

BYLAWS OF THE CANYON DEL ORO PARENT ORGANIZATION

Revised: February 13th, 2026; October 17th, 2024; January 25, 2021; 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, by providing leadership and/or support for desirable activities and goals.

Article III Membership

Membership shall consist of parents or legal guardians of students enrolled at Canyon del Oro High School. Each parent or guardian is entitled to one vote. Voting must occur in person and/or via Zoom for general business.

Article IV Responsibilities of the Executive Board

The Executive Board shall consist of the following members:

- President
- Vice President of Fundraising
- Vice President of Support
- Secretary
- Treasurer
- Spiritwear Chair
- Communications Chair

All powers are vested in the Executive Board with observation and concurrence from the Voting Membership. These include, but are not limited to:

- The responsibility to present policy to the general members at large meetings, and when appropriate lead the voting process of such policy items.
- The responsibility to determine the distribution of funds and approval of budget.

- The responsibility to elect or ratify members of the Executive Board.
- The responsibility 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.

Executive board business may be permitted in person, through email voting, and through text voting. All voting will be noted in the next general meeting agenda.

Article V General Meetings

Regular meetings of the Parent Organization shall be held at least quarterly at CDO and/or with a zoom meeting. 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 Vice President. Written notices of each meeting shall be given prior to the meeting via the newsletter or website or social media or a combination of methods.

Any additional special meetings shall be called by the President or members of the Executive Board or five active member parents/guardians petitioning the Executive Board. Written notice shall be emailed to the designated PTO email and then distributed via the newsletter or website or social media or a combination of methods. A Request for an additional special meeting shall not be requested in 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 the Spring before the close of the school year. The meeting shall consist of a vote held for any new members of the executive board and a written documentation of the results of the vote at the meeting and to include a Treasurer's Report.

Order of Business

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

1. Review & Approval of Previous Meeting Minutes
2. Treasurer's Report
3. Principal's Report
4. Committee Reports
5. Old Business
6. New Business
7. Open Floor

ARTICLE VI Executive Board Duties

Responsibility and duties of the executive board are as follows:

1. The President shall be the chief executive of the organization. They 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 meetings, CDO Site Council, and provide representation at all CDO appropriate parent functions. The 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 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 as well as all required district, state, and IRS forms as well as all required documentation pertinent to the organization. The President duties will include oversight of staff/teacher appreciation, which also includes meals and gifts throughout the year. The President also oversees and handles teacher wishlists and handles purchasing and delivering supplies to said teachers.
2. The Vice President of Fundraising 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 of Fundraising duties will be determined by the Executive Board but will include overseeing all fundraising efforts that support the school's programs, activities, and resources. This includes developing and managing fundraising strategies, organizing events, working on grants/sponsorships, and ensuring the financial sustainability of PTO initiatives. The Vice President of Fundraising will work closely with the President, Treasurer, PTO Board, and administration to meet fundraising goals which are aligned with the PTO's budget.
3. The Vice President of Support 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 of Support duties will be determined by the Executive Board but will include supporting other board members and committees as needed to ensure the effective functioning of the PTO. The Vice President of Support will identify any other areas where additional support is needed, and may change each year as the PTO deems necessary.
4. 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.
5. The Treasurer shall keep full and accurate accounts of all the organization's accounting records 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. Proper vouchers, in the form of a check request, visa record, paypal distribution explanations and copies of receipts shall be required for all disbursements and provided to the Treasurer for accurate record keeping. 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. All accounts created for the PTO shall use the CDO Parent Org email account. All cash funds will be handled by the Treasurer or a member of the Executive Board. All reimbursement requests will need to be approved by the Treasurer and other Executive Board members. CDO Parent Org will hold funds from other school booster organizations; however, it will not donate funds to school booster organizations.

6. Spiritwear Chair is responsible for planning and organizing all activities related to Spiritwear. This includes: maintaining inventory, shed maintenance, staffing sale events, proposing new design collections, being a liaison between current vendors and establishing proposals for future Spiritwear vendors with the Executive Board, and providing financial reports to the Treasurer and/or Executive Board.

7. The Communications Chair is responsible for managing the PTO Facebook page and its rules, and updating the PTO website to reflect PTO activities and information related to CDO. Publishing the Weekly PTO Newsletter and distributing it every Monday morning during the school year. The Communications Chair helps to keep families informed and engaged.

8. The Executive Board may choose to appoint up to two Members at Large positions to support 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 makeup 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 and/or on zoom shall affect the removal of a member. Resignations must be distributed to both the President and the Secretary, and be 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 Executive Board members 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. The list of volunteers expressing interest in serving as officers shall be noted in the secretary meeting minutes.

c. By the Spring 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 April meeting. Nominations will also be accepted from the floor by the membership at the April meeting. Results will be announced at the conclusion of the April meeting and in written form to the general membership following the April meeting, available on the Parent Organization website.

d. Both Executive 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. Executive Board Members have the ability to approve membership of parents that have

an exiting Senior and an incoming Middle Schooler to remain on the board for 1 year only. These situations will be reviewed on a case by case basis.

e. Officers shall assume their duties at the beginning of the next fiscal year, July 1. The months of May shall serve as the transition period between the outgoing officers and the incoming officers. During this time-and no later than May 15th, all officers shall deliver to their successors all official material in order for the Treasurer to submit the PTO application for the new year.

11. Voting rights shall be extended to all attendees at the general meetings on items that the Executive Board had determined to go for open voting. 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. Bylaws shall be reviewed annually.
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 with receipts attached and be delivered to the Treasurer for reimbursement. All reimbursement requests from non-executive board members will need to be approved by the executive board before reimbursement is granted. Any executive 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 Executive Board Member and the Treasurer. The Parent organization will have a limit of \$250.00 annually 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.