

**FINLEY FARMS ELEMENTARY SCHOOL  
Parent/Teacher/Organization  
2019 Revised Bylaws**

**Article I: Name**

The name of this organization is the Finley Farms Elementary School Parent Teacher Organization (PTO) of Gilbert Arizona.

**Article II: Articles of Organization**

The articles of organization include

1. The bylaws of such organization
2. The articles of Incorporation

**Article III: Objectives**

1. The objectives of the FFE PTO are developed through committees, projects, and programs, and are governed and qualified by the basic policies set forth in Article IV: Basic Policies.
2. The objectives of the FFE PTO are:
  - a. To promote the welfare of children within FFE, in home, school, and community.
  - b. To bring a closer relationship between the home and the school, that parents and educators may cooperate intelligently in the education of students.
  - c. To provide funds for extra materials and programs in addition to what is provided by the district as determined by the organization.
  - d. To assist as the volunteer program, as a beneficial means to the students.

**Article IV: Basic Policies**

The following are basic policies of the FFE PTO.

1. This organization shall be non-commercial, non-sectarian, and non-partisan.
2. This organization shall work with the school and administration to help provide quality education for all students. All organized parties recognize the legal responsibility to make decisions has been delegated by the people to the Gilbert Governing Board.
3. This organization shall work with the school administration, faculty, and students in an effort to:
  - a. Provide quality experiences and activities for all members of FFE.
  - b. Promote the welfare of the children attending FFE in home, school, and community.
4. In the event of the dissolution of the organization, its assets shall be distributed for one or more of the exempt purposes specified in Section 501 (C) (3) of the Internal Revenue of 1954 as from time to time amended as detailed in Article XIV.
5. This organization shall not, directly or indirectly, participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office (including publishing or distributing statements).
6. This organization may cooperate with other organizations and agencies concerning child welfare, but PTO members as representatives shall make no commitments which will bind the organization.
7. The records of this organization are open for public review. A PTO Book of Record will be kept in the school office and made available upon request for public inspection. This notebook will contain:
  - a. The original bylaws; revised bylaws, and amendments to bylaws.
  - b. Articles of incorporation.
  - c. Minutes of all meetings.
  - d. Operating budget, approved revisions, and monthly financial reports.
  - e. Annual Calendar, revised calendar.
  - f. PTO Letters/Bulletins.
  - g. PTO Executive Board names, roles, and contact information.
  - h. Current membership enrollment list of names.
  - i. Applicable/current forms (reimbursement forms, teacher forms, etc.)

8. A request for financial assistance for Finley Farms Elementary School Events may be made by a family in need. This family's name shall remain anonymous. The amount will be at the discretion of the Principal and the PTO President(s).
  - a. Family would need to fill out application from PTO Forms and submit to the Principal.
  - b. Family would need to commit to non-disclosure.

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

Membership in the FFE PTO shall be made available with the following terms:

1. All parents, teachers, staff, and other entrusted adult(s) of currently enrolled students at Finley Farms Elementary, willing to uphold the policies and subscribe to these bylaws, shall be known as an enrolled member of this organization upon:
  - a. The payment, or waiver, of dues as determined by the Executive Board.
  - b. Registration of name, address, email, and telephone number with a member of the PTO Executive Board or assigned membership coordinator.
2. Membership in this organization shall be made available without regard to race, color, creed, national origin, or sexual orientation.
3. This organization shall conduct an annual enrollment of members but may admit persons to membership at any time through the specified school year. Membership will expire June 30th regardless of enrollment date.
4. Members must be enrolled at least 30 days prior to the election of officers in order to vote in the election. Information concerning this policy and the procedure for joining the organization must be published and made available in the school office to all at least 30 days prior to an election.
5. Only registered members of this organization shall be eligible to vote in the general meetings, election of officers, or to serve in any of its elective or appointive positions.
6. Each registered parent, guardian, or adult member in the same residence will be allowed one household vote in general meetings.
7. No voting by proxy.

Membership in the organization consists of three classes: The Officers, The Executive Board, and General Membership.

1. The Officers consist of President(s), Vice-President(s), Secretary(s), and Treasurer. They have full rights and obligations in running this organization as outlined in the organizing documents.
2. The Executive Board consists of the Officers and Chairpersons. They have the responsibility of approving and amending the budget and following other duties outlined in the organizing documents.
3. The General Membership consist of all parents, teachers, staff, and other entrusted adult(s) of currently enrolled students at Finley Farms Elementary who have paid the annual dues as determined by the incoming Officers. They have the responsibility of approving and amending the bylaws, approving the budget, voting in the Officers, and volunteering to promote the purposes of the organization and the school it coincides with.

**\*\*The Principal/Teacher liaison shall act in an advisory capacity only.**

#### **Article VI: Officers Elections**

1. Officers of this organization will consist of elected offices of:
  - a. President(s)
  - b. Vice President(s)
  - c. Secretary(s)
  - d. Treasurer
2. Any office, except Treasurer, may have co-officers that share the responsibility of the office. Co-nominees are voted individually, and each will have a vote for all decisions voted on by the Executive Board.
3. Nominations: A nominating committee of no less than 3 members will be formed prior to the election. Their duties are as follows:
  - a. Notify the General Membership of elections at least one month (four weeks) prior and ask for nominees.
  - b. One week prior to elections, the committee shall nominate at least one or more eligible person(s) for each office to be on the ballot, at which time the ballot will be closed.
  - c. Notification will be given to the membership of the nominees one week prior to elections.
  - d. Receive all nominees consent to serve.
  - e. Prepare the voting procedure as outlined in Article VI: number 4.

- f. Ensure qualified nominees must be legal parents/guardians of at least one child in K-6th attending FFE.
  - g. Ensure that qualified nominees are not members of the same household.
  - h. Nominations may be submitted by the floor with the consent of the nominee.
  - i. Campaigning is not appropriate.
  - j. Nominating committee may choose to add small/limited information to advise the general voting members why nominees would do well in nominated position.
  - k. Nominees do not need to be a current member of the organization but must become a member if elected.
4. Officers shall be elected by in person secret ballot on election day(s) as designated by the current executive board.
  - a. Each registered parent, guardian, or adult member in the same residence will be allowed only one household vote.
  - b. Voting ballots will be counted by neutral parties (i.e. front office or applicable staff).
  - c. Voting ballots will be assigned numerically by household memberships, as such no replacement ballots will be available.
  - d. Voting names will not be disclosed to PTO executive board, members, or candidates; only the neutral counting party for the purpose of dispute resolution.
  - e. Counting party will have a list of membership names to notate when a vote has been submitted.
  - f. No voting by proxy.
5. In the event of no candidate for an office, all pto members may solicit potential candidates to fill this position. However, the position for that office will be held onto until a voice election is held at a general meeting.
6. In the event of only one candidate for an office, in the case of dispute resolution, the ballot for that office will be held onto until a voice election can be held at a general meeting. Officer may assume their role as single entity until the general meeting confirms their role.
7. The term of an elective office shall be one school year from July 1<sup>st</sup> to June 30th. A candidate can be elected to the same office for no more than two consecutive years. After two consecutive terms, if no other person is willing to run for an office, the current officer may continue to serve for an additional year. The election shall be held in spring and the newly elected officers shall begin their transition to office after the election and assume full responsibility as of the first of July.
8. If a leave occurs in the office of the President, the Co-President will assume full responsibility for the office of the President. If there is no Co-President, the first Vice-President shall assume office of the President.
9. If a leave occurs in any office, except President, it shall be filled for the unexpired term by a person elected by the Executive Board, notice of such election must be given with 72-hour notice.

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

1. The President(s) shall:
  - a. Preside at all general and executive board meetings of the organization.
  - b. Be well versed and communicate the articles of incorporation and bylaws to the Executive Board.
  - c. Ensure Executive Board and/or Officers are contacted for monthly meetings.
  - d. Coordinate the work of officers of the organization so that the Objectives and Policies may be promoted.
  - e. Be involved unofficially with all committees.
  - f. Gather monthly reports information and/or reports from officers.
  - g. Be one of the board members authorized to sign the checks of the organization.
  - h. Perform such other duties as may be assigned by the organization.
2. The Vice-President(s) shall:
  - a. Act as an assistant to the President(s) and shall perform the duties of the President(s) in the absence or inability of that officer to act.
  - b. Coordinate the work of chairpersons of the organization so that the Objectives and Policies may be promoted.
  - c. Gather monthly information and/or reports from chairpersons.
  - d. Be involved unofficially with designated committees.
  - e. Perform other delegated duties as assigned.

3. The Secretary(s) shall:
  - a. Keep an accurate record of the proceedings of all the meetings of the organization, and a roster of registered members.
  - b. Distribute official minutes to each Executive Board member and others determined by the Executive Board
  - c. Maintain the PTO Book of Record.
  - d. Be prepared to refer to minutes of previous meetings.
  - e. Conduct necessary correspondence for the organization in cooperation with the Executive Board.
  - f. Work closely with Vice Presidents and Chairpersons regarding correspondence for programs, events, fundraisers, and teacher liaison needs.
  - g. Perform other delegated duties as assigned.
4. The Treasurer(s) shall:
  - a. Establish and/or maintain a checking account and other accounts as determined by the Executive Board.
  - b. Have custody of all financial records and funds of the organization.
  - c. Verify and be responsible for, along with the event chairperson, all monies received, as counted by one officer/chairperson and one pto member; each shall keep an accurate account of all monies from the event.
  - d. Keep a full and accurate account of receipts and disbursements as authorized by the President, Executive Board or organization as in accordance with the budget adopted by the organization.
  - e. Pay bills that are authorized.
  - f. See that checks or vouchers are properly signed by two persons authorized on the signature card.
  - g. Prepare a financial statement each month with copies to be distributed to each Executive Board member and others determined by the Executive Board.
  - h. Make sure that at least \$500.00 is left in the treasury for the next school year.
  - i. Make a full report of the proposed budget at the first general meeting of the year.

All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the 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: Executive Board**

1. The Executive Board will consist of the officers and the chairpersons of the organization. The principal of the school and two (2) staff/faculty representatives will sit on the Board in a non-voting, advisory capacity only.
2. Only the Executive Board of this organization, as defined in Article VIII, section 1, shall have voting power during Executive Board meetings.
3. The duties of the Executive Board shall be to:
  - a. Transact necessary business in the interval between organizational meetings and such other business as may be referred to it by the organization.
  - b. Create special and standing committees.
  - c. Approve the plans of the standing committees.
  - d. Present a report at the regular meetings of the organization.
  - e. Prepare and approve a budget for the year.
  - f. Approve routine bills within the limits of the budget; any non-budgeted single expenditure that will exceed fifty dollars must be approved by Executive Board majority vote of those present.
  - g. Hold regular meetings of the Executive Board during the year.
4. The duties of the principal are:
  - a. Provide council to the Executive Board regarding school and district policy.
  - b. Raise issues affecting FFE faculty and students
  - c. Coordinate access to campus facilities for meetings and activities.
  - d. Ensure attendance of two staff/faculty members at all PTO Executive Board and general meetings.
5. The duties of a staff/faculty representatives are:
  - a. Inform the staff and faculty of events and activities.
  - b. Poll the faculty as requested by the Executive Board and advise the Board according to the results.

- c. Act as liaison between the PTO and the FFE faculty.
6. No executive board member can be a vendor of the PTO or act in any capacity with the PTO that would constitute a conflict of interest.

#### **Article IX: Chairpersons**

1. Chairpersons will be nominated and voted on by the new pto officers at the beginning of their term. Agreement for chairpersons must reach a majority vote.
2. Chairpersons elected each year are:
  - a. Programs Chairperson
  - b. Events Chairperson
  - c. Fundraiser Chairperson
  - d. Liaison Chairperson
3. Chairperson must:
  - a. Consent to serve and uphold the policies and procedures of the organization.
  - b. Become a PTO member.
  - c. Not be a member of the same household as an officer or other eligible chairperson.
  - d. Nominations may be submitted by officers with the consent of the nominee.
  - e. Nomination suggestions may be taken from the floor.
4. Duties of Programs Chairperson:
  - a. Be the PTO parent contact for member communication.
  - b. Answer FFE PTO members questions and/or finding the correct information pertaining to:
    - i. Programs,
    - ii. Events,
    - iii. Fundraisers,
    - iv. Sponsorships,
    - v. Filling out PTO forms
  - c. Facilitate the work of school programs and the designated standing committees as outlined by the budget and approved by the Executive Board.
  - d. Recruit PTO members and keep roster of registered members.
  - e. Recruit Committee Coordinators and members for committees as voted on and approved by Executive Board.
  - f. Coordinate the work of Committee Coordinators so that the Objectives and Policies may be promoted.
  - g. Be supportive and available for Committee Coordinators and committees.
  - h. Gather information and/or reports from committee coordinator and members and relay information to presiding Vice President and Executive Board.
  - i. Be involved unofficially with designated committees.
  - j. Work in close contact with officers to assist with the needs of coordinators and standing committees.
  - k. Perform other delegated duties as assigned.
5. Duties of the Events Chairperson:
  - a. Facilitate the work of school/community events and the designated committees as outlined by the budget and approved by the Executive Board.
  - b. Recruit Committee Coordinators and members for committees as voted on and approved by Executive Board.
  - c. Coordinate the work of Committee Coordinators so that the Objectives and Policies may be promoted.
  - d. Be supportive and available for Committee Coordinators and standing committees.
  - e. Gather information and/or reports from standing committee coordinator and members and relay information to presiding Vice President and Executive Board.
  - f. Be involved unofficially with designated committees.
  - g. Work in close contact with officers to assist with the needs of coordinators and committees.
  - h. Perform other delegated duties as assigned.
6. Duties of Fundraiser Chairperson:
  - a. Facilitate the work of school/community fundraisers and the designated standing committees as outlined by the budget and approved by the Executive Board.

- b. Recruit Committee Coordinators and members for committees as voted on and approved by Executive Board.
  - c. Coordinate the work of Committee Coordinators so that the Objectives and Policies may be promoted.
  - d. Be supportive and available for Committee Coordinators and committees.
  - e. Gather information and/or reports from standing committee coordinator and members and relay information to presiding Vice President and Executive Board.
  - f. Be involved unofficially with designated committees.
  - g. Work in close contact with officers to assist with the needs of coordinators and committees.
  - h. Perform other delegated duties as assigned.
7. Duties of Liaison Chairperson:
- a. Be the PTO parent contact for all Staff & Faculty communication.
  - b. Answer FFE staff and faculty questions and/or finding the correct information pertaining to PTO:
    - i. Programs,
    - ii. Events,
    - iii. Fundraisers,
    - iv. Sponsorships,
    - v. Filling out PTO forms
  - c. Facilitate or organize “teacher/staff” events, programs, and fundraisers that are associated with and approved within the PTO budget but are headed by a staff member. Work with staff member and the Executive Board to provide the necessary resources needed for these approved items (i.e. members to help, needed checks, etc).
  - d. Oversee and be involved with special committees as formed to assist in teacher/staff events, programs, and fundraisers.
  - e. Work closely with all chairpersons regarding pto happenings.
  - f. Gather information and/or reports to relay information to presiding Vice President and Executive Board.
  - g. Coordinate and work with the volunteer classroom parents.
  - h. Perform other delegated duties as assigned.

#### **Article X: Committees**

- 1. Standing and special committees shall be created as deemed necessary by the Executive Board.
- 2. A standing committee is one which will continue to exist from year to year. Each standing committee must have a charter describing the goals and responsibilities of the committee. The charter will be amended to these bylaws according to Article XIV.
- 3. The Coordinator of each committee will be the main point of contact for the program, event, and fundraiser they are assigned to. The committee coordinator is responsible for overseeing the planning and initiating all the necessary requirements to fulfill the assigned purpose of the committee.
- 4. The Committee Coordinator shall report committee progress to the corresponding Chairperson.
- 5. The Coordinator along with committee member will be responsible for receiving their budget (if applicable) and filling out the committee budget form to record accurately all monies spent and received.
- 6. An executive board member along with a committee member will be responsible for counting monies received for an event, turning over that money to the treasurer(s).
- 7. Committees should keep an accurate account of all information pertaining to ideas, vendor information, donations, and budget.

#### **Article XI: Meetings**

- 1. Officer Meetings
  - a. A quorum is constituted by a majority of officers.
  - b. Meetings shall be held as often as necessary to conduct the affairs of the organization; to report all information obtained by chairpersons, committees, and members that are for discussion not voting.
  - c. Officers are expected to attend all meetings until adjournment, except when excused. Continual absences are grounds for removal.
- 2. Executive Board Meetings
  - a. A majority of the Executive Board members present shall constitute a quorum for the transaction of business by the Executive Board.

- b. In order for business to be conducted or a transaction approved, 70% of the executive board must be present.
  - c. Special meetings of the Executive Board may be called by the President or by three members of the board within seventy-two hours (72) notice having been given.
  - d. Meetings will be decided and announced by the first general meeting.
  - e. Meetings shall be closed, except by invitation of the majority of the executive board.
  - f. The Executive Board will decide on what items/issues will need to be voted on in the general meetings as outlined in general membership Article V: Membership and Dues.
  - g. Voting shall be verbal or by show of hands, unless a written vote is requested by any member.
  - h. Executive meetings will be held seventy-two hours (72) or more before the general meeting.
  - i. Spending authority to override the budget, or changes to the budget must be approved at an Executive Board meeting by a majority of those attending.
  - j. Executive Board Members are expected to attend all meetings until adjournment, except when excused. Continual absences can be grounds for removal.
3. General Meetings
- a. General meetings of the membership will be held on the dates selected by the Executive Board. At least two general membership meetings shall be held each school year.
  - b. Special meetings may be called by 10% of the members. Meeting requests must be submitted in writing to the secretary at least 72 hours in advance of the requested meeting.
  - c. Meetings shall be open to the public.
  - d. Only members may vote.
  - e. Members present shall constitute a quorum. A majority vote of 70% of members present shall be deemed adequate and acceptable to conducting or transacting business, providing that at least two separate notifications were made available (i.e., newsletter, marquee, etc.)
  - f. The last organizational meeting of registered members of the school year shall be an annual meeting held prior to year-end at which time reports shall be received and new officers shall be briefed.
4. Action without a Meeting.
- \*\*The Executive Board may conduct business via telephone conferencing, text, or email on needed items between meetings. Phone, text, or email voting should NOT be used for controversial motions or officer/board elections. Electronic voting shall be conducted in the following manner:**
- a. All Executive Board Members must be notified of the motion.
  - b. A 48-hour period shall be allotted for response and discussion.
  - c. After the 48-hour period or once all have responded, the President may call for the vote.
  - d. The motion needs a 70% majority vote to pass.
  - e. All votes must be documented and added to the Minutes of the next meeting for official approval.

## **Article XII: Fiscal Year**

The fiscal year of this association shall begin July 1st and end June 30th.

## **Article XIII: Amendments**

- 1. These bylaws may be amended at a general meeting of this organization by a two-thirds vote of the registered members present and voting.
- 2. An amendment shall be proposed in writing to the President(s) and shall be read at the first general meeting after the President receives the request.
- 3. When a revision in the bylaws is being considered, a committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a general 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.
- 4. Notice of a vote of 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.
- 5. A copy of the proposed amendment or revised bylaws will be made available for public review in the school office during normal school hours.
- 6. **"Robert's Rule of Order Newly Revised"** shall govern this organization in all cases in which they are applicable and not in conflict with these bylaws.

**Article XIV: Dissolution**

1. In the event of the dissolution of the organization, its assets shall be distributed as follows:
  - a. 100% of all assets will be given to subsequent FFE PTO.
  - b. In the **absence** of a subsequent FFE PTO, 100% of all assets will be given to the FFE Student Council Fund.

**Article XV: Distribution of Resources**

1. In the event school attendance boundaries change and the membership is divided, a fair and equitable amount of funds and resources may be divided among the schools. "Fair" and "equitable" distribution will be determined by the principals involved in the boundary change and should be based on the circumstances involved.

**Standing Rules**

**\*\*\*Add supplementary 'Standing Rules' annually or as needed to comply with new executive board purposes.**

**Standing rules should supplement and they absolutely cannot conflict with the organizations ByLaws.**

1. At the beginning of each term of office, each officer shall be given a copy of these bylaws and shall be responsible for making a thorough study of them. A copy of these bylaws shall be made available to any member of the organization upon request.
2. Purchased items shall not be loaned or leave the campus except for organizational functions approved by the Board.