

BYLAWS

ARTICLE I:

ROBINS ELEMENTARY PARENT - TEACHER ORGANIZATION

TUCSON, ARIZONA

Table of Contents

ARTICLE I: NAME
ARTICLE II: ARTICLES OF ORGANIZATION
ARTICLE III: PURPOSE
ARTICLE IV: BASIC POLICIES
ARTICLE V: DISBAND / REINSTATE
ARTICLE VI: MEMBERSHIP
ARTICLE VII: OFFICERS & THEIR ELECTION
ARTICLE VIII: DUTIES OF OFFICERS
ARTICLE IX: EXECUTIVE BOUARD
ARTICLE X: MEETINGS
ARTICLE XI: COMMITTEES
ARTICLE XII: FISCAL YEAR
ARTICLE XIII: PARLIAMENT AUTHORITY
ARTICLE XIV: AMENDMENTS

ARTICLE II: ARTICLES OF ORGANIZATION

The articles of organization of a local Parent Teacher Organization include:

- a. The bylaws of such organization;
- b. The certificate of incorporation or articles of incorporation of such organization.

ARTICLE III: PURPOSES

SECTION #1.

The Objects of Robins Elementary Parent -Teacher Organization are:

- a. To promote the welfare of children and youth in home, school and community.
- b. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth..

SECTION #2.

The organization is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal tax code (hereinafter "Internal Revenue Code").

ARTICLE IV: BASIC POLICIES

SECTION #1.

The following are basic policies of Robins Elementary Parent-Teacher Organization:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the organization or the names of any members in their official capacities 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 Objects of the Organization.
- c. 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 its activities to attempting to influence legislation by propaganda or otherwise.

- d. The organization shall work with the school 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 boards of the education.
- f. No part of the net earnings of the organization shall incurr to the benefit of, or be distributable to its members, directors, trustees, officers 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 in furtherance of the purposes set forth in Article III hereof.
- g. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- h. Upon the dissolution of this organization, 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 V: DISBANDMENT / REINSTATEMENT

SECTION #1. DISBANDMENT

This Parent -Teacher Organization may dissolve and finalize its affairs in the following manner:

- a. The Executive Board shall adopt a resolution recommending that this PTO unit be dissolved and direct that the question of such dissolution be submitted to a vote at a special meeting of members, (members meaning all individuals having an favorable interest in the positive development of Robins Elementary School). Written notice stating that the purpose of such meeting is to consider the advisability of dissolving this PTO, shall be given to each member at least thirty (30) days prior to the date of such meeting.
- b. Approval of dissolution of this PTO unit shall require the affirmative vote of at least two-thirds of the members present at the special meeting, a quorum being present.

SECTION #2. REINSTATEMENT

In all cases of reinstatement, formal application, in writing, to the Robins Elementary School shall be required, followed by a formal meeting of all interested parents and teachers.

ARTICLE VI: MEMBERSHIP*

SECTION #1.

Membership in this local PTO shall be made available without regard to race, color, creed, or national origin, under such rules and regulations not in conflict with the provisions of these Bylaws.

SECTION #2.

This PTO shall conduct an annual enrollment of members; but may admit persons to membership at any time.

SECTION #3.

This PTO shall have at each and every meeting a sign-in book for all those attending.

SECTION #4.

Only members of this PTO shall be eligible to participate in the business meetings or to serve in any of its elective or appointive positions.

SECTION #5.

The membership year for Robins Elementary Parent-Teacher Organization shall be November 1 through October 31.

* Membership refers to: All individuals having a favorable interest in the positive development of Robins Elementary School.

ARTICLE VIII: OFFICERS & THEIR ELECTION

SECTION #1.

Each officer shall be a member of this PTO.

SECTION #2.

The officers of this organization shall consist of a president, a vice-president, a secretary, and a treasurer.

SECTION #3.

Officers shall be elected by ballot in the month of April. Ballots shall be distributed to all members, members meaning all individuals having a favorable interest in the positive development of Robins Elementary School. If there is but one nominee for any office, election for that office may be by voice vote.

SECTION #4.

Officers shall assume their official duties following the close of the annual meeting, this being the last PTO meeting of the school year, and shall serve for a term of one (1) year or until their successors are elected.

SECTION #5.

A person shall not be eligible to serve more than two (2) consecutive terms in the same office.

SECTION #6.

- a. There shall be a nominating committee composed of three (3) members who shall be elected by this PTO at a regular meeting at least two (2) months prior to the election of officers. The committee shall elect its own chairman.
- b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at a general meeting in March, at which time additional nominations may be made from the floor.
- c. Only those persons who have signified their consent to serve or elected shall be nominated for or elected to such office.

SECTION #7.

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the executive board, notice of such election having been given. In case a vacancy occurs in the office of the president, the vice president shall serve notice of election.

ARTICLE VIII: DUTIES OF OFFICERS

SECTION #1. The president shall:

- a. Preside at all meetings of the organization;
- b. Appoint and remove chairpersons of standing and special committees and a parliamentarian, subject to the approval of the elected officers.
- c. Be a member ex officio of all committees except the nomination committee;
- d. Coordinate the work of the officers and committees of the organization in order that the Objects be promoted.

SECTION #2. The Vice-president shall:

- a. Act as aide to the president;
- b. Perform the duties of the president in the absence or inability of that officer to act.

SECTION #3. The Secretary shall;

- a. Record the minutes of all meetings of the organization;
- b. Have a current copy of the Bylaws;
- c. Maintain a sign-in book, of all meetings of the organization;
- d. Perform other duties as assigned.

SECTION #4. The Treasurer shall;

- a. Have custody of all the funds of the organization;
- b. Keep a full and accurate account of receipts and expenditures;
- c. Make disbursements as authorized by the president, executive board, or association in accordance with the budget adopted by the association;
- d. Have the checks or vouchers signed by the treasurer or the president;
- e. Present a financial statement at every meeting of the organization and at other times as may be requested by the executive board;
- f. Make a full report at the meeting at which new officers officially assume their duties (the annual meeting);
- g. Be responsible for the maintenance of such books of account and records as conform to the requirements of these Bylaws;
- h. Submit the records annually, upon resignation, or upon request of the executive board to an auditing committee appointed by the executive board.

SECTION #5.

Upon the expiration of the term of office or a resignation, out-going officers shall promptly turn over to the president, all funds, records, books, and other materials pertaining to the office.

ARTICLE IX: EXECUTIVE BOARD

SECTION #1.

The executive board shall consist of the officers of the organization and the chairpersons of standing committees. The parliamentarian (if one has been appointed) shall be a non-voting member.

SECTION #2. The executive board shall:

- a. Transact necessary business in the intervals between organization meeting and such other business as may be referred to it by the organization.;
- b. Create standing and special committees;
- c. Approve the plans of work of the standing committees;
- d. Present a report at the regular meetings of the association;
- e. Prepare and submit to the organization for adoption a budget for the year;
- f. Approve routine bills with in the limits of the budget.

SECTION #3. AUDITS

- a. The treasurer's accounts shall be examined annually by auditing committee at least two weeks before the annual meeting at which new officers are installed.
- b. The treasurer's accounts shall be examined by an auditing committee upon resignation of the treasurer and at any time it is deemed necessary by the executive board.
- c. When necessary, the executive board shall select an auditing committee of no t fewer than three (3) individuals (who need not be members). The treasurer shall not serve on the auditing committee but may meet with the committee to assist with the examination. The members of the auditing committee shall sign and submit, to the president, a statement noting the findings of the audit when the examination of the books is complete.

SECTION #4.

Regular meetings of the executive board shall be held during the year, the time to be fixed by the board at its first meeting of the year. A majority of the executive board members present shall constitute a quorum. Special meetings of the executive board may be called by the president or by three member of the board, three (3) days notice having been given.

ARTICLE X: MEETINGS

SECTION #1.

Regular meetings of the organization shall be held the third (3rd) Tuesday of each month, at approximately 6:30 p.m., during the school year, unless otherwise scheduled by a vote of the members. Seven (7) days notice must be given of a change in meeting dates or times.

SECTION #2.

Special meetings of the organization may be called by the president or by a majority of the executive board, seven (7) day notice having been given.

SECTION #3.

The final reports of the committee chairperson and the installation of new officers shall take place at the annual meeting, which shall be determined by the executive committee.

SECTION #4.

Members present shall constitute a quorum for the transaction of business in any meeting of this organization.

ARTICLE XI: COMMITTEES

SECTION #1.

The executive board may create such standing and special committees as it may deem necessary to promote the PTO Objects and carry on the work of the organization.

SECTION #2.

Only members of the association shall be eligible to serve as voting members of a committee. Again * Membership refers to: All individuals having a favorable interest in the positive development of Robins Elementary School.

SECTION #3.

The chairperson of each standing committee shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive board.

SECTION #4.

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

ARTICLE XIII: FISCAL YEAR

The fiscal year of Robins Elementary Parent-Teacher Organization unit shall begin July 1 and end June 30.

ARTICLE XIV: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Robins Elementary Parent-Teacher Organization in all cases in which they are applicable and in which they are not in conflict with these Bylaws.

ARTICLE XV: AMENDMENTS

SECTION #1.

These bylaws may be amended at any regular meeting of this organization by a two-thirds vote of the members present and voting, provided that notice of the amendment has been given at the previous general meeting.

SECTION #2. GENERAL REVISIONS

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 general meeting of the organization, or by a two-thirds vote of the executive board.

BYLAWS

ARTICLE I:

ROBINS ELEMENTARY PARENT - TEACHER ORGANIZATION

TUCSON, ARIZONA

Table of Contents

ARTICLE I: NAME
ARTICLE II: ARTICLES OF ORGANIZATION
ARTICLE III: PURPOSE
ARTICLE IV: BASIC POLICIES
ARTICLE V: DISBAND / REINSTATE
ARTICLE VI: MEMBERSHIP
ARTICLE VII: OFFICERS & THEIR ELECTION
ARTICLE VIII: DUTIES OF OFFICERS
ARTICLE IX: EXECUTIVE BOUARD
ARTICLE X: MEETINGS
ARTICLE XI: COMMITTEES
ARTICLE XII: FISCAL YEAR
ARTICLE XIII: PARLIAMENT AUTHORITY
ARTICLE XIV: AMENDMENTS

- d. The organization shall work with the school 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 boards of the education.
- f. No part of the net earnings of the organization shall incurr to the benefit of, or be distributable to its members, directors, trustees, officers 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 in furtherance of the purposes set forth in Article III hereof.
- g. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- h. Upon the dissolution of this organization, 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 V: DISBANDMENT / REINSTATEMENT

SECTION #1. DISBANDMENT

This Parent -Teacher Organization may dissolve and finalize its affairs in the following manner:

- a. The Executive Board shall adopt a resolution recommending that this PTO unit be dissolved and direct that the question of such dissolution be submitted to a vote at a special meeting of members, (members meaning all individuals having an favorable interest in the positive development of Robins Elementary School). Written notice stating that the purpose of such meeting is to consider the advisability of dissolving this PTO, shall be given to each member at least thirty (30) days prior to the date of such meeting.
- b. Approval of dissolution of this PTO unit shall require the affirmative vote of at least two-thirds of the members present at the special meeting, a quorum being present.

SECTION #2. REINSTATEMENT

In all cases of reinstatement, formal application, in writing, to the Robins Elementary School shall be required, followed by a formal meeting of all interested parents and teachers.

SECTION #3.

Officers shall be elected by ballot in the month of April. Ballots shall be distributed to all members, members meaning all individuals having a favorable interest in the positive development of Robins Elementary School. If there is but one nominee for any office, election for that office may be by voice vote.

SECTION #4.

Officers shall assume their official duties following the close of the annual meeting, this being the last PTO meeting of the school year, and shall serve for a term of one (1) year or until their successors are elected.

SECTION #5.

A person shall not be eligible to serve more than two (2) consecutive terms in the same office.

SECTION #6.

- a. There shall be a nominating committee composed of three (3) members who shall be elected by this PTO at a regular meeting at least two (2) months prior to the election of officers. The committee shall elect its own chairman.
- b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at a general meeting in March, at which time additional nominations may be made from the floor.
- c. Only those persons who have signified their consent to serve or elected shall be nominated for or elected to such office.

SECTION #7.

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the executive board, notice of such election having been given. In case a vacancy occurs in the office of the president, the vice president shall serve notice of election.

ARTICLE VIII: DUTIES OF OFFICERS

SECTION #1. The president shall:

- a. Preside at all meetings of the organization;
- b. Appoint and remove chairpersons of standing and special committees and a parliamentarian, subject to the approval of the elected officers.
- c. Be a member ex officio of all committees except the nomination committee;
- d. Coordinate the work of the officers and committees of the organization in order that the Objects be promoted.

SECTION #2. The executive board shall:

- a. Transact necessary business in the intervals between organization meeting and such other business as may be referred to it by the organization;
- b. Create standing and special committees;
- c. Approve the plans of work of the standing committees;
- d. Present a report at the regular meetings of the association;
- e. Prepare and submit to the organization for adoption a budget for the year;
- f. Approve routine bills with in the limits of the budget.

SECTION #3. AUDITS

- a. The treasurer's accounts shall be examined annually by auditing committee at least two weeks before the annual meeting at which new officers are installed.
- b. The treasurer's accounts shall be examined by an auditing committee upon resignation of the treasurer and at any time it is deemed necessary by the executive board.
- c. When necessary, the executive board shall select an auditing committee of no t fewer than three (3) individuals (who need not be members). The treasurer shall not serve on the auditing committee but may meet with the committee to assist with the examination. The members of the auditing committee shall sign and submit, to the president, a statement noting the findings of the audit when the examination of the books is complete.

SECTION #4.

Regular meetings of the executive board shall be held during the year, the time to be fixed by the board at its first meeting of the year. A majority of the executive board members present shall constitute a quorum. Special meetings of the executive board may be called by the president or by three member of the board, three (3) days notice having been given.

ARTICLE X: MEETINGS

SECTION #1.

Regular meetings of the organization shall be held the third (3rd) Tuesday of each month, at approximately 6:30 p.m., during the school year, unless otherwise scheduled by a vote of the members. Seven (7) days notice must be given of a change in meeting dates or times.

SECTION #2.

Special meetings of the organization may be called by the president or by a majority of the executive board, seven (7) day notice having been given.

ARTICLE XIV: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Robins Elementary Parent-Teacher Organization in all cases in which they are applicable and in which they are not in conflict with these Bylaws.

ARTICLE XV: AMENDMENTS

SECTION #1.

These bylaws may be amended at any regular meeting of this organization by a two-thirds vote of the members present and voting, provided that notice of the amendment has been given at the previous general meeting.

SECTION #2. GENERAL REVISIONS

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 general meeting of the organization, or by a two-thirds vote of the executive board.

tayf i.d.