

Mesa Academy for Advanced Studies Parent Teacher Organization By-Laws (to be adopted October 2020)

Article 1:

General Information

1. The name of this organization shall be the Mesa Academy for Advanced Studies Parent Teacher Organization (MAAS PTO). The MAAS PTO address is 6919 Brown Road, Mesa, AZ 85207. The fiscal year shall run from June 1 through May 31.

Article 2: Objectives

1. To enhance the student experiences at Mesa Academy for Advanced Studies (MAAS).
2. To foster and promote the welfare, growth, and education of our students, parents, educators, and community.

Article 3: Membership

1. All parents, guardians and teachers at Mesa Academy for Advanced Studies are members at large of MAAS PTO..
- 2 The privilege of holding office, making motions, debating and voting shall be limited to members of the organization.

Article 4: Policies

1. This organization shall be non-commercial, non-sectarian and non-partisan. Neither the name of the organization nor the names of any of its members in

their official capacities shall be used in any connection with a commercial concern with any partisan interest or for any other purposes except the regular work of the organization.

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

3. The views of the individual members of the PTO are not the views of the MAAS PTO.

Article 5: Meetings

1. The PTO will submit a calendar to the Principal prior to the beginning of the school year, which will include the dates of the PTO meetings, and other PTO related activities. All activities and meetings are subject to change with adequate notice.

2. Members present will conduct the transactions of business at general meetings. Any decisions will be effective upon a majority of those members present. The membership-at-large must give prior notice to address the Executive Board on a particular issue in order for it to be placed on the agenda. The agenda must be strictly adhered to. (Time constraints may be imposed by the President.)

3. General meetings are open to all members at large. Executive meetings are held with the board members of the MAAS PTO.

4. To hold and complete a meeting 2/3 of the Executive Board must be present.

Article 6: The Executive Board

1. The board of the organization shall consist of the following officers: President, Vice President(s)(VP of Events, VP of Fundraising and VP of Communication), Secretary, and Treasurer. Additional positions may be voted in by the PTO membership. Positions may be held by a single PTO member, or by two PTO members as co-position holders. Officers must be a member at large; no more than two school district employees may hold office on the Executive Board. Each additional position must be approved by the PTO membership each year.

2. The duty of loyalty requires that a board member act with best interest of the organization in mind. The board members must be willing to contribute the necessary time to serve the PTO and further its work. The board must be willing to learn, grow,

want to work well with others as part of a team, and have respect and trust for the others on the board.

3. The Executive Board must be willing to represent the membership-at-large with the best interest of children as their primary function.

Article 7: Elections

1. Nominations for officers shall be made by the membership-at-large each April preceding the next school year. Any MAAS PTO member may self-nominate for any Executive Board position. Notification and guidelines for submission of self nominations will be included in the March newsletter and the vote to commence at the April meeting. To be elected to a position on the Executive Board it is recommended that you serve as an active member at large for at least one year.

2. The officers shall be installed at the May meeting to begin their duties for the following school year.

3. The officers may serve a maximum of two consecutive one year terms in any one position. If no other member at large is willing to serve on the executive board in a position where the term limits have been met, a vote can be held to extend the term of that position holder.

4. It is recommended that at least one member of the Executive Board serves at least two years.

Article 8: Vacancies and Removal of Officers

1. If a vacancy occurs, the President shall appoint a person to fill the position for the remainder of the term with the approval of the Executive Board.

2. If the President resigns, the line of succession to fill the vacancy will be 1. Co-President (if there is a Co-President) 2. Vice President of Events 3. VP of Fundraising, and 4. VP of Communication.

3. The Executive Board, by a simple majority vote, may remove any Executive Officer or Standing Committee Chair from their position for failure to perform assigned duties, corruption, immoral acts, incompetence, insubordination, missing more than 3 consecutive board meetings, or any other reason which, in its sole discretion, brings dishonor to the organization, after appropriate due process. Due process is defined as follows: the President shall present charges against the accused board member at the

board meeting. The accused has the right to: be informed of the charges; entitled to respond to the charges (the amount of time shall be determined by the board); have the opportunity to present a defense and be treated fairly. A vote shall be conducted, utilizing private written ballot. If the President is the board member called into question the Co-President (if there is one) or the VP of Events shall conduct the due process.

Article 9: Duties of the Executive Board

1. The duties of all Executive Board members:
 - a. To attend monthly board meetings
 - b. To transact necessary business in the intervals between meetings of the organization and such other business as may be referred to it by the organization.
 - c. To appoint and oversee the work of standing committees.
 - d. To create and oversee the work of special committees.
 - e. To present a report of organization transactions/activities at each regular meeting to the Executive Committee.
 - f. To prepare and submit to the organization for approval a budget for the fiscal year. The budget may include an undesignated carryover amount of no more than \$1,000.
 - g. To approve payment of routine bills within the limits of the budget or written expenditure requests under \$150.00 upon approval with a majority vote of the Executive Board.
 - h. To submit for approval of payment for expenditure requests over \$150.00 to the membership-at-large at the applicable general meeting, and a majority of the membership-at-large present at such general meeting shall be required to authorize the expenditures.
 - i. To meet prior to each regular board meeting to the organization or at such other times as the President or a majority of the Executive Board deems necessary.
 - j. All members of the Executive Board shall have the right to vote on matters of business. In order to transact business, there must be a majority of the Executive Board present.
2. The duties of the President:
 - a. The President shall preside at all meetings of the PTO and of the Executive Board.

- b. Be a member exofficio of all the committees and oversee the executive board members
 - c. Assist in creating teams of people to help accomplish all required tasks of the Executive Board.
 - d. Draft, disseminate, and manage all direct emails to and from the PTO
 - e. Draft agenda for PTO board meetings
 - f. Acts as the primary contact between the Administration, Faculty and the PTO.
 - g. Shall enter into contracts as instructed by the organization
3. The duties of the Treasurer:
- a. Receive all monies of the organization
 - b. Keep accurate record of the receipts and expenditures
 - c. Pay funds out as authorized by the Executive Board
 - d. Ensure that no blank checks are issued
 - e. Provide a report at PTO board meetings which includes all money encumbered, all income and expenses for the month as well as year to date totals.
 - f. Provide a report of all money encumbered and all income and expenses for the prior fiscal year. This should be provided during the June meeting.
 - g. Provide copies of all financial reports to the administration or keep on file to have if requested.
 - h. Provide a budget for approval by the new PTO Board for the upcoming school year. This should be approved during the June meeting.
 - i. Treasury Policies
 - 1. The Treasurer's accounts shall be examined annually by an auditing committee. The auditing committee shall consist of at least two members who review and are satisfied that the Treasurer's annual report is correct, should sign a state of that fact at the end of the report. The auditing committee shall be selected from the membership-at-large at least 2 weeks prior to the annual meeting in April.
 - 2. All checks written will require 2 signatures on the approval form from any of the following board members: treasurer,

president and another executive board member.

3. At events where money is collected two volunteers must collect and count all monies received. One must be an executive board member. Both must sign a cash reconciliation form at the beginning and end of the event.
4. The duties of the Vice President of Events:
 - a. Act as aid to the President and perform the duties of the President in their absence.
 - b. Create and lead a team to run 3 – 4 school-wide events for Mesa Academy families and teachers to be held on/off campus. Duties of the team may include planning for and managing: food, entertainment, costs, admission prices, advertising, volunteers, and sponsors.
 - c. Provide guidance and support to grade specific events such as: 4th /5th Grade Mixers, 7th /8th Grade Dance Coordinator, 8th Grade Graduation Coordinator.
 - d. Provide guidance for Teacher Appreciation Coordinator and staff only events.
5. The duties of the Vice President of Fundraising:
 - a. Create a team to help plan, organize, and manage one school-wide fundraising drive such as: an auction event, product sales, or a cash donation drive.
 - b. Create Fundraising Marketing plan- Provide direction to VP of Communication regarding flyer needs including campaign name, fundraising goals, student reward system, plans for funds raised, etc.
 - c. Provide guidance and support to any and all ancillary fundraising efforts, such as Eating for Education, Uniform Sales and Community Partnerships
6. The duties of the Vice President of Communications:
 - a. Create flyers as needed. Send any final flyers to the principal (to keep her apprised and to update social media and the electric sign), to the principal's administrative assistant (for copying and distributing to students), and the A-Frame drop-off poster creator/volunteer. Publish flyers to social media and electronic communications.
 - b. Disseminate information to students – Make communication requests and act as a communication point person to ABS and/or Student Council staff representatives.

- c. Manage PTO Website – Research web hosting companies (pricing, features, capabilities etc) make recommendations on web host companies. Keep up to date with current events and fundraising activities. Post board meeting minutes, as provided by the secretary.
 - d. Draft, manage, and distribute bi-weekly newsletter to parents.
 - e. Manage PTO social media accounts
 - f. Manage PTO store – Update items for sale, event tickets, and/or donation options in the online store as requested by the appropriate chairperson. Provide purchasing information (totals, purchaser information, and items purchased) back to the appropriate chairperson.
7. The duties of the Secretary:
- a. Record the minutes of all meetings of the organization and of the Executive Board.
 - b. Provide previous board meeting minutes to board meetings with extra copies for review and approval
 - c. Send a copy of minutes to VP of Communications to be posted to website
 - d. Perform other duties as may be requested by the Executive Board.
8. The duties of the school administration:
- a. Provide direction concerning policy, procedural duties, curriculum and scheduling

Article 10: Special Committees

1. The Executive Board may create special committees as necessary to promote the objectives of the Executive Board, and the committee may continue its function into a succeeding school year with the approval of that year's Executive Board.
2. The Executive Board shall appoint the chairman of the special committees.
3. At the formation of a special committee, the Executive Board will give the chairman a charge. Each special committee chairman will present a report to the Executive Board.

Article 11: Parliamentary Authority

Robert's Rules of Order Newly Revised, latest edition, shall be the parliamentary authority to this organization.

Article 12: Amendments

1. These by-laws may be amended at any regular general PTO meeting of the organization by a two thirds vote of the members present and voting, provided written notice has been sent to all members at-large and a notice has been prominently displayed for at least two weeks in either the front office at school or on the MAAS PTO website..

2. A committee on the revision of by-laws may be appointed by the Executive Board upon a majority vote of those present and voting at a regular Executive Board meeting.

Article 13: Dissolution

1. The organization may only be dissolved following a majority vote of the membership-at-large present at a meeting called and publicized for the purpose of dissolution.

2. Upon the winding up and dissolution of this organization, after paying debts of the organization, the remaining assets shall be donated to the Mesa Academy for Advanced Studies Student Fund Account.