

LOOKOUT MOUNTAIN PARENT-TEACHER ORGANIZATION BYLAWS

Amended on August 9, 2012

ARTICLE I - NAME

The organization shall be named Lookout Mountain Parent-Teacher Organization (LOM PTO); herein referred to as the LOM PTO.

ARTICLE II - MISSION STATEMENT

The LOM PTO is organized for the purpose of supporting and enhancing the educational experiences of Lookout Mountain Elementary School's students through the united efforts of parents and teachers.

ARTICLE III - POLICIES

Section 1: The LOM PTO shall operate for charitable, educational, nonpartisan, non-sectarian, and non-commercial purposes and shall not discriminate based on age, sex, creed, or national origin.

Section 2: The policies of the LOM PTO are established to maintain a tax-exempt status as defined by Section 501(c) (3) of the Internal Revenue Code.

Section 3: The name of the LOM PTO and the names of any of its members in their official capacities shall not be used in any connection with a commercial concern or political interest or for any purpose not appropriately related to the Mission of the LOM PTO.

Section 4. The organization shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.

Section 5: The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the association in such matters shall make no commitments that bind this organization.

ARTICLE IV. ARTICLES OF ORGANIZATION

The organization exists as an unincorporated organization of its members. Its "Articles of Organization" comprise these bylaws, as from time to time amended.

ARTICLE V - FISCAL YEAR

The fiscal year of the LOM PTO shall begin on August 1st and end on the following July 31st.

ARTICLE VI - MEMBERSHIP

Section 1: Membership. Any parent or guardian of a student at the School or teacher currently employed at the School may become a LOM PTO Member.

Section 2: Vote. Each individual, as listed under Section 1 shall have one vote. Voting shall take place by voice or ballot.

Section 3: Advisory Member. The Principal shall:

- Act as liaison between the School and the LOM PTO
- Ensures that all LOM PTO activities are in accordance with School policies and procedures

ARTICLE VII - OFFICERS

Section 1: Officers. The Officers shall consist of an elected President, Vice President, Secretary, and Treasurer. The positions of President and Vice President may be shared positions between two individuals, thus acting equally as Co-Presidents or Co-Vice Presidents.

Section 2: Eligibility. Only Members in good standing shall be eligible to serve in any Officer position.

Section 3: Nominations & Elections. Nominations for Officers' positions shall be submitted at the April LOM PTO meeting. Additional nominations may also be made by the LOM PTO membership at the May LOM PTO meeting.

Section 4: Term of Service. Voting shall take place at the May LOM PTO meeting. Officers shall be elected for a term of one calendar year beginning August 1st and ending on the following July 31st by the LOM PTO Membership. A person may hold only one Officer's position at a time. An Officer may also act as Chair of up to two Committees.

Section 5: In the event the LOM PTO fails to fill all Officer position(s) at the May LOM PTO meeting, the incumbent of the expiring term may remain in office for one additional school year or until the election of a new official at any regular meeting.

Section 6: All Officers shall act in the best interest of the LOM PTO.

Section 7: Compensation. No Officer shall be compensated by the LOM PTO for their service.

Section 8: Attendance. Each Officer shall attend a minimum of 75% of the Executive

Board and monthly LOM PTO meetings.

Section 9: Contracts & Purchases. No Officer shall secure any contract in the name of the LOM PTO without the approval to do so by vote of the LOM PTO members.

Section 10: Removal from Office. Any Officer can be removed from office, with or without cause, by a two-thirds vote at a regular LOM PTO meeting. Advance notice of the vote shall be given to the LOM PTO Membership at least one week prior to the meeting.

Section 11: Each Officer shall assist in the appointment of incoming Chairpersons of all Committees.

ARTICLE VIII - OFFICER DUTIES

Section 1: President

The President(s) shall:

- Preside over all meetings of the LOM PTO.
- Prepare each meeting's agenda.
- Be a member, ex officio of all committees.
- Represent the LOM PTO at city-wide meetings or other meetings outside of the organization.
- Assist in the total coordination of all committees and the LOM PTO as a whole.
- Spend no more than \$250 on any one item or combination of related items, not included in the budget, without the consent of the general membership.
- Sign checks, notes, etc. in the absence of the Treasurer.
- Appoint Special Committees as needed.
- Announce LOM PTO meetings to the School population at least one week in advance of the meeting.

Section 2: Vice President

The Vice President(s) shall:

- Perform the duties of the President in his/her absence, resignation, or inability to serve.
- Assist the President in the preparation of the agenda and assist in other duties as necessary.
- Oversee the PTO Publicity and Web Communication.

Section 3: Secretary

The Secretary shall:

- Maintain all records of the LOM PTO, including transactions, contracts, correspondence, and related documents.

- The Secretary or their designee shall act as secretary of the meeting and be responsible that the proceedings of the meeting are properly recorded as provided by A.R.S. 10-3101.
- The minutes will be distributed to the Lookout Mountain School via the Classroom Liaison Administrator.
- Circulate the minutes from the preceding LOM PTO meeting at each monthly LOM PTO meeting.
- Attend to the official correspondence of the LOM PTO, including, but not limited to, gestures of appreciation and sympathy on behalf of the LOM PTO.
- Hold a copy of the LOM PTO Bylaws, Agendas and Meeting Minutes.

Section 4: Treasurer

The Treasurer shall:

- Act as custodian of funds and perform all banking activities of the LOM PTO.
- Maintain up-to-date, accurate financial records of the LOM PTO.
- Receive all funds of the LOM PTO; including, but not limited to, donations, and fundraising sales and contributions.
- Provide a written or oral financial report of the receipts and expenditures at each LOM PTO meeting and at other times upon request of the Executive Board.
- Audit all invoices and receipts submitted for payment or reimbursement to ensure each request is in compliance with LOM PTO policies.
- Pay all bills and disburse funds as authorized by the Executive Board.
- Perform the complete and timely filing of all federal and state tax returns as well as other financial reports, pertaining to the LOM PTO's 501(c) (3) status, as applicable; and maintain accurate records of such.
- Complete all financial updates by the close of the Fiscal Year and provide a full year-end report.
- Submit all requested/required financial data relating to LOM PTO operations to the outside CPA.
- Develop, implement and audit procedures for the handling of funds especially cash for all PTO fundraising activities.

ARTICLE IX – EXECUTIVE BOARD

Section 1: Executive Board. The Executive Board shall consist of the Officers.

Section 2: Duties. The Executive Board shall conduct necessary business in preparation for the Regular LOM PTO meetings and shall prepare a budget.

Section 3: Other Assistants, Acting Officers and Directors: The Board shall have the power to appoint any person to act as assistant to any Officer or Director or to perform the duties of such Officer or Director whenever for any reason it is impracticable for such Officer or Director to act personally, except as such power may otherwise be defined or restricted by the Board.

ARTICLE X - MEETINGS

Section 1: Regular Meetings of the LOM PTO - Shall be held monthly, except during June, July and August, at the School, on a date and time pre-established by the Executive Board. Dates and times of the monthly meetings shall be presented by the President at the first regular meeting of the school year.

Section 2: Executive Board Meetings – Shall be conducted in person, via email or telephone.

Section 3: Special Meetings of the LOM PTO - May be called at any time during the school year by the Executive Board or upon the written request to the Secretary of at least five (5) LOM PTO members in good standing. The objective(s) of such Special meeting must be set forth and presented to the LOM PTO membership at least 10 days prior to the meeting.

Section 4: Conduct of Meetings. Except as otherwise provided by these Bylaws, applicable law, or resolution of the Executive Board, all meetings of the Board or any committee of the Board shall be conducted in conformity with Robert's Rules of Order Newly Revised using the following procedures:

- Members are not required to obtain the floor and can make motions or speak while seated.
- Motions need to be seconded.
- Members are limited to the time limit outlined in the meeting agenda.
- The presiding officer need not stand while putting questions to a vote.
- The presiding officer can speak in discussion without rising or leaving the chair.
- Subject to rule or custom, the presiding officer can make motions and can vote on all questions.
- Decisions are made by vote either by ballot or voice.

Section 5: Bylaws Amendment. These Bylaws may be amended. The Amendment will be voted on at an Executive Board Meeting as long as a quorum is met and the revision request is approved by a majority vote of those present. All approved amendments shall become effective immediately and recorded by the Secretary.

Section 6: Quorum. A quorum shall consist of the members present at the general meeting. A simple majority is required to take official action.

Section 7: The newly elected Executive Board shall meet at least once before the first LOM PTO meeting of the upcoming fiscal year for the purposes of preparing a balanced budget.

Section 8: The final LOM PTO meeting shall take place in May, prior to the close of school.

ARTICLE XI - FUNDS

Section 1: Use. LOM PTO funds shall be used for programs, events, and items that directly benefit the students and teachers and any other items voted on at a Regular LOM PTO meeting; and a quorum is met at the meeting and the motion is approved by majority vote of those present.

Section 2: Income. All funds raised for the LOM PTO must be documented and submitted to the LOM PTO Treasurer within 30 days of receipt. All funds received by the Treasurer must be deposited into the LOM PTO bank account within 5 days of receipt by the Treasurer. Separate deposit receipts should be maintained for funds received from each unique fundraising event.

Section 3: Expenses. Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the LOM PTO Treasurer. Reimbursement requests should be submitted to the LOM PTO Treasurer within 30 days of the incurred expense or by three weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by a receipt. Any cash advance to cover expenses prior to a purchase must be documented in detail. All unused funds must be returned to the LOM PTO Treasurer immediately following the purchase.

Section 4: Non-Budgeted Requests. Monetary requests for non-budgeted items may be submitted to the LOM PTO at a monthly LOM PTO meeting by any LOM PTO member in good standing. A vote for approval of the monetary disbursement shall be made at the meeting of the LOM PTO unless additional information needs to be provided to vote on the item.

Section 5: Reporting. An updated financial report shall be made available in printed form to each LOM PTO member at least once a year at a LOM PTO meeting.

Section 6: Carry-Over. The LOM PTO is authorized to carry over funds for the following fiscal year as recommended by the Executive Board.

ARTICLE XII - COMMITTEES

Section 1: Committees. Committees shall be created by the officers of the organization as may be required to promote the specific objectives of the organization.

Section 2: Chairpersons. Chairpersons of Committees shall be appointed annually by the LOM PTO Executive Committee and be an active LOM PTO member. An Officer may

also act as Chair of up to two Committees.

Section 3: The Chairperson of each committee shall keep a written record of the activities of his/her committee in a manner that would allow these records to be passed along to future Chairs

Section 4: Committee Members. Chairpersons may solicit and appoint additional members to serve on their respective committees as necessary.

Section 5: Contracts & Purchases. No Committee Chair shall secure any contract in the name of the LOM PTO without the approval to do so by the Executive Board. Any approved purchases must be made within the budgetary restrictions.

Section 6: Term of Service. A person may serve as the Chairperson of the same committee longer than two (2) consecutive years.

Section 7: Attendance. Committee Chairpersons shall attend Executive Board meetings when requested and monthly LOM PTO meetings to report on the activities of his/her committee.

Section 8: Each Committee Chair shall assist in the appointment of the incoming Chairperson of their respective committee.

ARTICLE XIII - DISSOLUTION

Section 1: Dissolution. The LOM PTO may be dissolved provided prior notice is given to the LOM PTO Membership, a vote is taken at the next scheduled Regular LOM PTO meeting (a quorum must be met), and the request is approved by a majority vote of those present.

Section 2: Remaining Funds. Upon a vote to dissolve the LOM PTO, the remaining LOM PTO funds shall first be used to pay any outstanding LOM PTO debt and then either: A vote shall be taken by the LOM PTO Membership to spend remaining funds on an item or items that benefit the students; or

The remaining funds are held in escrow by the Principal for use by a future School LOM PTO. If a LOM PTO is not formed within 24 months, the funds shall revert to the School and be used toward the benefit of the students under the discretion of the Principal.

Certified as a true and correct copy of the Bylaws Amended on the ____ day of _____, 2012, by the Executive Board of the LOM PTO.

Secretary