

# BYLAWS OF THE CANYON DEL ORO PARENT ORGANIZATION

Revised: February 21, 2017

## **ARTICLE I NAME**

The name of the organization shall be the Canyon del Oro Parent Organization or CDO Parent Organization.

## **ARTICLE II PURPOSE**

The purpose of the Canyon del Oro Parent Organization is to enrich the educational experience of the students at Canyon del Oro High School, also known as CDO. The organization seeks to realize this purpose by providing an effective level of communication between the school, staff, organized clubs & activities, the parents, the students and the community and by providing leadership and/or support for desirable activities and goals.

## **ARTICLE III MEMBERSHIP**

Membership shall consist of each parent or legal guardian of students enrolled at Canyon del Oro High School. Each parent or guardian is entitled to one vote. Voting must occur in person for general business. Executive board business may be permitted through email voting, noting any such vote on the next general meeting agenda.

## **ARTICLE IV POWER OF THE MEMBERSHIP**

All powers are vested in the Voting Membership. These include, but are not limited to:

- The power to determine policy
- The power to determine the distribution of funds and approval of budget
- The power to elect or ratify members of the Executive Committee
- The power to delegate any, all or part of its powers to a standing committee in order that the committee might carry out a particular directive of the Voting Membership

The Executive Board may not meet exclusively to pass financial or policy decisions for CDO Parent Organization.

## **ARTICLE V GENERAL MEETINGS**

Regular meetings of the Parent Organization shall be held at least quarterly at CDO. Specific times and dates for each meeting will be announced by the Executive Board. Meetings shall be conducted by the President, or in his/her absence, the First Vice President. Written notices of each meeting shall be given prior to the meeting and distributed to the general membership on the Parent Organization website and email system.

A special meeting shall be called by the President or members of the Executive Board or five parents/guardians petitioning the Executive Board. Written notice shall be distributed in the parent weekly email, for special meetings not less than three school days prior to the date set for such meeting and stating its purpose.

The annual membership meeting shall be held in May before the close of the school year. This shall consist of, but not necessarily limited to, a written Treasurer's Report.

### **Order of Business**

The order of business at all regular meetings shall be as follows, but not limited to:

1. Reading of Minutes

2. Treasurer's Report
3. Committee Reports
4. Old Business
5. New Business

## **ARTICLE VI OFFICERS**

Powers and duties of the officers are as follows:

1. The President shall be the chief executive of the organization, shall preside over all the meetings of the organization and the Executive Board, shall establish a relationship with the CDO Administrative staff, shall attend the quarterly Superintendent meeting and provide representation at all CDO appropriate parent functions. President shall be by virtue of office, a member of all committees; appoint committee chairs; shall appoint a successor to fill the unexpired terms of any office which has been vacated. The President may have any and exercise any and all powers to perform these and any other duties conferred upon the President elsewhere in the Bylaws or by the Executive Board. The President will work with the Treasurer to complete all required district, state and IRS forms. The President will work with Project Grad to ensure good communication and a good working relationship.
2. The First Vice President shall, in the absence of the President, have the same powers as and assume all the duties and responsibilities of the President. The Vice President's duties will be determined by the Executive Board but will include oversight of Staff Appreciation.
3. The Vice President of Communications shall coordinate the methods of communication used by the Parent Organization. The VP of Comm. shall oversee the weekly email, gmail account, social media accounts, constant contact, Parent Org website, calendar and any other communication system as determined by the Executive Board. The VP Comm will work with CDO Administration to ensure Parent Org items are displayed on the marquee and mentioned on announcements.
4. The Vice President of Fund Raising shall coordinate all fund raising activities. The VP of Fund Raising shall complete and turn in all required fund raising forms to the CDO Admin Asst. The VP of Fund Raising will work with other constituents on campus for best communication of fund raising activities.
5. The Secretary shall record in a permanent log belonging to the organization, the minutes of proceeding Parent Organization meetings. The Secretary will also be responsible for notifying the membership and the Executive Board of forthcoming meetings and set the agenda for the meetings with input from the Executive Board.
6. The Treasurer shall keep full and accurate accounts of all the organization's receipts and disbursements in a permanent log belonging to the organization. Reports of all transactions shall be presented at regular sessions or the Parent Organization meetings *or* whenever the Executive Board requires. Additionally, all funds belonging to the organization shall be deposited in the name of and to the credit of the organization in a banking institution designated by the Executive Board.

All checks, drafts or other evidence of indebtedness issued in the name of the organization shall be signed by the Treasurer and one other officer. Proper vouchers, in the form of a check request, visa record, paypal distribution explanations and copies of receipts shall be required for all

disbursements. The Visa Record form will be completed for all Charge card usage. The Parent Organization's accounts shall be examined annually by the Executive Board or by an outside accountant, if so deemed necessary by the Executive Board. Email signins will use the CDO Parent Org email account. Credit cards shall be limited to the President, VP, Treasurer and VP of Fund Raising if determined necessary. Any other persons acquiring a credit card must be pre-approved by general meeting vote.

7. The Alumni Officer shall be responsible for coordinating Alumni recruitment and communication. The Alumni Officer may be a current CDO parent or if no current parent is interested, a parent of an Alumni may be elected to this position.
8. The Executive Board may choose to appoint up to two Member at Large positions to sit on the Executive Board. They have voting rights equal to the rest of the Executive Board. A Member at Large position's duties will be determined by the Executive Board. At a minimum, they will oversee programs and events as determined by the board. Members at Large should represent grades and/or enrollment circumstances (i.e. Open Enrollment, Feeder School, etc.) to properly represent the make up of CDO High School.
9. The Executive Board shall have the right to remove for cause any Executive Board member at any regular or special meeting called for that purpose. A majority vote, in person shall effect the removal of a member. Resignations must be distributed to both the President and the Secretary and provided for review at the next scheduled Parent Organization meeting. The Executive Board may fill the vacant position by appointment or vote, as to be determined by the Executive Board.
10. All the officers shall be elected for a term of twelve months. The procedure for electing officers shall be as follows:
  - a. The President, in the April meeting, will solicit from the general membership, volunteers for the officers of the Parent Organization Executive Board.
  - b. Volunteers will be sought from the current members of the organization and from persons eligible for membership the following school year whose-children who attend Cross Middle School.
  - c. The list of volunteers expressing interest in serving as officers shall be posted on the Parent Organization website, Parent Organization newsletter or in the CDO Administration Office *prior to* the May meeting.
  - d. By the May meeting, the President shall present the names of the volunteers to the membership for majority approval. In the event there are more nominees than board positions, elections shall occur by ballot from membership present at the May meeting. Nominations will also be accepted from the floor by the membership at the May meeting. Results will be announced at the conclusion of the May meeting and in written form to the general membership following the May meeting, available on the Parent Organization website.
  - e. Both Board Members and Committee Chairpersons will be governed by a term limit clause of four years in the same office. This limit may be extended by majority vote of the Executive Board if a volunteer for the position does not come forth.
  - f. Officers shall assume their duties at the beginning of the next fiscal year, July 1. The months of May and June shall serve as the transition period between the outgoing officers and the incoming officers. During this time-and no later than July 1, all officers shall deliver to their successors all official material.
  - g. Members of the parent organization shall serve without monetary compensation and sign a conflict of interest form before performing positions on committees or board.

11. Voting rights shall be extended to all attendees at the general meetings. The President shall vote only in case of a tie. A majority of those present at any meeting shall constitute a quorum.

## **ARTICLE VII COMMITTEES**

1. Standing or special committees may be created by the Executive Board as deemed necessary to promote and facilitate the purposes of the organization.
2. Committee chairs shall be appointed by the President. The President shall be an ex-officio member of all committees.
3. A Parent Organization Executive Board member will be assigned to oversee each Parent Organization program or event offered by the Parent Organization to ensure procedures are followed, budgets are maintained and to offer any other guidance necessary. Each program will be assigned an Executive Board member as determined by the Executive Board.
4. Committee Chairs are responsible for maintaining records for the event/program. The chairperson is responsible for adhering to budgets and guidelines as determined by the Executive Board and CDO administration. No committee shall exceed the stated budget for any event or program without written approval by the Executive Board member assigned to oversee that committee.

## **ARTICLE VIII AMENDMENT OF BYLAWS**

1. Bylaw changes must be proposed in writing and presented to the Executive Board five days prior to the next Parent Organization General Meeting. Proposed Bylaw changes must be listed on the Parent Organization's meeting agenda.
2. The Bylaws may be amended by the affirmative vote of the Majority of members present at the following meeting.

## **ARTICLE IX SPENDING LIMITATIONS**

There shall be a minimum of \$2,000 to be carried over in the CDO Parent Organization account to the following year to provide funding for start of the year activities.

All expenditures require a check request or visa record form to be filled out and receipts included, delivered to Treasurer for reimbursement. Any board member who uses a CDO Parent Org Credit Card is required to notify the treasurer and include copies of visa record and receipt. CDO Parent organization checks require the signature of an officer and the treasurer. The Parent organization will limit to \$250.00 annually the amount available to provide to organizations outside Canyon del Oro High School that does not directly benefit our purpose. This is not per organization but a total per year for all organizations.

The Executive Board shall have the authority to spend up to \$1,000 in emergency funds between meetings. These funding expenditures are for the purpose of addressing needs that, at the discretion of

the Executive Board, require a response before the next scheduled Parent Organization meeting. Such fund approval shall be placed on the Agenda of the general meeting following the expenditure, for review with the attendees of the general meeting.