

Lineweaver Elementary PTO Bylaws

1. The Name of this organization is Lineweaver Elementary PTO.
2. This PTO is registered with the Secretary of State of Arizona as a 501(c)(3) and is given tax exempt status.
3. This PTO's Tax EIN is 81-1369603
4. The purpose of the Lineweaver Elementary PTO is to enhance and support the educational experience at Lineweaver Elementary, to develop a closer connection between school and home by encouraging parent involvement, and to improve the social and educational environment of Lineweaver through volunteer and financial support.
5. The General Membership comprises legal guardians of currently enrolled students, adult members of the household of currently enrolled students, and currently employed staff of Lineweaver Elementary. General Members are opted-in and bestowed full voting rights. Any other person who would like to become a General Member must submit a written request annually and be approved by the Executive Board.
6. The Elected Officers shall be President, Vice President, Communications Director, Secretary, and Treasurer. All positions carry a one year term. Elections shall be during the final General Assembly Meeting of the school year held in May and any member interested in an Elected Officer position must submit their name to the nominating committee no later than the General Assembly Meeting held in April. No Elected Officer may be currently employed by Lineweaver Elementary or Tucson Unified School District. Election results shall be recorded by ranked choice ballot as a roll call vote and retained in historical records.
 - 6.1. If a candidate wins a majority (51%) of first-preference votes, they are declared the winner. If no candidate wins a majority of first-preference votes, the candidate with the fewest first-preference votes is eliminated. Ballots which ranked a failed candidate as their first, or highest remaining choice, are then reevaluated and counted as first-preference ballots for the next-highest-ranked candidate in that round. A new tally is conducted to determine whether any candidate has won a majority of ballots. The process is repeated until a candidate wins an outright majority.
7. Officers:
 - 7.1. President: Preside and maintain order at General Assembly and Executive Board Meetings, serve as the official representative of the PTO, and retain all official records of the PTO.
 - 7.2. Vice President: Directly oversee and administer the committee system of the PTO, assist the President, and preside over meetings in the absence of the President.
 - 7.3. Director of Communications: Inform the General Membership of meetings, agendas, committee status, upcoming business, activities and volunteer requests, vote outcomes, etc. Administer the Lineweaver Elementary PTO website and social media pages. Record meeting minutes in the absence of the Secretary.
 - 7.4. Secretary: Record and distribute minutes of all Executive Board & General Assembly Meetings, including agendas, motions, and votes. Maintain all historical records for the Lineweaver Elementary PTO.
 - 7.5. Treasurer: Serve as custodian of the PTO's finances, track and verify revenues & expenses, maintain budget line items and an itemized ledger, report financial activity at General Assembly Meetings, prepare year-end financial report, facilitate an annual audit, and hold all financial records.

8. All Elected Officer positions are required to perform their above stated duties and other such duties applicable to the office as prescribed by the parliamentary authority of the organization.
9. The Executive Board of the PTO shall comprise the Elected Officers, a Teacher Liaison, and the Principal of Lineweaver Elementary.
 - 9.1. The Teacher Liaison shall be currently employed at Lineweaver Elementary and approved by Majority Vote of the Elected Officers via ranked choice ballot as a roll call vote. (see 6.1.)
10. A quorum shall be 51% of the Executive Board.
11. All business in Executive Board and General Assembly Meetings, unless specifically stated otherwise, shall be resolved by Majority Vote, conducted as a voice vote, and recorded by the Secretary.
12. A Majority Vote is 51% of members present and voting.
13. A member of the Executive Board can be removed without cause through a motion of No Confidence and removed after 14 calendar days notice upon a $\frac{2}{3}$ vote in General Assembly.
 - 13.1. If an Elected Officer vacancy happens within a term, following no less than 14 calendar days notice, members as replacements shall submit their name to the Executive Board in General Assembly. An election shall take place in the following General Assembly. Election results shall be recorded by ranked choice ballot as a roll call vote and retained in historical records. (see 6.1.)
 - 13.2. If a Teacher Liaison vacancy happens within a term, a replacement shall be found among current employees of Lineweaver Elementary. (see 9.1.)
 - 13.3. If the Principal of Lineweaver is removed from the Executive Board through a successful motion of No Confidence, a second Teacher Liaison shall be appointed to fill the vacancy for the duration of the term.
14. Meetings:
 - 14.1. General Assembly Meetings shall be held monthly at a regular day, location, and time specified at the first meeting of the year. Every Member in attendance is eligible to vote. Absentee or proxy votes are not allowed.
 - 14.2. Executive Board Meetings shall be held before the beginning of the school year, during the beginning of the second semester, and on an as needed basis.
 - 14.3. The Director of Communications shall deliver notice, including time, location, and agenda, to the General Membership a minimum of 5 calendar days before every General Assembly meeting.
 - 14.3.1. The Principal shall facilitate the delivery of notice by providing a contact list of all known members or by immediately and consistently forwarding notice received to all known members.
15. The fiscal year of the Lineweaver Elementary PTO begins July 1 and ends June 30 of the following year.
16. All funds shall be kept in a checking account in the name of Lineweaver Elementary PTO and held at Chase Bank.
17. A budget proposal shall be drafted each fall and ratified in the first General Assembly Meeting of the school year.
18. The General Assembly shall approve all expenses of the organization not categorized in the approved budget.
19. The Treasurer or an approved CPA is responsible for filing all tax documents.
20. This organization may be dissolved with previous notice (14 calendar days) upon a $\frac{2}{3}$ vote in General Assembly.
21. Upon the dissolution of the Lineweaver Elementary PTO, any remaining funds will be donated to Lineweaver Elementary School.

22. An Audit Committee will meet each year and review all financial books, submit the audit to the Executive Board, and report their findings at the first General Assembly Meeting of the school year.
23. The Executive Board may, upon a Majority Vote, authorize budget reallocations up to but not in excess of \$500.00 without the approval of the General Membership.
24. The Executive Board may, upon a Majority Vote, authorize uncategorized expenses up to but not in excess of \$250.00 without the approval of the General Membership.
25. Standing Rules (Appendix A) are in effect as an extension of these Bylaws and may be amended or suspended by $\frac{2}{3}$ vote in General Assembly.
26. Robert's Rules of Order (Appendix B) shall govern meetings when they are not in conflict with the organization's Bylaws or Standing Rules.
27. A Conflict of Interest Policy (Appendix C) is in effect as an extension of these Bylaws and may be amended or suspended by $\frac{2}{3}$ vote in General Assembly.

Appendix A

Lineweaver Elementary PTO Standing Rules

Standing Rules are an extension of the Lineweaver Elementary PTO Bylaws. They define policy and relate the details of the administration of your 501(c)(3) non-profit association. Where Standing Rules conflict with the Bylaws, the Bylaws shall have precedent. Standing Rules may be amended or suspended by a 2/3 vote in General Assembly.

1. PTO will not provide loans.
2. PTO will provide financial support to other programs and organizations only if they are directly sponsored by Lineweaver Elementary School or Tucson Unified School District.
3. Upon collecting cash revenues, it is best practices to conduct a count by two or more members as soon as possible. The count should be recorded and returned with the cash box to the Treasurer.
4. The Treasurer shall keep a ledger of all expenses and deposits with a corresponding voucher slip and any invoices or receipts.
5. No one is permitted to sign a check made out to themselves.
6. Each Elected Officer who signs a check or authorizes a debit shall make sure it is appropriate per the approved budget or a previously authorized uncategorized expense, and will immediately submit all related receipts, invoices, and documents to the Treasurer.
7. The check book, debit card, and all banking documents will be kept secure in the possession of the President.
8. The PTO President and Vice President shall have banking access and knowledge of the debit PIN number. No other shall have bank access. The banking access and debit card PIN shall be changed immediately upon the President or Vice President leaving or being removed from their position.
 - a. The Treasurer shall have immediate access to account statements from the bank in order to reconcile their ledger with account activity and correlate receipts and invoices.
9. PTO will not finance, support, advertise, facilitate, or benefit any club, activity, or expense which, by purpose or design, categorically or specifically excludes any Lineweaver student or PTO member who would otherwise be entitled to participate or benefit. Funding may be withdrawn retroactively, such as it is possible to do so, if exclusionary practices are discovered. The Executive Board shall immediately take all appropriate disciplinary or corrective action to effect an outcome or resolution in the spirit of community and justice for all members.

Appendix B

Robert's Rules of Order - Simplified

Guiding Principles

- ★ Everyone has the right to know what is going on at all times.
- ★ Everyone has the right to participate in discussion, if they wish.
- ★ Everyone may have a chance to speak before anyone may speak a second time.
- ★ To speak, one must be **Recognized** by the President of the Board. Only urgent matters may **Interrupt** a speaker.
- ★ Only one thing (**Item of Business**) can be discussed at a time.

Discussing Topics & Making Decisions

An **Item of Business** is the topic to be decided or discussed. After being **Recognized** (given a turn to speak) by the President of the Board, any member can **Introduce a Motion** to consider an item of business when no other item is under consideration (e.g., "I move we add a coffee break to this meeting"). A motion requires a **Second** to be considered. A second does not imply agreement with a motion, merely that it is worthy of consideration. If there is no second, the motion is not considered. Each item must be disposed of (**Passed, Rejected, Tabled, Referred to Committee, or Postponed**), before another item may be introduced or the meeting **Adjourned**. Unless specified otherwise, matters are settled with a **Voice Vote** where a **Majority** is 51% of Members present and voting.

Unanimous Consent

If a matter is considered relatively minor or opposition is not expected, a **Call for Unanimous Consent** may be requested. If a request for unanimous consent comes from the floor, the President of the Board will repeat the request and pause for objections. If none are heard, the motion passes. The President of the Board will frequently make use of unanimous consent with a brief pause when moving through items on the agenda, especially officer and committee reports, to manage the flow and timing of the meeting.

Interruptions

- You may **Interrupt** (speak without recognition) for these reasons only:
 - To get information about a motion or item of business – **Point of Information**
 - To get information about rules – **Parliamentary Inquiry**
 - If you can't hear, safety reasons, comfort, etc. – **Question of Privilege**
 - If you see a breach of the rules – **Point of Order**
 - If you disagree with a Call for Unanimous Consent – **Object**

How To Do Things

- ❖ **You want to bring up a new topic, question, action, or idea before the group.**
 - After recognition by the President of the Board, present your motion. A second is required for the motion to go to the floor for consideration.
- ❖ **You want to change some of the words in a motion under consideration.**
 - After recognition by the President of the Board, move to **Amend** by:
 - Adding words.
 - Striking words.
 - Striking and inserting words.
- ❖ **You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.**
 - Move to **Substitute** your motion for the original motion. If it is seconded, consideration will continue on both motions and eventually the body will vote on which motion they prefer.
- ❖ **You want more study and/or investigation given to the motion being discussed.**
 - Move to **Refer to Committee**. The committee may be charged solely to report their findings, or the body may delegate powers to the committee, including generating expenses, making decisions on behalf of the body, etc. Try to be specific as to the charge to the committee.
- ❖ **You want more time personally to study the motion being discussed.**
 - Move to **Postpone** to a definite time or date.
- ❖ **You are tired of the current discussion.**
 - Move to **Limit Debate** to a set period of time or to a set number of speakers. Requires a $\frac{2}{3}$ vote.
- ❖ **You have heard enough discussion.**
 - Move to **Close the Debate**. Also referred to as **Calling the Question**. This cuts off discussion and brings the assembly to a vote on the pending motion only. Requires a $\frac{2}{3}$ vote.
- ❖ **You want to postpone a motion until some later time.**
 - Move to **Table the Motion**. The motion may be taken from the table later that meeting or during the next. If the motion is not taken from the table by the end of the next meeting, it is discarded.
- ❖ **You believe the discussion has drifted away from the agenda and want to bring it back.**
 - Call for **Orders of the Day**.
- ❖ **You want to take a short break.**
 - Move to **Recess** for a set period of time.
- ❖ **You want to end the meeting.**
 - Move to **Adjourn**.
- ❖ **You are unsure the results of a vote announced by the President of the Board are correct.**
 - Without being recognized, call for a **Division of the House**. A Roll Call Vote will then be taken.
- ❖ **You are confused about procedures or what is being discussed and want clarification.**
 - Without being recognized, call for **Point of Information** or **Point of Parliamentary Inquiry**. The President of the Board will ask you to state your question and will attempt to clarify the situation.
- ❖ **You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.**
 - Move to **Reconsider**. If the Majority agrees, the motion comes back on the floor as though the vote had not occurred.
- ❖ **You want to change a motion voted on at an earlier meeting.**
 - Move to **Rescind**. If the motion is delivered in writing to the Executive Board in advance of the meeting, such that it can be added to the agenda and sufficient notice can be delivered to members, a Majority is required. If no notice is given, a $\frac{2}{3}$ vote is required. If passed, the motion comes back on the floor as though the vote had not occurred.

QUICK REFERENCE					
	Must Be Recognized	Must Be Seconded	Open For Discussion	Can Be Amended	Vote Required To Pass
Main Motion	●	●	●	●	Majority
Amend	●	●	●		Majority
Substitute	●	●	●	●	Majority
Refer to Committee	●	●	●	●	Majority
Table	●	●			Majority
Postpone	●	●	●	●	Majority
Limit Debate	●	●		●	2/3
Close Debate	●	●			2/3
Recess	●	●		●	Majority
Adjourn	●	●			Majority
Division of the House	●	●			
Reconsider	●	●			Majority
Rescind	●	●			Majority or 2/3
Unanimous Consent	●				
Point of Information					
Parliamentary Inquiry					
Question of Privilege					
Point of Order					
Objection					

Appendix C

CONFLICT OF INTEREST POLICY

1. PURPOSE

- 1.1. The purpose of the Conflict of Interest Policy is to protect the PTO's interest when it is contemplating entering into a transaction or arrangement which might benefit the private interest of a member at the expense of the organization at large. This policy is intended to supplement but not replace any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

2. DEFINITIONS

- 2.1. Interested Person: Any Executive Board Member or member of a committee with powers delegated by the Executive Board who has a direct or indirect Financial Interest, as defined below, is an Interested Person.
- 2.2. Financial Interest: A person has a Financial Interest if the person has, directly or indirectly, through business, investment, family, or association:
 - 2.2.1. An ownership or investment interest in any entity with which the PTO has a transaction or arrangement;
 - 2.2.2. A compensation arrangement with the PTO or with any entity or individual with which the PTO has a transaction or arrangement; or
 - 2.2.3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the PTO is negotiating a transaction or arrangement. "Compensation" includes direct and indirect remuneration as well as gifts or favors which are not insubstantial.
- 2.3. Conflict of Interest: A Financial Interest is not necessarily a Conflict of Interest. Under Section 3.2, an Interested Person may have a Conflict of Interest only if the Executive Board or Committee decides that a Conflict of Interest exists.

3. PROCEDURES

- 3.1. Duty To Disclose: In connection with any actual or possible Conflict of Interest, an Interested Person must disclose the existence of the Financial Interest and all material facts to the Executive Board and members of Committees with board-delegated powers who are considering the proposed transaction or arrangement.
- 3.2. Determining Whether a Conflict of Interest Exists: After disclosure of the Financial Interest and all material facts, and after any discussion, the Interested Person shall leave the Executive Board or Committee Meeting while the determination of a Conflict of Interest is discussed and voted upon. The remaining Executive Board or Committee members shall decide whether a Conflict of Interest exists.
- 3.3. Procedures for Addressing the Conflict of Interest:
 - 3.3.1. An Interested Person may make a presentation at the Executive Board or Committee Meeting, but after the presentation, the Interested Person shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the Conflict of Interest.

- 3.3.2. The President or Chairperson of the Committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- 3.3.3. After exercising due diligence, the Executive Board or Committee shall determine whether the organization can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a Conflict of Interest.
- 3.3.4. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a Conflict of Interest, the Executive Board or Committee shall determine by Majority Vote, in absence of the Interested Person, whether the transaction or arrangement is in the PTO's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

4. VIOLATIONS

- 4.1. If the Executive Board or Committee has reasonable cause to believe an Interested Person has failed to disclose actual or possible Conflicts of Interest, it shall inform the Interested Person of the basis for such belief and afford the Interested Person an opportunity to explain the alleged failure to disclose.
- 4.2. If, after hearing the Interested Person's response and after making further investigation as warranted by the circumstances, the Executive Board or Committee determines that the Interested Person has failed to disclose an actual or possible Conflict of Interest, it shall take all necessary disciplinary and corrective action to effect an outcome in the best interests and to the benefit of the PTO.

5. RECORDS

- 5.1. The minutes of the Executive Board and all Committees with Board Delegated Powers shall contain:
 - 5.1.1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible Conflict of Interest; the nature of the Financial Interest; any action taken to determine whether a Conflict of Interest was present; and the Executive Board's or Committee's decision as to whether a Conflict of Interest in fact existed.
 - 5.1.2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement; the content of the discussion; including any alternatives to the proposed transaction or arrangement; and a record of any votes taken in connection with the proceedings.

6. COMPENSATION

- 6.1.1. A member of the Executive Board who receives benefit or compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.
- 6.1.2. A member of any committee whose jurisdiction includes compensation matters and who receives benefit or compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.
- 6.1.3. No member of the Executive Board or any Committee whose jurisdiction includes compensation matters and who receives benefit or compensation, directly or indirectly, from the organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.