

Desert Sun Academy
Parent Teacher Organization Bylaws

Article I: Introduction

The name of the organization shall be Desert Sun Academy Parent Teacher Organization, also known as DSA PTO. This organization is organized exclusively for charitable purposes within the meaning of section 501{c}(3) of the Internal Revenue Code. Notwithstanding any other provision of these Articles, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax as an organization described in section 501{c}(3) of the Internal Revenue Code {or corresponding section of any future Federal tax code).

Upon the dissolution and winding up of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to a nonprofit fund, foundation or corporation organized and operated exclusively for the purposes specified in the section 501{c}(3) of the Internal Revenue Code and which has established its tax exempt status under that section.

Article II: Purpose

The purpose of the organization is to:

1. Enable parents, teachers and the entire school community to work together to promote an enriched learning environment at Desert Sun Academy.
2. Promote a close relationship between home and school so that parents and/or guardians may cooperate with teachers and participate in the education of the students.
3. Organize fundraising activities for school equipment and materials for programs which fall outside of the school budget.
4. Provide the people power necessary to assist with programs in the children's school day.

Article III: Policies

Section 1: Basis

This organization is a site based committee and must review activities with the school's site council or liaison (school principal acts as liaison between site council and PTO Board). A fundraising and activity plan will be presented at the beginning of each school year to the site council. Any additions to the plan shall be made at the Board's discretion.

Section 2: Function

This organization shall be noncommercial, nonsectarian and nonpartisan.

Section 3: Influence

This organization shall seek neither to direct the administrative activities of the school nor to control its policies.

Section 4: Fiscal Year

The fiscal year shall be July 1 through June 30.

Section 5: Deficit Spending

There shall be no deficit spending. Refer to Article X Section 2: Finances.

Section 6: Contractual Commitments

There shall be no contracts signed by any PTO Board member that extend past one calendar year.

Article IV: PTO Membership

Section 1: Membership Requirements

Membership in the DSA PTO is open to all families and faculty of DSA.

Section 2: Annual Enrollment

The PTO shall conduct an annual enrollment of members, but persons may be admitted at any time during the school year, when full dues payment is received. Each membership is per family and allows one vote per family.

Section 3: Membership Bylaws

All members shall subscribe to these bylaws and pay the annual dues, if any, to the organization.

Section 4: Membership Dues

The annual membership fee shall be determined by the PTO Executive Officers by August 31st for the upcoming school year.

Section 5: Membership Duration

The membership year shall begin with the publicized first day of school and end on the day before the publicized first day of the next school year.

Section 6: Voting Privileges

Only persons that have paid membership dues (if any) shall be eligible to vote in business meetings or serve on the PTO Board.

Section 7: Campus Access

All DSA PTO members must sign in at the DSA office when they are on the DSA campus.

Article V: Executive Officers

Section 1: Positions

The Executive Officers of the PTO shall be up to one(1) Presidents, shall be up to two (2) Vice Presidents, up to two (2) Secretary(s), up to two (2) Treasurer(s), shall be up to two (2) Fundraising Director(s), one (1) Developmental Preschool Representative, one (1) French Program Representative, and one (1) Traditional Education Representative . Each of these 8 to 12 officers shall be a member of the PTO.

Section 2: Nominations

An election committee of at least 3 members may be formed in February, the committee members cannot be candidates for election. This committee shall recruit eligible nominees for each office with his or her consent and accept nominations through April 1st. This committee is also responsible for distributing and processing of absentee ballots and proxy forms, as is specified in Article V, Section 3.

Section 3: Elections

The Ballot will be announced at the April General Member Meeting. Voting will continue through April 30th. The election results will be tabulated on May 1st and the winners notified to begin transition planning. The new board will be presented at the May General Member meeting. Voting will take place primarily online, with paper ballot available as a backup.

Section 4: Term of Office

Executive Officers shall serve a term of one year. Executive Officers assume their term duties the day following the last official day of the school year, with their term ending the published last day of the following school year.

Section 5: Vacancies

If a vacancy should occur in an officer position during the school year, the Executive Board will elect a replacement to serve for the remainder of the term.

Article VI: Duties of Executive Officers

Section 1: President

The President shall:

- A. Be present and chair all General Meetings.
- B. Carry out their duties according to these by-laws.
- C. Serve as chief executive of the organization, appoint committee chairpersons and work cooperatively with the school administration, site council, staff, school board members and members of the PTO organization.
- D. Present an agenda for the upcoming school year, including estimated sources of revenue and estimated expenses.

Section 2: Vice President(s)

The Vice President(s) shall:

- A. Assist the President as needed. Preside over meetings with the President is not present. Communicate regularly with parents, students, and staff. Managed and support all major committee chairs with particular emphasis on major fundraising events.
- B. Oversee all day-to-day activities of the organization.

Section 3: Secretary/Co-Secretaries

The Secretary(ies) shall:

- A. Record the minutes of the Executive Committee Meetings and General Membership meetings.
- B. Present a written statement of the prior meeting's minutes prior to, and at each meeting for approval. Post the unapproved, later replaced by the approved, general meeting minutes on the DSA PTO website.
- C. Have a current copy of the bylaws on record and a current listing of committees, committee functions and the chairpersons.
- D. Have a record of current membership.
- E. Conduct the correspondence of the organization, including, but not limited to, composing thank you notes sent to businesses and individuals donating goods or services to DSA.
- F. Responsible for organizing all event volunteer signups at the beginning of the school year and updating records with volunteer lists.
- G. Chairing the communications committee which may be comprised of volunteers specializing in tasks such as social media posting, website posting, email marketing, or any other communications channel deemed appropriate by the Board.

Section 4: Treasurer/Co-Treasurers

The Treasurer(s) shall:

- A. Receive all monies of the organization, depositing same in a depository selected by the Board.
- B. Keep an accurate record of receipts for all expenditures and donations given to the PTO.
- C. Pay out funds, only in accordance with the budget authorized but the PTO membership, ensuring no expenditure exceeds the approved budget amounts or results in deficit spending.
- D. Use a cloud based accounting software product to track all income and expenses and reconcile bank statements.
- E. Present a printed income and expense financial statement and current budget report at every general meeting of the organization.
- F. Present a fiscal year-end financial report to the Board, as is set forth in Article X, Section 5, for review and approval by the start of the next school year.
- G. Submit the fiscal year-end financial report approved by the finance committee to a Certified Public Accountant for the preparation and timely filling of the IRS tax form 990, Return of Organization Exempt from Income Tax.
- H. Provide access to the cloud accounting software to the incoming treasurer immediately upon being elected.

Section 5: Fundraising Director(s)

The Fundraising Director will manage the committees servicing all minor fundraising activities such as:

- A. Dining For Dollars
- B. Frys
- C. Amazon Smile
- D. Box Tops
- E. Spirit Gear
- F. Used Uniforms

Section 6: Traditional Education Rep

The Traditional Education Rep shall:

- A. Advocate for the needs of the traditional education classrooms and staff.
- B. Manage the relationship between the PTO and the class parent volunteers for those classes.

Section 7: French Immersion Rep

The French Immersion Rep shall:

- C. Advocate for the needs of the french immersion classrooms and staff.
- D. Manage the relationship between the PTO and the class parent volunteers for those classes.

Section 8: Developmental Preschool Rep

The Developmental Preschool Rep shall:

- E. Advocate for the needs of the developmental preschool classrooms and staff.
- F. Manage the relationship between the PTO and the class parent volunteers for those classes.

Section 9: Expanded Duties

Expanded Duties of the Executive Officers shall be:

1. To transact business in the interval between general meeting
2. To approve and pay expenditures in accordance with the adopted budget.
3. To approve the plans and procedures of committees by a majority vote of the Executive Officers.
4. To approve all funds disbursements and pay expenditures as set forth in Article X, Section I(a).
5. To act as liaisons with the school principal and other officers, as well as with site council or site council liaison.
6. To prepare a plan of fundraising and activities for the year along with a proposed budget for approval by the PTO Board and presented at the first general meeting of the school year.

Article VII: Board of Directors

Section 1: Board Composition

The Board of Directors shall consist of the DSA PTO Executive Officers.

Article VIII: Committees

Section 1: General Guidelines

- A. The Executive Officers may create committees and appoint no more than two committee co- chairs for each committee as they may deem necessary to carry out the objectives of the organization.
- B. The incoming officers shall notify the PTO membership of the current committee chair openings and solicit their participation. The committee chairs shall be approved by the officers.
- C. The co-chairs for each committee shall present a plan of action to the officers for approval committee work shall not progress without the approving vote by a majority of the officers.
- D. Each co-chair shall account for all funds received and submit reconciled information to the Treasurer. Any expenditure for the activity must be reviewed and signed as correct information and within the approved budget for the committee before presenting to the Treasurer for payment processing.
- E. At or before the May PTO general meeting each year, the Board of Directors shall make a recommendation as to the advisability of continuing each committee.
- F. Each committee shall maintain a procedure book or file and shall return this information to the PTO Office by the last day of the school year.

Section 2: Removal from Office

A committee chair or Executive Officer may be removed from office by a majority vote of the PTO membership for failure to perform assigned duties, corruption, or any act that brings dishonor to the organization or negates the purpose or policies of the organization. Removal shall only take place after the Board of Directors has met in an effort to discuss the problem and all attempts have been made to come to a resolution.

Article IX: Meetings

Section 1: Executive Meetings

Regular executive board meetings of the Board of Directors shall be held each month as determined by the incoming Executive Officers. All PTO Executive Officers are expected to attend. All committee co-chairs are also invited to attend.

Section 2: General Meetings

The general meeting shall be held once each month to be decided by the Executive Officers each year, with consideration given to two (2) evening meetings a year. Every effort shall be made to schedule the meetings such that the school principal and the PTO teacher liaison can be in attendance. By majority vote of the Board of Directors, a general meeting can be cancelled with a 2 week notification to the DSA student/parent/staff body.

Section 3: Meeting Conduct

General meetings shall be conducted utilizing the widely accepted "Robert's Rules of Order" for fair and orderly meetings, which are available online at www.robertsrules.org.

Article X: Finances

Section 1: Review and Approval Process

1. The Treasurer shall prepare checks for all expenditures and forward to an authorized signer for signature. Authorized signers are the President(s) and Vice President. Checks in excess \$200 require the signature of two authorized signers.
2. All cash is to be counted by two individuals, preferable one being an Executive Officer.
3. Bank Statements are to be received and reviewed by the Vice President and reconciled by the Treasurer.

Section 2: Startup Budget

At the end of each fiscal year, a minimum of \$6000 must be carried over to the next fiscal year, with \$1000 pre-approved as start-up cash for operating expenses incurred by the incoming PTO Executive Officers as they begin the preparation for the upcoming school year.

Section 3: Minimum Balance

A minimum balance of \$5000 must be kept in the PTO bank account at all times. There shall be no deficit spending.

Section 4: Annual Budget

The PTO membership shall, by a majority vote, approve an initial budget for the school year at the first general meeting. Any additional funds outside of the budgeted amount desired by the Executive Officers or any committee must be presented and approved, by a majority vote, during a subsequent general meeting. The approved budget is only in effect until the end of the fiscal year.

Section 5: Financial Requests

Teachers or staff requesting financial assistance from DSA PTO must submit their request in writing to the Executive Officers for consideration prior to the next PTO general meeting to allow for a vote by the PTO membership.

Section 6: Annual Review

In April of each year, a finance review committee may be formed consisting of at least three (3) members of the PTO membership, including the incoming Treasurer, with the purpose of reviewing and approving the fiscal year-end financial report by the outgoing Treasurer.

Article XII: Bylaw Amendments

Section 1: Amendment Policies

These bylaws may be amended at any general meeting of the PTO by a two-thirds vote of the members present and voting. Notice must be given prior to the general meeting that the proposed amendments will be subject to approval.

Section 2: Review Frequency

The by-laws of this organization shall be reviewed every three (3) years, or, if needed, more frequently.

Article XIII: Records Retention

The PTO shall retain records according to the following schedule:

Check requests and deposit listings can be disposed of after the year-end review is complete and the tax returns have been filed.

3 years:

a. Monthly treasurer reports (bank reconciliations, etc.)

7 years:

1. Bank statements
2. Canceled checks
3. Check registers
4. IRS Form 990, 990-EZ, 990-N (tax returns)

Permanently:

1. Incorporation paperwork
2. IRS Form 1023 and documentation (501(c)(3) application)
3. ITS determination letter for 501(c)(3) tax-exempt status
4. Meeting minutes and agendas
5. Year-end treasurer reports
6. Annual reports from auditor (financial review)
7. Audit Reports — permanently

REVISION HISTORY

Date	Revisions
4/3/08	17 amendments
5/1/08	8 amendments
4/5/11	53 amendments
8/21/13	Misc formatting, documented records retention policy, 2 amendments
10/14/13	Added Section 1.a-c to Article X, updated Expanded Duties of Executive Officers
4/9/14	Revised Article V & VI - to rename/add officers and their duties
4/16/19	16 amendments