

Officers of this organization will consist of elected offices of:

President

President-Elect

Secretary

Treasurer

The officers shall be listed as such in the Articles of Incorporation and shall have check-signing authority.

Elective officers shall be elected by secret ballot at the election meeting. In the event there is but one candidate for an office, the ballot for that office may be dispensed with, and the election may be held by voice vote.

The term of office shall be one year.

The election meeting shall be held in March, or at such other date and time as shall be designated from time to time by the Executive Board and stated in the notice of meeting.

The newly elected officers shall assume office at the start of each fiscal year.

A member of the Executive Board may hold the same office qualifying such member to serve on the Board for no more than 3 years.

Any office, except Treasurer, may have co-officers that share the responsibility of the office.

Co-nominees for the office are voted in as a team and will have one collective vote (with the exception of Co-Presidents, who will each have a vote, but only in the event of a tie) for all decisions voted upon by the Executive Board.

If a vacancy occurs in the office of President, the President-Elect shall assume the office of the President. If the President-Elect is unable to serve as President at that time, any member of the organization may be elected by a majority vote of the Executive Board to serve as President for the remainder of that fiscal year. If a vacancy occurs in any other office, any member of the organization elected by the majority vote of the Executive Board shall fill in for the unexpired term.

A member must appear in person to cast a vote for electing officers. There is no proxy or absentee voting for this purpose. The Executive Board will determine the voting arrangement.

## **Article VII: Duties of Officers**

The President shall:

Preside at all meetings of the Organization and Executive Board.

Be versed and communicate the articles of incorporation and bylaws to committee chairmen and the Executive Board.

Coordinate the work of officers and committees of the Organization so that the objectives and policies may be promoted. Appoint committee chairmen.

Be an ex-officio member of all committees.

Be one of the Executive Board members authorized to sign the checks of the Organization.

Sign all deeds and conveyances, contracts and agreements, and all other instruments requiring execution on behalf of the Organization.

Serve as the Organization's representative on any district-wide family-faculty organization.

Perform other such duties as may be assigned by the Organization.

The President-Elect shall:

Act as an assistant to the President and perform the duties of the President in the absence or inability of that officer to act.

Be installed as President in the event that the elected President vacates the office for any reason.

Have the option of chairing or serving on a committee.

The Secretary shall:

Keep an accurate record of the proceedings of all meetings of the organization.

Distribute official minutes to each Executive Board member and others determined by the

Executive Board.

Maintain the Manzanita School Family Faculty Organization Book of Record.

Be prepared to refer to minutes of previous meetings.

Conduct necessary correspondence for the organization in cooperation with the Executive Board.

Perform other delegated duties as assigned.

Have the option of chairing or serving on a committee.

The Treasurer shall:

Establish and/or maintain a checking account and other accounts as determined by the Executive Board.

Annually report to the District the name of the bank where the group's accounts will be located and the names of those authorized to sign checks.

Have custody of all financial records and funds of the Organization.

Verify and be responsible for, along with the event chairman, all monies received.

Keep a full and accurate record of receipts and disbursements as authorized by the President, Executive Board or organization as in accordance with the budget adopted by the Organization.

See that checks are properly signed by two persons (the Treasurer and another officer of the organization).

Prepare financial statements each month, with copies to be distributed to each Executive Board member and others as determined by the Executive Board.

Ensure that the annual federal and state tax filing requirements are met in a timely fashion.

Maintain the Organization's incorporation status. Have the option of serving on a committee.

All officers shall perform the duties outlined in these bylaws and those assigned from time to time.

Upon expiration of the term of office or in 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 VIII: Other Executive Board Members**

1. The Principal shall:

Serve as the administrative advisor to the Executive Board regarding current issues concerning the School including financial and volunteer needs.

Keep the Executive Board appropriately informed of school and district happenings.

Support the Organization's efforts and otherwise act as a liaison between the Organization and the School.

The Vice-President(s) shall:

Act as an assistant to the President and perform such duties as may be assigned by the President.

Have the option of serving as a committee chairman.

The Development Chairman shall:

Conduct an annual giving campaign designed to raise operating funds as designated in the annual

budget.

Serve as the School representative on the district Foundation Board.

### **Article IX: Board Meetings**

The Executive Board shall consist of the Corporation Officers (President, President-Elect, Secretary and Treasurer) and the following board positions:

School Principal, Vice-President(s), Development Chairman and other organization leaders as determined by the Executive Board, not to exceed ten (10) members.

Board meetings shall be on a monthly basis at a time and place designated by the Executive Board.

Only Executive Board members, excluding the President (who votes only in the case of a tie), shall be entitled to vote at a Executive Board meeting. Special or emergency Executive Board meetings may be scheduled as needed by the President, Vice-President(s) or School Principal by giving three days notice to all Executive Board members.

One organizational Executive Board meeting may be a closed meeting for Executive Board members only for the purpose of scheduling and preparing for general membership meetings. Executive Board voting shall be by show of hands or voice vote unless any Executive Board member requests a written ballot on an issue. A simple majority shall decide any issue voted upon.

In the event of a tie vote, the President shall be entitled to cast the deciding vote, or may refer the issue to a general meeting.

In the event of Co-Presidents, each Co-President shall have one vote.

In the case of Co-Presidents not resolving a tie, a general meeting will be called.

A quorum for the transaction of Organization business shall be 30% of the then-current number of Executive Board members.

Any Executive Board member who has been absent from two consecutive Executive Board meetings without prior notice to the President shall be considered resigned.

Duties of the Executive Board include, but are not limited to:

Transact business in the intervals between general membership meetings.

Create committees and approve their annual plans.

Present reports and other information at general membership meetings.

Submit a budget for adoption at a general membership meeting.

Approve payment of unbudgeted expenditures as allowed in Article XI and as submitted to the Executive Board by the President or Treasurer.

Review and approve monthly financial reports. Ensure that the Organization's accounts and financial statements are informally reviewed (as opposed to a formal review conducted by a paid accounting firm) on an annual basis.

### **Article X: General Meetings**

General meetings of the membership will be held on the dates selected by the Executive Board. Additional general membership meetings for any purpose whatsoever may be held when called by the President or a majority vote of the Executive Board.

There shall be at least two general membership meetings per year in addition to the election

meeting. One of these must be held no later than November 1 to introduce the Executive Board to the general members.

Special meetings may be called by 10% of the general members.

Special meeting requests must be submitted in writing to the Secretary at least 72 hours in advance of the requested meeting.

Written notice of meetings shall be sent to all addressable members via email, announced in the school newsletter and posted in the administrative office of the school not less than ten nor more than sixty days before the meeting. Such notice shall state the time and location for the meeting, motions to be voted upon and other information as directed by the President.

Meetings shall be open to the public.

Members present shall constitute a quorum.

A majority vote of members present shall be deemed adequate and acceptable to conducting or transacting business, provided that at least two separate notifications regarding the agenda and motions were sent, the first at least ten days but not more than sixty days before the meeting and the second no later than the day before the meeting.

Absentee voting ballots will be made available in the Manzanita School Office one day (24 hours) prior to the start time of the general meeting, and will be accepted up until the start time of the general meeting. Absentee voting ballots shall be considered void in the event of an approved motion amendment.

Proxy voting is not permitted.

Motions may be voted on during general meetings provided the following procedure has been followed: Motions must be presented to the Executive Board for review prior to presentation at a general meeting. If the motion is approved by the Executive Board, it will be presented for general membership vote as a recommendation of the Executive Board. Motions not approved by the Executive Board may still be brought for a vote at a general meeting, but will be presented without Executive Board recommendation. Only if a motion is time sensitive may it be proposed at a general meeting without prior notice.

## **Article XI: Fiscal Policies**

The fiscal year of the Organization shall begin July 1st and end June 30th.

A budget for the coming year shall be 66.

Unbudgeted expenses up to \$500 per request, not to exceed \$1500 per fiscal year, may be approved by the Executive Board. Above and beyond these limits, a general membership vote is required for approval.

## **Article XII: Amendments**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Manzanita School Family Faculty Organization.

An amendment to these bylaws shall be proposed in writing to the President and shall be read at the first general meeting after the President received the request.

When a revision to the bylaws is being considered, a committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws to be approved by a majority vote at a meeting of the Organization. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Notice of a vote on an amendment and information regarding the amendment must be given to the general membership at least ten days in advance of the general meeting at which the vote will be taken. A copy of the proposed amendment or revised bylaws will be made available for public review in the school office during normal school hours.

### **Article XIII: Distribution of Resources**

In the event of school attendance boundary changes and membership division, a fair and equitable amount of funds and resources may be divided among the schools. "Fair and equitable" distribution will be determined by the Manzanita School Family Faculty Organization, and should be based on the particular circumstances involved. Monies should be allocated by the end of the fiscal year.

### **Article XIV: Miscellaneous Provisions**

All meetings of the Organization, Executive Board and its committees are for the discussion of Organization business and parent members shall not use any of these meetings as a means of discussing the problems or progress of their children with members of the staff.

