



**BYLAWS**  
**of**  
**Desert Willow Elementary School PTO**

**Mission Statement:**

**ARTICLE I – NAME, DESCRIPTION & PURPOSE**

**Section 1: NAME**

The name of the organization shall be (Desert Willow Elementary School Parent Teacher Organization, also known as DWES PTO; hereinafter referred to as the “Organization”). The Organization is located at (Desert Willow Elementary School 4322 East Desert Willow Parkway West, Cave Creek, Arizona 85331). The mailing Address of the organization is: P.O. Box 183 Cave Creek, Arizona 85327.

**Section 2: DESCRIPTION**

The Organization is an Arizona nonprofit corporation 501(c)(3) and is organized and existing under any and by virtue of the laws of the State of Arizona and the United States Code as it pertains to the application of corporate activities and the District.

**Section 3: PURPOSE**

The purpose of the Organization is to enhance and support the educational experience at Desert Willow Elementary School (DWES), by providing equipment and materials for programs that fall outside of the school budget. In addition, the purpose is to develop a closer connection between school and home at DWES through volunteer and financial support, while promoting communication and cooperation between parents, DWES staff, students, Site Council and Cave Creek Unified School District (CCUSD).

**ARTICLE II – MEMBERSHIP**

**Section 1: Participation**

All DWES families, guardians, and staff may participate in Organization events.

**Section 2: Membership**

Membership in the Organization shall be made available to all families and staff regardless of race, color, creed or national origin. All parents and legal guardians of students who currently attend DWES and all current faculty and staff of DWES shall be eligible for membership in the Organization. Persons may be admitted at any time during the

school year, when dues payment is received. The membership year shall begin with the publicized first day of school and end on the day before the first day of the publicized next school year, unless a registration is held sooner than the first day of school, at which time this day shall be the first day of membership.

### **Section 3: Dues**

Each member or family subscribing to the Organization shall pay annual dues to the Organization. The annual membership fee shall be determined by the PTO Executive Officers in July for the upcoming school year. Dues shall be discounted for any faculty or staff membership as long as they remain an employee of DWES.

### **Section 4: Voting**

Each paid staff or family membership receives one vote.

## **ARTICLE III – MEETINGS**

### **Section 1: GENERAL PTO MEETINGS**

General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board. The time and place of the meetings shall be announced at least seven (7) days prior to the meeting via school-wide communication (e.g. Principal's newsletter or flyer).

### **Section 2: EXECUTIVE PTO BOARD MEETINGS**

The Executive Board shall meet monthly during the school year, or at the discretion of the President. A schedule of the meetings will be determined by the incoming Executive Board. Executive meetings shall consist of the Executive Officers, the Principal, and when possible, a designated staff member. A minimum of 6 of the 8 Executive Board must be present for any vote to take place. The time & place of the meetings shall be announced to the Executive Board via email at least seven (7) days prior to the meeting.

### **Section 3: SPECIAL MEETINGS**

Additional meetings of the Organization may be called, either by vote of the Executive Board or by petition of a majority of Members. The time and place of all special meetings shall be announced via email to all members at least three (3) days prior to the meeting.

### **Section 4: QUORUM**

At least six (6) members of the Organization present and voting constitute quorum for the purpose of voting.

### **Section 4: VOTING**

Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed.

## **ARTICLE IV – OFFICERS & RESPONSIBILITIES**

### **Section 1: REQUIREMENTS**

All officers must be paid members of the Organization. All officers must uphold the Organization's bylaws and perform their duties according to such bylaws. Each officer shall oversee two additional extra duties, such as Staff

Appreciation, Merchandise Management, Room Parent Coordination, Yearbook, fundraisers (ex: Boosterthon, Readafun, Dine and Donate, etc.) and/or any other identified needs.

## **Section 2: POSITIONS**

The officers shall consist of President, Vice President, Secretary, Treasurer, Events Coordinator, and Communication & Marketing Director. Positions may be shared by no more than 2 individuals.

### **a. President**

The President shall serve as chief executive of the Organization, supervise the activities of the Organization, and work cooperatively with school administration, staff, school board members and members of the Organization in accordance with the Organization's bylaws. The President shall:

- i. Serve on a standing committee (Site Council) that meets on an as-needed basis with the Principal to facilitate efficient decision making to support the direct needs of the school
- ii. Meet monthly (or as designated by the principal or president) to discuss PTO updates and school needs
- iii. Be present to conduct and preside at all meetings
- iv. Create agendas for all meetings
- v. Submit the Organization's information to the principal for approval in school correspondence. All communication from the Organization to staff and/or families must have approval from both the President and the Principal
- vi. All invoices for payment, outside of current year's approved budget, must be approved by both the President and Treasurer via email or signature of approval on the invoice

### **b. Vice President**

The Vice President shall:

- i. Serve as membership coordinator
- ii. Preside over meetings should the President be unavailable
- iii. Keep a register of the names of all Members
- iv. Conduct the correspondence of the organization
- v. Have a current copy of the Organizations bylaws on record
- vi. Act as a dual signer on checks for expenditures

### **c. Secretary**

The Secretary shall

- i. Keep minutes of the Executive Meetings and General Meetings of the Members
- ii. Ensure that all meeting notices are duly given in accordance with the provisions of these Bylaws
- iii. Post a copy of General Meeting minutes at Desert Willow Elementary School. An electronic copy of General Meeting minutes shall be made available on a shared drive available to the Executive board, posted on the Organization's website, and kept for the current school year plus an additional year

### **d. Treasurer**

The Treasurer shall

- i. Receive all Organization monies and deposit said funds in a depository selected by the officers of the Organization.
- ii. Keep accurate record of receipts, disbursements, and balances
- iii. Pay out funds in accordance with the authorized budget of the Organization within 10 business days of receipt

- iv. Present previous month's financial statement at every meeting and make all accounts available at other times as required by the Organization
- v. Email monthly financial statement to President and School Principal by the 15th of the following month
- vi. Assist accountant with filing yearly taxes
- vii. All checks written on behalf of the Organization shall require the signatures of the Treasurer and President or Vice President. Officers that also function as faculty are unable to serve as signers on the bank account.

e. **Events Coordinator**

The Events Coordinator shall

- i. Oversee and organize the events committee
- ii. Prepare the COI and the contract for vendors and share with district office for approval
- iii. Be responsible for organizing, budgeting, marketing, and implementation of the school's community events
- iv. Present proposals to the Executive Board and Principal for approval
- v. Provide monthly updates regarding events (ex: status, needs, budget, etc.) at both Executive and General Meetings
- vi. Procuring volunteers for all Organization activities and fundraisers

f. **Director of Communications & Marketing**

The Communications Director shall

- i. Update and maintain the Organization social media accounts (ex: Facebook, Instagram, etc.)
- ii. Provide email updates to the PTO members regarding upcoming events/information
- iii. Assist in design, copy, and distribution of Organization materials and flyers.
- iv. All communication from the Organization to staff and/or families must have approval from both the President and the Principal.

## **ARTICLE V - EXECUTIVE BOARD**

### **Section 1: EXECUTIVE BOARD MEMBERSHIP**

The Executive Board shall consist of the officers of the Organization as listed in article IV (at minimum one President, one Vice President, one Secretary and one Treasurer), the school principal, and one faculty member. Officer positions can be shared by no more than two (2) individuals. Any PTO Member may elect to run for an officer position. Each officer receives one vote.

### **Section 2: TERM OF OFFICE**

The term of office for all officers is one and a half years, with the first year in an Officer position and the last half year in an advisory/mentorship role. Officers are eligible to serve a second full year once approved by the Membership at a general meeting, at which point, their term would be two and a half years.

### **Section 3: ATTENDANCE**

Officers of the Executive Board shall make a concerted effort to attend all meetings or must notify another member of the Board if they are unable to attend. If an officer is unable to attend, they will provide a report to another officer in attendance on any information they were expected to present at the meeting. In turn, the identified officer will provide either a verbal or written report back to the absent attendee covering all business from the missed meeting.

#### **Section 4: BUSINESS**

The Executive Board shall be authorized to transact business in the interval between general meetings. If necessary, they are able to form committees, approve the plans and procedures of committee chairs, as well as oversee those chairs.

#### **Section 5: REMOVAL**

An officer can be removed from office for failure to fulfill their duties, after reasonable notice (30 days unless immediate harm to the Organization or school is present), by a majority vote of the Executive Board.

#### **Section 6: VACANCY**

If a vacancy should occur in an officer position during the school year, the remaining Executive Board shall elect an alternate to complete the term of that position that must be confirmed by a vote of all paid members of the Organization.

### **ARTICLE VI ELECTIONS**

#### **Section 1: ELECTIONS**

Executive Officers shall be elected during the General meeting in March by anonymous ballot and voted upon by all current paid members of the Organization. The newly elected officers shall meet with the existing Executive Board beginning April 15th. Full transition of leadership from the existing board to the new board will start May 1st with the latest transition being August 1st. Following that, the previous officer's advisory position will conclude November 30th.

#### **Section 2: VOTING PROCEDURES**

The Election Committee will be provided a list of all paid members for the purpose of conducting the election. Each paid membership is entitled to one (1) vote.

- a. Absentee ballots may be requested the week of the election to accommodate any members not able to vote on Election Day. The member must be verified as a current member in order to cast an absentee ballot.
- b. A majority of the votes cast by the members shall be necessary for election.
- c. Should no person receive a majority of the votes cast, a run-off between the two (2) persons who received the largest number of votes shall immediately be held.
- d. If after the newly elected Executive Board has been announced to the Members, and no contest has been declared within three (3) days, the said ballots shall be destroyed.
- e. The Executive Board, under the advice of the Election Committee, may remove from the ballot any nominee who engages in negative campaigning or otherwise attempts to unduly influence the outcome of the election.

## ARTICLE VII COMMITTEES

### Section 1: ELECTION COMMITTEE

There shall be an election committee composed of two (2) Members and one (1) current Officer chosen by the Executive Board at least one month prior to elections. The members of the Election Committee shall not be eligible as candidates for any Executive Board position for the coming election. The committee is responsible for receiving and compiling all candidate nominations. The committee shall contact all persons nominated to confirm their willingness to serve and ensure that all nominees are Members and otherwise eligible to serve in that office. The committee shall be responsible for the balloting, voting, and tabulating of the election.

### Section 2: OTHER STANDING COMMITTEES

The Executive Board shall create committees as they deem necessary to carry out the objectives of the Organization throughout the year. All committee chairs and members must be paying members of the Organization. The chairs shall present a plan of action to the Executive Board for approval. No committee work shall progress without the approving vote by a majority of the Executive Board Officers. Each chair shall account for all funds received and submit reviewed, signed, and reconciled information to the Treasurer. The continuation of each committee will be reviewed by the Executive Board at their final meeting of the year. Each committee chair shall maintain a log procedure book or file, and shall transfer this information to the incoming chair no later than the last published day of school.

## ARTICLE VIII – FINANCIAL POLICIES

### Section 1: FISCAL YEAR

The fiscal year of the Organization begins July 1 and ends June 30 of the following year.

### Section 2: BANKING

- a. All funds shall be kept in a checking account in the name of (Desert Willow Elementary PTO), requiring two signatures of the Executive Board and held at a local financial institution.
- b. Debit cards. The Organization shall make available the use of debit cards for purchasing purposes. The Treasurer is authorized to have a debit card, and one other Executive Board Member, President or Vice-President, shall be authorized for the other card. No more than two (2) authorized users are allowed.
- c. All checks require two signatures. The Treasurer & either the President or the Vice President (whomever resides on the bank account signatures) will serve as the signers of the checks.

### Section 3: BUDGET

- a. At the end of each fiscal year, a minimum of \$2,000 must be carried over to the next fiscal year as start-up cash for operating expenses incurred by the incoming Executive Board.
- b. Any spending in excess of \$200 over the previous year's expenditures requires prior approval of the Executive Board. Expenses outside the allocated budget of \$500 or greater require a vote by the Membership.
- c. Any disbursements outside the previous year's expenditures shall be by the vote of the Executive Board and recorded in the minutes.
- d. Any curriculum requests to be purchased from staff accounts must be approved and signed by the principal prior to submitting the reimbursement request paperwork to the Organization.
- e. Any reimbursement requests for staff outside their current account balance must be in writing and presented at an Organization executive board meeting for approval.
- f. Requests for reimbursement can only come from Members or DWES Staff and must be submitted to the treasurer within 90 days of purchase and must include the original itemized receipt / paid invoice.

#### **Section 4: REPORTING**

All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) and report all financial activity monthly at the Organization's Board Meetings with a month end statement. The Organization shall arrange an independent review of its financial records each year.

#### **Section 5: CONTRACTS**

Contract signing authority is limited to the President or Vice President. After the President or Vice President's approval, an additional board member may be a signer on a specific contract. This approval must be documented in email or meeting minutes.

#### **Section 6: VENDORS**

Any opportunities for vendors with the Organization must be discussed in writing amongst the executive board and any concerns or reservations be addressed prior to approval.

- a. Any vendors contracted to support the Organization must follow COI guidelines set forth by the District and must be approved by the District prior to the event.
- b. The Events Coordinator & Officers must stay within previous years expenditures and/or current approved budget allowance when making decisions regarding choice of vendor of initial purchases or projects. Purchases and projects shall be reviewed on an annual basis.

#### **Section 7: HANDLING OF ORGANIZATION MONIES**

Any event where money is exchanged (cash, check, or credit), must be handled by an Executive Board Member or a DWES Staff member. No Members or nonmembers shall be allowed.

### **ARTICLE IV – BYLAW AMENDMENTS**

#### **Section 1: AMENDMENT**

Amendments to the Bylaws may be proposed by any PTO Member. These Bylaws may be amended at any general meeting of the Organization by a two-thirds vote of the members present and voting. Notice must be given two (2) weeks prior to the meeting that the proposed amendments will be subject to approval.

#### **Section 2: EVALUATION & REVIEW**

The Bylaws of the Organization shall be reviewed every three (3) years or, if needed, more frequently.

#### **Section 3: AUTHORITY**

If any part of these Bylaws shall conflict with the decisions, policies or procedures adopted by the Cave Creek Unified School District Governing Board, such part shall be deemed under review until the next executive board meeting until principal and the Organization's executive board determines how to proceed.

## **ARTICLE X - INDEMNIFICATION**

The Organization shall indemnify every Officer and chairperson—including, but not limited to his or her heirs and personal representatives—against all loss, cost and expense, reasonably incurred by him or her in connection with any action, suit or proceeding to which he or she may be made a part, by reason of his or her being or having been an Officer or chairperson of the Organization to the fullest extent permitted by the law.

## **ARTICLE XI - DISSOLUTION**

In the event of dissolution of the Organization, any funds remaining shall be donated to Desert Willow Elementary School.

Upon the dissolution and winding up of the Organization, whereas DWES is unable to be the recipient of the monies and 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 Section 501(c)(3) of the Internal Revenue Code and which has established its tax-exempt status under the section. The decision of which organization will receive money will be decided upon by a majority vote of the Organization's executive board.

## **ARTICLE XII - PROPERTY FUNDS AND TITLES**

All funds and titles of all properties acquired by the Organization and the proceeds thereof shall be held in trust for the Members of the Organization until a time when the property might serve the Organization by being gifted to the Desert Willow Elementary School faculty or administration or other pertinent group.

## **ARTICLE VIII - PARLIAMENTARY AUTHORITY**

The authority for this organization shall be "Robert's Rules of Order Newly Revised."

## **ADOPTION**

The Executive Board of Desert Willow Elementary School Parent-Teacher Organization hereby adopts these amended bylaws this

**16th day of May in the year 2024.**