



# **Crismon High School Parent Teacher Organization (PTO)**

## **2023-2024 Bylaws**

### **ARTICLE I: Name, Description**

The name of this organization shall be the Crismon High School Parent Teacher Organization (PTO), hereafter referred to as the Crismon High School PTO.

The official address of Crismon High School PTO shall have the same physical address as the Crismon High School at 21942 E. Riggs Road Queen Creek, AZ 85142.

### **ARTICLE II: Objectives & Mission**

Crismon High 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.

Crismon High School PTO will be guided by our mission with the following objectives

1. To promote the welfare, growth, and education of children, youth, and adults in the school and the community.
2. To sponsor projects, activities and events for the benefit of Crismon High School students.
3. To bring a closer working relationship between home and school so that parents, administrators, and teachers may cooperate intelligently in the education of the students.
4. To keep abreast of Crismon High School and Queen Creek Unified School District's yearly objectives and goals and to be better informed regarding local school issues.

## **MISSION STATEMENT**

Crismon High School Parent and Teacher Organization's (PTO) mission is to cultivate and foster relationships among the school, teachers, parents and students. In partnership with Crismon High School and Queen Creek Unified School District, we are dedicated to providing a fun and gratifying educational environment. Through appreciation activities and events, we seek to build a community in which both students and staff thrive.

### **ARTICLE III: Membership**

1. Membership is open to all adult members of the community whose children (child) attend(s) Crismon High School and to those on the Crismon High School Staff.
2. Membership Dues: There will be no membership dues for any parent or staff member who wants to be involved with the PTO.

### **ARTICLE IV: Executive Board Officers**

The governing body of the organization shall be known as the Crismon High School PTO Executive Board.

1. The Executive Board will consist of the President, Vice President, Secretary, Treasurer. With a majority vote, the Executive Board may vote in a member at Large, Co-Positions and/or Committee Leaders. Executive Board positions will be at the discretion of the incoming board for the next school year.
2. The Executive Board will consist of a majority of parent volunteers; such that school district employees cannot be voting board members. In addition, a school district employee cannot hold a position on the board. Each board member is to act with the best interest of Crismon High School students and staff.
3. Any PTO member in good standing may become an Executive Board Officer.
4. The Executive Board will set general PTO meeting dates as well as Executive Board meeting dates for each calendar school year. Having separate meetings for the Executive Board and General PTO will be at the discretion of the incoming Executive Board for the following school year.
5. All Executive Board members shall work no more than half of any PTO event. The other half of the event will be spent with their families enjoying the event.
6. No Executive Board 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.
7. Any items, prizes, candy, food, etc. remaining after any PTO event will be the property of Crismon High School PTO. The Executive PTO board will decide how any remaining perishable, non-perishable and tangible items will be dispersed after each event.

8. Executive Board Members will specify administrative rights to all social media accounts as well as the email at [crimsonhighpto@gmail.com](mailto:crimsonhighpto@gmail.com)

#### **Executive Board Officers and their duties:**

1. *President:* Shall preside over all meetings, coordinate and oversee the work to the officers and committee chairpersons to ensure alignment with the organization's objectives. Shall be fair with all board members, delegate responsibilities, and offer assistance. Signs all orders and vouchers. Meet with the Assistant Principal to discuss any upcoming activities and plans and seek approval. Coordinate the calendar for the PTO. Schedule meetings, distribute materials received to the appropriate officers, consult with officers and chairpersons before events to ensure everyone is working together. Be one of the officers authorized to sign the checks of the organization, do any banking deposits.
2. *Vice President:* Assume responsibility for duties designated by the President. Represent the President in his/her absence or upon request. If temporarily representing the President, the Vice President must immediately report to the President any new business. To help and organize any upcoming fundraising activities.
3. *Secretary:* Shall keep and maintain all records of the PTO, including contracts, correspondence or related documents if asked to do so by the president. Take and record the minutes of all Executive Board and General PTO meetings. Circulate or read the minutes from preceding meetings at the next meeting. Will be responsible for the upkeep of the PTO bylaws and will provide a printed copy of bylaws to newly elected board members or as requested by any member of the PTO. If the secretary is unavailable to attend a meeting, the President may appoint a member of the board to take the minutes and forward them to the Secretary.
4. *Treasurer:* Shall have custody of all financial records and PTO funds, shall maintain current records, shall submit monthly financial report to the board, shall close out all fundraisers, during fundraisers the treasurer shall collect money as needed and keep track of sales for the board, give an end of the year financial report, be one of the officers authorized to sign the checks of the organization, and do any banking deposits.
5. *Staff Appreciation, Student Appreciation, Spirit Nights, and Fundraising Committee Chairs:* The committee chairmans will be in charge of their respective events throughout the year. They will communicate directly with the PTO Co-President's to ensure the calendar is set prior to Rattler Days. They will be in charge of scheduling the events and that enough volunteers are present for a successful event.

#### **ARTICLE V: Meetings**

##### **Executive Board Meetings**

1. The PTO Executive board will meet on an as needed basis with times and location determined by a majority vote of the membership of the Executive Board. The Executive

board has the option to meet over the summer months to organize for the upcoming school year.

2. The Executive Board Members shall have knowledge of all agenda items prior to the monthly general PTO meetings.

### **General PTO Meetings**

1. All general meetings are open to the public.
2. Are held to conduct the business of the PTO thru regularly scheduled meetings during the Crismon High school year. The general PTO meetings will be held once a month and the future school year meetings will be determined by a majority vote of the Executive Board at the last meeting of the year. A copy of the meeting calendar will be provided to the PTO Membership at the first regular meeting of the new school year.
3. The principal, administration and all clubs are invited to attend all of the PTO meetings.
4. Written notice of meetings and/or changes shall be distributed at least 1 week in advance of the general PTO meetings.
5. Teacher and staff requests for purchases or funds must be submitted in writing to the PTO by the first Monday of any month prior to the general PTO meeting. For the request to be voted on and approved, a teacher or staff member must be in attendance to present the request at the general PTO meeting.
6. Agenda for General PTO Meetings
  1. Call to Order
  2. Approval of Minutes
  3. Officer's/Committee Chair Reports
  4. Old Business
  5. New Business
  6. Principal's Report
  7. Teacher's Report
  8. Announcements
  9. Adjournment

### **ARTICLE VI: Voting Procedure**

1. Nominations for the Executive Board will be taken during a general meeting in the 4th quarter of the current school year. Any person that is nominated must have a child attending Crismon High School.
2. PTO Executive board elections shall be held during the 4th quarter of the current school year during a General PTO meeting.

3. All votes shall be on a written ballot.
4. The PTO shall send out a nomination form/letter with the date of the 4th Quarter election meeting, to all parents whose children attend Crismon High School allowing them the opportunity to nominate someone or themselves for a PTO office. The form/letter will be sent out at least 30 days prior to the PTO election meeting.
5. New Executive Board Officers shall take their positions 10 business days from the last day of the school year.
6. The term of office shall be one year. Re-election for consecutive terms may occur.
7. Vacancies shall be filled by the appointment of the Board.
8. Removal from office may occur by a majority vote of the Board for missing more than two consecutive Board meetings, failure to perform assigned duties, corruption, or any act that brings dishonor to the organization or negates the objectives of the organization. Removal shall take place after the board has met in an effort to discuss the problem and all attempts have been made to resolve the problem. Removal shall be done by a majority vote of the board. No board member has the right to change any decision that the board members made. If a board member intentionally does not follow thru with the decision of the board, it will result in removal from the board.

#### **ARTICLE VII: Funds and Contracts**

1. The fiscal year of the PTO begins July 1<sup>st</sup> and ends June 30th of the following year.
2. All funds raised by Crismon High School PTO shall be used for educational purposes and the betterment of Crismon High School students and staff. No part of the PTO funds shall be distributed to benefit the PTO members or officers.
3. 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 general PTO meeting.
4. The Executive Board may spend up to \$500.00 on an expenditure. Requests for fund expenditures over \$500.00 must be made (10 days) in advance to the President to be voted on by the PTO Membership unless it is an urgent expenditure then the Executive Board may choose to have a majority vote via email for the sole purpose of that specific item. Any business conducted via e-mail should be an agenda item for the next meeting. It can then be recorded by the secretary and posted.
5. All expenditures will be reported to the PTO membership at a general PTO meeting.
6. All purchase requests or requests for reimbursements must be submitted in writing using a PTO Request Form.
7. 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 if the funds were approved. The President or the Vice President shall sign the form and the Treasurer will disperse the check.

8. Authorized signatures on PTO checks shall include the President, the Vice-President, or the Treasurer. The signature on any check cannot be the payee.
9. Operating expenses shall be reported on the monthly Treasury reports as future expenditures when not due, but accounted for in the PTO balance.
10. There must be a minimum of \$200.00 in the bank account at all times.
11. At the end of the school year there must be \$150.00 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.
12. All PTO financial and other pertinent records must be turned over within 10 business days from the last day of the school year. The incoming 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. Other pertinent records include date of contracted events, frequent contacts, willing volunteers' information, sample forms/documents, PTO inventory, etc.
13. A financial review committee shall review the PTO books monthly or annually each fiscal year. Whichever the committee decides is sufficient, but must be done before the books are turned over to the new board. The committee should consist of at least four 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 meeting of the new school year.
14. Upon election of a new Treasurer, 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 (Crismon High School Parent Teacher Organization (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.
15. The purpose for which the organization is organized are exclusively religious, charitable, scientific, literary, and educational within the meaning of section 501(c)(3) of the Internal Revenue Law.
16. In the event of dissolution, the residual assets of the organization will be turned over to one or more organizations which themselves are exempt as organizations described in sections 501(c)(3) and 180(c)(2) of the Internal revenue code of 1986 or the corresponding sections of any prior or future Internal Revenue Code, or to the Federal, State, or local government for exclusive public purpose.

17. At the end of an event where monies have been collected, a cash control slip will be filled out by two members of the Board. The members of the Board cannot be next of kin. Both members should count the money, sign, and date the slip. At least one copy needs to remain with the Treasurer. 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 PTO safe/lockbox. PTO funds should not be taken home.
18. A letter will be written to the payee of checks that are written to 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 PTO for the check. The check will be returned to the payee upon receipt of cash, money order, or certified check.
19. Authority to sign contracts is limited to the President or the President's Designee. Any contracts signed can only be done for the current school/fiscal year.

#### **ARTICLE VIII: Bylaw Adoption**

The Bylaws shall be adopted by majority vote of the organization's members present at any general PTO meeting. Prior notification of the bylaws as an agenda item must be made to the membership.

#### **ARTICLE IX: Amendments**

1. The bylaws may be amended by the majority vote at any PTO general meeting.
2. Notification of voting on proposed amendments must be made by the Monday prior to the general PTO meeting.

#### **ARTICLE X: Dissolution**

1. The organization may only be dissolved following a majority vote of the members present at a meeting called and publicized for the purpose of dissolution.
2. In the event of dissolution, all funds remaining in the PTO treasury, after paying debts of the organization, would be given to the Crismon High 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.

#### **ARTICLE XI: Conflict of Interest Policy**

**Section 1. Purpose.** The purpose of the conflict of interest policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in a

possible excess benefit transaction. The policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

## **Section 2. Definitions.**

- a. Interested Person.** Any director, principal officer, or member of a committee with governing board-delegated powers who has a direct or indirect financial interest, as defined below, is an interested person.
- b. Financial Interest.** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
  - i. An ownership of investment interest in any entity with which the organization has a transaction or arrangement;
  - ii. A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement; or
  - iii. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement. "Compensation" includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Section 3b, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

## **Section 3. Procedures.**

- a. Duty to Disclose.** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board-delegated powers who are considering the proposed transaction or arrangement.
- b. Determining Whether a Conflict of Interest Exists.** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide whether a conflict of interest exists.
- c. Procedures for Addressing the Conflict of Interest.**
  - i. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
  - ii. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.



- iii. After exercising due diligence, the governing board or committee shall determine whether the organization can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- iv. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

**d. Violations of the Conflict of Interest Policy.**

- i. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- ii. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines that the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

**Section 4. Records of Proceedings.** The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest; the nature of the financial interest; any action taken to determine whether a conflict of interest was present; and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement; the content of the discussion; including any alternatives to the proposed transaction or arrangement; and a record of any votes taken in connection with the proceedings.

**Section 5. Compensation.**

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters who and who receives compensation, directly or indirectly, from

the organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

#### **Section 6. Annual Statements.**

Each director, principal officer, and member of a committee with governing board-delegated powers shall annually sign a statement which affirms that such person:

- Has received a copy of the conflict of interest policy;
- Has read and understood the policy;
- Has agreed to comply with the policy; and
- Understands that the organization is charitable and that in order to maintain its federal tax exempt status it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

#### **Section 7. Periodic Reviews.**

To ensure that the organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, are based on competent survey information, and are the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or an excess benefit transaction.

#### **Section 8. Use of Outside Experts.**

When conducting the periodic reviews as provided for in Section 7, the organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring that periodic reviews are conducted.

These Bylaws were adopted on: August 1st, 2023

Amended (Date): \_\_\_\_\_