

Bylaws of Lone Mountain Elementary School

Parent-Teacher Organization

(Amended 2/16/2011)

ARTICLE 1

STRUCTURE OF THE ORGANIZATION

I. **Name of Organization.** The name of this organization shall be called the Lone Mountain Parent Teacher Organization (herein after referred to as the "Organization").

II. **Purpose.** The purpose of the Organization shall be to promote and enriched learning environment at Lone Mountain Elementary School by providing school equipment and materials for programs which fall outside of the school budget. In addition, promote communication and cooperation between parents, LMES staff, students, Site Council and CCUSD.

III. **Non-Profit Corporation 501(c)(3).** The Organization is an Arizona nonprofit corporation and is organized and existing under any and by virtue of the laws of the state of Arizona as it pertains to the application of corporate activities and the District.

ARTICLE 2

MEMBERSHIP

I. **Participation.** All LMES families and staff may participate in Organization events.

II. **Membership.** Membership in Lone Mountain PTO shall be made available to all families and staff regardless of race, color, creed or national origin. All parents and/or legal guardians of students who currently attend Lone Mountain Elementary School and all current faculty and staff of Lone Mountain Elementary School shall be eligible for membership in the Organization.

III. **Dues.** Each member or family subscribing to the Organization shall pay annual dues to the Organization. The annual membership fee shall be determined by the PTO Executive Officers in July for the upcoming school year.

IV. **Voting.** Each paid family membership receives one vote.

ARTICLE 3

MEETINGS

I. **Executive Meetings.** The Executive Board shall meet monthly or as determined by the incoming members. All PTO Executive Officers are expected to attend. The time and place of the meetings shall be announced at least seven (7) days prior to the meeting.

II. **General Meetings.** General membership meetings shall be held monthly during the school year. The time and place of the meetings shall be announced at least seven (7) days prior to the meeting.

III. **Special Meetings.** Additional meetings of the Organization may be called, either by vote of the Executive Board or by petition of a majority of Members. The time and place of all special meetings shall be announced at least three (3) days prior to the meeting.

IV. **Quorum.** A quorum shall be considered a minimum of 50% plus one (1) of the Executive Board.

V. **Voting.** A majority vote of the Members present at any meeting shall be required for all action to be taken by the Organization. Expenditures of \$500.00 or more must go to the Membership for a vote, following Executive Board approval for expenditure.

ARTICLE 4

OFFICERS AND RESPONSIBILITIES

I. **Requirements.** The President and Vice-President shall have been voting members of the Organization for a minimum of two (2) school years. The remaining officers shall have been voting members of the Organization for at least one (1) school year.

II. **Positions.** The officers shall consist of President, Vice President of Fundraising, Secretary, Treasurer, Communications Director, and Volunteer Coordinator. The positions of President and Vice President of Fundraising may be shared by two individuals.

a. **President.** The President shall serve as chief executive of the Organization, and shall in general supervise the activities of the Organization, working cooperatively with school administration, staff, school board members and members of the Organization. The President shall (1) serve on a standing committee that meets on an as needed basis with the Principal to facilitate efficient decision making; (2) be present to preside at all meetings; (3) be responsible for creating agendas for all meetings; and (4) submit weekly president's message to the Eagle

Eye. All invoices for payment must be approved by the President and Treasurer. All communication from the Organization must have approval from both the President and the Principal.

b. **Vice President of Fundraising.** The Vice President of Fundraising shall be responsible for all money making opportunities during his/her term. Responsibilities include but are not limited to: (1) organizing, budgeting, marketing, and implementation of the fundraising events; (2) presentation of proposals to the Executive Board and Principal for approval and (3) submission of weekly fundraising update and report to the Eagle Eye. The Vice President shall also assist the President in presiding over meetings should the President be unavailable to do so.

c. **Secretary.** The Secretary shall (1) keep minutes of all meetings of the Executive Board and all meetings of the Members; (2) see that all notices and duly given in accordance with the provisions of these Bylaws; (3) keep a register of the names of all members; (4) maintain a hard copy of all Organization communication; and (6) in general perform all duties incident to the office of Secretary and such other duties as from time to time shall be assigned by the President or the Executive Board.

d. **Treasurer.** The Treasurer shall (1) receive all Organization monies; (2) keep accurate record of receipts, disbursements and account balances; (3) present a financial statement at every meeting and shall make all accounts available at other times as required by the Organization; and (4) file yearly taxes. All checks written on behalf of the Organization in excess of \$500.00 shall require the signatures of the Treasurer and President.

e. **Communications Director.** The Communications Director shall (1) update and maintain the Organization website; and (2) design, copy, and distribute all Organization materials and fliers.

f. **Volunteer Coordinator.** The Volunteer Coordinator shall be responsible for procuring volunteers for all Organization activities and fundraisers.

ARTICLE 5

EXECUTIVE BOARD

I. **Board Membership.** The Executive Board shall consist of the Officers of the Organization, two (2) faculty members, and the Principal. Each member receives one vote.

II. **Term.** Executive Officers shall serve a term of one year. No officer is eligible to serve more than two (2) consecutive years in the same office unless approved by the Membership at a general meeting.

III. **Budget.** The Executive Board shall recommend a budget to the Organization. Once the budget is approved, the Executive Board shall have the power to approve additional funds, provided said funds are available and meet the purpose statement of the Organization. No funds shall be approved or expended in anticipation of additional revenue. The Executive Board shall have the authority to approve and pay bills of \$500.00 or less, in accordance with the approved budget.

IV. **Attendance.** Members of the Executive Board shall make a concerted effort to attend all meetings or must notify another member of the board.

V. **Business.** The Executive Board shall be authorized to transact business in the interval between general meetings. They shall approve the plans and procedures of committee chairs, as well as oversee those chairs.

VI. **Vacancies.** If a vacancy should occur in an officer position during the school year, the remaining Executive Officers shall elect an alternate to complete the term of that position.

ARTICLE 6

ELECTIONS

I. **Elections.** Executive Officers shall be elected in the month of March by secret ballot. The newly elected officers shall meet with the existing Executive Board beginning April 1. Full transition of leadership from the existing board to the new board shall occur June 1.

II. **Voting Procedures.** The Secretary shall maintain a confidential member list. The list shall be provided to the Election Committee for the purpose of conducting the election. Each family membership is entitled to one (1) vote.

- a. Absentee ballots may be requested the week of the election to accommodate any members not able to vote on Election Day. The member must be verified as a current member in order to cast an absentee ballot.
- b. A majority of the votes cast by the members shall be necessary for election. Should no person receive a majority of the votes cast, a run-off between the two (2) persons who received the largest number of votes shall immediately be held.

- c. If after the ballots have been collected and tabulated and results presented to the President and announced to the Members, and no contest has been declared within three (3) days, the said ballots shall be destroyed.
- d. The Executive Board, under the advisement of the Election Committee, may remove from the ballot any nominee who engages in negative campaigning or otherwise attempts to unduly influence the outcome of the election.

ARTICLE 7

STANDING AND SPECIAL COMMITTEES

I. **Election Committee.** There shall be an election committee composed of two (2) Members and one (1) current Officer chosen by the Executive Board at least one month prior to elections. The members of the Election Committee shall not be eligible as candidates for any Executive Board position for the coming year. The committee is responsible for receiving and compiling all candidate nominations. The committee shall contact all persons nominated to confirm their willingness to serve and insure that all nominees are Members and otherwise eligible to serve in that office. The committee shall be responsible for the balloting, voting, and tabulating of the election.

II. **Other Standing Committees.** The Executive Board shall create committees as they deem necessary to carry out the objectives of the Organization throughout the year. All committee chairs and members must be paid members of the Organization. The chairs shall present a plan of action to the Executive Board for approval. No committee work shall progress without the approving vote by a majority of the officers. Each chair shall account for all funds received and submit reconciled information to the Treasurer. The continuation of each committee will be reviewed by the Executive Board at their final meeting of the year. Each committee chair shall maintain a log book or file, and shall transfer this information to the incoming chair no later than the last day of school.

ARTICLE 8

FINANCES AND PROCEDURES

I. **Vendors.** Any opportunities for Organization fundraising, events, sponsorships, purchases and the like must be submitted in writing to a member of the Executive Board 24 hours in advance of the next Executive Board Meeting for consideration as an agenda item.

a. No parent or teacher can profit from a PTO event or sale. Should a parent or teacher have a business that the PTO contracts with they must be willing to donate 100% of their profits back to the organization.

b. The Vice President of Fundraising must stay within the approved budget when making decisions regarding choice of vendor of initial purchases or projects. Purchases and projects shall be reviewed on an annual basis.

II. **Finances.** At the end of each fiscal year, a minimum of \$5,000 must be carried over to the next fiscal year as start up cash for operating expenses incurred by the incoming Executive Board as they begin the upcoming school year.

- a. Any disbursements outside the approved budget shall be by the vote of the Executive Board.
- b. Any teachers or staff requesting financial assistance from the Organization must first submit their request to the Principal. Upon the Principal's determination that school funds are not available for the request, the teacher or staff member requesting financial assistance from the Organization must submit their request in writing to the Executive Board 24 hours in advance of the next Executive Board meeting for consideration as an agenda item.

ARTICLE 9

AMENDMENTS OF THE BYLAWS

I. **Amendment.** These Bylaws may be amended at any general meeting of the Organization by a two-thirds vote of the members present and voting. Notice must be given two (2) weeks prior to the meeting that the proposed amendments will be subject to approval.

II. **Evaluation and Review.** The Bylaws of this organization shall be reviewed every three (3) years or, if needed, more frequently.

III. **Authority.** If any part of these Bylaws shall conflict with the decisions, policies or procedures adopted by the Cave Creek Unified School District Governing Board, they shall be deemed null and void and the decision of the Cave Creek Unified School District Governing Board shall, in all cases, control.

ARTICLE 10

INDEMNIFICATION

The Organization shall indemnify every Officer and chairperson, his or her hers and personal representatives against all loss, cost and expense, reasonably incurred by him or her in connection with any action, suit or proceeding to which he or she may be made a part, by reason of his or her being or having been an Officer or chairperson of the Organization to the fullest extent permitted by the law.

PROPERTY FUNDS AND TITLES

All funds and titles of all properties acquired by the Organization and the proceeds thereof shall be held in trust for the Members of the Organization until a time when the property might serve the Organization by being gifted to the Lone Mountain faculty or administration or other pertinent group.

ADOPTION

The Executive Board of the Lone Mountain Parent-Teacher Organization hereby adopts these amended bylaws this 16th day of February 2011.