

PAGE 1

Bylaws of Cheyenne PTO, Inc.
Parent-Teacher Organization
(Amended 3/25/23)

Article 1

Structure of the Organization

I. Name. These Bylaws shall constitute the Bylaws of the Cheyenne Parent-Teacher Organization, and shall be known as the Cheyenne PTO, Inc. (hereinafter referred to as the “Organization”).

II. Office Location. The office location of the Organization shall be located at Cheyenne Traditional School, 13636 N. 100th Street, Scottsdale, Arizona (hereinafter referred to as “Cheyenne”).

III. Non-Profit Corporation 501(c)(3). The Organization is an Arizona nonprofit corporation and is organized and exists under any and by virtue of the laws of the state of Arizona as it pertains to the application of corporate activities and the District.

IV. Purpose. The purpose of the Organization shall be to aid the students and teachers of Cheyenne Traditional School by providing support and funding for their educational and recreational needs. In addition, the purpose is to promote open communication, support, and cooperation between the administration, teachers, parents, and the community.

V. Basic Policies.

- a. The Organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The Organization shall not directly or indirectly participate or intervene in any way in any political campaign.
- c. The Organization shall neither seek to direct the administrative activities of the school or control its policies.

Article 2

Membership

I. Membership. Membership shall be open to all Cheyenne parents, legal guardians, teachers, administration, and members of the community who subscribe to the objectives of the Purpose of the Organization (hereinafter referred to as “Members”). The Organization shall conduct an annual enrollment of Members, but may admit persons to membership at any time.

II. Dues. Each member or family subscribing to the Organization shall pay annual dues to the Organization. The Executive Board at the first board meeting of the fiscal year shall establish the amount of the dues annually. The Board has discretion to waive dues for any member(s).

III. Voting. Each family membership receives one vote during any general elections and special meetings.

Article 3

Meetings

I. General Meetings. At least three general meetings of the Organization shall be held during each school calendar year. A meeting of Members shall be held each year for the purpose of reviewing reports of officers and committees, and transacting any other pertinent business.

- a. Notices. It shall be the duty of the Secretary/Communications Officer to prepare notice of each general meeting stating the time and place thereof which shall be sent to each member, at least five (5) days prior to such meeting.
- b. Agenda and Minutes. The agenda for each meeting shall be posted on the Cheyenne PTO, Inc. website prior to each meeting. The Secretary/Communications Officer shall post the minutes from each meeting on the Organization’s website within three (3) school days following their approval by the Executive Board of the Organization, (herein after referred to as “Executive Board”).

II. Special Meetings. The President whenever deemed expedient or necessary may call special meetings of the Members for any purpose or purposes. The President shall call a special meeting of the Members when so requested by a majority of Members, or when so instructed by a majority of the Executive Board.

- a. Notices. It shall be the duty of the Secretary/Communications Officer to make a diligent effort to notify by either written or verbal notice of special meetings to all Members. The time, place, and purpose shall be stated thereof.
- b. Minutes. The secretary shall post the minutes from each meeting on the Organization’s website within three (3) school days following their approval by the Executive Board.

III. Location. All general meetings of the Members shall be held at Cheyenne, or at such other place and time as shall be designated by the Executive Board and stated in the notice of the meeting. All Cheyenne parents, legal guardians, administrative staff, teachers, and community members shall be welcome.

IV. Majority. A “majority of Members” as used in these Bylaws shall mean those Members holding fifty-one percent (51%) of the votes in the Organization. A majority of the votes of Members present at any meeting shall decide any question unless the Bylaws shall provide otherwise.

V. Quorum. Those members present at a properly called general membership or special meeting shall be designated as a quorum and shall be entitled to take action on behalf of the Organization.

VI. Voting. A Member may vote by proxy executed in writing by the Member. Such proxy shall be filed with the Secretary before or at the time of the meeting.

VII. Informal Action. Any action required to be taken at a meeting of the Members may be taken without a meeting if consent is in writing, setting forth action shall be offered to all of the Members.

VIII. Irregularities Involving Meetings. All information and/or irregularities in calls, notices of meetings, and in the manner of voting shall be deemed “waived” if no objection is made at a meeting or waived in writing.

IX. Parliamentary Procedure. The rules contained in the current edition of Robert’s Rules of Order, Newly Revised 11th Edition shall govern the Organization in all cases in which they are applicable and in which they are not in conflict with the Bylaws of the Organization.

Article 4

Officers and Responsibilities

I. Elective Officers. The principal Officers of the Organization shall be President, Vice President, Vice President of Membership, Vice President of Fundraising, Vice President of Middle School Programs, Vice President of School Events, Vice President of Community Support, Vice President of Data Management, Secretary/Communications Officer, Treasurer, Assistant Treasurer, and Immediate Past President. All Officers of the board shall assist the President in the discharge of his or her duties; shall serve as the board liaison to selected committees, and assume other roles and responsibilities, assigned by the President.

II. President. The President shall be the chief executive officer of the Organization and shall preside at all meetings of the Members and the Executive Board. He or she shall have executive powers and general supervision over the affairs of the Organization. The President shall have the power to appoint individuals to act as chairperson(s) of standing committees and shall be a non-voting executive member of all standing committees. The President will be a direct link to

the Principal, Vice Principal and other school staff and will coordinate the work of the Executive Board Officers.

III. Vice President – The Vice President’s responsibilities will include bylaws, grant writing, school tours, assisting the president with general PTO meetings and other special projects such as campus improvements. In the absence of the President the Vice President shall assume the duties and powers of the President. The Vice President shall perform the duties of the President in the absence or incapacity of the President, and shall serve as President during the remainder of the term should the office of President become vacant.

IV. VP of Membership – The VP of Membership is responsible for, but not limited to, planning, guiding and directing the membership committee in a successful membership campaign. Plan a membership program campaign that uses a variety of methods and outreach activities to promote the value of the PTO. This position will assist any event/committee chairs, help find resources they need for their programs and communicate any updates regarding their committees with the Executive board. This position will also assist the chairs for the following events or committees; Back to School Event, School Supply Kits, Welcome Committee, New Parent Orientation and other membership related events.

V. VP of Fundraising – The VP of Fundraising shall oversee, but not limited to, the committee chairs for key fundraising events. Continue to monitor success of fundraisers and to recommend changes to fundraising objectives and strategies. This position will assist the chairs, help find resources they need for their programs and communicate any updates regarding their committees with the Executive board. The following events or committees may include: Harvest Fest, Spring Fundraiser, and our passive fundraising efforts.

VI. VP of Middle School Programs – The VP of Middle School Programs shall oversee, but not limited to, the committee chairs of our middle school centered events on campus. This position will assist the chairs, help find resources they need for their programs and communicate any updates regarding their committees with the Executive board. The following events or committees may include: sports liaisons, middle school programs/events (i.e. Greek day, school dances, Toastmasters, spelling bee, honors assemblies, etc.), Evening Under the Stars (art walk event) and school clubs (i.e. robotics, yearbook, NJHS, STUGO, etc.)

VII. VP of School Events – The VP of School Events shall oversee the committee chairs of school-wide events. This position will assist the chairs, help find resources they need for their programs and communicate any updates regarding their committees with the Executive board. The following events or committees may include: book fair, picture day, health screening, field days, little cheer, lost and found, and talent show and community building events (i.e. Fingo, Glowmazing, Movie Night, etc.).

VIII. VP of Community Support – The VP of Community Support shall oversee, but not limited to, maintaining the continued support and recognition of our Cheyenne Community. This position will assist the chairs, help find resources they need for their programs and communicate any updates regarding their committees with the Executive board. The following events or

committees may include: Teacher/Staff Appreciation events, PTO Volunteer event, Outreach Program, PBIS/CTS Way, cafeteria support, grade level leads, and room parent coordinators.

IX. VP of Data Management – The VP of Data Management shall oversee, but not limited to, the customer relations management (CRM) system, PTO website and PTO directory app. The position will update the CRM system with current Cheyenne families and parameters for the membership drive, as well as set-up registration for all PTO events. The position will update the PTO directory app with current membership. Further duties include: provide reporting and analysis during the school year as it relates to PTO events, membership campaign and other fundraising, maintain the PTO website with up-to-date information, and respond to any inquiries regarding the systems it oversees.

X. Secretary/Communications Officer – The Secretary/Communications Officer shall oversee, but not limited to: (1) keep minutes of all meetings of the Executive Board and of all General and special meetings of the Organization; (2) see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; (3) be the custodian of the board records and of the seal of the Organization; (4) keep a register of the names of all members; (5) be responsible for all correspondence to and from the Organization (PTO Newsletter); (6) posting meeting minutes to the Cheyenne PTO, Inc. website within three (3) school days following approval by the Executive Board.

XI. Treasurer – The Treasurer shall oversee, but not limited to: (1) have charge and custody of and be responsible for all funds, securities, and inventory of the Organization; (2) receive and give receipts for moneys due and payable to the Organization from any source whatsoever, and deposit all moneys in the name of the Organization in such banks, trust companies, or other depositories as shall be selected in accordance with the provisions of these Bylaws; (3) keep such regular books and accounts as may be necessary and appropriate for the orderly management of the Organization's affairs, or have such books and accounts kept under his or her direction and supervision; (4) be responsible for primary authorization (signature) and obtaining the secondary signature by another elected officer for all monetary disbursements above \$500. In the event reimbursements are due the Treasurer from the Organization, two elected officers other than said Treasurer shall sign the disbursement; (5) present a written financial statement at each General Membership Meeting of the membership and at other times as requested by the Executive Board; (6) prepare all books and accounts that pertain to the Organization at least on time per school calendar year for review by an outside source; and (7) in general, shall perform all of the duties as from time to time shall be assigned by the President or the Executive Board.

"XII. Assistant Treasurer – The Assistant Treasurer shall assist the Treasurer in any capacity deemed necessary by the Treasurer. The Assistant Treasurer's responsibilities include, but not limited to, (1) monthly reconciliation of checking and savings account of the Organization; (2) perform all Treasurer's responsibilities in the Treasurer's absence; and (3) in general, shall perform all of the duties as from time to time shall be assigned by the President or the Executive Board.

XIII. Immediate Past President – The Immediate Past President is the President who served the prior term. They may stay on the board as a non-voting member to give advice and direction to the current board.

XIV. Combination of Offices and Officers – If necessary, one and the same person if so elected or appointed, except the offices of President or Secretary/Communications Officer , may hold any two of the offices herein enumerated. Two persons may be nominated and elected to fill any single position. In this instance, both of the persons shall be given all of the rights and responsibilities of the office as enumerated herein.

Article 5

Executive Board

I. Board Membership. The Executive Board shall consist of at least five (5) Members consisting of Executive Officers, one (1) faculty Member representative from the middle school and one from PK-5, selected by the faculty, and the Principal. All candidates volunteering to serve on the PTO Executive Board must be current PTO member with a valid DPS level one fingerprint clearance card on file.

II. Term. The term of each member of the Executive Board shall be one (1) year, beginning June 1 and ending May 31. A person may be elected to the same office for more than one term, but no more than three (3) consecutive terms. A person may be elected to a different office following three consecutive terms in an office.

III. Regular Board Meetings. The Executive Board may establish a schedule of regular meetings to be held at such time and place as the Executive Board may designate. Notice of such regular meetings shall be given to each officer personally or by email, at least five (5) days prior to the day named for such a meeting.

IV. Special Executive Board Meetings. The President whenever deemed expedient or necessary may call special meetings of the Executive Board for any purpose or purposes. Members of the Executive Board may also call a special meeting of the Executive Board by a majority of the Executive Board.

V. Powers and Duties. The Executive Board shall have the powers and duties necessary for the administration of the affairs of the Organization. These powers and duties shall include the following:

- a. To employ, dismiss and control the personnel necessary for the operation of the Organization, including the right and power to employ attorneys, accountants, contractors, and other professionals as the need arises;
- b. To engage in the management of the business affairs of the Organization;

- c. To enforce the Bylaws of the Organization, and other documents and laws respecting the Organization;
- d. To create and supervise such standing committees from the Members as they shall deem necessary and appropriate;
- e. To nominate and elect one Officer to serve on the Cheyenne Site-Based Council for a term of one (1) year, not to exceed two (2) years as set forth in the Site-Based Council Bylaws;
- f. To provide Outreach services to the members of the Cheyenne community. Other Outreach options reviewed and supported as deemed necessary.

VI. Executive Board Quorum. At all meetings of the Executive Board, at least 50% of the Officers shall constitute a quorum for the transaction of business, and the acts of the majority of the Officers present at a meeting at which a quorum is present shall be the acts of the Executive Board. If at any meeting of the Executive Board, there should be less than a quorum present, the majority of those present may adjourn the meeting. At any such adjourned meeting any business, which may have been transacted at the meeting, shall be revisited at the next meeting with a quorum attendance.

VII. Code of Conduct. All Officers of the Executive Board represent the Members of the Organization and therefore shall conduct themselves as such with integrity and open-mindedness. All members shall work collaboratively. Personal voice shall be distinguished from the Organizational voice by verbal or written declaration.

VIII. Disqualification and Resignation of Officers. Any officer may resign at any time by sending written notice of such resignation to the office of the Organization, delivered to the Secretary/Communications Officer . Unless otherwise specified therein, such resignation shall take effect upon receipt by the Secretary/Communications Officer . In the event an Officer ceases to be a Member, the Officer shall immediately be terminated.

IX. Expulsion or Vacancy on Executive Board. The Board may, at any time, expel an officer from his or her office upon two-thirds (2/3) vote of the Board if the officer is guilty of malfeasance or misfeasance of office pursuant to these Bylaws. Upon the death, resignation, or expulsion from office of any officer, the President may fill the opening with an existing board member to serve for the balance of the term. If an existing board member isn't available to fill the position then the President may appoint a new Executive Board member to serve for the balance of the term.

Article 6

Nominations and Elections

I. Election Procedures. All standing members involved in the Nominating shall exercise confidentiality in all matters pertaining to the slating, balloting, and elections of Officers.

II. Nominating Committee. There shall be a Nominating Committee composed of at least three (3) members, maximum of five (5) who shall be selected by the Executive Board at least one month prior to the election of officers. The Nominating Committee shall select its own chairperson(s). The members of the Nominating Committee shall not be eligible as candidates for any Executive Board positions for the coming year. A timeline shall be developed by the Nominating Committee, which shall detail the process of the nominating, balloting, voting, and tabulating. The Nominating Committee shall give the membership community 30 days to submit a candidate profile. After the end of the 30-day time period, no additional candidate profiles will be accepted. The Nominating Committee shall be responsible for receiving and compiling all candidate nominations and profiles for persons to serve as officers. The committee shall prepare in writing a slate of officers to present for election by the membership in the PTO Newsletter. According to Roberts Rules of Procedures, the slate of officers may be amended from nominations received from the membership floor. The committee shall contact the nominee to confirm their willingness to serve, the nominee will be contacted within 48 hours after the nomination and a profile must be submitted within 3 days. The committee shall insure that all nominees are Members and otherwise eligible to serve in that office. The preparation of candidate profiles for voting purposes shall be distributed to the Members by the Nominating Committee following the procedures as set out in Voting Procedures (Article 6-V).

III. Nominations for President. The Nominating Committee must select the slate for President from the Officers of the current Executive Board. In the event there is not an officer willing or available to serve, nominations may be taken first from past Executive Board Members and secondly from current committee chairpersons.

IV. Voting Procedures. The PTO Secretary/Communications Officer shall maintain a confidential member list. The list shall be given to the Nominating Committee only in preparation of the Election Day process in order to maintain voting integrity. Each family membership is entitled to one (1) vote.

- a. A day shall be chosen by the Nominating Committee (as outlined in Article 6-II) to hold an election for officers. If any candidate is running unopposed, it will not be necessary to put that candidate on the ballot. In the event where all candidates for office are running unopposed, it will not be necessary to carry out the voting process as defined in Sections a-e. The Nominating Committee will verify that the candidates ran unopposed. The Nominating Committee will then confirm the candidates to their positions, and then announce the results to the membership community through the PTO Newsletter. These community members will then serve as the Executive Board for the upcoming school year.
- b. The Nominating Committee shall set up and staff a polling place in order to assure that all current PTO Members who wish to vote have the opportunity to do so.
- c. The Nominating Committee will have available absentee ballots that can be requested starting two (2) weeks prior to the election date to accommodate any members who will not be able to vote on the Election Day. In order for the absentee ballot to be counted, it

must be returned to the Nominating Committee two (2) business days prior to the Election Day.

- d. 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 (2) persons who received the largest number of votes shall immediately be held.
- e. If after the ballots have been collected and tabulated and results presented to the President and announced to the Members, and no contest has been declared within seven (7) days, then said ballots shall be destroyed.

Article 7

Fiscal Responsibility

I. Depositories. The funds of the Organization shall be deposited in such banks and depositories as may be determined by the Executive Board from time to time, upon resolutions approved by the Executive Board and shall be withdrawn only upon cash, checks or credit cards. Checks can be signed by one (1) bank authorized Executive Board Officer of the Organization for expenses under \$500 and two (2) bank authorized Executive Board Officers of the Organization for expenses over \$500. In no event shall the payee and the signer be the same person. The Executive Board and the chairperson(s) of the standing committees must first approve any single expenditure exceeding the sum of two hundred dollars (\$200), which has not already been included in an approved budget. Any amount less than the said \$200 that has not been included in an approved budget must have prior approval by the President of the Organization, Vice President, and Treasurer.

II. Budget. The Executive Board shall prepare an estimated annual budget for each fiscal year of the Organization. The outgoing Executive Board, prior to the end of the school calendar year, shall propose the estimated annual budget for the following fiscal year. The incoming Executive Board shall approve or revise the Budget and shall furnish copies to each Member upon request. Such budget shall take into account the estimated cash requirements for the year. The annual budget shall also take into account the estimated net available cash income for the year from the operation or use of any fund raising activities. The annual budget shall also provide for a reserve for contingencies for the year. Finally, the annual budget shall provide for at minimum a sum of five thousand dollars (\$5,000.00) to be carried over from year to year.

III. Records. The Executive Board shall keep accurate records in chronological order of the receipts and expenditures specifying and itemizing the expenses incurred. Payment vouchers may be approved in such manner as the Executive Board may determine. All records and vouchers authorizing payments shall be available for examination by the Members at convenient hours designated by the Executive Board.

IV. Collection of Monies. All monies collected through committees for events must be handled by a minimum of two Members, one of which must be an Executive Board Member or the

Committee Chair of that said event. Once collected all parties must account and sign off the monies to the Treasurer.

V. Restricted Funds. All monies placed into a restricted fund can only be used for the purpose the fund was designed for. If monies are leftover, it is up to the Executive Board to place those funds back into the general account.

VI. Fiscal Year. The Fiscal year of the Organization shall begin on July 1st of each year and shall end on June 30th. The commencement date of the fiscal year herein established shall be subject to change by the Executive Board should the Organization choose.

VII. Books of Account. Books of Account of the Organization shall be kept under the direction of the Treasurer on a consistent basis in accordance with generally accepted accounting practices, and shall be audited and closed-out annually in the manner designated by the Executive Board.

VIII. Contracts. Unless otherwise provided by the Executive Board, all contracts shall be executed on behalf of the Organization by either the President or Vice President and acknowledged by the Treasurer.

IX. 501(c)(3) Certification. The Organization was granted a favorable 501(c)(3) determination by the Internal Revenue Service effective October 2, 2003. A copy of the original IRS 501(c)(3) Determination Letter for the Organization, which contains the official signature of the District Director of the IRS, is available upon written request at the discretion of the Organization. Notwithstanding any other provision of the Bylaws, the Organization shall not carry on any activities not permitted by: (a) a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (b) a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code. Upon the dissolution of the Organization, its assets remaining after payment, or provision for payment, of all debts and liabilities of Organization shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or shall be distributed to the federal government, or to a state or local government, for a public purpose. Such distribution shall be made in accordance with all applicable provisions of the laws of the State of Arizona, provided however if the school is still in operation, any remaining funds, less any necessary appeal expenses shall be gifted to Cheyenne Traditional School. In the event Cheyenne Traditional School is no longer in operation, then any remaining funds would go to Scottsdale Unified School District.

Article 8

Amendments of the Bylaws

I. Amendment. These Bylaws may be amended or revised by the affirmative vote of two-thirds (2/3) of the Executive Board Members; proposed amendment shall have been given to each Executive Board Member at least thirty (30) days prior to such meeting.

II. Evaluation and Review. Evaluation and review of the Bylaws of the Organization shall occur every two years. The Executive Board shall appoint a committee to review and update the Bylaws as necessary. All amendments must follow the procedures outlined in section 8.I and 8.II for change.

III. Authority. If any part of these Bylaws shall conflict with the decisions, policies or procedures adopted by the Scottsdale Unified School District, they shall be deemed null and void and the decision of the Scottsdale Unified School District and the Arizona Revised Statutes, Article 15 shall, in all cases, control.

Article 9

Indemnification

The Organization shall indemnify every Officer and chairperson, his or her heirs and personal representatives against all loss, cost and expense, reasonably incurred by him or her in connection with any action, suit or proceeding to which he or she may be made a party, by reason of his or her being or having been an Officer or chairperson of the Organization to the fullest extent permitted by the law.

Article 10

Property Funds and Titles

All funds and titles of all properties acquired by the Organization and the proceeds thereof shall be held in trust for the Members of the Organization until a time when the property might serve the Organization by being gifted to the Cheyenne Traditional School or other pertinent group.

Adoption

The Executive Board of the Cheyenne Parent-Teacher Organization hereby adopts these bylaws last amended on the 25th day of April 2023.

Executive Board 2022-2023

President – Andrea Augustine _____

Vice President – Monica Roubal _____

CO-VP of Membership – Alisha Liu _____

CO-VP of Membership – Heidi Nikodemus _____

CO-VP of Fundraising – Kaylin Pagnan _____

CO-VP of Fundraising – Stacy Kaplin _____

CO-VP of Middle School Programs – Katie Welsh _____

CO-VP of Middle School Programs – Angela Toth _____

CO-VP of School Events – Robyn Lilien _____

CO-VP of School Events – Krystle Slump _____

CO-VP Community Support – Jen Cruz _____

CO-VP Community Support – Sharon Fisher _____

VP of Data Management – Anita Rawlings _____

VP of Data Management – Jacy Spong _____

Secretary/Communications Officer – April Carr _____

Treasurer – Lindsey Palmer _____

Assistant Treasurer – Katie Crotty _____

Immediate Past President – n/a _____