

BY-LAWS OF EDUPRIZE SCHOOLS, GILBERT CAMPUS PARENT TEACHER ORGANIZATION (PTO)

ARTICLE I NAME

The name of this organization is the Eduprize Parent Teacher Organization (PTO)

ARTICLE II PURPOSE

The purpose of the Eduprize Parent Teacher Organization (a non-profit 501 (c) 3) is to provide a group of parent volunteers who support building a strong school community through enrichments, events, fund-raising, business partnerships and working together with teachers and staff to make every child's school experience memorable.

In pursuance of these purposes, it shall do all things necessary, proper, and consistent with maintaining tax exempt status under section 501(c)(3)/charity. This organization shall be non-profit, non-partisan, and non-sectarian. This organization operates on an integrated basis, without discrimination.

ARTICLE III SCOPE

In providing educational and personal enrichment to the students of Eduprize, this organization shall support the students by engaging in fundraising projects, supporting the various student enrichment activities, providing a forum for parent, teacher, and student interaction through community events, and promoting open communication between parents, teachers, Eduprize, and the community.

ARTICLE IV MEMBERSHIP AND VOTING ELIGIBILITY

Section 1.

- All parents or guardians of children enrolled at Eduprize shall be members of the PTO.

Section 2.

- A quorum of the membership shall consist of those members present at any regular or special membership meeting of this organization.

Section 3.

- Members shall be notified of all upcoming meetings through either the Eduprize newsletter, which is distributed by computer emails or through paper copies to all families, or through written notice distributed to all families.

Section 4.

- No dues shall be collected.

ARTICLE V **PTN BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE**

Section 1.

- The Eduprize PTO Board of Directors shall consist of the President, Vice President, Treasurer, and Secretary. The Board shall comply with all applicable regulations, laws, and procedures to maintain exempt status for organization.

Section 2.

- The PTO Board of Directors shall appoint the President, Vice President, Treasurer, and Secretary during the month of May each year for a one-year term. Any vacancy occurring during the year shall be filled by appointment from the PTN Board of Directors.

Section 3.

- The PTO Board of Directors shall manage the affairs of the Eduprize PTO between meetings and will meet at least once annually, at an agreed upon time and place. This, and all other official meetings, will be arranged by written notice at least 2 weeks in advance of 1 week for any special or urgent matters/meetings.

Section 4.

- Duties of the President
 - a. Fulfills leadership role for PTO activities.
 - b. Develops agendas and finalizes budgets for board, executive committee, and membership meetings in consultation with board members.
 - c. Presides over Board, Executive Committee, and Membership meetings.
 - d. Keeps parents, teachers, principal, and community apprised of PTO activities and acts as liaison between them.
 - e. Shall cast the deciding vote in case of a tie at Board and membership meetings.
 - f. Coordinates with all Committees and Board Members to make deposits, and pays bills and reimbursements as needed.
 - g. Is the second signer on the bank accounts.

Section 5.

- Duties of the Vice President
 - a. Assists the President
 - b. In the absence of the President, performs the duties of the President.
 - c. Participates in Board, Executive Committee, and Membership meetings and provide input for decisions.
 - d. Be an ambassador for the PTO and the school.

Section 6.

- Duties of Secretary
 - e. Keeps written record and presents minutes of all meetings of the PTO, the Executive Committee, and the PTO Board of Directors;
 - f. Keeps an updated copy of the PTO Bylaws and Articles of Incorporation.
 - g. Shall ensure that all notices are given in accordance with these Bylaws.
 - h. Is the first signer on the bank accounts or co-signer.

Section 7.

- Duties of Treasurer
 - a. Keeps records of all receipts and disbursements of monies.
 - b. Maintains all financial records, prepares financial reports on a monthly basis with a final financial report at the close of the school year, and makes financial reports available to PTO.
 - c. Assists Committees with budget reports as needed.
 - d. Shall comply with all applicable regulations, laws, and procedures to maintain exempt status for organization.
 - e. Shall prepare all necessary tax returns and documentation.
 - f. Each June, the Treasurer's books will be audited by a committee of three Eduprize PTO members that are appointed by the Officers. The Treasurer shall be responsible for coordination with this committee, as well as any outside accountant, auditor, or governmental entity for any audit or review.
 - g. The Treasurer does not have signature authority on the accounts of the organization.

ARTICLE VI EXECUTIVE COMMITTEE

Section 1.

- The Executive Committee shall consist of the elected Officers of the PTO and the Standing Committee Chairs which are designated by the Elected Officers. The Board may also designate up to two Teacher Representatives to serve on the Board.

Section 2.

- The Executive Committee exercises all the powers and authority granted to it by the PTO Board of Directors. The Executive Committee shall comply with all applicable regulations, laws, and procedures to maintain exempt status for organization.

Section 3.

- The Executive Committee shall meet at least once annually, at an agreed upon time and place. This, and all other official meetings, will be arranged by written notice at least 2 weeks in advance.

Section 4.

- Each Executive Committee member shall serve for a term of one (1) year. Vacancies before the end of each school year shall be filled by appointment of the remaining directors. In the event of a tie vote, the President shall choose the succeeding Executive Committee member. At the end of each year, Committee Members will appoint their successors for the following year.

Section 5.

- Committee Chairs shall keep a procedure book or file detailing activities, responsibilities, and expenses.

Section 6.

- Members shall chair no more than 2 committees per term.

Section 7.

- Committee meetings shall be called by the Committee Chair and shall meet as often as is necessary to carry out their functions. The committee chair shall provide the PTO President with periodic status reports.

Section 8.

- Publicity and communications shall be cleared by the PTO President.

Section 9.

- A financial report shall be made to the Treasurer after each fundraising event.

ARTICLE VII MEETINGS

Section 1.

- All general and committee meetings shall be open to interested parties.

Section 2.

- The PTO Board of Directors and Executive Committee shall meet at the discretion of the President and will meet a minimum of once a year.

Section 3.

- A quorum necessary for the transaction of business of the Board, Executive, or other committee shall consist of a majority of the members of the Board, Executive Committee, or other committee chairs in office present at the meeting, not to be less than 2 people.

Section 4.

- Members shall be notified of all upcoming general or special meetings through either the Eduprize newsletter, which is distributed by computer emails or through paper copies to all families, or through written notice distributed to all families and social media posts.

ARTICLE VIII FINANCES AND CONTRACTS

Section 1.

- The PTO Board of Directors shall present to the membership at the first regular meeting of the school year a budget of anticipated revenue and expenses for the year. The budget shall be used to guide the activities of the PTO during the year. Any substantial deviation from the budget must be approved in advance by the membership or special PTO board vote.

Section 2.

- The PTO Board of Directors is authorized to enter into contracts or agreements for the purchase of materials or services on behalf of the organization as long as the contracts and agreements comply with applicable regulations, laws, and procedures to maintain exempt status for the organization. The PTO Board of Directors may authorize any officer or officers to enter into said contracts or agreements.

Section 3.

- Non-budgeted expenditures over \$2000 shall be authorized by a majority vote of the PTO Board of Directors present at a general or special PTO meeting. Expenditures under \$2000, emergency expenditures, or expenditures involving legal or attorney matters concerning the organization shall be at the discretion of the Board. Approval of budget at the first general board meeting can approve all expenditures for the year.

Section 4.

- The PTO Board of Directors shall appoint an auditing committee from the school's parent population to conduct an annual review unless otherwise reviewed by an independent CPA. Parents are allowed to see budgets or request audits.

Section 5.

- The PTO board shall manage money only for itself and not other school affiliated sports, clubs or organizations.

ARTICLE IX CONFLICTS OF INTEREST

Section 1.

- If a Director, Officer, Committee Chair, or member of the organization has a financial interest conflicting with the interest of the organization, the individual must bring the potential conflict to the attention of the other Directors, Committee, or Membership and refrain from deliberating or voting on any decision with respect to the matter.

Section 2.

- No parent, Board member, or Committee members shall make a personal profit from any activity of Eduprize PTO.

ARTICLE X BYLAWS AMENDMENTS

These Bylaws may be amended by a majority vote of the voting members present at a general or special meeting.

These Bylaws were adopted by the membership by a majority vote during a meeting properly called on _____(date)

These Bylaws were reviewed and amended by majority vote at a PTO meeting properly called and held on _____(date) and are effective immediately.