

## **Banks Elementary School PTO Bylaws**

### **Article I- Name**

The name of the organization shall be Banks Parent Teacher Organization PTO

### **Article II- Purpose**

The corporation is organized for the purpose of supporting the education of children at Banks Elementary by fostering relationships among the school, parents, and teachers.

### **Article III- Basic Policies**

**Section 1.** The organization shall be non-commercial, non-sectarian, non-partisan, and committed to equal opportunity and dignity for all persons.

**Section 2.** All board members must abide by the Banks Elementary PTO Code of Conduct.

**Section 3.** The name of the PTO or any of its members shall not be used in connection with any commercial concern or partisan interest or any other purpose not appropriately related to the stated goals and purposes of the PTO.

**Section 4.** Fundraisers directly benefitting a teacher, parent or friend through the use of Multi Level Marketing (Amway, phone cards, etc) or Network Marketing (Tupperware, Mary Kay, etc.) will not be allowed. Promotions of these types of fundraisers could give the impression that the PTO favors individuals at the expense of the good of the overall community.

**Section 5.** We agree to abide by all rules and regulations of the Tucson Unified School District Governing board policy concerning Parent/Citizen Organizations.

### **Article IV- Membership**

**Sections 1.** Any parent, guardian, or other adult standing in loco parentis for a student may be a member and shall have voting rights. The principal and any teacher employed by the school may be a member and have voting rights. Members have one vote per household.

## **Article V- Officers and Elections**

**Section 1. Officers.** The officers shall be a president, vice president, secretary, treasurer and volunteer coordinator. In addition to the duties listed below, each officer will also perform other such duties as applicable to the office as prescribed by the parliamentary authority of this organization.

- a. **President.** The president shall set the agenda of all meetings and presides over all Banks meetings and functions. Works with the principal and is liaison between teachers, parents and community. May cosign approval on all financial matters. Guides all outside correspondence, either verbal or written, to the proper person.
- b. **Vice President.** The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve. The vice president shall also oversee the committees of this organization.
- c. **Secretary.** The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the members. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and bring them to meetings.
- d. **Treasurer.** The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year.
- e. **Volunteer Coordinator.** The volunteer coordinator is responsible for recruiting and coordinating volunteers for various Banks Elementary School activities and functions and keeping a record of all volunteers.

**Section 2. Terms of Office.** Officers are elected for one year and may serve no more than three (3) consecutive terms in the same position.

**Sections 3. Removal from office.** Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

**Section 4. Vacancies.** If there is a vacancy in the office of president, the vice president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.