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Kyrene Del Cielo School Parent -Teacher Organization

By-Laws



Revised
May 2023

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Kyrene del Cielo
Parent Teacher Organization (PTO)
By-Laws

Article I. NAME

The name of this organization is the Kyrene Del Cielo Parent-Teacher Organization ("Cielo PTO" or the "Organization"), at 1350 N. Lakeshore Drive, Chandler, Arizona 85226.

Article II. ORGANIZATION

The Cielo PTO is an Arizona non-profit corporation. The governing documents for the Cielo PTO include its Articles of Incorporation filed on November 28, 2007 and these bylaws, as from time-to-time amended.

Article III. OBJECTIVES

The Cielo PTO strives to foster positive, partnering relationships among the Cielo Elementary students and their families, the Kyrene community, teachers and administrators, which are so vital to our children's educational success.

Through fundraising efforts and sponsoring of family and school activities, the Cielo PTO strives to enrich the overall educational and cultural experiences for our students.

Section 3.01 Definition of Objectives.

The purpose of the Cielo PTO is to develop, fund, and implement programs and activities designed to:

- (a) Promote positive, cooperative relationships between parents, families, teachers, and administrators.
- (b) Enrich the educational and cultural experience of Cielo students.
- (c) Bring the home and the school into closer relation, so that parents and teachers may cooperate intelligently in the education of children and youth.
- (d) Develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, intellectual, and social education.
- (e) Provide volunteers, support, services, and funds, as needed.

Section 3.02 Promotion of Objectives.

The objectives of the Cielo PTO are promoted through an education program directed toward parents, teachers, and the general public; are developed through committees, projects, and programs; and are governed and qualified by the basic policies set forth below.

Section 3.03 Basic Policies.

- (a) The Cielo PTO shall be non-commercial, non-sectarian, and non-partisan.
- (b) The name of the Cielo PTO or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the Organization.
- (c) The Cielo PTO 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 of, any candidate for public office; or devote any part of its activities to attempt to influence legislation by propaganda or otherwise.
- (d) The Cielo PTO shall work with the Cielo Leadership Team to provide quality education for all children and youth, and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the boards of education.
- (e) No part of net earnings of the Cielo PTO shall inure to the benefit of, or be distributable to its officers, members, or other private persons except that the Organization shall be authorized, and empowered to pay reasonable compensation for services rendered and to make payments and distributions to furtherance of the Objectives set forth in Article III hereof.
- (f) Notwithstanding any other provision of these articles, the Cielo PTO 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) or by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- (g) Upon the dissolution of the Cielo PTO, after paying or adequately providing for the debts and obligations of the Organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

Article IV. MEMBERSHIP AND DUES

Section 4.01 Membership.

All parents or legal guardians of Cielo students and all Cielo staff members who subscribe to the Objectives and Basic Policies of these bylaws are considered members of the Cielo PTO (the “General Members”).

Membership in the Cielo PTO shall be made available without regard to race, color, creed, or national origin.

Section 4.02 Membership Participation.

Only General Members of the Cielo PTO shall be eligible to participate in the business meetings or to serve in any of its elective or appointed positions.

Section 4.03 Section 4.03 Dues.

No dues will be required for membership.

Article V. BOARD OF DIRECTORS AND ELECTIONS

Section 5.01 Board of Directors.

- (a) The Board of Directors of the Cielo PTO (the "Board") shall consist of: a President, a Vice-President, a Secretary, a Treasurer, and up to eleven (11) Members-At-Large. The Board may also have a Second Vice-President if the Board determines that for any given year it is necessary to do so for the effective transition of the Board. President, Secretary and Treasurer may be held by more than one individual, in which case such individuals will serve as co-officers, each holding the title of the office.
- (b) Upon expiration of their term, any vacant positions on the Board (with the exception of the Second Vice-President) shall be elected by ballot in the month of April. If there is but one nominee for any office, election for that office may be by acclamation.
- (c) The Second Vice-President, if any, shall be the immediate past President. The Second Vice-President shall not have any voting rights.
- (d) The present Board and the newly elected Board shall work in tandem through and until June 30, when the newly elected Board shall assume sole responsibility for their duties.

- (e) The President, Vice President, Treasurer, and Secretary Board positions are for two (2) fiscal years terms.
- (f) A person in the President, Vice President, Treasurer, or Secretary position shall not be eligible to serve more than two (2) consecutive terms in the same office unless a one (1) year extension is approved by a quorum vote at a general meeting.
- (g) Members-at-Large and the Second Vice-President, if any, shall serve a term of one (1) fiscal year.
- (h) The total number of Board members shall not exceed 15 members, with each member (except the Second Vice President, if any) having one vote.
- (i) Should any Board Members fail to attend a total of three (3) meetings (Board and/or regular meetings) during any single fiscal year of their term of office, they may be asked to forfeit their Board position and resign.
- (j) At the start of each fiscal year, all Board members are required to sign and adhere to the Cielo PTO Financial Policies, which are maintained as an addendum to these by-laws.

Section 5.02 Eligibility for Nomination.

- (a) Individuals eligible for nomination to the position of President must have served on the Board prior to the election.
- (b) Individuals eligible for nomination to the positions of Vice-President, Secretary, Treasurer, Member-At-Large (In School Support), Member-At-Large (Communication), Member-At-Large (Recruitment), and Member-At-Large for Fundraising must have demonstrated regular participation in PTO activities, including, but not limited to, attendance at General Member meetings or service on a committee appointed by the Board.

Section 5.03 Elections.

- (a) Election of vacant Board positions takes place during April. All General Members are eligible to participate. Requests for nominees will go out to the General Members at least two (2) weeks prior to the election.
- (b) All nominees for the Board must submit a short bio to the current President to have their name placed on the ballot.
- (c) The Board shall make available the list of nominees along with their bios, to the General Membership prior to the election.
- (d) Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.
- (e) General Members may participate in Board Elections by submitting a ballot to the Cielo Office. Ballots must be signed for and submitted onsite no later than close of business on the election deadline. Ballots cast in the Office will be secret.

Section 5.04 Resignation.

- (a) If a Board Member is unable, due to personal or professional reasons, to complete their term of office on the Board that Board Member shall submit a written letter of resignation to the Board providing the Board with a minimum of thirty (30) days notice prior to the date of resignation (a "Letter of Resignation"). A Letter of Resignation cannot be withdrawn once submitted to the Board. The remaining Board Members shall vote to accept the Letter of Resignation.
- (b) A Board Member who properly resigns during their term is not precluded from running for another Board position at a later time.

Section 5.05 Vacancies.

- (a) A vacancy in any office shall be filled for the unexpired term by a person elected by a majority vote of the Governing Board.
- (b) In the case of a vacancy occurring in the office of the President during a term, the office shall be filled for the unexpired term by the following succession:
 - (i) The Vice President, or upon his/her refusal;
 - (ii) Upon majority vote of the Governing Board, any other member of the Board who volunteers to serve for the remainder of the unexpired term.
- (c) If no eligible person is nominated for a position on the Board, that position may be filled through the process used for a vacancy for a period of one year, or until the next regularly scheduled election.

Article VI. DUTIES OF BOARD MEMBERS

Section 6.01 President.

The President/Co-Presidents shall:

- (a) Preside at all meetings of the Cielo PTO and of the Governing Board at which she/he may be present.
- (b) Perform such other duties as may be prescribed in these bylaws or assigned to her/him by the Cielo PTO or by the Governing Board.
- (c) Coordinate the work of the Board and committees of the Cielo PTO in order that the objectives may be promoted.
- (d) Chair at least one PTO event or program.

Section 6.02 Vice-President.

The Vice-President shall:

- (a) Act as an aide to the President.
- (b) Perform the duties of the President in the absence or disability of that officer to act.
- (c) Chair at least one PTO event or program.

Section 6.03 Second Vice-President.

The Second Vice-President shall:

- (a) Assist the President in completing unfinished business matters from her/his term.
- (b) Help aid the President, so that a smooth transition of Boards takes place.
- (c) Chair at least one PTO event or program.

Section 6.04 Secretary.

The Secretary shall:

- (a) Record the minutes of all meetings of the Cielo PTO and of the Governing Board.
- (b) Present a typed copy of the minutes to the Governing Board for approval.
- (c) Possess a current copy of the bylaws.
- (d) Give notice to all members of the Governing Board of all Board meetings.
- (e) Handle all correspondence needed by the Governing Board.
- (f) Perform other delegated duties as may be assigned to her/him.
- (g) Chair at least one PTO event or program.

Section 6.05 Treasurer.

The Treasurer shall:

- (a) Have custody of all of the funds of the Organization.
- (b) Keep a full and accurate account of receipts and expenditures.
- (c) Make disbursements in accordance with the budget adopted by the Organization.
- (d) Have the disbursement checks signed by either, the Treasurer, President or a Vice-President.

- (e) Present a financial statement at every meeting of the Cielo PTO and at other times when requested by the Governing Board.
- (f) Make a full report at the meeting at which new Board Members officially assume their duties.
- (g) Have the accounts examined annually, and upon change of Treasurers due to a vacancy in office, by an auditing committee of not less than two (2) General Members who, satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.
- (h) Fully comply with the Cielo PTO Financial Policies as described in the addendum to the Cielo PTO By-Laws.

Section 6.06 Members-at-Large.

The Members-At-Large shall:

- (a) Assume the duties of chairperson for a special committee for the year. Special committees include but are not limited to:
 - Communications, including communication to the Cielo community using Kyrene listserv, social media, and text messaging; oversee production / maintenance of the weekly newsletter; updates to the Cielo PTO website; create and distribute fliers; act as a liaison to the front office for all matters related to communications for the Board.
 - Volunteer Coordination, including the soliciting volunteers at the start of each semester; maintain the volunteer database; determine the volunteer needs with each event chairperson; communicating with volunteers throughout the school year; organizing events to thank volunteers for their time.
 - Fundraising, as outlined in Section 6.07.
 - Teacher Appreciation, including but not limited to conference dinners, welcome back luncheon for teachers, and events throughout the year to show appreciation for Cielo PTO teachers and staff.
- (b) Assist all Board Members as needed.
- (c) Chair at least one PTO event or program.

Section 6.07 Committee Chairperson for Fundraising.

Fundraising is defined as any activity in which the primary purpose is to raise funds to meet the fundraising goals as determined by the Board as outlined in this section. The Board will sponsor no more than two fundraising events each school year. Sponsorship of more than two fundraisers must be approved by the PTO Board. Ongoing no-cost fundraising activities (*i.e.* Target, Grocery Stores, Box Tops, Ink Cartridges, etc.) are not considered to be a fundraising event.

The Committee Chairperson for Fundraising shall:

- (a) Be responsible for soliciting and coordinating ideas for PTO fundraising activities for each school year.
- (b) Present to the Board a list of items to be considered as fundraising priorities for each school year, including the amount needed for each item and a recommendation on the events/activities to be used to raise the funds needed.
- (c) Recruit chairs for all fundraising activities to be conducted during the school year.
- (d) Assist all fundraising chairs in achieving their fundraising goals.
- (e) Report to the Board on the status of all fundraising activities.

Section 6.08 Expiration of Term.

At 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 a delay, all funds pertaining to the office.

Article VII. GOVERNING BOARD

Section 7.01 Governing Board.

The Governing Board shall consist of the Board of Directors and the teacher appointed representative(s).

Section 7.02 Teacher Representatives.

In August of each school year, the Principal shall appoint up to three (3) teacher representatives to serve on the Governing Board of the PTO for the school year. Only teachers who have indicated a willingness and desire to serve shall be appointed. The teacher representatives act as liaisons between the School teachers and the PTO. The teacher representatives shall collectively have one (1) vote.

Section 7.03 Governing Board Duties.

The duties of the Governing Board shall be to:

- (a) Transact necessary business in the intervals between Organization meetings and such other business as may be referred to it by the Cielo PTO;
- (b) Create standing and special committees;
- (c) Approve chairperson of the standing committees;
- (d) Approve the plans of work and the budgets of the standing committees;
- (e) Present a report at the regular meetings of the Organization;
- (f) Select an auditing committee, at least two (2) weeks before the meeting at which new Board Members assume duties, to audit the Treasurer's account; and
- (g) Approve routine bills within the limits of the budget.

Section 7.04 Governing Board Meetings.

Meetings of the Governing Board shall be held as needed. A majority of the Governing Board members shall constitute a quorum. Meetings of the Governing Board may be called by the President or by a majority of Board Members.

Meetings of the Governing Board shall be open to all General Members.



Article VIII. Meetings

Section 8.01 Regular Meeting Schedule

Meetings of the Cielo PTO shall be held monthly, or as needed, called by the President. Dates of meetings shall be determined by the Governing Board and announced at the first meeting of the school year. Five (5) days notice shall be given of a change of date.

Section 8.02 Special Meetings.

Special meetings may be called within five (5) days, notice having been given.

Section 8.03 Vote.

A majority vote of those members present is needed for the transaction of business in any meeting of the Cielo PTO.

Article IX. COMMITTEES

Section 9.01 Committee Creation

The Governing Board may create such standing committees as necessary.

Section 9.02 Plan of Work

The chair of each standing committee shall present a plan of work to the Governing Board for approval.

Section 9.03 President Involvement.

The President shall be a member ex-officio of all committees except the nominating committee.

Article X. PARLIAMENTARY PROCEDURE

Robert's Rules of Order, Newly Revised, shall govern the Organization in all cases in which they are applicable and in which they are not in conflict with the bylaws.

Proposed meeting norms will be: a) to assume responsibility for the role of recorder and participant, b) to start and end promptly, c) to work from a prepared agenda, d) to ensure equal opportunity to be heard, e) to seek to understand through dialogue and inquiry.

Consensus rules are to be used in meetings for most decision making. Consensus is a group decision (which some members may not feel is the best decision, but which

they can live with, support, and commit themselves not to undermine). This decision is arrived at through a process whereby the issues are fully aired and all members feel they have been adequately heard. When a motion is not likely to be opposed, the President says, "If there is no objection..." The membership shows agreement by their silence. However, if one member states an objection then the item must be put to a vote.

Article XI. AMENDMENTS

Section 11.01 Approval

These bylaws may be amended at any regular meeting of the Cielo PTO by two-thirds vote of the General Members present and voting, provided that notice of the proposed amendment(s) shall have been given at least one week prior to the meeting.

Section 11.02 Revision of Bylaws.

A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the General Members of the Cielo PTO, or by a two-thirds vote of the Governing Board. The requirement for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Article XII. FISCAL YEAR

The Fiscal Year of the Association shall begin on July 1 and end on June 30.