

# BYLAWS OF GRAYHAWK ELEMENTARY SCHOOL PTO

## ARTICLE I - NAME, DESCRIPTION & PURPOSE

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### Section 1: NAME

The name of this organization is Grayhawk Elementary School Parent Teacher Organization, Inc. located at Grayhawk Elementary School, 7525 E. Grayhawk Drive, Scottsdale Arizona, 85255.

### Section 2: PURPOSE

The purpose of the PTO is to support and enhance the educational experience at Grayhawk Elementary, to cultivate a closer connection between school and home through parent involvement, and to improve the overall environment of Grayhawk Elementary through volunteer and monetary support.

### Section 3: DESCRIPTION

The PTO is a 501 (c)(3) nonprofit organization that exists for educational, scientific, and charitable purposes.

## ARTICLE II - MEMBERSHIP

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Membership is automatically granted to all parents and legal guardians of Grayhawk Elementary School students. Membership is also extended to all Grayhawk Elementary School staff. There are no membership dues. All members have voting privileges and rights, one vote per household.

## ARTICLE III - EXECUTIVE BOARD

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The Executive Board is made up of the Executive Officers, the Executive Chairs, the Principal, Assistant Principal (if applicable) and up to three Teacher Representatives.

### Section 1: EXECUTIVE OFFICERS

The Executive Officers consist of the President, Vice President, Secretary, PTO Treasurer, and the Room Parent Treasurer.

- A. PRESIDENT- Directs and oversees the PTO as well as Officers and committees. The President works with administration, staff, and the school community with the goal of enhancing the educational opportunities of the students of Grayhawk Elementary School. The President is also a member of the School Council which meets on a monthly basis.
- B. VICE PRESIDENT- Works closely with the President, may serve as Board Liaison and/or Committee Chair to Think Tank Committee, Chairs the Nominating

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Committee, and assists in the annual review of bylaws. The Vice President will also assist in monitoring the PTO and Room Parent Treasurers through a checks and balance system of their accounts.

- C. SECRETARY- Will be responsible for recording the minutes of all meetings of the organization and of the Executive Board, and will post same, along with meeting agendas, on the PTO website. Further, the Secretary will be responsible for all official correspondence of the organization, as well as the maintenance of amendments to these bylaws. Copies of all agendas, minutes, correspondence and likewise shall be maintained in a chronological, precise and timely manner by the Secretary in the Grayhawk PTO office files and will be handed over to each successor (files should include both digital and print). The Secretary will also act as Parliamentarian and ensure adherence to the Bylaws.
- D. PTO TREASURER-
1. Will have custodial responsibility of all funds of the organization and related money; and,
  2. Keep full and accurate accounting of the receipts and expenditures in accordance to GAAP (Generally Accepted Accounting Principles); and,
  3. Make disbursements according to, and limited by, the approved budget;
  4. Make disbursements as authorized by the President and/or the Executive Board; and,
  5. Present a report at every meeting of the organization, the Executive Board and at other times when requested by the Executive Board; and,
  6. Make a full report at the year-end General meeting; and,
  7. Be responsible for the maintenance of all accounts and records; and,
  8. In conjunction with other Officers, prepare a budget for the coming fiscal year, which is to be submitted to a vote of the membership of the organization at the year-end General Meeting or via paper or electronic ballot.; and,
  9. Ensure appropriate tax forms are filed by IRS deadlines.

The signature of the PTO Treasurer or the President will be required on any check drawn on the organization's funds. Reimbursements beyond what is budgeted requires prior approval by both the President and the PTO Treasurer. (Please refer to Check Request Procedures and Guidelines, Classroom Reimbursement Procedures, and Special Funds Requests procedures). ATTACHMENTS Furthermore, contract-signing authority in excess of one thousand dollars (\$1,000.00) requires the signature of the President and/or PTO Treasurer.

- E. ROOM PARENT TREASURER- Works with staff, Home Room Parents Liaison and Executive Board to maintain all classroom accounts. Responsible for maintaining individual class accounts for the Home Room Parents. Maintains financial records, donated funds, deposits, reimbursements and all other financial data associated

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with individual classroom accounts. Will provide updates to room parents regarding account balance (at minimum quarterly) and provide updates during PTO meeting. Conduct an annual review of any related procedures to ensure accuracy.

## **Section 2: EXECUTIVE CHAIRS**

Up to 8 Executive Chairs will be elected for a two-year term by the PTO membership (Article IV.) The Chairperson of each committee must keep a written/electronic record of the activities of his/her committee in a manner that would allow these records to be passed along to future Chairs. Chairpersons solicit and appoint additional members to serve on their respective committees as necessary (Article VII, Section 2.) For a listing of all Executive Chairs and a detailed description, refer to the Executive Board Positions attachment. **ATTACHMENT**

## **Section 3: ALL EXECUTIVE BOARD MEMBERS (Executive Officers and Executive Chairs) SHALL**

1. Attend monthly Executive Board meetings and make a report at each meeting; and,
2. Formally acknowledging they have read and understand the rules that govern this organization by signing an annual Bylaw Statement of Understanding and Conflict of Interest Agreement form; and,
3. Perform duties set by these bylaws and those assigned from time to time; and,
4. Deliver to their successors all official material in complete and orderly fashion no later than ten (10) days following the assumption of office by their successors; and,
5. Remain as members in good standing of the organization throughout the term of their office.

## **ARTICLE IV -EXECUTIVE BOARD DUTIES**

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

The Executive Board is made up of the Executive Officers, Executive Chairs (Article III, Sections 1 and 2), the Principal, Vice Principal (if applicable), and up to three Teacher Representatives. Each member of the Executive Board has one (1) vote. The Executive Board is authorized to:

- A. Transact necessary business in the intervals between General and Executive Board Meetings; and,
- B. Create Standing and/or Special Committees; and,
- C. Approve or disapprove the plans and works of the Standing Committees; and,

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- D. Present a report at the General Meetings of the PTO; and,
- E. Use monetary and in-kind donations for their intended purpose; and,
- F. Appoint an auditor or an auditing committee to audit the Treasurers accounts; and,
- G. Maintain at all times insurance coverage for the organization in the amount of no less than \$100,000/\$300,000 Personal Injury and Property Damage; and,
- H. Oversee the preparation of a budget for the coming fiscal year, which is to be submitted to a vote of the membership of the organization; and,
- I. Approve substantial line item overruns in excess of 10% prior to being funded; and,
- J. Review and amend these bylaws on an annual basis; and,
- K. Approve expenditures for operations within the limits of the budget. Notification of expenditures will be posted and/or disclosed at the next Executive Board Meeting assuming proper clearance time is given in accordance to the Cash Handling Procedures and Guidelines policy. **ATTACHMENT**

## ARTICLE V - OFFICE ELECTIONS & TERMS

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### Section 1: ELECTIONS

The nominating committee will nominate one or more eligible persons for each office to be filled. Upon nomination, an official election will be held prior to the end of the school year. Every household, and all Grayhawk staff, will receive one ballot (households who have both a student(s) and staff member will receive one ballot). Additional nominations may be made from the floor at the last General Meeting of the year, prior to the ballots being sent out, providing that both the elector and electee are both physically present or via phone. Elections will be determined by a majority vote cast by PTO members. For additional information on elections, please reference the Elections Procedures. **ATTACHMENT**

A. The nominating committee will be composed of up to 5 members selected by the Executive Board. The Vice President will act as the Chairman of the Nominating Committee.

### Section 2: OFFICE TERMS

- A. Officers and Chairs will assume their official duties on June 1 following the May meeting and will serve for a term of up to two years.
- B. A person will not be eligible to serve more than two consecutive terms in the same office.
- C. The PTO Treasurer and Room Parent Treasurer positions will be limited to one two-year term plus additional one-year terms if needed.

### Section 3: ELIGIBILITY TERMS

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- A. All good standing PTO members are eligible for office.
- B. Members must indicate a willingness to serve before they are nominated for election to office by the PTO or by the general membership at the last meeting.
- C. An indication of interest (paper or electronic) must be completed by all electees or potential electees prior to the physical ballot being sent out.

## **Section 4: VACANCY TERMS**

- A. A vacancy occurring in any office will be filled for the un-expired term by a person elected by a quorum vote of the remaining members of the Executive Board. Notice of such election must be given 10 days prior to voting. (For what defines a quorum, please see Article VI, Section 1.)
- B. In case a vacancy occurs in the office of the President, the Vice President will serve until a new President is elected.
- C. If a vacancy occurs in the office of the President and Vice President, the PTO Treasurer will automatically become the President until an election is held (as noted in Article V, section 4a).

## **Section 5: RESIGNATION TERMS**

Any officer may resign at any time by delivering his or her written resignation to the President. The resignation will be effective immediately, unless a later date is set forth in the written resignation.

## **Section 6: REMOVAL TERMS**

Any Officer may be removed, with or without cause, by the affirmative vote of the majority of the Executive Board in office and present at any meeting in which a quorum is present (Article VI, Section 1.) An electronic and/or written notice of such proposed removal must be given to all Executive Board members no less than ten (10) days prior to voting.

## **Section 7: RECEIPT OF PROPERTY**

No gift, grant or bequest of any such property can be received and accepted if it will, in the opinion of the Officers, jeopardize the PTO's not-for-profit status.

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## **ARTICLE VI -MEETINGS**

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### **Section 1: Quorum**

A quorum of the Executive Board shall be one more than fifty percent (50%) of the seated Executive Board members. A quorum for a 'general meeting' of the organization shall consist of at least ten (10) members.

### **Section 2: Voting**

Once a quorum has been established, voting will be determined by a majority of votes

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cast by PTO members and/or Executive Board members unless otherwise stated in these bylaws. The President shall be the deciding vote in the case of a tie. Should a seated Executive Board member not be able to attend they may send a designated alternative in their stead.

## **Section 3: GENERAL MEETINGS**

General Meetings are open to all PTO members (Article II). A minimum of one (1) General Meeting will be held during the school year. Dates of meetings will be determined by the Executive Board and announced at the first regular meeting of the school year. Voting will be determined by a majority of votes cast by PTO members. PTO members shall be authorized to meet in person (preferred method), by telephone conference or through other electronic communications media.

## **Section 4: EXECUTIVE BOARD MEETINGS**

The Executive Board will hold monthly meetings during the regular school year. Only Executive Board members can vote. However, the meetings will be open to all members of the PTO and will be publicized through print and multimedia no less than ten (10) days before any normally scheduled Executive Board meeting. Voting will be determined by a majority of votes cast by Executive Board members. Executive Board members shall be authorized to meet in person (preferred method), by telephone conference or through other electronic communications media.

## **Section 5: SPECIAL MEETINGS**

Special meetings may be called by the President, any two members of the Executive Board, or five general members submitting a written request to the Secretary. The objective(s) of such Special meeting must be set forth and presented to the PTO membership and/or Executive Board members at least 10 days prior to the meeting. The President may call a special meeting 2 days prior to the meeting. Voting will be determined by a majority of vote cast by PTO members and/or Executive Board members.

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## **ARTICLE VII - COMMITTEES**

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### **Section 1: STANDING COMMITTEES**

The Executive Board may create such Standing Committees as it deems necessary and advisable to accomplish the ongoing activities of the organization. The Chair of each Standing Committee will be selected by the President and/or Executive Board. The chairperson of each committee will recruit members for the committee from the regular membership. The chairperson will report the plans and activities of the committee as needed.

### **Section 2: SPECIAL COMMITTEES**

The President or Executive Committee may create Special Committees for a specific time or task and will cease to exist when that time or task has been completed, or at

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the end of the term of the appointing President, whichever occurs first. The President will appoint a chairperson of each Special Committee. The chairperson of each Special Committee will recruit members for the committee from the regular membership. The chairperson will report the plans and activities of the committee at Executive Board meeting.

## **Section 3: PRESIDENT AND VICE PRESIDENT**

The President and Vice President shall be a member ex-officio of all committees.

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## **ARTICLE VIII - PARLIAMENTARY AUTHORITY**

On any points of procedure not specifically covered by these bylaws, Robert's Rules of Order shall govern.

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## **ARTICLE IX - REVIEW OF BYLAWS & STANDING RULES**

### **Section 1: BYLAW AMENDMENTS**

These Bylaws may be amended under the following conditions:

- A. Either the Bylaws Committee or at least 5 PTO Members shall submit the revision request to the Secretary; and
- B. At least 10 calendar days prior notice shall be given to the PTO membership that a vote will be taken at the next scheduled General Meeting; and
- C. A quorum is met at the General meeting and the revision request is approved by a majority vote of those present. (Article VI, Section 1).

All approved amendments shall become effective immediately and recorded by the Secretary.

### **Section 2: NEW PRESIDENT BYLAW REVIEW**

Each time a new President is elected, these bylaws will be reviewed by a committee consisting of the newly-elected President, Secretary, Vice President, and one other member of the Executive Board.

### **Section 3: STANDING RULES**

Standing Rules may be approved by the Executive Board. The Secretary will distribute copies at the next scheduled PTO Board Meeting and keep a record for future reference.

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## **ARTICLE X - DISSOLUTION**

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In the event of a dissolution of the PTO, any funds remaining will be donated to Grayhawk Elementary School, 7525 E. Grayhawk Road, Scottsdale Arizona, 85255 with the stipulation that all funds be used for the sole benefit of the children at Grayhawk Elementary. In the event of redistricting and/or a new PVUSD school being formed from a portion of the Grayhawk Elementary School population the Executive Board has the authority to see to the distribution of funds within the new school(s).

## ARTICLE XI - CONFLICT OF INTEREST POLICY & AGREEMENTS

See attached conflict of interest statement and subsequent agreements.

**ATTACHMENT**

These bylaws were adopted in 1999  
Updated/Approved 5/19/2014  
Updated/Approved 5/9/2015  
Updated/Approved 5/18/2018  
Updated/Approved 9/19/2019  
Updated/Approved 9/14/2020  
Updated/Approved 9/2/2021  
Approved 9/1/2022