

Parent Teacher Organization of Gateway Polytechnic Academy Bylaws

Article 1: Name

The name of this organization shall be the Parent Teacher Organization of Gateway Polytechnic Academy (PTO) at 5149 South Signal Butte Road, Mesa, Arizona 85212 (EIN#47-4338696)

Article 2: Objectives

1. To promote the welfare, growth, and education of our children, youth, and adults in the school, community and home.
2. To sponsor projects and events for the benefit of Gateway Polytechnic Academy (known as GPA) students and staff.
3. To sponsor and promote charitable and service related events.
4. To bring a closer working relationship between home and school so that parents, administrators, and teachers may cooperate productively in the education of the students.
5. To keep informed of and to support GPA's yearly goals and objectives.
6. To keep abreast of local district objectives and to be better informed regarding local school issues.

Article 3: Membership

1. Membership is open to all adult members of the community whose children (child) attend(s) Gateway Polytechnic Academy and to those on the GPA staff.
2. Membership dues: There will be no membership dues for any parent or staff member who wants to be involved with the PTO of GPA.
3. The Executive Board (known as the Board) will consist of parent volunteers; such that school district employees cannot hold board positions. All 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.
4. No Board member or volunteer will give themselves any type of discount or take items for free, unless it is approved by the Board in advance of the event. Each board member will receive a spirit shirt to wear to events.
5. Any items such as prizes, candy, food, etc. remaining after any PTO event will be the property of PTO of GPA. Remaining perishable items may be disbursed, by present volunteers, as deemed appropriate. Consideration of other non-profit organizations such as food banks, etc. will take precedence in distributing remaining perishables. No Board members, committee chairs, or volunteers will disperse any non-perishable property of the PTO to other individuals, or keep non-perishable PTO property for themselves. The Board will decide how remaining non-perishable; tangible items will be dispersed after each event.

Article 4: The Executive Board

1. The Board of the organization shall consist of the following officers: President, Vice President of Events and Fundraising, Vice President of Volunteers and School Services, Secretary, and Treasurer.
2. Any Board positions or Committee Chairperson may share responsibilities with co-positions.
3. The duty of-loyalty requires that a board member act with the best interest of the organization in mind. The Board members must be willing to contribute enough time to serve the PTO and further its work. The Board members must be willing to learn, grow, want to work well with others as a part of the team, and have respect and trust for the others on the Board. They must be interested in all programs within the school, the education and the well being of our children and our community.
4. Officers and their duties:
 - a. *President*: Shall preside over all meetings, coordinate and oversee the work of 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. Be the sole liaison and meet with the Principal to discuss and seek approval for any upcoming activities and plans. Schedule meetings; distribute materials received to the appropriate officers, consult with officers and chairpersons before events to ensure everyone is working together. An authorized person to sign the checks of the organization, and make any banking deposits as needed.
 - b. *Vice President of Events and Fundraising*: Shall 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 within a reasonable amount of time, not to exceed 48 hours. Oversee Events and Fundraising Chairpersons to ensure all events and fundraising activities are taking place and help as needed.
 - c. *Vice President of Volunteers and School Services*: Shall 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 within a reasonable amount of time, not to exceed 48 hours. Oversee School Services Chairpersons to ensure all school service activities are taking place and help as needed. Shall research opportunities for our school to help out local charities and will coordinate with Student counsel to promote these events within the school.
 - d. *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. Will send minutes to the President for approval within an agreed upon time frame, after approval will circulate, and motion to approve the minutes from preceding meetings at the next meeting. Will maintain digital and hard copies of all minutes for public access. Will be responsible to help with 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 to the Secretary. Will help maintain the calendar for the PTO. Will update social media and respond to direct messages. Shall be willing to fill in as needed on events, projects, and committees as where necessary.

- e. *Treasurer*: Shall have custody of all financial records and PTO funds, shall maintain current records, shall submit monthly financial reports to the Board and online. Shall close out all fundraisers, give an end of the year financial report, is one of the officers authorized to sign the checks of the organization, and make any banking deposits.

Article 5: Liaisons

1. *Inclusion Liaison*: This person shall help the PTO keep Special Education students feel welcome and involved with PTO events and programs. They will help PTO members understand the unique needs and perspective of these students. Will coordinate with the inclusion committee.
2. *Preschool Liaison*: This person shall work with the preschool team lead to ensure that preschool is included where they can be.
3. *LOL/Student Council Liaison*: This person shall coordinate the needs of student groups and PTO to keep student groups involved throughout PTO events. Support student groups as needed.
4. *PBIS Liaison*: This person shall coordinate with the PBIS specialist on budget and needs.
5. *Social Media Liaison*: This person works with the secretary to communicate on social media.

Article 6: Events Committee Chairpersons

1. *6th Grade Event and Promotion?? Chairperson*
2. *Kinder Event Chairperson*: This person shall work with the kindergarten team lead to support kindergarten graduation.
3. *Family Events Chairperson*: This person shall organize at least two family events throughout the year.

Article 7: Fundraising Committee Chairpersons

1. *Aviator Dash Chairperson*: This person shall organize/coordinate the annual Aviator Dash.
2. *Aviator Carnival Chairperson*: This person shall organize the annual Aviator Carnival including entertainment, food, tickets, etc.
3. *Collections Programs Chairperson*: This person shall organize and promote all collection programs and seek out new opportunities.
4. *School Supply Kits Chairperson*: This person will distribute school supply kits at Meet The Teacher Night. This person shall also promote the sale of school supply kits in the 4th quarter.
5. *Spirit Night Chairperson*: This person shall contact and coordinate with local businesses to set up a yearly calendar of Spirit Nights. Will need to confirm and promote the Spirit Night well before the actual date, to ensure the best turn out possible.
6. *Spirit Wear Chairperson*: This person will coordinate the design, sales and distribution

of spirit wear throughout the year.

Article 8: School Services Committee Chairpersons

1. *Art Masterpiece Chairperson:* This person shall help recruit and train parent volunteers so that they understand how the program works and how to access materials. Maintain and organize all materials. Help maintain communication between parents, teachers, and the PTO on how the program is running. Organize a yearly art showcase to include the entire school.
2. *Bike Safety Chairperson:* This person shall organize bike safety week and coordinate with the school.
3. *Field Day Chairperson:* This person shall coordinate with coaches to help field day run smoothly.
4. *Fire Safety Chairperson:* This person shall coordinate fire safety week with the fire department and school.
5. *Food Drive Chairperson:* This person shall coordinate with the food bank and school to collect and distribute donations.
6. *Giving Tree Chairperson:* This person shall coordinate with the counselor to organize donations.
7. *Grandparents Day Chairperson:* This person shall organize an event to celebrate the grandparents of the community.
8. *Love Your School Chairperson:* This person shall work with the school and district to execute the principal's Love Your School plan.
9. *Staff Appreciation Chairperson:* This person shall plan and organize events to show appreciation for teachers and staff (luncheons, breakfasts, desserts, etc.) throughout the year and help set-up and clean up on designated days. This person will be comfortable enough to ask for and collect donations from people or businesses to assist with this committee.
10. *Veterans Day Chairperson:* This person will provide breakfast and decorations to support the Veterans Day program.
11. *WATCH Dogs Chairperson:* This person shall help recruit parent volunteers for the program. Will train parent volunteers in the fall on how the program works. Will work with staff to create daily schedules for D.O.G.S. on campus. Collaborate with other chairpersons on events in which D.O.G.S. can participate.
12. *Work Room Coordinator Chairperson:* This person shall coordinate the schedule of volunteers to support GPA's staff in making copies and lamination on an as needed basis.

Article 9: Procedures

1. The order of business at PTO meetings shall be as follows to assure a prompt and productive meeting. Welcome, Old Business, Treasurer's Report, New Business, Teacher's Report, Principal's Report, Open Discussion, and Adjournment.
2. A financial review committee shall review the PTO books annually, before the books are turned over to the new Board. The committee should consist of four people with at least one existing Board member and one incoming Board member, or two existing who will match a sample of financial request with corresponding receipts. The committee's report will be submitted to the Board at the first 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 mediator in the case of a dispute.

3. Upon election of a new Treasurer, the new Treasurer must update the SS-4 form with the IRS to include their SSN in conjunction with the EIN of the non-profit organization (PTO of GPA). This must be completed before the new fiscal year (the 1st of July). If a Treasurer is not elected, the President must submit their SSN. If in the future the IRS does not need an officers' SSN in conjunction with the PTO of GPA this section will be void.
4. The outgoing Board must make themselves available to transfer all pertinent information and records to the newly elected Board, before June 1st. Such information may include, but is not limited to: date of contracted events, frequent contacts, volunteers information, sample forms/documents, PTO inventory, schedule of events, best practices, etc.

Article 10: Meetings

1. The Board will meet on a monthly basis with times and locations determined by a majority vote of the membership of the Board. The Board has the option to meet over the summer months to organize for the upcoming school year.
2. General PTO meetings will be held at least quarterly, on an as needed basis and will be determined each new school year by a majority vote of the Board. Times and locations of the PTO meetings will be determined by a majority vote of the new year's Board.
3. The Principal is invited to attend any of the PTO meetings.
4. At the general PTO meetings, the vote of the PTO is always the majority of the members present.
5. All general PTO meetings are open to the public.
6. All general PTO meetings will be no longer than 1.5 hours.
7. If all business is not completed during a meeting, all in attendance will vote when another meeting can be held to finish up business.
8. All PTO meetings may be closed in the interest of time.

Article 11: Voting Procedures

1. Nominations for the Board will be taken during a general PTO meeting in the 4th quarter of the current school year. Any person that is nominated must be a legal guardian to a child enrolled at GPA for the coming year.
2. PTO Board elections shall be held during the 4th quarter of the current school year during a PTO meeting.
 - a. If this meeting is unable to be held during the 4th quarter of the current year, elections will take place in the 1st quarter of the new school year.
3. All votes shall be on written ballot and be collected during the meeting; members must be present to vote.
4. The Board shall send out a nomination form/letter with the date of the 4th Quarter election meeting to all parents whose children attend GPA 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. The Principal of GPA and the past President or a past Board member shall be in charge of counting votes. If all past Board members are nominated for re-election, a GPA staff

- member may assist the Principal in counting the ballots.
6. New officers shall take their positions by June 1st.
 7. The term of office shall be one year. Re-election for consecutive terms may occur, but will be limited to 2 consecutive terms, unless no other candidates are available.
 8. Nominations for President must currently be a member of the Board. If no current members are interested then nominations will open to the general public.
 9. Vacancies shall be filled by the appointment of the Board. If an elected Board member is unable to finish their term of office, the Board shall appoint a replacement. The appointed person will serve the unexpired term and it will not count towards their two consecutive years of office.
 10. 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 members made. If a Board member intentionally does not follow through with the decision of the Board, it will result in removal from the Board.

Article 12: Conducting Business via E-mail and/or text

1. If an issue arises and must be addressed before the next PTO meeting, the first contact is the President by telephone/text. In the event the President is unavailable, the Vice-President should be contacted.
2. If it becomes necessary for an emergency vote, the President/Vice-President can e-mail/text the entire Board to open discussion. When the entirety of the Board has responded, the President/Vice-President can ask for a motion to be made. The pending issue can then be voted on. The vote must be unanimous to be approved.
3. Any business conducted via e-mail/text should be an agenda item for the next meeting. It can then be recorded by the Secretary and posted.

Article 13: Funds

1. Authorized signatures on PTO checks can include the President and the Treasurer. The signature on any check cannot be the payee. There must be two signatures on every check.
2. To be reimbursed from the PTO, the itemized receipt or invoice must be submitted to the Treasurer. The Treasurer will verify funds were approved. The Treasurer shall sign and disperse the check.
3. Fund requests from teachers and staff for purchases or reimbursement must be submitted in writing to the Board through an email to the President.
4. At the end of an event where monies have been collected, a cash control form 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 cash control form. The cash control form shall stay with the monies to be deposited. The PTO funds should go directly from the school to the bank for deposit. If the bank is not open, the monies will be in the possession of the President or Treasurer until deposited.

5. 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.
6. There must be a minimum of \$200.00 in the bank account at all times.
7. At the end of the school year, there must be a minimum of \$1,500.00 left in the bank account for the upcoming school year.
8. All PTO financial and other pertinent records must be turned over by June 1st. 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.
9. 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.
10. 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 1985 or the corresponding provision of any future United States Internal Revenue Law.

Article 14: Bylaws

1. Bylaw Adoption: The Bylaws shall be adopted by a majority vote of the organization's members present at any meeting. Prior notification of the bylaws as an agenda item must be made to the membership.
2. Amendments
 - a. The bylaws may be amended by a majority vote at any general PTO meeting.
 - b. Notification of voting on proposed amendments must be made by the Monday prior to the PTO meeting.

Article 15: 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. Upon the winding up and dissolution of this organization, after paying debts of the organization, the remaining assets shall be donated to the Gateway Polytechnic Academy School Student Fund Account, if exempt within the meaning of section 501(c)(3) at the time of dissolution. If named beneficiary is not qualified, or not in existence, or unwilling or unable 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 a public purpose.