

**CAROL RAE RANCH PTSO**  
**Parent/Teacher/Student Organization Bylaws**  
**As Revised on October 19, 2017**

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**Article I: Name**

The name of this organization is the Carol Rae Ranch PTSO (Parent/Teacher/Student Organization) of Gilbert, Arizona (herein after known as CRRE PTSO).

**Article II: Articles of Organization**

The articles of organization include:

1. The bylaws of such organization
2. The articles of corporation or articles of incorporation

**Article III: Purpose**

1. The objectives of the CRRE PTSO are developed through committees, projects, and programs, and are governed and qualified by the basic policies set forth in Article IV.
2. The objectives of the CRRE PTSO are:
  - a. To promote the welfare of children with Carol Rae Ranch Elementary School in home, school, and community.
  - b. To bring a closer relationship between the home and the school, that parents and educators may cooperate intelligently in the education of students.
  - c. To provide funds for extra materials and programs in addition to what is provided by the district as determined by the organization.
  - d. To assist in the organization of a volunteer program as deemed beneficial to the students.
3. ***The organization is organized exclusively for charitable, religious, educational, or scientific purposes under Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.***

**Article IV: Basic Policies**

The following are basic policies of the CRRE PTSO:

1. This organization shall be non-commercial, non-sectarian, and non-partisan.
2. This organization shall work with the school and administration to help provide quality education for all students, recognizing that the legal responsibility to make decisions has been delegated by the people to the Governing Board, the Board of Education.
3. This organization shall work with the school administration, faculty and students in an effort to:
  - a. Provide quality experiences and activities for all members of CRRE.
  - b. Promote the welfare of the children attending CRRE at home, school, and community.
4. **In the event of the dissolution of the organization, its assets shall be distributed for one or more of the exempt purposes specified in Section 501 (C) (3) of the Internal Revenue of 1954 as from time to time amended as detailed in Article XIV.**

**Article IV: Basic Policies (continued)**

5. This organization shall not, directly or indirectly, participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office (including publishing or distributing statements).
6. This organization may cooperate with other organizations and agencies concerning child welfare, but persons representing the organization in such matters shall make no commitments, which will bind the organization.
7. The records of this organization are open for public review. A PTSSO Book of Record will be kept in the school office and made available upon request for public inspection. This notebook will contain:
  - a. The original bylaws; revised bylaws and amendments to bylaws
  - b. Articles of incorporation
  - c. Minutes of all meetings
  - d. Operating budget, approved revisions, and monthly financial reports
8. This organization shall not favor, by expending funds or otherwise, a particular teacher, class, or grade. Funds designated for a purpose that would only benefit a few students will be given to the CRRE PTSSO Executive Board for approval. Expenditures exceeding \$200 will be given to the CRRE PTSSO General Membership for approval.

**Article V: Membership and Dues**

Membership in the CRRE PTSSO shall be made available with the following terms:

1. All parents, teachers, other interested adult members, CRRE PTSSO Board, and students of CRRE, willing to uphold the policies and subscribe to these bylaws, shall be known as an enrolled member of this organization upon:
  - a. The payment, or waiver, of dues as determined by the CRRE PTSSO
  - b. Registration of name, address, and telephone number with the membership chairperson
2. Membership in this organization shall be made available without regard to race, color, ethnicity, or national origin.
3. This organization shall conduct an annual enrollment of members, but may admit persons to membership at any time.
4. Members of the organization shall pay annual dues as established by the incoming Executive Board.
5. Members must be enrolled at least **30 days prior to election of officers in order to vote in the election**. Information concerning this policy and the procedure for joining the organization must be published and made available in the school office to all **at least 60 days prior to an election**.
6. Only registered members of this organization shall be eligible to vote in the business meetings, election of officers, or to serve in any of its elective or appointive positions.
7. Each parent or guardian in a joining family, if the organization provides for family memberships, will be allowed voting privileges.

**Article VI: Officers and Their Election**

1. Officers of this organization will consist of elected offices of:
  - a. President(s)
  - b. Vice President(s)
  - c. Secretary(s)
  - d. Treasurer(s)
2. Elective officers shall be elected by secret ballot at the election. In the event there is but one candidate for an office, the ballot for that office may be dispensed with and the election may be held by voice vote.
3. The term of an elective office shall be one year. The election shall be held in the spring and the newly elected officers shall assume office July 1. Candidate can be elected to the same office for no more than two consecutive years. After two consecutive years, if no other person is willing to run for an office, the current officer may continue to serve for one additional year.
4. No members shall hold more than one office at time. No member of the same family shall hold more than one executive office at the same time.
5. No member shall hold the office of Treasurer for more than two consecutive years nor shall a member of the same household succeed the position of treasurer the following year.
6. If a vacancy occurs in the office of President; the Co-President or the first Vice President shall assume office of the President. The office of Vice President shall be made vacant and filled to Section 6. Elections for another Co-President will be held.
7. If a vacancy occurs in any office, except President, a person elected by the Executive Board, notice of such election being given, shall fill it for the remainder of the term.
8. Nominating Committee: There shall be a nominating committee composed of an uneven number, no less than three members, of which one member must be from the Executive Board. The Executive Board shall appoint the nominating committee two months prior to elections. The nominating committee shall ensure that:
  - a. Only those members consenting to serve, if elected, shall be nominated
  - b. A nominating report be submitted to the membership prior to elections
  - c. Following their report, nominations may be submitted from the floor with the consent of the nominee
  - d. Those nominated are registered members prior to the elections
  - e. Information on all of the candidates is distributed without bias and/or endorsement; campaigning is not appropriate
  - f. Nominating committee shall count the votes
9. A member must appear in person to cast a vote. The Executive Board will determine the voting arrangements.

**Article VII: Duties of Officers**

1. The President(s) shall:
  - a. Preside at all meetings of organization and the Executive Board

**Article VII: Duties of Officers (continued)**

- b. Be versed and communicate the articles of incorporation and bylaws to committee chairperson and the Executive Board
  - c. Coordinate the work of officers and committees of the organization so that the Objects and Policies may be promoted
  - d. Appoint the chairperson of standing committees
  - e. Be a member ex-officio of all committees, with the exception of the nominating committee
  - f. Be one of the board members authorized to sign the checks of the organization
  - g. Perform such other duties as may be assigned by the organization
  - h. Produce a monthly newsletter
2. The Vice President(s) shall:
- a. Act as an assistant to the President(s) and shall perform the duties of the President(s) in the absence or inability of that officer to act
  - b. Gather monthly reports from the standing committees upon request of the President
  - c. Provide updated bulleting board of activities (near front entry of school)
  - d. Perform other delegated duties as assigned
3. The Secretary(s) shall:
- a. Keep an accurate record of the proceedings and of all the meetings of the organization, and a roster of registered members
  - b. Distribute official minutes to each Executive Board member and others determined by the Executive Board
  - c. Maintain the PTSO Book of Record
  - d. Be prepared to refer to minutes of previous meetings
  - e. Conduct necessary correspondence for the organization in cooperation with the Executive Board
  - f. Contact Executive Board for monthly meetings
  - g. Perform other delegated duties as assigned
  - h. Record the results of all Executive and General Membership votes
4. The Treasurer(s) shall:
- a. Establish and/or maintain a checking account and other accounts as determined by the Executive Board
  - b. Have custody of all financial records and funds of the organization
  - c. Verify and be responsible for, along with the event chairperson, all monies received, as counted by two committee members; each shall keep an accurate account of all monies from the event
  - d. Keep a full and accurate account of receipts and disbursements as authorized by the President, Executive Board or organization as in accordance with the budget adopted by the organization
  - e. See that check or vouchers are properly signed by two of the persons authorized on the signature card.
  - f. Be one of the board members authorized to sign the checks of the organization.

**Article VII: Duties of Officers (continued)**

- g. Prepare a financial statement each month, with copies to be distributed to each Executive Board member and others determined by the Executive Board
- h. Arrange an end-of-year audit with an independent auditor having no association with CRRE upon request
- i. At the end of the fiscal year, a minimum of \$500 shall remain in the PTSO budget. Any monies over \$500 must be assigned to a budgeted category.

All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the President, without delay, all records, books, and other materials pertaining to the office and shall return to the treasurer, without delay, all funds pertaining to the office.

**Article VIII: Executive Board**

1. The Executive Board will consist of the officers of the organization, the principal of the school, two faculty representatives, two or more members-at-large, one advisor, and one Student Council representative.
  - a. It is recommended that the Advisor be the past President or officer.
2. Only the Executive Board of this organization, as defined in Article VIII, section 1, shall have voting power during Executive Board meetings with the exception of the principal of the school who shall act in an advisory and non-voting capacity only.
3. The President(s) may appoint a parliamentarian, subject to the approval of the officers of the organization. The parliamentarian shall not have any voting power.
4. The duties of the Executive Board shall be to:
  - a. Transact necessary business in the interval between organizational meetings and such other business as may be referred to it by the organization
  - b. Create special and standing committees
  - c. Approve the plans of the standing committees
  - d. Present a report at the regular meetings of the organization
  - e. Prepare and submit to the organization a budget for adoption for the year
  - f. Approve routine bills of two-hundred dollars and under within the limits of the budget; any single expenditure that will exceed two-hundred dollars must have the approval of the general membership if it is not budgeted
  - g. Hold regular, open, meetings of the Executive Board during the year the time to be fixed by the board at its first meeting of the year; 51 % or more of the Executive Board members present shall constitute a quorum for the transaction of business by the Executive Board, providing ample notification has been sent to all Executive Board members; special meetings of the Executive Board may be called by the president or by three members of the board as soon as a quorum can be met.

#### **Article VIII: Executive Board (continued)**

5. The duties of the principal also include:
  - a. Provide council to the Executive Board regarding school or district policy
  - b. Raise issues affect CRRE faculty and students
  - c. Coordinate access to campus facilities for meetings and activities
6. The duties of the teacher representative(s) also include:
  - a. Inform the staff and faculty of events and activities
  - b. Poll the faculty as represented by the Executive Board and advise the Board according to the results
  - c. Act as liaison between the PTSO and the CRRE faculty
7. The duties of the student council representative(s) also include:
  - a. Inform the student council of events and activities
  - b. Poll the student council as requested by the Executive Board and advise the Board according to the results
  - c. Act as liaison between the PTSO and CRRE student council
8. The duties of the members-at-large include:
  - a. Perform special duties assigned by the Board
9. No member shall engage as a vendor of the PTSO or act in any capacity with the PTSO that would constitute a conflict of interest, without the expressed approval of the Executive Board
10. The Executive Board will decide on what items/issues will need to be voted on in the general meetings
11. Voting shall be by show of hands, unless any member requests a written vote.

#### **Article IX: General Meetings**

1. General meetings of the membership will be held on the dates selected by the Executive Board. Special meetings may be called by 10% of the members. Meeting requests must be submitted in writing to the secretary at least 72 hours in advance of the requested meeting. At least three general membership meetings shall be held on days established by the Executive Board.
2. Meetings shall be open to the public.
3. The highest-ranking board member present shall conduct a meeting.
4. A quorum of the Executive Board or an equivalent number of board and general members shall constitute a quorum. A majority vote of members present shall be deemed adequate and acceptable to conducting or transacting business, providing that at least two separate notifications were made available; ie., PTSO line, marquee, etc.
5. The treasurer shall prepare and present a budget report for approval at the first general meeting of the year.
6. Spending authority to override the budget, or changes to the budget must be approved at a general meeting by a majority of those attending.
7. The last organizational meeting of registered members of the school year shall be an annual meeting at which time reports shall be received and new officers shall be installed.

**Article X: Committees**

1. Standing and special committees shall be created as deemed necessary by the Executive Board.
2. A standing committee is one that will continue to exist from year to year. Each standing committee must have a charter describing the goals and responsibilities of the committee. The charter will be amended to these bylaws according to Article XIII.
3. The chairperson of each committee shall be totally responsible for planning and initiating all the necessary requirements to fulfill the assigned purpose of the committee.
4. The chairperson shall report committee progress to the President(s) and members of the organization and shall submit a monthly report to the Vice-President(s).
5. Two event committee members designated by the committee shall be responsible for counting monies received for an event, turning over that money to the treasurer(s) and keeping an accurate and separate account of all monies received.

**Article XI: Fiscal Year**

The fiscal year of this association shall begin July 1 and end June 30.

**Article XII: Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern CRRE PTSO.

**Article XIII: Amendments**

1. These bylaws may be amended at a general meeting of this organization by a two-thirds vote of the registered members present and voting.
2. An amendment shall be proposed in writing to the President(s) and shall be read at the first general meeting after the President receives the request.
3. When a revision in the bylaws is being considered, a committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a meeting of the organization, or by a two-thirds vote of the Executive Board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.
4. Notice of a vote on an amendment and information regarding the amendment must be given to the general membership at least ten days in advance of the general meeting, which the vote will be taken.
5. A copy of the proposed amendment or revised bylaws will be made available for public review in the school office during normal school hours.
6. Robert's Rules of Order, New Revised shall govern this organization in all cases in which they are applicable and not in conflict with these bylaws.

#### **Article XIV: Dissolution**

In the event of the dissolution of the organization, its assets shall be distributed as follows:

1. 100% of all assets will be given to a subsequent CRRE PTSO
2. In the absence of a subsequent CRRE PTSO, 100% of all assets will be given to the CRRE Student Council fund.
3. ***Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within meaning of Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.***

#### **Article XV: Distribution of Resources**

In the event school attendance boundaries change and the membership is divided, a fair and equitable amount of funds and resources may be divided among the schools. "Fair" and "equitable" distribution will be determined by the principals involved in the boundary change, the PTSO/PTO/PTA Executive Boards, and should be based on the particular circumstances involved.