# Ruth Fisher Parent Teacher Organization, Inc.

38201 W Indian School Rd.

Tonopah, Arizona

**ARTICLE I**

**NAME AND PURPOSE**

1. **Name:** The name of the organization shall be Ruth Fisher Parent Teacher Organization (PTO) and may be referred to hereafter as “PTO”.
2. **Purpose:** the Corporation has been organized for the charitable and educational purposes of serving the school, students, staff and community. The corporation has been developed to:
	1. Support the education of children as SCHOOL by fostering relationships between the school, parents and teachers.
	2. Establish a close working relationship among the members for the purpose of developing and increasing interest in the student, the home, the school, and the community.
	3. Raise funds to provide enrichment for the schools populations and facilities.
	4. Funds will not be used to finance teacher or staff continued education courses or seminars.

**ARTICLE II**

**MEMBERS**

1. **Qualifications:** Any parent, legal guardian,, or other person standing in “loco” with a child enrolled and attending the SCHOOL is qualified to be a member of the PTO. In addition, any faculty and/or staff member of the SCHOOL, within the schools boundaries or proposed boundaries, shall be qualified to be a member of the PTO. A qualified member in good standing is a member that has attended at least 2 meetings within the last six months.
2. **Dues:** dues for members, if any, shall be established by the *Officers of the Board*.
3. **Voting Members:** Any qualified member in good standing, who has paid the dues required, if any, and has attended at least 2 regular meetings, or a voting member of a PTO being moved to the SCHOOL due to a boundary change within the district, may be present and vote on motions, serve on committees and otherwise fully participate in the activities of the PTO.
4. **Regular Meetings:** Meetings of the PTO membership shall be held monthly on the First Thursday of the month or on a day, time, and place to be determined by the Officers of the board. This will be listed on the school calendar.
5. **Notice of Meetings:** A written notice is required for regular meetings. The notice of any special meeting shall be posted not less than 3 days before the date of the meeting. A posted written notice required within 48 hours of a meeting being cancelled.
6. **Membership Quorum:** Members present at a PTO meeting shall constitute a quorum. Any action of the member requiring a vote will be taken from the majority present and a minimum of (3) officers present.
7. **Presiding Official:** the Chair of the PTO or his/her designee shall preside over each membership meeting.

**ARTICLE III**

**AUTHORITY AND DUTIES OF OFFICERS**

1. **Authority of the Officers:** The Officers are the policy making body and may exercise all the powers and authority granted to the Corporation by law and these Bylaws.
2. **Resignation:** Resignations by Officers are effective upon the receipt of written notification once it and all PTO property are received by the secretary of the corporation. Public notice will be given in writing within 7 days. A replacement will be voted on and accepted at a regular or special meeting within 14 days.
3. **Special Meetings:** Special meetings of the officers shall be at such dates, times and places as the officers shall determine.
4. **Notice:** Meetings nay be called by the chair or at the request of any 2 officers by mailed notice, email, or telephone to each member of the board of offices no less than 48 hours before such a meeting.
5. **Quorum:** A quorum shall consist of a majority of the current Board of Officers either in attendance or via teleconferencing. All decisions will be by majority of the quorum is present.
6. **Action without a meeting:** Any action required or permitted to be taken at a meeting of the Board of Officers (including amendment of these by-laws) may be taken without a meeting. Unanimous Officers consent must be in writing to approve the specific action. Such consents shall have the same force and effect as a unanimous vote of the officers or the committee as the case may be.
7. **Compensation:** Officers shall serve without compensation with the exception that expenses incurred in the furtherance of the Corporation’s business are allowed to be reimbursed with documentation and prior approval.
8. **Officers:** The officers of the corporation shall be a Chair, Vice-Chair, a Secretary, a Treasurer, and such other Officers as the Board my designate.
9. **Election of officers and terms of office:** The Officers of the Corporation shall be elected by members of the PTO from among the members in good standing of the PTO at the annual meeting held in May or June of each year. Each officer shall serve a term of 1 year. Officers may be reelected to any number of consecutive or reappointed terms. Officers shall hold office until a successor is duly elected and qualified.
10. **Removal:** An officer may be removed by the 2/3 vote of the members at a meeting, or by action in writing as described in Article III section 6, whenever in the member’s judgment is in the best interests of the Corporation. Any such removal shall be without prejudice to the contract rights, if any, of the person so removed all property of the PTO shall be returned within 7 days.
11. **Chair:** The Chair shall also preside at all meetings of the PTO the Chair shall perform all duties pursuant to the office including being the main contact with the school principal.
12. **Vice Chair:** The Vice Chair shall preside at meetings of the PTO in the absence of at the request of the Chair. The Vice Chair shall perform other duties as requested and assigned by the Chair.
13. **Secretary:** The Secretary shall keep the minutes of all meetings of the PTO in the books proper for that purpose. The Secretary shall perform other duties as requested and assigned by the Chair.
14. **Treasurer:** The Treasurer shall report to the PTO at each regular meeting on the status of the Corporation’s finances. The Treasurer shall ascertain that appropriate procedures are being followed in the financial affairs of the Corporation, and shall perform such other duties as occasionally may be assigned by the Chair.

**ARTICLE IV**

**COMMITTEES**

The officers of the corporation may, by resolution adopted by a majority of the Officers, establish standing and/or as hoc committees of the PTO composed of at least two persons which may include members of the PTO who are not Officers. The Officers of PTO may make such provisions for appointment of the Chair of such committees, establish such procedures to govern their activities, and delegate thereto such authority as may be necessary or desirable for the efficient management of the property, affairs, business, or activities of the Corporation.

**ARTICLE V**

**FINANCIAL AND LEGAL ADMINISTRATION**

1. **Annual Budget:** The annual budget will be determined and approved by the PTO members at such meeting as it is presented.
2. **Checks, Drafts, etc.:** All requirements for payment shall be signed or endorsed by such Officer(s) or agent (s) of the Corporation and in such manner as shall be determined by resolution of the PTO Officers or of any committee to which such authority has been delegated by the PTO Officers.
3. **Deposits and accounts:** All funds of the Corporation shall be deposited in a timely manner in the general bank account as the {TO has selected. For the purpose of deposit and for the purpose of collection for that account of the Corporation, checks, drafts, and other orders of the Corporation may be endorsed, assigned and delivered on behalf of the Corporation by any officer or agent of the PTO.
4. **Purchase:**
	1. Debit Card holders are the Chair and Treasurer. Authorized users are all board members.
	2. Chairman has a $100 limit for quick approval on such items as PTO office supplies. Reimbursement must be made by check after approval at next meeting.
	3. Purchases $100-$300 need unanimous Board approval.
	4. Purchases over $300 require approval at a meeting of the membership.
5. **Fiscal year:** The fiscal year of the Corporation shall be July 1st to June 30th but may be changed by resolution of the PTO Officers. It is expected that monies donated by the PTO to school facilities or groups will be spent in the fiscal year it was donated in. donated monies left unspent will be returned to the PTO.
6. **Accountability:** Correct books of account of the activities and transactions of the Corporation are subject to review and audit as determined by the PTO officers or PTO members. Corporate records shall include ~~a minute book and a financial book.~~

**Chairman Book (which shall contain)**

1. **A copy of monthly financial reports**
2. **A copy of annual financial reports**
3. **A copy of these Bylaws**
4. **Original copy of The Certificate of incorporation**
5. **Original copy of Insurance papers**
6. **A copy of all minutes of meetings of the PTO Officers, committees and membership**
7. **A copy of all correspondence**
8. **A copy of PTO policies (if established)**
9. **A copy of the Roberts Rules of Order Book**

**Vice Chair Book (shall contain)**

1. **A copy of these Bylaws**
2. **A copy of PTO policies (if established)**

**Secretary Book shall contain:**

1. **A copy of The Certificate of incorporation**
2. **A copy of these Bylaws**
3. **A copy of all Minutes of Meetings of the PTO Officers, Committees and Membership.**
4. **A copy of insurance papers**
5. **A copy of PTO policies (if established)**

**The Treasurer Book shall contain:**

1. **A copy of the monthly financial report**
2. **A copy of the Annual financial report**
3. **A copy of these bylaws**
4. **A copy of insurance papers**
5. **A copy of PTO policies (if established)**
6. **A copy of the Certificate of incorporation**
7. **A copy of the Corporations EIN NUMBER**
8. **A copy of the annual review/audit**
9. **A copy of any Tax reports or forms**
10. **A copy of the 501 © 3 authorization**

**Dissolution:** In the event of the dissolution of the Corporation, the Officers shall, after paying or making provision for the payment of all just debts and liabilities of the Corporation, dispose of the remaining assets of the Corporation exclusively to an organization whose purposes are similar to those of this Corporation and that have an IRS determination or ruling of tax exemption under Section 501 © 3 of the IRS Code of1954 or Comparable provision of federal statues then in effect.

**ARTICLE VI**

**PARLIMENTARY AUTHORITY**

Each of the Corporations Officers may be indemnified by the Corporation against all expenses and liabilities, including counsel fees, reasonable incurred or imposed upon such members of the PTO in connection with any threatened, pending, or completed action, suit or proceeding to which she/he may become involved by reason of her/his being or having been an Officer of the Corporation, or any settlement thereof, unless judged therein to be liable for negligence or misconduct in the performance of her/his duties. Provided, however, that in the event of a settlement, the indemnification herein shall apply only when the PTO members approve such settlement and reimbursement as being in the best interest of the Corporation. The foregoing right of indemnification shall be in addition and not exclusive of all other rights which such member is entitled.

**ARTICLE V111**

**AMENDMENT OF BYLAWS**

These Bylaws may be altered, amended or repealed, and additional bylaws adopted, by the affirmative vote of a majority of the members present at any regular, annual, or special meeting at which a quorum is present, provided adequate prior notice is given of the proposed amendment in the notice of the meeting at which such action is taken or provided all members waive such notice.

 Adopted on (mm/dd/yyyy) 5/13/10

 By: (signature and title) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Allison Kunz, chairman

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 Christine Walker, vice-chair

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 Mary Heil, secretary

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 Lori Carter, treasurer