

The Fountain Hills PTO, Inc.  
Bylaws  
As Amended<sup>1</sup>

We invite you to read the bylaws of our organization that were adopted by the Executive Committee by a majority vote at a meeting held on June 16, 2023.

I. NAME:

The name of the organization is The Fountain Hills PTO, Inc.

II. PURPOSE:

The Fountain Hills PTO, Inc. aids students of the Fountain Hills Unified School District, in grades Pre-K through 12, at McDowell Mountain Elementary School, Fountain Hills Middle School, and Fountain Hills High School, by providing support for their educational needs and by promoting open communication between the administration, teachers, parents and community. We are a 501(c)(3) non-profit organization committed to raising funds in order to provide educational and enrichment programs for Pre-K through 12th grade students, in close cooperation with teachers and administration, dedicated parents, and community sponsors and volunteers.

III. MEMBERSHIP:

This organization is open to all staff and parents/guardians of children enrolled at McDowell Mountain Elementary School, Fountain Hills Middle School, and Fountain Hills High School. All parents/guardians of children who are enrolled in these schools who are current in the payment of annual dues as established in Section IX herein, shall have the right to elect officers at the General Membership Meeting as described in Section IV(A) below, and to hold office if so elected. Members of the community are invited to participate as non-voting members.

IV. MEETINGS:

A. General Membership Meetings: At least one General Membership Meeting of the organization shall be held during each school year with the primary purpose of electing officers, though other items may also be addressed as well. Other General Membership Meetings may be held from time to time at the discretion of the Executive Committee. The time, place, and purpose of any General Membership Meeting shall be announced at least seven (7) days prior to the meeting via postings within the school buildings, emails to members, and on the PTO website.

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<sup>1</sup> The Bylaws were originally adopted on August 2, 2004. Prior to this version, the Bylaws were first amended on September 12, 2006, amended for the second time on July 22, 2019, amended a third time on January 26, 2022, and amended a fourth time on April 18, 2023.

B. Executive Committee Meetings: Additional meetings consisting of the elected officers will be held throughout the year as deemed necessary. Adequate notice of all meetings shall be given to all members of the Executive Committee. Any PTO member may submit written questions, comments, and concerns to be reviewed by the Executive Committee. A written response will be provided.

C. Quorum: Those persons present at a properly called Executive Committee meeting shall be designated as a quorum, and shall be entitled to take action on behalf of the organization so long as such quorum constitutes at least 50% of the Executive Committee members plus one. Attendance of an Executive Committee member will be mandatory at 70% of the scheduled meetings.

D. Voting: A majority vote of the voting members present at any meeting (whether a General Membership Meeting or an Executive Committee Meeting) shall be required for all action to be taken by the organization at such meeting.

#### V. OFFICERS:

A. Positions: The officers of the organization, known collectively as the Executive Committee, shall consist of a President, up to 9 Vice Presidents (no less than 1, nor more than 4 representing each school), Secretary, Treasurer, and VP of Marketing/Sponsorship. Two persons may be elected to fill any single position except for President and Treasurer. In this instance, both of the persons shall be given all rights and responsibilities of the office as enumerated herein, though they together get only 1 vote in such role. All members of the Executive Committee must be current in the payment of annual dues as established in Section IX herein.

B. President: The President shall be the principal executive officer of the organization and, subject to the control of the Executive Committee and the direction of the membership, shall in general supervise and control all of the activities of the organization. The President shall be an ex-officio member of all committees of the organization. The President shall plan and coordinate all meetings held throughout the school year. The President shall prepare an agenda for each meeting.

C. Vice President: Each of the three schools will have at least 1, but no more than 4, Vice Presidents, whose responsibilities will be the same as the President except at the individual school level. Vice Presidents will be responsible for collecting and depositing all funds received from their specific school.

D. Secretary: The Secretary shall keep the minutes of all meetings. The Secretary shall see that all notices are duly given in accordance with these Bylaws, and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Executive Committee.

E. Treasurer: The Treasurer shall have charge of and be responsible for all funds of the organization and shall receive all monies due to the organization and shall deposit such funds in accounts selected by the Executive Committee. Subject to the Debit Card provisions in Section VIII below, the Treasurer shall make disbursements as authorized by the Executive Committee. The Treasurer shall present a written financial report at each meeting and at year-end as well as at other times as requested by the Executive Committee.

F. VP Marketing/Sponsorships: This position will coordinate PTO promotion within different print and online media including newspapers, and social media. This VP will also be responsible for website upkeep, and be the point person for all sponsorship responsibilities including creation of levels, implementation and community outreach.

G. Presumed President-Elect: One of the Vice Presidents elected pursuant to Section V(C) above shall be designated by the Executive Committee as the "Presumed President-Elect" at the first regularly-scheduled Executive Committee meeting of the school year. Though such Presumed President-Elect shall have no additional power or responsibility outside of their Vice President role and shall not be guaranteed the role of President in the following school year (which shall be left to the vote at the General Membership Meeting), the intent of the designation of "Presumed President Elect" is to aid in the transition between outgoing Presidents and incoming Presidents. Thus, throughout the school year, the President shall train the Presumed President-Elect in the role of the President and shall provide regular updates to the Presumed President-Elect on matters that would aid in the transition to the upcoming school year.

H. Co-President: The Executive Committee may, upon majority vote, designate one of the Vice Presidents, elected pursuant to Section V(C) above, as a "Co-President" to serve in conjunction with, and share responsibilities with, the President elected pursuant to Section V(B) above. The President's power will not be diminished by such Co-President's role. The Co-President shall retain the same voting rights, powers, and responsibilities as the Vice Presidents.

## VI. ELECTIONS:

A. Procedure: The election of officers shall take place during the annual General Membership Meeting described in Section IV above. All voting members of the organization may participate in the election. The Executive Committee shall be responsible for soliciting and receiving all suggestions for persons to serve as officers. The Executive Committee shall contact all persons who are nominated to confirm their willingness to serve. The committee shall insure that all nominees are voting Members and otherwise eligible to serve in the office. A majority of the votes cast by the Voting Members shall be necessary for election. Should no person receive a majority of the votes cast, a run-off between the two persons who received the largest number of votes shall immediately be held.

B. Term of Office: The term of each officer shall be one year beginning June 1 and ending on May 31 of each year with a voluntary rotation of two-year terms to promote continuity in governance. The exception will be the President who serves two years. Should there be no candidate for President after two years, then the incumbent can hold a third year. The President Elect must have two years Board service prior to assuming office. A person may be elected to the same or other office for more than one term.

C. Vacancies: Any vacancy in office during the year shall be filled by the Executive Committee for the unexpired portion of the term or the Executive Committee may opt to leave this position vacant for the remainder of the term.

#### VII. COMMITTEES:

The President and/ or the Executive Committee may create Special Committees. Special Committees shall be created for a specific time and/or task and shall cease to exist when that time or task has been completed. The President and/ or Executive Committee shall appoint the chairperson(s) for each committee. The chairperson shall report the plans and activities of the committee to the Executive Committee.

#### VIII. FINANCES:

A. Loans: No loans shall be made by the organization.

B. Commercial Paper: All checks, drafts, or other orders for the payment of money on behalf of the organization shall be signed by the Treasurer and President or President Elect.

C. Dissolution: Upon Dissolution of this organization, after paying or adequately providing for the debts and obligations of this PTO, the remaining assets shall be distributed evenly to the three schools (McDowell Mountain Elementary, Fountain Hills Middle School, and Fountain Hills High School). If these three schools cease to exist, remaining PTO 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.

D. Debit Cards: If debit cards are approved for use on the FHUSD PTO checking account, signors will be President and Treasurer only. All debit card purchases in excess of \$1,000.00 shall require pre-approval by a majority of the Executive Committee, which may be obtained through e-mail or text messaging.

#### IX. MEMBERSHIP DUES:

The organization shall authorize and collect membership dues to be used for the operation of the organization. Any change in the amount of the dues shall be approved by a vote of the Executive Committee.

#### X. AMENDMENTS:

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the Executive Committee at any Executive Committee meeting.