

Kyrene de la Centennial Parent Teacher Organization

Bylaws

ARTICLE I: NAME

The name of this organization shall be Kyrene Centennial Middle School PTO (herein referred to as “Centennial PTO”, “PTO” or “Organization”).

ARTICLE II: OBJECTIVES

- A. To provide support and resources to the school for the benefit and educational growth of the students.
- B. To strengthen the relationship between the home and the school, so that parents and teachers may cooperate intelligently in the education of the students.
- C. To develop parent leadership and involvement while utilizing the talents and resources of our families, teachers, school and community.
- D. To raise funds to achieve the objectives of the PTO.

ARTICLE III: POLICIES

The following are the basic policies of this PTO:

- E. Conduct business and follow policies to maintain a tax-exempt status as defined in section 501 (c) (3) of the Internal Revenue Code of 1954 as amended from time to time.
- F. The PTO shall be noncommercial, nonsectarian, and nonpartisan.
- G. No part of the net earnings of the PTO shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons. However, the PTO shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the PTO’s objectives hereof.
- H. The PTO may cooperate with outside organizations concerned with the prosperity and well being of children, but anyone representing the PTO may not make commitments that bind this Organization without the Executive Board’s approval.
- I. The PTO and its Members shall not practice or permit discrimination on the basis of gender, age, race, national origin, sexual orientation, religion, or physical handicap or disability.
- J. All Members of this Organization shall be volunteers and shall be reimbursed for authorized PTO expenses, but shall not be compensated for their time or service to the PTO.

- K. All items remaining after any PTO event remain the property of the PTO and may be distributed at the Executive Board's discretion, with preference given to classrooms, school staff, youth groups and volunteers, as deemed appropriate.
- L. Conflict of Interest - Centennial PTO has adopted a Conflict of Interest Policy. This policy is intended to avoid entering into a transaction or arrangement that might benefit the private interest of a Member or might result in a possible excess benefit transaction. This policy supplements but does not replace any applicable state and federal laws.
1. The PTO will be required to review and vote upon at least 3 competitive bids for any goods or services valued over \$2000, before a contract is signed or purchase is made. Their names and findings shall be recorded and filed with the invoice along with all bids.
 2. No Member of this Organization may make a binding commitment or financial contribution to any other Organization without the vote and consent of the PTO at a General Meeting. In the event that goods or services outside the budget valued over \$1000 need to be approved before the next General Meeting takes place, the President shall call a Special Meeting inviting all PTO members. The Agenda for the meeting shall be duly notified to all members. This Special meeting would have established a quorum when 10 eligible attendees are available to vote in person.
 3. The PTO will be required to review and vote as to the 'fairness and reasonability' of the cost of goods or services, regardless of value, when said goods or services are to be purchased from a company or individual with which any Member has an affiliation. Their names and findings shall be recorded and filed with the invoice. An affiliation is any financial interest that a person has directly or indirectly, through business, investment or family.
 4. No Member shall accept any personal gift, favor, compensation, bonus or reward, regardless of value, as a result of or while transacting business for the PTO.
 - a. Product samples for the purpose of evaluation and comparison of merchandise are allowable when total value per vendor is \$30 or less.
 - b. Gifts, favors, compensation, bonuses and rewards are acceptable when made directly to the benefit of the Centennial PTO.
- M. Membership shall be immediately and permanently terminated and legal action may be pursued for any Member determined to have committed one or more of the following acts by a majority vote of the Organization's Members present at a Special Meeting called for such purpose:

1. Any acts or omissions which are not in good faith or which involve intentional misconduct or a knowing violation of the law;
2. The authorizing of an unlawful payment or distribution out of the Organization's assets;
3. Any transaction made in the furtherance of the exempt purposes of the Organization for which the Member derived an improper personal benefit; or
4. Any act or acts that can be defined under the Federal or Arizona State law as a 'conflict of interest'.

ARTICLE IV: MEMBERSHIP AND DUES

SECTION 1: MEMBERSHIP

- A. Membership in this PTO shall be made available to any individual who
 - a. Is a parent or guardian with a child enrolled and attending Kyrene Centennial.
 - b. Is a teacher or administrator employed at Kyrene Centennial.
- B. All Members of the organization shall be eligible to participate in all meetings and to serve in any of its elected or appointed positions.
- C. Each Member shall have one (1) vote.
- D. Any PTO Member may inspect all books and records of the organization, within a reasonable time after submitting a written request addressed to a PTO Officer.

SECTION 2. EXECUTIVE MEMBERSHIP

- A. Is integrated by the elected PTO Board Officers, the School Principal (or appointed representative), and up to two school-appointed Teacher Liaisons.
- B. The Principal shall serve as a liaison between the school/district and the Organization. He or she shall approve all fundraising projects and events of the PTO as well as all printed materials before they are distributed to the student body.
- C. The Teacher Liaisons report current Teacher activities and concerns to the PTO. Also, they are responsible of informing of current PTO activities and concerns to the Teachers. If a teacher or staff member has a request for PTO, such request shall be brought up to the Teacher Liaisons. The Teacher Liaisons shall present the request to the PTO Executive Board.
- D. Each PTO Board Officer shall be entitled to one vote on each matter submitted to a vote at Executive Board Meetings. The Principal or his representative shall have one vote. The two Teacher Liaisons shall have one vote each.

SECTION 3. COMMITTEE CHAIR MEMBERS

- A. Shall be the Chairperson or Co-Chairpersons of a Committee.

SECTION 4. COMMITTEE MEMBERS

- A. Shall support the Committee Chairperson(s).

SECTION 5: DUES

- A. No membership dues shall be required.
- B. Donations are acceptable.

ARTICLE V: PTO OFFICERS

- A. The officers of Centennial PTO shall consist of one President or two Co-Presidents, one Vice-President or two Co-Vice Presidents, a Secretary, a Treasurer and three Advisory Board Members.
- B. Officers must be eligible Members of the Centennial PTO during the school year in which they serve.
- C. To prevent conflicts of interest, permanent or contracted employees working at Kyrene Centennial may not hold an elected office on the PTO Board.
- D. PTO Officers must attend at least 80% of the Executive Board Meetings and 75% PTO General Meetings and contribute enough time to serve the PTO and further its objectives. This percentage will not apply if the absence is due to reasonable cause such as illness or bereavement.
- E. All PTO Officers shall assume their duties in the month of May and shall serve for 13 months, with the first month of May overlapping with the previous Executive Board and the last month of May overlapping with the next Executive Board.
- F. All PTO officers with exception of the Advisory Board Members may choose to stay in office for a second term. The Advisory Board Members can only serve one term in their position.
- G. A Member who has served in an office for two consecutive terms shall be ineligible to serve in that office again for a period of one year, but is immediately eligible to serve in a different office.
- H. PTO Officers may vote via e-mail when
 1. Only the PTO Board is eligible to vote on the matter
 2. A majority of said Members agree that a thorough discussion is not warranted, and
 3. When it is not practical for a face-to-face meeting before the vote becomes necessary.
 4. E-mail voting should be completed within 24 hours.

5. The Secretary of the Board shall include all online voting in the Minutes of the following meeting.

ARTICLE VI: DUTIES

SECTION 1: DUTIES OF PTO OFFICERS

A. President(s).

1. Shall organize and preside over all Executive, Special and PTO General Meetings, and shall coordinate preparation of the agendas for meetings with the Secretary.
2. Shall supervise, direct and facilitate the work of PTO ensure alignment with the Organization's objectives, with the assistance of the Executive Board.
3. Shall cooperate with the Principal to maintain a supportive relationship between the School and the PTO.
4. Check the PTO mailbox located in the front office at least once a week.
6. Shall communicate with all the parents and students sending the all school e mails.
7. Shall be a member ex-officio of all committees.
8. Shall meet with the Principal to discuss upcoming activities and plans and seek approval.
9. Ensure representation at monthly Kyrene District Parent Superintendent Council Meetings.
10. Shall supervise the activities of the PTO Treasurer.
11. Approve reimbursement requests before checks are disbursed.
12. Approve flyers and promotional materials from committees.
13. Shall serve or appoint another Board Member to serve on the school's Site Council.
14. Shall provide a summary year-end report of his/her year in office for the new President(s) at the Joint Board Meeting.

B. Vice President(s).

1. Shall act as aide to the President(s).
2. Shall perform the duties of the President(s) in the President(s)' absence or inability to serve, immediately reporting any new business to the President(s).
3. Shall supervise and assist the Committees to facilitate and ensure alignment with the Organization's objectives.

4. Shall assist Committees get the needed volunteers for their events and shall send letters or e mails of appreciation to the Committee Chairs before and after events.
5. Shall act as liaison between the Committees and the PTO Executive Board.
6. Shall provide a summary year-end report of his/her year in office for the new Vice President(s) at the Joint Board Meeting.

C. Secretary.

1. Shall keep accurate minutes, including attendance and voting records at all Executive Board, Special and General PTO Meetings and bring them to the next Meeting for approval.
2. Shall coordinate preparation of the agendas for meetings with the President(s).
3. Shall be prepared at every meeting to:
 - a. Present the records of any previous meeting.
 - b. Present a current copy of the Bylaws.
 - c. Present an accurate calendar of PTO and school events.
4. Be responsible for maintaining a record keeping system, for the safe keeping of the minutes, committee record books and other documents.
5. Help with the Election Process in accordance with the ARTICLE VIII herein below.
6. Shall provide a summary year-end report of his/her year in office for the new Secretary at the Joint Board Meeting.
7. In case of the Secretary's absence from any meeting, another Executive Board Officer will be appointed to take the minutes.

D. Treasurer.

1. Shall be the custodian of all financial records and funds of the PTO.
2. Shall act as signatory on all PTO bank accounts.
3. Shall immediately inform all PTO Board Officers of any unusual financial findings or problems.
4. Shall extrapolate income and spending data from the previous year's books to facilitate the Board's setting of the current year's budget.
5. Shall maintain an accurate system of computerized bookkeeping to facilitate real-time reporting of budgets, income and spending by category.

6. Shall be responsible for the timely and accurate execution of all required tax, reporting and financial forms as well as all Accounts Receivable transactions for the Organization. If the treasurer is not a CPA the Board could hire a CPA to prepare and file federal and state income tax forms.
 7. Shall be responsible for the timely and accurate execution of all Accounts Payable transactions for the Organization as authorized the by the President(s) and in accordance with the approved budget.
 8. Shall be prepared at each Executive Board Meeting and General PTO Meeting and at any other time as requested by the PTO Executive Board, to present an accurate financial report that includes as a minimum: the previous month's starting balance, income and expense itemized and subtotaled by spending category, as well as the current balance.
- In addition, at each Executive Board Meeting the Treasurer shall provide the President with a copy of the current PTO bank account statement. The President shall review the statement, sign and return the copy for the Treasurer's records.
9. Shall direct and assist Committee Chairs in closing out events and fundraisers.
 10. Shall provide a complete year-to-date financial report to the new Treasurer and President(s) at the General Election.
 12. Prepare a proposal for the annual budget for presentation at the April Executive Board Meeting. Make the corresponding changes if any, and present for approval at the May PTO General Meeting.
 13. Shall provide a summary year-end report of his/her year in office for the new Treasurer at the Joint Board Meeting.
 14. At the beginning of the school year the new Executive Board in conjunction with the Principal may decide to add or remove events from the PTO calendar. If these changes affect the approved budget then the Treasurer shall prepare and present a revised budget for approval at the first General PTO meeting of the school year.

E. Advisory Board Position:

1. Shall promote the transition and communication between Centennial PTO and each of the feeder elementary schools: Kyrene de la Colina, Kyrene de la Esperanza and Kyrene de las Lomas.
2. Shall attend at least one of the corresponding elementary school PTO meeting with the School Principal in order to promote parent participation in the school.

3. Shall chair at least one Committee
4. Shall provide support to all other Executive Board Members and assist at events and fundraisers.

SECTION 2: DUTIES OF THE EXECUTIVE BOARD

The Executive Board shall:

1. Transact necessary business in the intervals between regularly scheduled meetings of the organization.
2. Create standing and special committees.
3. Approve all Chair and Co-Chair persons to each committee.
4. Approve the plans of any and all committees.
5. Create a calendar of events, coordinating all committee and school activities.
6. Be present and furnish progress and financial reports at all General Meetings.
7. Create and adopt a budget for the year. This budget shall be approved at a General PTO Meeting.
8. Approve all expenditures.
9. Enter into contracts or agreements for the purchase of materials or services on behalf of the organization.
10. Review and vote upon any goods or services outside the budget valued under \$1000 before a contract is signed or purchase is made. Their names and findings shall be recorded and filed with the invoice. Any goods and services outside the budget valued over \$1000 shall be approved at the General PTO Meeting.

In the event that goods or services outside the budget valued over \$1000 need to be approved before the next General Meeting takes place, the President shall call a Special Meeting inviting all PTO members. The Agenda for the meeting shall be duly notified to all members. This Special meeting would have established a quorum when 10 eligible attendees are available to vote in person.
11. Each Member of the Board shall check their e mail account at least once a day and respond to all PTO related e mails within 48 hours.

SECTION 3: DUTIES OF STANDING AND SPECIAL COMMITTEES

1. The power to form standing and special committees rests with the Executive Board.

2. Standing committees shall be created each year as deemed necessary to promote the objectives of the school and the PTO. Special committees will be established as needed.
3. Only members of this PTO are eligible to serve in appointed positions.
4. Each committee shall have a Chairperson or Co-chairpersons, as determined and approved by the Executive Board.

The Chairperson shall:

1. Present a plan of work/expenditure to the Executive Board for approval.
2. Work closely with the Executive Board.
3. Provide adequate meeting facilities for the committee.
4. Staff the committee as needed.
5. Decide when the committee meets.
6. Conduct necessary training for all committee members.
7. Approve any expenditure for reimbursement prior to submittal to the Treasurer for final approval.
8. Have all flyers and promotional materials approved by the President and school Principal before distribution.
9. Maintain a record book, documenting all committee activities, contacts, information, etc., for future committee reference.
10. At the completion of the event or in May if it is a year round committee the Chairperson shall provide to the Secretary a pass-down report including all the information that can help the new Committee Chairperson understand and execute their functions as smoothly as possible. Preferably, this report shall be sent via e mail.
11. At the end of the committee's function, turn over to the Secretary, without delay, all records, books, and other materials pertaining to the committee.

Committee chairs or their representatives are strongly encouraged to attend all General PTO meetings.

The Committee shall:

1. Attend committee meetings and General PTO meetings and be well informed of PTO events.
2. Cooperate with all other committees.

3. Assign each member of the committee to specific responsibilities, thus dividing the whole job among the membership.

ARTICLE VII: MEETINGS

SECTION 1. ALL PTO MEETINGS.

- A. Place. The time and place for all meetings shall be designated by the Executive Board and stated in the notice of meeting.
- B. Agenda. The Secretary in coordination with the President shall prepare the Agenda. Requests to present agenda items at Executive Board Meetings and General PTO Meetings must be made to the President(s) or Secretary at least four (4) days prior to the meeting and include the topic and length of time needed to make the presentation. Items considered greatly important or that warrant immediate attention may be added by the President(s), disregarding the one week advance notice. The agenda shall include all motions that will be submitted to a vote in that particular meeting.
- C. Quorum: At any meeting, those present in person shall constitute a quorum for the transaction of business except as otherwise provided in these bylaws.
- D. Irregularities: All information and/or irregularities in calls, notices of meetings and in the manner of voting, form of proxies, credentials, and method of ascertaining those present, shall be deemed waived if no objection is made at the meeting.
- E. Order of Business: The format of a Regular Meeting shall be as follows: (1) certify quorum; (2) approval of the minutes of the preceding meeting; (3) reports of Board, if necessary; (4) reports of committees, if needed; (5) old and unfinished business; (6) new business; and (7) adjournment.

SECTION 2. EXECUTIVE BOARD MEETINGS.

- A. Are closed to all but Executive Board Members in the interest of time and efficiency, however, any PTO Board Officer may grant an exception to an invited guest representing official PTO business.
- B. Meetings of the Executive Board shall be held at least once a month, from August to April on set dates designated by the Executive Board at the beginning of the year. Should a date change, notice should be given at least one week in advance.
- C. Additional meetings of the Executive Board shall be held as needed, and may be called by any Member of the Executive Board. Notice will be given at least 48 hours in advance of a meeting.

- D. Shall be recorded in the form of minutes, e-mailed to all Executive Board Members, and made available upon request to any Member.
- E. Only Executive Board Members may vote during Executive Board meetings.
- F. A simple majority vote of Executive Board Members present is needed to transact/approve any items on the agenda prior to their implementation or undertaking.
- G. Executive Board Members may vote via e-mail when:
 - 1. Only the Executive Board is eligible to vote on the matter;
 - 2. A majority of said Members agree that a thorough discussion is not warranted; and
 - 3. When it is not practical for a face-to-face meeting before the vote becomes necessary.E-mail voting should be completed within 24 hours.

SECTION 3. GENERAL PTO MEETINGS.

- A. Shall be held at least once a quarter, during the school year, the schedule for which is set by the Executive Board and made available to all Members at the beginning of the school year. Should a date change notice will be given at least one week in advance.
- B. At least (4) four days prior to the Meeting the President shall send a reminder to the Members of by electronic mail and/or posted on the PTO website. This reminder shall include the Agenda .
- C. General PTO meetings are open to all PTO Members.
- D. Shall be no longer than 90 minutes. If all business is not completed within the time limit, a vote will be taken to decide whether and how long to continue, or whether to follow up during the next scheduled General PTO Meeting.
- E. Only PTO Members may vote during General PTO Meetings.
- F. Any motions proposed from the floor will be placed on the next meeting's agenda for voting. If the motion is time sensitive a Special meeting should be called for this purpose.
- G. A simple majority vote of Members present is needed to transact/approve any items on the agenda prior to their implementation or undertaking, except as follows:
 - a. 2/3 majority vote of Members present is needed to transact/approve bylaw changes and for any items on the agenda that would reduce Member rights prior to their implementation or undertaking.
 - b. 3/4 majority vote of Members present is needed to dissolve the PTO in accordance with ARTICLE XIII.
- H. Shall be recorded in the form of minutes; distributed electronically to all Executive Board Members, placed on the PTO website and made available upon request to all Members.

- I. The PTO will be required to review and vote upon any goods or services valued over \$1000 outside the budget at a General PTO Meeting before a contract is signed or purchase is made. Their names and findings shall be recorded and filed with the invoice.

SECTION 4. SPECIAL MEETINGS.

- A. Of any of the types listed above, may be called by the PTO President(s) or Vice-President(s) and require five (5) days written announcement of time, location, and agenda to all Members eligible to attend.
- B. Must adhere to the stated agenda and shall follow all other rules pertaining to the 'type' of meeting called with regard to eligible attendees, location, minutes & establishing a quorum.

SECTION 5. JOINT MEETINGS.

- A. Shall be held once per year during the month of May.
- B. Requires all outgoing and incoming Executive Board Members to attend for the purpose of transferring year end summaries, information, books and records between outgoing and incoming Boards.

ARTICLE VIII: ELECTIONS

SECTION 1: PROCESS

- A. Only members of this PTO are eligible to serve as officers.
- B. All PTO officers with exception of the Advisory Board Members may choose to stay in office for a second term.
- C. PTO Officers eligible to serve in their office a second term must communicate to the Secretary of the Board their intention to do so by March 20. Such notice shall be in writing and deemed given when personally delivered or e-mailed. The Secretary shall sign and date a copy of such notice or send an e mail reply confirming receipt of the notice. If there is only one President or one Vice President staying in their position for the new term the Co-President and Co-Vice President positions should become open for election.

- D. Candidates for open positions shall be formally solicited after March 20 through the monthly newsletter, flyers, e mail and any other form of notification to the general membership.
- E. Any member that wishes to serve in an Executive Board Position must communicate to the Secretary of the Board their intention to do so by April 20. Such notice shall be in writing and deemed given when personally delivered or e mailed. The Secretary shall sign and date a copy of such notice or send an e mail reply confirming receipt of the notice.
- F. If a position has received at least one candidate by April 20 no more candidates will be accepted after this date for this position.
- G. If a position has not received a candidate by April 20 the Executive Board Members shall make an extra effort marketing the vacant position and new candidates will be accepted until one week before the election.
- H. If the position of President or Vice President has been filled with only one candidate by April 20, then that candidate may choose to be the sole President or Vice President or continue marketing the co-President or co Vice President position. In this case if two or more people want to apply for the Co-President or Co –Vice President there will be an election for the second position between the candidates that applied after April 20.
- I. The list of candidates shall be made known to the membership at least one week before the scheduled election.
- J. Elections will only be held for offices with more candidates than the maximum number of officers allowed. Vote shall be taken by written private ballot. When there is but one candidate for any office, confirmation for that office shall be made at the last General PTO Meeting of the school year.
- K. Elections, if necessary, will be held during the last General Meeting of the school year.
- L. The candidate to a position subject to election may send a one page biography to all PTO Members communicating their skills, experience and ideas for the position.
- M. At the last General Meeting, candidates will have the option to give a speech that can last no more than 5 minutes.
- N. The candidate with the largest number of votes at the PTO General Meeting shall fill the office.
- O. No member shall hold more than one Executive Board Office at a time. However, Executive Board members may perform the duties of any unfilled office until such office is filled.
- P. Members of the same family (including extended family) shall not share an office.

Q. Members of the same family (including extended family) shall not co-sign checks together.

SECTION 3: TRANSITION PERIOD

- A. Present officers and officers-elect shall work together during a transition period during the month of May. After this transition period, officers-elect shall assume sole responsibility for their respective offices for the upcoming calendar year.
- B. All officers shall deliver to their successors or the Secretary if there is no successor, without delay, all records, books and other materials pertaining to the office upon the expiration of the term of office, resignation or removal.

ARTICLE IX. DISCIPLINARY ACTION VACANCIES

- A. When an Officer fails to attend 80% of the Executive Board Meetings and 75% General PTO Meetings without reasonable cause such as illness or bereavement, the Executive Board will request the resignation of that officer and declare the office vacant.

An Officer may also be removed if the he/she ceases to meet qualifications, or is not fulfilling the responsibilities of the office prescribed in these Bylaws or engages in conduct injurious to this Organization. The motion to remove the Officer requires the affirmative vote of the Members casting not less than two-thirds (2/3's) of the total voters present at a General PTO Meeting or a Special meeting called for the purpose.

- B. The Officer should be given the opportunity to explain the situation. Executive Board shall adopt such rules for this hearing, as it may in its discretion, consider necessary for the best interests of the PTO.

- C. In the event of a vacancy in the President position:

1. If there is a Co-President. This Officer shall become the only President for that year.
2. If there is no Co President then the Vice President shall become the President.
 - a. If there are two Vice Presidents then the one that would like to become President shall take the position.
 - b. If there are two Vice Presidents that would like to fill the position, then the Vice-President that has been in the Vice-Presidency the longest should become President.

- c. If both Vice-presidents have been in office the same amount of time, elections shall be held in a Special meeting called for this purpose or at the next General PTO Meeting.
 - d. If neither Vice-President is able or would like to fill the office then a general election should be called.
- D. The Executive Board shall fill a vacancy in any other office, to maintain at least the required minimum number of officers.
- E. If the vacancy was filled before December 31st, then the new officer would be deemed to have served the whole term and would be able to serve only one additional term.
- F. If the vacancy was filled on or after January 1st then the new officer would be able to serve if so he/she chooses two additional terms.

ARTICLE X: FUNDS

- A. The financial institution used by the PTO shall be a federally insured financial institution approved by the Executive Board.
- B. All PTO checks should be co-signed jointly by the Treasurer and a PTO President.
- C. The Annual Accounting Period for the PTO is based on a Fiscal Tax Year beginning July 1st and ending on June 30.
- D. PTO payment requests, reimbursement requests and cash box requests are to be submitted on the appropriate Treasurer Forms along with applicable invoice(s) and supporting paperwork. All requests must be signed off by one President prior to disbursement.
- E. At the end of an event where monies have been collected, one PTO Executive Board Member other than the Treasurer and President that co-sign in the PTO account shall be required to count & witness the funds and complete a Treasurer's Deposit Form. The form and the money must be secured and handed over to a PTO President or Treasurer.
- F. All bank statements shall be scrutinized and signed by a PTO President every month.
- G. There shall be no commingling of PTO funds with the personal, professional, or business accounts of any individuals, groups or businesses. This shall include a prohibition against providing PTO funds as a loan to anyone for any purpose.
- H. Commitments of resources (i.e. budget) of the Organization can only be set by a vote at the PTO General Meeting or as established in these Bylaws.

- I. All requests for PTO funds not included in the annual budget shall be submitted in writing to the PTO Executive Board for consideration.
- J. Incoming and outgoing Co-Signers must make themselves available at the bank to implement the change of signatories on all PTO bank accounts at least one week prior to the end of the school fiscal year. At this time, all PTO financial and other pertinent records must be turned over to the new Treasurer.
- K. Voided checks must not be destroyed; but marked boldly “VOID” and kept on file as part of the paper trail.
- L. All PTO incoming checks shall be made payable to “Centennial PTO” and not to a Board Member, Committee Chair or any other Member.
- M. If any Member other than the Treasurer receives a check or cash due to the PTO, such person shall furnish the amount or check received to the Treasurer within 24 hours.
- N. For state and federal reporting purposes, all gifts and contributions donated to the PTO shall be reported to the PTO Treasurer on the “Contribution(s) Report” form. Donations received between the last day of the school year and Winter Break must be reported no later than the first day of Winter Break. Donations received between Winter Break and the last day of the school year must be reported by the last day of the school year.
- O. The Treasurer’s accounts shall be examined annually by an outside professional or Audit Committee who, once satisfied that the Treasurer’s annual report is accurate, shall sign a statement of that fact and present it to the Executive Committee. This shall be accomplished within 12 weeks of the end of the school year.
- P. If the Treasurer’s annual report is found to be inaccurate, said Treasurer will not be eligible to serve as PTO Treasurer at any time in the future. In the event said Treasurer has already been re-elected, said Treasurer must resign his/her position immediately.
- Q. All PTO invoices, bank statements and other financial documentation should be sent to the school address.
- R. All PTO Financial Records should be kept at the school in a secured location.
- S. Treasurer should maintain a binder containing the Financial History and Tax Records of the PTO. This binder should be kept at the school in a secured location.
- T. This PTO is a non-profit organization and shall not use PTO funds to donate monies or purchase gifts to benefit another non-profit organization.

However, the PTO may organize a collection or drive to benefit a different organization. In this case the purpose of the collection has to be clearly advertised and donors shall be duly informed in advance of the cause they will be supporting.

- U. If the PTO wishes to compensate a Kyrene School District employee for services, the request must go through the District so that proper payroll deductions are withheld.

ARTICLE XI: AMENDMENTS

- A. The Bylaws may be amended at any General Board meeting by a 2/3 majority vote of the members present.
- B. The Bylaws shall be reviewed and updated as needed by the Executive Board at least every three (3) years.

ARTICLE XII: DISSOLUTION

The organization may be dissolved in the following manner:

- A. The Executive Board shall give written notice to the entire membership that the dissolution is being considered.
- B. The Executive Board shall call for a vote on dissolving the organization at least 30 days after notification was sent to the membership.
- C. Approval of the dissolution of the PTO shall require the affirmative vote of at least three quarters (3/4) of the voting members present.
- D. Any assets shall be distributed for one or more exempt purposes that are specified in Section 501 (c) (3) of the Internal Revenue Code of 1954 as amended from time to time.