

Schnepf Elementary School Parent-Teacher Organization

2021-2022 Bylaws



ARTICLE I – NAME, DESCRIPTION

The name of this organization shall be Schnepf Elementary School Parent and Teacher Organization, hereafter referred to as the Schnepf Elementary School PTO.

The official address of the Schnepf Elementary School PTO shall have the same physical address as the Schnepf Elementary School at 26161 231 Street Queen Creek, AZ 85142.

ARTICLE II – PURPOSE & MISSION

Schnepf Elementary School PTO is an incorporated non-profit organization that exists for the exclusive purpose of charitable, educational, and scientific purposes within the meaning of section 501(c)(3) of the Internal Revenue Code. Notwithstanding any other provisions of these articles, this organization shall not carry on any 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 of 1986 or the corresponding provision of any future United States Internal Revenue Law.

Schnepf Elementary School PTO will be guided by our Mission

- Promote the development, growth, and education of children in the school and community.
- Sponsor activities and events for the benefit of the Schnepf Elementary School students.
- Support the school in bringing in the highest advantages of physical, mental, social, and moral education to the students and nurture a close working relationship between home and school so that parents, administrators, and teachers may cooperate intelligently in the education of the students.
- Keep informed of BOTH Schnepf Elementary School & Queen Creek Unified School district's yearly goals, objectives, and school issues.

MISSION STATEMENT

“Schnepf Elementary School Parent and Teacher Organization’s (PTO) mission is to enrich and support our children’s educational experience by encouraging constructive communication and involvement of our parents, teachers, administration and community.

Our PTO is dedicated to fostering a close home and school connection by organizing, sponsoring, and fundraising to provide Schnepf Elementary School with complimenting school educational enrichments, social, developmental experiences and social events with the goal to build the kind of community in which both students and faculty thrive.”

We welcome you to attend our monthly meetings, volunteer and contact us with questions or concerns thru emailing schnepfelementarypto@gmail.com.

ARTICLE III – MEMBERSHIP

Membership shall be automatically granted to all parents, guardians and staff of Schnepf Elementary School students and there are no membership dues.

ARTICLE IV – EXECUTIVE BOARD OFFICERS

The governing body of the organization shall be known as the Schnepf Elementary School PTO Executive Board.

- The Executive Board shall consist of the President, Vice President, Secretary and Treasure. With a majority vote, the Executive Board may vote in a Member at Large, Co-Positions and/or Committee Leaders.
- Any PTO member in good standing may become an Executive Board Officer.
- Executive Board members must be willing to contribute enough service time to drive the PTO's success and be willing to learn, grow, and work well with others.
- The Executive Board will consist of majority parent volunteers and have the duty to act with the best interest of the Schnepf Elementary School students and staff.
- The Executive Board will be responsible for all policy decisions affecting the organizations membership including developing the PTO's annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, and approve by majority vote of the Board unbudgeted expenditures of no more than \$100.00.
- The Executive Board will set PTO general meeting dates as well as Executive Board Meeting Dates for each calendar school year.
- Executive Board members shall not work more than half of any PTO event to allow the member to spend the other half of the event enjoying it with their family.
- No Executive Board member, PTO member or volunteer will give themselves any type of discount or take items for free unless it is approved by the executive board in advance of the event.
- Any items, prizes, candy, food remaining after any PTO event will become the property of the Schnepf Elementary School PTO.
 - Perishable items may be disbursed by present volunteers as deemed appropriate.
 - Non-perishable items will NOT be dispersed by any PTO members, Staff or Volunteers. The Executive board will decide how any remaining items will be dispersed after each event and will consider donating to other non-profit organizations such as food banks, goodwill, etc.
- All Executive Board members are Administrators on schnepfelementarypto@gmail.com and all Social Media Accounts.

Executive Board Officers Duties

President

- Shall meet with the Principal for approval of upcoming activities or plans.
- Preside over all general PTO meetings, Execute Board meetings.
- Coordinate the calendar for the PTO by scheduling meetings, distribute materials received to the appropriate officers, consult with officers and chairpersons before events to ensure everyone is working together. Shall appoint all committees and be an ex-officio member on all committees.
- Oversee the work of the officers and committee chairpersons to ensure alignment with the organization's objectives.
- Be fair with all board members, delegate responsibilities and help.
- Sign all orders, vouchers and be one of three officers authorized to sign checks of the organization and do any banking deposits.

Vice President

- Shall perform all duties of the President in the event of the inability of the President to act or upon request.
- If temporarily representing the President, the Vice President must report to the President any new business within a reasonable amount of time, not to exceed 48hrs.
- Perform other duties as directed by the President.
- Sign all orders, vouchers and be one of three officers authorized to sign checks of the organization and do any banking deposits.

Secretary

- Shall handle all official correspondence as directed by the President. Correspondence includes: Email schnepfelementarypto@gmail.com, Social Media Facebook, Instagram, and Website.
- Keep historical records and take minutes for all meetings.
- Official distribution of the minutes shall include one copy to the President, Principal, and the official PTO files, as well as copies to be presented to the general membership.
- If unable to attend a meeting, the President may appoint a member of the board to take minutes and forward to the Secretary.

Treasurer

- Shall have custody of all financial records and PTO funds.
- Shall maintain Ledger of PTO expenditures and receipts.
- During fundraisers the Treasure will collect money as needed and shall close out all fundraisers.
- A financial report shall be submitted to the Executive Board and approved at each monthly general PTO meeting.
- The financial reports shall be subject to an annual end-of-the year review.
- Sign all orders, vouchers and be one of three officers authorized to sign checks of the organization and do any banking deposits.

Member-at-Large

- Performs duties assigned by the Executive Board, including assisting with PTO-sponsored events.
- Does not have a specific list of duties.
- Serves the board's needs as determined by the President at any given tie and may have various responsibilities and projects. Has the same responsibility to ensure the mission and success of the organization just as a President, Vice President, Secretary or Treasurer.
- A Member at Large is a full voting member of the Executive Board. May be either a prior PTO officer who desires to remain active or one who is just entering the PTO board and desires to be an officer in future years.

Elections

- Shall be held during the 4th quarter of the school year during a general PTO meeting.
- Nominations for the Board will be taken during the general meeting in the 4th quarter of the current school year.
- The Executive Board and/or a staff member of Schnepf Elementary School will send out a nomination letter or email will be sent out to all parents whose children attend Schnepf Elementary School allowing them the date of the election and an opportunity to nominate someone or themselves for an open Executive Board position at least 30days prior to the election date.
- Nominees must be in good standing, have a child attending Schnepf Elementary School and have attended general PTO meetings prior to the election.
- If more than one person is running for a position, votes shall be done on a written ballot. The Principal and/or the Executive Board will count the votes.
- New officers shall take their positions and host a general end of school meeting within 10days of the last day of the school year.

Term

- Executive Board member term of office shall be a minimum of 2 years. Consecutive terms may occur.
- Officers of the Schnepf Elementary School PTO Executive Board shall be elected at the 2nd to last general PTO meeting of the year. The last meeting of the school year shall be conducted by the newly elected officers and assisted by the previous board members. Elected officers shall include President, Vice President, Secretary, Treasurer.
- In the event an Executive Board member is unable to finish the term of office or there is a vacancy after an election, the Executive Board with a majority vote shall appoint a replacement. The appointed person will serve the unexpired term.
- In the event an officer needs to be removed from office for failure to perform duties, regularly missing general and Executive Board meetings or for corruption or actions which bring dishonor upon the PTO. The removal shall be after the Executive Board has exhausted reasonable efforts to discuss and correct the problem and by a majority vote. No Executive Board member has the right to change any decision made by the Board members.

ARTICLE V – MEETINGS

General PTO Meetings

- Are open to the public.
- Principal and/or appointed representative is invited to attend ALL PTO meetings.
- Are held to conduct the business of the PTO thru regularly scheduled meetings during Schnepf Elementary School year.
- The future school year meetings dates will be determined by majority vote of the Executive Board at the last meeting of the year and a copy of the meeting calendar will be provided to the PTO membership at the first regular meeting of the new school year.
- Written notice of meetings and/or changes shall be distributed at least 1 week in advance of the general PTO meetings.
- Committee Chairpersons shall report to the Executive Board prior to all the general PTO meetings.
- The Executive Board members shall have knowledge of all agendas prior to monthly general PTO meetings.

Executive Board Meetings

- Will meet no less than one week prior to the scheduled general PTO meetings either in person or virtually.
- Has the option of meeting over the summer months to organize for the upcoming school year.
- In an effort to expedite Schnepf Elementary School business including Executive Board elections and voting, virtual meetings via conference call, Zoom, Skype or other designated technology may be requested a minimum of 3 days in advance to the Executive Board for approval. An Executive Board member shall schedule, designate a secretary and/or attend each virtual event.
- The Executive Board members shall have knowledge of all agendas prior to monthly general PTO meetings.
- Committee chairpersons may be invited to PTO Executive Board meetings by a member of the Executive Board. Shall report to the Executive Board prior to all the meetings

Voting

- All members have the right to vote either in person or LIVE Virtually while in attendance at the general PTO meeting. 1 voice per household. Absentee and proxy votes are not allowed.
- Approval by majority of Executive Board members present at any PTO meeting shall be necessary on any item of business and will constitute quorum for the purpose of voting.

Agenda

- To assure a productive meeting, the order of business shall be as follows:
 1. Call to order
 2. Approval of Minutes
 3. Officer's Report
 4. Old Business
 5. New Business
 6. Principal's Report
 7. Teacher's Report
 8. Announcements
 9. Adjournment

ARTICLE VII – FUNDS & CONTRACTS

The fiscal year of the PTO begins July 1 and ends May 31 of the following year.

Authority to sign contracts is limited to the President or the President's designee.

Banking:

- The bank must be set up with a financial institution within Queen Creek and a convenient location from Schnepf Elementary School.
- All funds shall be kept in a checking account in the name of Schnepf Elementary School PTO requiring two authorized signatures of the Executive Board members and held at a local financial institution. Signatures shall include the President, Vice President and/or Treasurer. The signatures on any check cannot be the payee.
- PTO funds should go directly from the school to the bank for deposit. If the bank is not open, monies will be stored in the school safe. PTO funds should not be taken home
- Bank Account must always have a minimum of \$200.00.
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Reporting:

- All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly, will determine use of any

Virtual Payment Methods (i.e. Cash, Checks, PayPal, Venmo, Zelle, Chedderup or other designated accounts) and arrange an independent review of its financial records annually.

- A financial review committee shall review the PTO's books annually, and bi-annually before the books are turned over to the new board. The committee shall consist of at least two outgoing board members and two general PTO members OR two incoming board members who will match every financial request with every receipt. The committee's report will be submitted to the Board at the first general PTO meeting of the new school year. The committee will be appointed by the President and approved by the Board. The principal will act as a mediator in case of a dispute.

Use of Funds:

- All funds raised by Schnepf Elementary School PTO shall be used for educational purposes and the betterment of Schnepf Elementary School's students and staff. No part of the PTO funds shall be distributed to benefit the PTO members or officers.
- The expenditure of PTO funds shall be recommended by the Executive Board and approved by a majority vote of the PTO members present at a regular business meeting.
- The Executive Board may spend up to \$150.00 on an expenditure. Requests for fund expenditures over \$150.00 must be made (30) days in advance to the President to be voted on by the PTO membership.
- All expenditures will be reported to the PTO membership at the general PTO meeting.
- All purchase requests are to be submitted, in writing, using a PTO request form.
- Teacher and staff requests for purchases or funds must be submitted in writing using the request form by the 1st of the month to be voted on at the next PTO general meeting. For the request to be voted on and approved the teacher or staff must attend the general PTO meeting to present the request.
- To be reimbursed from the PTO, a reimbursement form along with the receipt or invoice must be stapled to the reimbursement form and submitted to the Treasurer. The Treasurer will submit the invoice to the board to verify funds were approved. The President of the Vice President shall sign the form and the Treasurer will disperse the check.
- A letter will be written to a payee of checks that are written to the PTO and returned for insufficient funds. The letter will contain a copy of the returned check, a request for the written amount and the fees charged to the PTO for the check. The check will be returned to the payee upon receipt of the cash, money order or certified check.

End of Year Balance:

- At the end of the school year there must be a minimum of \$500.00 up to \$1500.00 left in the bank account for the upcoming school year OR an amendment will be submitted and voted on at the end of the fiscal year to set end of year balances for the next school year.

Account Transfer:

- All PTO financial and other pertinent records must be turned over within 10 business days from the last day of the school year. The coming and outgoing Presidents and Treasurers must make themselves available to sign and record the transfer of bank accounts. Financial records would include bank account records, outstanding debt records, history of all transactions, receipts, and tax information.
- Upon election of a new Treasure, the new Treasurer must update the SS-4 form with the IRS to include his/her social security number in conjunction with the EIN of the non-profit organization (Schnepf Elementary School PTO). This must be completed before the new fiscal year. If a Treasurer is not elected, the President must submit his/her SSN. If in the future the IRS does not need an officers' SSN in conjunction with the EIN this section will be void.

ARTICLE VIII – BYLAWS & AMENDMENTS

Bylaw Adoption:

- The majority vote of school parents, guardians and staff present at a general PTO meeting shall be required to adopt these bylaws.
- Prior notification of voting on proposed adopted bylaws must be made by one week prior to the general PTO meeting via letter or email to all members.

Amendments:

- The bylaws may be amended by the majority vote of the membership present at any regular meeting.
- Prior notification of voting on proposed amendments must be made by one week prior to the general PTO meeting via letter or email to all members.

ARTICLE IX – DISSOLUTION OF THE ORGANIZATION

The organization of the Schnepf Elementary School PTO may only be dissolved following a majority vote of the members present at a meeting called and publicized for the purpose of dissolution.

In the event of dissolution, all funds remaining in the PTO treasury, after paying debts of the organization, would be given to the Schnepf Elementary School Student Fund Account if exempt within the meaning of section 501(c)(3) at the time of dissolution. If the names beneficiary is not qualified, or not in existence, or unable or unwilling to accept the assets, then assets shall be distributed for one or more exempt purposes within the 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 public purpose.

These bylaws were adopted on _____
Amended (date): _____