

**BYLAWS  
OF THE  
KYRENE ALTADENA  
PARENT TEACHER STUDENT ORGANIZATION**

**ARTICLE 1: NAME**

The name of this organization is the Kyrene Altadeña Parent Teacher Student Organization, or the Kyrene Altadeña PTSO (hereinafter “the PTSO”). The address is 14620 S. Desert Foothills Parkway, Phoenix, Arizona 85048.

**ARTICLE 2: PURPOSES**

Sections 1. Purposes

The purposes of the Kyrene Altadeña PTSO are:

1. To promote an excellent education for the children attending Kyrene Altadeña Middle School;
2. To foster an active partnership between Kyrene Altadeña parents, teachers, students, and staff by:
  - Understanding mutual expectations and goals
  - Jointly identifying and working on areas for continuous improvement of Kyrene Altadeña Middle School;
3. To facilitate and encourage active involvement of parents in Kyrene Altadeña school activities.

Section 2. Implementation

The purposes of the PTSO will be promoted through meetings, events, programs, and projects developed and implemented by the Executive Board and by Committees, and governed by the policies set forth in these bylaws.

**ARTICLE 3: MEMBERSHIP AND DONATIONS**

Section 1. Membership

All current Kyrene Altadeña Middle School students, parents, and guardians of current students, teachers, and staff employees shall be members of the PTSO.

Section 2. Donations

1. To help fund PTSO activities, all members may be requested to contribute donations annually to the PTSO. The amount of suggested donations will be recommended by the Executive Board and approved by a vote of the general

membership. Donations will be encouraged to be paid immediately upon approval and receipts will be given.

2. Members whose membership is terminated shall not be entitled to any refund of donations.

### Section 3. Voting Rights

Members of the PTSO shall be eligible to participate and vote in the business meetings and to serve in any appointed or voluntary position. Voting members of any committee must be PTSO members. Members must be present to cast their vote.

### Section 4. Membership Year

The membership year for the PTSO shall be from May 1<sup>st</sup> of the current school year to May 31 of the following year.

### Section 5. Membership Rights

Membership in this PTSO shall be made available to any individual without regard to race, color, creed, or national origin.

### Section 6. Volunteers

All Members of this Organization shall be volunteers and shall be reimbursed for authorized PTSO expenses, but shall not be compensated for their time or service to the PTSO.

## **ARTICLE 4: OFFICERS**

### Section 1. Officer Positions

1. The Officers of the PTSO shall consist of President, Vice President, Secretary, Treasurer, Communications Coordinator, Volunteer Coordinator, Hospitality Coordinator.
2. Pairs of individuals may run jointly for election and serve as co-officers for any Offices. There shall be no more than three individuals serving in the capacity of President and Vice President.
3. Creation of additional Offices shall be treated as an amendment to these bylaws.

### Section 2. Eligibility to Serve as Officer

1. Each Officer shall be a non-student member of the Kyrene Altadeña PTSO.
2. No member shall be eligible to hold more than one office at a time.
3. No member shall serve more than 2 consecutive terms in the same office.

### Section 3. Election of Officers

1. Officers shall be elected annually at a PTSO General Meeting in the spring to serve in the following school year. Officers shall assume their duties on May 1<sup>st</sup>, allowing for a time of overlap and transition from old board to new board.
2. The election process shall be defined by the Executive Board and will generally include a process for nominations, brief speeches by candidates, open discussion, and method of balloting.
3. Elections shall be by plurality of votes cast. Members must be present to cast their vote.

### Section 4. General Responsibilities of Officers

1. Each officer will be expected to demonstrate a strong commitment to the time and energy required to properly serve the PTSO, including attendance at PTSO meetings.
2. Each officer will be expected to actively cooperate in the transition between school years from one set of officers to the next.

### Section 5. Resignation

Any Officer may resign at any time by giving written notice to the Executive Board. Acceptance of a resignation is not necessary to make it effective. Resignations shall take effect upon the latter of the following: the Executive Board's receipt of written notice of resignation or such date as may be indicated in the notice.

### Section 6. Removal

The Executive Board may recommend any Officer for removal if it deems removal to be in the best interests of the PTSO. Such a recommendation requires a two-thirds vote of the Executive Board members then in office and may occur at any meeting of the Executive Board for which written notice of intent to remove an Officer is given at least fourteen days in advance. Any such recommendation will be submitted to the PTSO membership for approval by vote at the next General Meeting.

### Section 7. Vacancies

1. In the event of a temporary absence of the President, the Vice President shall chair the Executive Board for the period of absence, unless there is a co-President to do so.
2. In the event of a permanent absence of the President, the Vice President shall assume the Presidency. If there is a Co-President then the Co-President becomes the sole President.
3. In the event of permanent absence of any other Officer, the Executive Board shall recommend an interim replacement Officer by a majority vote at a meeting for which written notice of intent to fill a vacancy is given fourteen days in advance.

Any such recommendation will be submitted to the PTSO membership for approval by a majority vote at the next General meeting.

## **ARTICLE 5: DUTIES OF OFFICERS**

### Section 1. President

The President shall set the agenda and preside at all meetings of the Executive Board and of the general membership; coordinate the work of the Officers and Committees; plan the annual PTSO budget with the Treasurer; sign contracts properly entered into by the PTSO; and other duties as assigned by the Executive Board. The president shall be a member ex-officio of all committees.

### Section 2. Vice President

The Vice President shall act as an aide to the President; perform the duties of the President in the absence, disability or inability of the President to act; and other duties as assigned by the Executive Board or by the President

### Section 3. Secretary

The Secretary shall take notes at all PTSO meetings, distribute them to the Executive Board members at least one week prior to the next meeting, and post them in the school office for general membership access; handle all correspondence for the board; keep a copy of the current bylaws available for reference at each meeting; and other duties as assigned by the Executive Board.

### Section 4. Treasurer

The Treasurer shall have custody of and be responsible for all funds of the PTSO; receive and deposit all funds of the PTSO; keep a full and accurate account of receipts and expenditures; maintain control of all financial records of the PTSO; ensure compliance with the Financial Control as defined in Article 8; present a Treasurer's Report and be prepared to open the books at every General and Executive Meeting and at other times as requested by the Executive Board; have books audited by an auditor on January 31 and at the conclusion of the school year; ensure the appropriate and timely preparation of all tax filings; immediately notify the Executive Board of any unusual financial findings or problems; and other duties as assigned by the Executive Board.

### Section 5. Communications Coordinator

The Communication Coordinator shall prepare PTSO correspondence for review by the President and/or the Principal as appropriate, and distribute it to members; maintain and update website on a timely basis; and other duties as assigned by the Executive Board.

## Section 6. Volunteer Coordinator

The Volunteer Coordinator shall create and coordinate a process for recruiting and encouraging PTSO members to volunteer to support school activities; and other duties as assigned by the Executive Board.

## Section 7. Hospitality Coordinator

The Hospitality Coordinator shall coordinate activities and/or projects approved by the board to demonstrate our appreciation to all staff members; coordinate National Teacher (Staff) Appreciation week; and other duties as assigned by the Executive Board.

# **ARTICLE 6: EXECUTIVE BOARD**

## Section 1. Composition

The Executive Board shall consist of the Officers of the PTSO, the Principal of Kyrene Altadeña Middle School, Teacher Representatives selected by the Faculty, and up to three Student Representatives selected by the Student Council.

## Section 2. Selection of Teacher and Student Representatives

1. The Teacher Representatives to the Executive Board shall be selected by the faculty in a manner similar to that used for election of Officers.  
The Student Representatives to the Executive Board shall be selected by the Student Council in a manner similar to that used for election of Officers.

## Section 3. Meetings

1. Regular meetings of the Executive Board shall be held monthly. Date, time and location will be decided and published by the Board. Seven days notice must be given of a change in meeting dates or times for a scheduled meeting.
2. Special meetings of the Executive Board may be called by the President or by any three members of the Board with at least three days notice of the specific purpose of the meeting. However, no Board meeting will be held unless all Board members have been notified.
3. A majority of the Executive Board members shall constitute a quorum for the transaction of business.
4. Decisions will be approved by majority vote of a quorum unless otherwise specified in these bylaws. Members must be present to cast their votes, unless voting occurs by e-mail ballot.
5. In the event of a tie vote, the vote of the President shall be discounted.
6. All Executive Board meetings shall be open to all PTSO members.

## Section 4. Duties

The duties of the Executive Board shall be:

1. To transact necessary business in the intervals between PTSO General Meetings and such other business as may be necessary;
2. To create an annual PTSO calendar for review by the general PTSO membership. This calendar should define the expected objectives, goals, projects and schedules for the PTSO for the year.
3. To create Committees to meet objectives and goals of PTSO;
4. To present reports and make recommendations to the general membership;
5. To review and recommend approval of proposed yearly budget for submission to the general membership for final approval;
6. To approve expenditures within the limits of the approved PTSO budget.

## **ARTICLE 7: GENERAL MEETINGS**

### Section 1. Meeting Schedule

1. General Meetings of the PTSO shall be held a minimum of four times per year, unless otherwise decided by the Executive Board. Dates and times of these meetings will be set by the Executive Board at its first meeting of the year and published to the general membership. Appropriate amount of notice must be given of a change in meeting dates or times. Each meeting agenda shall be set by the President and should include reasonable time for open items to be brought by any member. General and Board meetings may be combined.
2. Special Meetings of the PTSO may be called by the President or by a majority of the Executive Board members with fourteen days notice of the specific purpose of the meeting.

### Section 2. Business of Meetings

1. Approval of the annual budget.
2. Election of Officers.
3. Consideration of periodic reports and recommendations from the Executive Board and from Committees as appropriate.
4. Referral of issues to the Executive Board for consideration and resolution. The status or resolution of any such issue recommended for referral by a majority vote shall be reported back at the first General Meeting following the next Executive Board meeting.
5. Other business or activities deemed appropriate to the purposes of the PTSO.

### Section 3. Quorum

1. The members present shall constitute a quorum for the transaction of business in any meeting of the PTSO general membership.

2. Decisions will be approved by majority vote of a quorum unless otherwise specified in these bylaws. Voting will be by show of hands unless decided otherwise.
3. In the event of a tie vote, the vote of the President shall be discounted.

## **ARTICLE 8: BUDGET**

### Section 1. Creation and Approval

The President and Treasurer will create the proposed PTSO budget for the school year. It will be reviewed and recommended for approval by the Executive Board and submitted to the general membership for vote and approval at a Fall General Meeting of the PTSO. This approved budget will be the PTSO operating budget for the school year.

### Section 2. Modifications

1. The Executive Board may modify any line item within the approved budget by up to 10% and may use any freed up funds toward other line items within the budget provided that the new expenditures conform to the purposes expressed in Article 2 of the bylaws. Any line item change exceeding 10% shall be brought to the general membership for prior approval before expenditure is made.
2. Should the Executive Board wish to authorize expenditure on items not included in the approved budget but falling within the purpose of these bylaws, the Executive Board will present any such proposed expenditure to the general membership for approval before expenditure is made. EXCEPTION: For those line items that result in higher-than-budgeted sales income (e.g., fundraisers), it is understood that the corresponding expense line item will increase. In these situations only, expenses that exceed the aforementioned 10% limit should be brought to the attention of the Board. They do not, however, have to be brought to the General Membership for prior approval before expenditure is made.

### Section 3. Financial Controls

1. The President, Vice President, and Treasurer shall be signatories on the bank account of the PTSO.
2. Check request forms shall be completed and submitted to the Treasurer prior to issuance of reimbursement.
3. All checks or vouchers shall be signed by the Treasurer and one other Officer.
4. Receipts for all expenditures must be presented within thirty days unless otherwise approved by the Executive Board. Any receipts presented later than thirty days will be considered a donation.
5. No contractual arrangement may be entered into for a term in excess of one year.
6. Staff reimbursement requests must be approved by the principal prior to submission to the PTSO.
7. PTSO requests should be made in advance of purchase when possible. Any requests in excess of \$50 must be approved by vote of the Executive Board.

#### Section 4. PTSO Spending Criterion

The PTSO policy regarding spending is that Kyrene Altadena PTSO funds are to be used for the benefit of Altadena students and the Altadena community. Funds will be distributed in an equitable and fair manner, based on identified needs of the Altadena community.

Requested funds must meet at least one of the following criteria:

1. Projects, programs, or items that present the opportunity to directly benefit a significant portion of the student population.
2. Projects, programs, or items normally funded by the school, but eliminated due to a budget shortfall.
3. Expenses for PTSO hospitality to provide appropriate refreshments for events designated in school calendar.
4. Funding for the supplies and expenses related to the normal functioning of the PTSO.

All requests for PTSO funds not included in the annual budget shall be submitted in writing using the appropriate request form to the PTSO Executive Board for consideration.

### **ARTICLE 9: COMMITTEES**

#### Section 1. Membership

All members of the PTSO shall be eligible to serve as members or to chair Committees.

#### Section 2. Creation of Committees

The Executive Board may create such Committees, as it deems necessary to promote the objectives of and carry on the work of the PTSO.

#### Section 3. Committee Plans of Work

The Chairperson of each Committee shall communicate with President or Executive Board before undertaking work.

#### Section 4. President's Role

The President shall be a member, *ex-officio*, of all Committees.



## **ARTICLE 10: DISSOLUTION**

### Section 1. Dissolution

The PTSO may dissolve and finalize its affairs in the following manner:

1. The Executive Board may adopt a resolution recommending that the PTSO be dissolved by a two-thirds vote of the members of the Executive Board. Written notice stating that the purpose of such meeting is to consider the advisability of dissolving the PTSO shall be given at least fourteen days in advance.
2. The resolution for dissolution shall be submitted to a vote at a meeting of the PTSO membership. Written notice stating that the purpose of such meeting is to consider the advisability of dissolving the PTSO shall be given at least fourteen days in advance. Only those persons who were members of the PTSO on the date of adoption of the resolution by the Executive Board and who continue to be members on the date of the meeting shall be entitled to vote on the question of dissolution. The resolution shall be approved by a majority vote of a quorum of the general membership.
3. Upon dissolution of the PTSO and after paying or adequately providing for debts and obligations, the remaining assets shall be distributed to one or more non-profit funds, foundations, or organizations that have established their tax exempt status under Section 501©3 of the Internal Revenue Code. The Executive Board shall recommend the specific disposition of remaining assets.

## **ARTICLE 11: AMENDMENT OF BYLAWS**

These bylaws may be amended at any General Meeting of the PTSO by a two-thirds vote, provided that the amendment has been submitted in writing at the previous general meeting.

## **ARTICLE 12: OTHER POLICIES**

### Section 1. Basic Policies

1. The PTSO shall be non-commercial, non-sectarian, and non-partisan;
2. The PTSO shall work to achieve its purposes and shall seek to participate in the school policy decision making process through communication, education and recommendations, recognizing that the legal responsibility to make decisions ultimately resides with the Board of Education and its designates.
3. The PTSO shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax under Section 501(c)3 of the Internal Revenue Code, or by an organization, contributions to which are deductible under Section 170(c)2 of the Internal Revenue Code.
4. The organization shall not—directly or indirectly—participate or intervene (in any way, including the publishing or distributing of statements) in any political

campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of activities to attempting to influence legislation by propaganda or otherwise.

5. The organization may cooperate with outside organizations concerned with the prosperity and well being of children, but anyone representing this organization may not make commitments that bind this organization without the Executive Board's approval.
6. Conflicts of interest shall be governed by the Conflict of Interest Policy, to be kept at Kyrene Altadena Middle School.

## Section 2. Tax Status

The PTSO will be incorporated under Section 501(c)3 of the Internal Revenue Code, making it a non-profit, tax-exempt organization created exclusively for charitable, scientific, literary or educational purposes.

## Section 3. Fiscal Year

The Fiscal Year of the PTSO shall begin June 1 and end May 31st of the following year.

## Section 4. Non-Commercial

The name of the PTSO or the names of any member in their official capacity shall not be used to endorse or promote a commercial concern or, in connection with any partisan interest or for any purpose not appropriately related to promotion of the purposes of the PTSO.

## Section 5. Non-Obligation

Upon assuming their elected positions on the Executive Board, new Officers shall be under no obligation to fulfill promises or proposals made by the previous Executive Board unless it is approved by a two-thirds vote at a meeting of the newly elected Executive Boards, except for binding contractual arrangements entered into by the previous Executive Board which shall be honored.

## Section 6. Liability Insurance

The Executive Board may authorize the PTSO to purchase and maintain additional insurance on behalf of any Officer against any liability asserted against or incurred by such person in such capacity of arising out of the person's status as such.

## Section 7. Corporate Loans, Guarantees and Advances

The PTSO shall not make any loan to or guarantee the obligations of any Officer.

#### Section 8. No Benefit to any Member or Individual

No part of the income of the PTSO shall be paid or distributed to any Officer or other PTSO member, individual, or to any private person, except that the PTSO shall be authorized to pay reasonable compensation for services rendered and to make payments for budgeted items. In case of dissolution of the PTSO, distribution of assets may be made to non-profit organization under terms of Article 10.

#### Section 9. General Membership Complaints

Any questions, concerns, or complaints regarding the PTSO activities may be required to be submitted in writing to the Executive Board for review and consideration. The Executive Board shall respond in writing within 30 days of receipt.

### **ARTICLE 13: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the PTSO in all cases to which they are applicable and in which they are not inconsistent with these bylaws and or with special rules of order the PTSO may adopt.