

## **Jack Barnes Elementary School PTO**

### **2024-2025 Bylaws**

#### **Article I - Name**

The name of this organization shall be Jack Barnes Elementary School Parents and Teachers Organization, hereafter referred to as the Jack Barnes Elementary School PTO. The official address of the Jack Barnes Elementary School PTO shall have the same physical address as Jack Barnes Elementary School.

#### **Article II – Objectives**

The corporation is organized for the purpose of supporting the education of children at Jack Barnes Elementary School by fostering relationships among the school, parents and teachers.

1. To promote the development, growth, and education of our children in the schools, community, and home.
2. To assist the schools in bringing the highest advantages of physical, mental, social and moral education to the students.
3. To keep abreast of the Jack Barnes Elementary School's yearly goals and objectives.
4. To sponsor activities for the school and community.

#### **Article III - Membership**

1. Membership is open to all adult members of the community whose children (child) attend(s) Jack Barnes Elementary School and Jack Barnes Elementary School staff. QCUSD staff may not hold office on the Executive board.
2. Membership Dues: There will be NO membership dues for any parent or staff member who wants to be involved with Jack Barnes Elementary School PTO.
3. Any items, prizes, candy, food, etc., remaining after any Jack Barnes Elementary School PTO event will be the property of Jack Barnes Elementary School PTO. Remaining perishable items may be disbursed by present volunteers as deemed appropriate. Consideration of other non-profit organizations such as food banks, etc. will take precedence in distributing remaining perishables. No board members, committee chairs, or volunteers will disperse any non-perishable property of the Jack Barnes Elementary School PTO to other individuals, or keep non-perishable items. Perishable items will be dispersed after each event.

#### **Article IV - Officers**

1. Officers of Jack Barnes Elementary School PTO shall be elected prior to the last general PTO business meeting of the year. The last meeting of the school year shall be conducted by the newly elected officers and assisted by the previous board members. Elected officers shall include the President, Vice-President, Secretary, Treasurer, and Member at Large. A majority vote of the persons in attendance at a meeting called and publicized of electing officers is required to elect officers.
2. The term of office shall be one year, commencing at the last meeting of the current school year and ending at the last meeting of the following school year. Officers are elected for one year. Re-election for consecutive terms may occur.
3. The duty of loyalty requires that a board member act with the best interest of the organization in mind. The Board members must be willing to contribute enough time to serve the Jack Barnes Elementary School PTO and further its work. The Board must be willing to learn, grow, and to work well with others as

part of a team. They must also have respect and trust for the others on the board. They must be interested in all programs within the school, the education, and the well being of our children and our community.

4. Duties of the officers are as follows:
  - a. President: Shall preside over all general and executive meetings, equally coordinate and oversee the work of the officers and committee chairpersons to ensure alignment with the organization's objectives. Shall be fair with all board members, delegate responsibilities, and offer assistance. Meet with the Principal for approval of upcoming activities or plans. Coordinate the Calendar for the Jack Barnes Elementary School PTO. Schedule meetings, distribute materials received to the appropriate officers, consult with officers and chairpersons before events to ensure everyone is working together, be one of the officers authorized to sign checks of the organization and do any banking deposits. Shall appoint all committees. The President shall be an ex-officio member of all committees.
  - b. Vice-President: Shall perform all duties of the President in the event of the inability of the President to act or upon request. If temporarily representing the President, the Vice President must report to the President any new business within a reasonable amount of time, not to exceed 48 hours. Shall perform other duties as directed by the President.
  - c. Secretary: Prepare agendas for general meetings. Shall keep records and take minutes of all meetings. Official distribution of the minutes shall include one copy to the President, Principal, and the official Jack Barnes Elementary School PTO files, as well as copies to be presented to the general membership upon request. Photocopy the minutes from the last general meeting for distribution (and approval) at the upcoming general meeting. The Secretary shall handle all official correspondence as directed by the President. If the secretary is unavailable to attend a meeting, the President may appoint a member of the board to take the minutes and forward them to the Secretary.
  - d. Treasurer: Shall have custody of all financial records and Jack Barnes Elementary School PTO funds. The Treasurer shall maintain a ledger of Jack Barnes Elementary School PTO expenditures and receipts. A financial report shall be submitted to the Executive Council and approved at the monthly general PTO meeting. The financial report shall be submitted to an annual end-of-the-year review. The Treasurer shall be one of the officers authorized to sign the checks of the organization and do any banking deposits: Shall close out all fundraisers.
  - e. Member at Large: The Member at Large shall help fulfill duties as delegated as an acting member of the board.
5. Duties among the officers can be interchanged at their discretion.

#### **Article V - Nominations and Elections:**

1. Nominations for the Board will be taken during a general meeting in the 4<sup>th</sup> quarter of the current school year. Any person nominated must have a child attending Jack Barnes Elementary School.
2. Jack Barnes Elementary School PTO board elections shall be held during the 4<sup>th</sup> quarter of the current school year during a general PTO meeting.
3. The Jack Barnes Elementary School PTO shall send out a nomination form/letter with the date and time of the 4<sup>th</sup> quarter election meeting to all parents whose children attend JBE allowing them the opportunity to nominate someone or themselves for a Jack Barnes Elementary School PTO board position. The form/letter will be sent out at least 30 days prior to the PTO election meeting.
4. If more than one person is running for an office, a ballot vote shall be taken.
5. Vacancies: In the event of a vacancy after the election process, the position may be filled by a majority vote of the Executive Council. If an elected board member is unable to finish their term of office, the Executive Council shall appoint a replacement. The appointed person will serve the unexpired term. If

there is a vacancy in the office of president, the vice president will become the president. At the next scheduled general PTO meeting, a vote will be held to confirm the appointed board member(s) position(s).

6. Removal from Office: The Executive Council, by a majority vote, may remove any officer from office for failure to perform assigned duties, corruption, and failure to attend meetings and for actions which bring dishonor upon the Jack Barnes Elementary School PTO. Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a general meeting where previous notice has been given. A due process will be followed where removal from office is considered.

#### **Article VI - Executive Council**

1. The governing body of the organization shall be known as the Executive Council. It shall consist of the President, Vice-President, Secretary, Treasurer, and Member at Large. Committee chairpersons may be invited to Jack Barnes Elementary School PTO executive board meetings by the Executive Council.
2. The duties of the Executive Council shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership. The Executive Council shall be responsible for all policy decisions affecting the organization's membership.
3. All members of the Executive Council have the right to vote.

#### **Article VII – Committees**

1. Committees may consist of general members and board members, with the president acting as an ex officio member of all committees.
2. The following committees may be held by the organization: Fundraising, Communications, Arts and Enrichment, Family Events, Nominating, Audit, and Sponsorship.
3. The board may appoint additional committees as needed.

#### **Article VIII – Standing Rules**

1. Standing rules may be approved by the Executive Council, and the secretary shall keep a record of the standing rules for future reference.

#### **Article IX - Parent and Teachers Organization Meeting**

1. General board meetings shall be held monthly. Times and location of the general board meetings will be determined each new school year by a majority vote of the Board. Special meetings may be called by any two board members, with 24 hour notice. The board has the option to meet over the summer months to organize for the upcoming year.
2. The Executive Council will meet on an as needed basis with times and location determined by a majority vote of the membership of the Executive Council. The Executive Council has the option to meet over the summer months to organize for the upcoming school year.
3. Approval by the majority of members present at any Jack Barnes Elementary School PTO meeting shall be necessary on any item of business requiring a vote.
4. Representatives from each geographic area within the Jack Barnes Elementary School attendance area may communicate information regarding their area to the Jack Barnes Elementary School PTO Executive Council.

5. Chairpersons shall be on a volunteer basis and responsibilities will be determined by the Executive Council.

#### **Article X - Procedures for a PTO Meeting**

1. The Executive Council shall have knowledge of all agendas prior to monthly meetings.
  - a. Committee Chairpersons shall report to the Executive Council prior to all the meetings.
2. To assure a productive meeting, the order of business shall be as follows
  - a. Call to order and introductions
  - b. Minutes
  - c. Treasurer's Report
  - d. Old Business
  - e. New Business
  - f. Announcements
  - g. Principals report
  - h. Teachers report
  - i. Call to public
  - j. Meeting adjourned
3. The Meetings shall be conducted using Robert's rules of order, when they are not in conflict with the organization's bylaws or any other special/standing rule.

#### **Article XI - Funds**

1. A tentative budget shall be drafted in spring for the following school year and approved at a fall meeting by majority vote of the members present.
2. The treasurer shall keep accurate records of any disbursements, income, and bank account information.
3. The board shall approve all expenses of the organization.
4. The expenditure of Jack Barnes Elementary School PTO funds shall be recommended by the Executive Council and approved by a majority vote of the Jack Barnes Elementary School PTO members present at the general business meeting. All purchase requests must be submitted via email to Jack Barnes Elementary School PTO Executive Council.
  - a. The Executive Council may approve and spend up to \$150.00 for items needed prior to the next general PTO meeting. All expenditures will be reported to the Jack Barnes Elementary School PTO membership at the next general PTO meeting.
  - b. Purchase requests over \$150 must be approved at the next scheduled general PTO meeting before being approved.
5. The financial records of the Jack Barnes Elementary School PTO shall be examined annually by the Principal at the beginning and end of each school year.
6. Two signatures shall be required on all checks issued by the Jack Barnes Elementary School PTO. Authorized signatures shall include the President and Treasurer. The signature on any check cannot be the payee.
7. All funds raised by the Jack Barnes Elementary School PTO shall be used for educational purposes and the betterment of Jack Barnes Elementary School's students and staff.
8. No part of the Jack Barnes Elementary School PTO funds shall be distributed to benefit Jack Barnes Elementary School PTO members or officers.
9. Jack Barnes Elementary School staff and Jack Barnes Elementary School PTO board members are the only individuals who may seek reimbursement from Jack Barnes Elementary School PTO. Parent

- volunteers can seek reimbursement with pre-approval from the Executive Board. To be reimbursed from the Jack Barnes Elementary School PTO, a reimbursement form with the receipt or invoice attached must be submitted to the Treasurer. The Treasurer will submit the invoice to the board to verify if the funds were approved. The President or the Vice President shall sign the form and the Treasurer will disperse the reimbursement via check, Venmo, or Zelle.
10. There must be a minimum of \$1,500.00 in the bank account at all times.
  11. At the end of the school year there must be \$1,500.00 left in the bank account for the upcoming year.
  12. The fiscal year shall coordinate with the school year.
  13. All Jack Barnes Elementary School PTO financial and other pertinent records must be turned over within 10 business days from the last day of the school year. The incoming and outgoing Presidents and Treasurers must make themselves available to sign and record the transfer of bank accounts. Financial records would include: bank account records, outstanding debt records, history of all transactions, receipts, and tax information.
  14. Jack Barnes Elementary School PTO funds should go directly from the school to the bank for deposit. If the bank is not open, monies will be stored in the school safe. Jack Barnes Elementary School PTO funds should not be taken home.
  15. A letter will be written to the payee of checks that are written to the Jack Barnes Elementary School PTO and returned for insufficient funds. The letter will contain a copy of the returned check, a request for the written amount, and the fees charged to Jack Barnes Elementary School PTO for the check. The check will be returned to the payee upon receipt of the cash, money order, or certified check.

#### Article XII - By Laws Adoption

The majority vote of parents and school staff present at a general business meeting shall be required to adopt these by-laws. Prior notification of the meeting to adopt the by-laws must be given to the membership.

#### Article XIII - Amendments

1. The by-laws may be amended by the majority vote at any general PTO meeting.
2. Notification of voting on proposed amendments must be made by the Monday prior to the general PTO meeting.

#### Article XIV - Dissolution of the Organization

1. The dissolution of the Jack Barnes Elementary School PTO must be advertised for a period of time equivalent to one school year. The purpose of the dissolution would be in the event that the Queen Creek District Board of Trustees closed Jack Barnes Elementary School.
2. The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.
3. In the event of dissolution, any remaining funds should be used to pay any outstanding debts of the organization, the remaining assets shall be donated to the Jack Barnes Elementary School Fund Account.

#### Article XV – Conducting Business via E-Mail/Electronic Method

1. If an issue arises and must be addressed before the next general PTO meeting, the first contact is the President. In the event the President is unavailable the Vice President should be contacted.

2. If necessary, the President/Vice President can then send out correspondence to the rest of the board to open discussion. Not until a majority of the board has responded can the President/Vice President ask for a motion to be made. The pending issue can then be voted on via e-mail/electronic method.
3. Any business conducted via e-mail/electronic method should be an agenda item for the next general PTO meeting. It can then be recorded by the secretary.