

Kyrene Centennial Middle School
Parent Teacher Organization
Bylaws

Excerpt from official Bylaws effective on 7/20/17

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.
5. Shall communicate with all the parents and students sending the all school emails.
6. Shall be a member ex-officio of all committees.
7. Shall meet with the Principal to discuss upcoming activities and plans and seek approval.
8. Ensure representation at monthly Kyrene District Parent Superintendent Council Meetings.
9. Shall supervise the activities of the PTO Treasurer.
10. Approve reimbursement requests before checks are disbursed.
11. Approve flyers and promotional materials from committees.
12. Shall serve or appoint another Board Member to serve on the school's Site Council.
13. 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 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.
1. 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.
11. 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.
12. Shall provide a summary year-end report of his/her year in office for the new Treasurer at the Joint Board Meeting.
13. 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.