

**TARWATER ELEMENTARY SCHOOL
PARENT TEACHER ORGANIZATION**

MISSION STATEMENT

To support and enrich the academic, physical, and social development of all Tarwater students by enhancing programs and building strong partnerships between families, school staff, and the broader community.

TARWATER ELEMENTARY SCHOOL

Parent Teacher Organization

BY-LAWS

Article I. – Name and Location:

The name of the organization is Tarwater Elementary School Booster Parent Teacher Organization (PTO), hereinafter called Tarwater PTO, located at 2300 South Gardner Drive in Chandler, Arizona, 85286.

Article II. – Objectives:

The objectives of the Tarwater PTO shall be:

1. To broaden and enhance programs which support high caliber education by supplementing the school's curriculum with diverse educational items that would otherwise be unavailable because of fiscal or personnel constraints.
2. To assist the teachers and principal of Tarwater Elementary School in creating a vital and productive school experience for each student.
3. To raise funds and provide volunteers to extend and strengthen the purpose of the Tarwater Elementary School PTO.
4. To provide a means for actively involving parents and extending the level of participation in planning and implementing school activities that involve students and their families.
5. To collaborate with the community, taking advantage of community resources which benefit family involvement and student learning.

Article III. – Policies:

The policies of the Tarwater PTO shall be:

1. The organization shall operate under the umbrella of the Chandler School Boosters, Inc., an Arizona non-profit corporation, and adhere to the rules and guidelines for tax-exempt 501(c)3 organizations.
2. This organization is an independent organization and shall not seek to direct administrative activities or the program or control its policies except in an advisory capacity.
3. This organization shall be non-commercial, non-sectarian, and non-partisan. The names of any member in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest.
4. This organization shall follow the policies and standards of the Chandler Unified School District (CUSD); hereinafter called the District.
5. The District reserves the right to countermand any decision affecting the District children or property.
6. In case of dissolution of the organization, the assets of the organization shall be deposited to the Tarwater Elementary School Student Activity Fund.

Article IV. – Membership:

Members shall be defined as follows:

1. Any person interested in the objectives of the organization and who is willing to uphold its policies and subscribe to its bylaws shall be considered a member.
2. Any parent or legal guardian of a student currently active in Tarwater Elementary School shall be considered a member.
3. Any staff member of Tarwater Elementary School shall be considered a member.
4. The organization will consist of Executive Board Members i.e. Officers, Committee Members, and Members-at-Large.
5. The privilege of holding office, making motions, debating, and voting shall be limited to the members of the organization.
6. There shall be no membership dues.

Article V. – Officers and Elections:

The election of Officers and the Executive Board shall be defined as follows:

1. The Executive Board shall consist of at least three (3) elected Officers. Each officer shall be a member of this PTO.
2. PTO elected Officers shall not be an employee of Tarwater Elementary School.
3. Officers shall be as follows:
 - a. One (1) President (elected) or one set of Co-Presidents (two members)
 - b. One (1) Vice President (appointed)
 - c. One (1) Secretary (elected)
 - d. One (1) Treasurer (elected)
 - e. Others, as desired, i.e. Committee Chairpersons. Committees to be defined based upon PTO needs
4. Each Officer, Committee Chairperson, or pair of Co-Officers shall have one (1) vote.
5. Officers and Committee Chairs shall be elected by secret ballot as selected by the Members of the PTO. Elections and the installment of new Officers shall be held during the final general PTO meeting of each school year, usually held in April or May. If there is but one nominee for any office, election for that office may be by voice vote.
6. Officers shall assume their official duties following the close of the annual final general PTO meeting in which they are elected. Officers shall serve for a term of one (1) year, or until their successors are elected. There shall be no limit on the number of terms an elected Officer may serve.
7. Outgoing Officers shall transfer books and bank accounts to newly elected officers upon reconciliation of June bank statement, or upon the discretion of the Executive Board. Outgoing Officers shall promptly turn over to the President all funds, records, books and other materials pertaining to that office upon completion of the term of service.
8. The Executive Board may fill vacancies by appointment. An appointment shall be created by a majority vote of the Executive Board of the PTO. In case a vacancy occurs in the office of President, the Vice President shall serve notice

of the appointment. Any position filled via appointment must stand for election the following school year.

9. All positions are volunteer positions. Officers and Committee Members are expected to devote time in the day-to-day operations, attend general and Executive Board meetings, and participate in PTO fundraising efforts and PTO sponsored events.

Article VI. – Duties of Officers:

The roles of Officers and the Executive Board shall be defined as follows

1. The President and/or Co-Presidents shall:
 - a. Attend PTO meetings including Executive Board meetings.
 - b. Act as the Chair of all PTO meetings.
 - c. Enforce all bylaws and policies.
 - d. Assist and coordinate among Committee Chairpersons, as needed.
 - e. Outline and supervise all PTO fundraising efforts.
 - f. Set General and Executive Board meeting times and agendas.
 - g. Act as liaison between Tarwater PTO and Tarwater administration.

2. The Vice President shall:
 - a. Attend PTO meetings including Executive Board meetings.
 - b. Act as an aide to the President and/or Co-Presidents.
 - c. Perform the duties of the President in the absence or inability of that officer to act.
 - d. Perform other duties as assigned.

3. The Secretary shall:
 - a. Attend PTO meetings including Executive Board meetings.
 - b. Present a written report of previous PTO meeting minutes.
 - c. Record and maintain written documentation of all meetings, Executive and General. At a minimum, minutes must include the Treasurer's report as described below.
 - d. Prepare materials and meeting packages.
 - e. Maintain a current copy of the Bylaws.
 - f. Perform other duties as assigned.

4. The Treasurer shall:
 - a. Attend PTO meetings including Executive Board meetings.
 - b. Coordinate and maintain financial records for all PTO sponsored fundraising activities.
 - c. Maintain all PTO bank accounts, keeping accurate records of all receipts and expenditures.
 - d. Receive all monies of organization, and make deposits into bank account.

- e. Make disbursements as authorized by the President, Executive Board, or organization in accordance with the budget adopted by the organization.
- f. Present a current report of financial status at PTO meetings, including expenses approved and executed since the last General meeting.
- g. Present a financial statement at every meeting of the organization and at other times as may be requested by the Executive Board.
- h. Prepare a monthly bank reconciliation for all bank accounts, and ensure that reconciliations are reviewed by a non-signatory.
- i. Submit the records annually, upon resignation, or upon request of the Executive Board to an auditing committee appointed by the Executive Board.

5. The Executive Board as a whole shall:

- 4.1.a. Consist of the PTO President (or Co-Presidents), Vice President, Secretary, Treasurer, other Board positions as appropriate. An Executive Board member must be present to vote.
- 4.1.b. The Tarwater Principal along with a teacher representative may serve as non-voting members of the Executive Board.
- 4.1.c. Transact necessary business in the intervals between organization meeting and such other business as may be referred by the organization, including:
 - Approve bylaws, and budget.
 - After Executive Board approval, the bylaws and budget must be brought to the General Membership for approval by a majority vote.
- 4.1.d. Create standing and special committees.
- 4.1.e. Approve the plans of work of the standing and special committees.
- 4.1.f. Prepare and deliver packages for the general meeting including agenda, minutes, and the Treasurer's report.
- 4.1.g. Vote to appoint a representative and an alternative(s) to serve as the representative for the Chandler School Boosters (CSB).

Article VII. – Committees:

Committees of the Board and Membership shall:

1. The Executive Board members shall create Committees, as deemed necessary, to promote the objectives and carry on the work of the organization.
2. A designated chairperson shall be appointed for each committee.
3. Chairperson of each committee shall present a plan of work and proposed budget to the Executive Board for approval not to exceed the fiscal year budget approved by the general membership at the outset of the year.
4. No committee work shall be undertaken without the consent of the Executive Board. Expenses exceeding the approved budget by more than 10% shall not be executed unless and until approved by a majority of the Executive Board members either in email or in writing and by vote in general meeting.
5. All flyers/correspondence of committees must have the approval of the President or Vice President and school Principal before distribution.
6. The President and/or Co-Presidents shall be a member ex officio of all committees.
7. Since special committees are created for a specific purpose, they shall be disbanded when their work is complete and their final report is submitted in writing to the Executive Board.
8. Special committees with revenue are subject to a 3% service fee to be paid annually to Chandler School Boosters.

Article VIII. – Revenues and Expenditures:

The Officers shall maintain financial records as follows:

1. Bank Accounts:

- a. PTO shall establish and maintain a checking account for the sole use of receiving and dispersing funds.
- b. Account may have at least three (3) signers on the account. Executive Board members and other appointed members shall be authorized to sign checks.
- c. Two signatures shall be required on all checks dispersed.
- d. The bank account shall be reconciled by the Treasurer on a monthly basis. The reconciliation shall be reviewed by a non-signatory and included in the minutes.
- e. No two members of the same family may preside on the signature card for the PTO bank account.

2. Expenditures:

- a. The Executive Board shall propose an annual PTO budget prior to the first general PTO meeting of each school year. The proposed budget shall be presented for approval by a majority of the general membership in attendance at the first general PTO meeting.
- b. All expenditures/checks must have two signatures.
- c. All expenditures, including online payments and debit card transactions, must be supported by an itemized invoice/receipt.
- d. No board member may approve a check request to themselves.
- e. No board member may sign or co-sign a check made out to themselves.
- f. Expenditures over \$250, not outlined in the annual budget or in a specific approved project, must be presented to and approved by the Executive Board and at a general PTO meeting.
- g. Expenditures under \$250, not outlined in the annual budget, must be presented to, and approved by, the Executive Board or at an executive meeting. Expenditures may be approved by email by majority with the emails being attached to the next meeting's minutes.
- h. All expenditures, including online payments and bank fees/charges, must be listed and approved in the minutes. The detail should include:
 - Amount of expenditure
 - Date of expenditure

- Description of goods or services
- Check number, if applicable.

3. Revenues:

- At least two members of PTO must count and verify all monies received and prepare bank deposits. A duplicate deposit slip must be created for recording the deposit. One member counting funds must be a signer on the PTO bank account. All monies must be counted and remain on site until they are deposited at the bank.
- Treasurer or signer will make all deposits in a timely manner.
- Deposit count sheets shall be placed in PTO file at Tarwater Elementary School after deposits are prepared.
- Bank deposit receipts must be attached to the deposit count sheet upon completion of deposit and return to Tarwater Elementary School. Deposit receipts are verified to match the count sheet.

4. The following financial statements should be prepared monthly and presented to members for approval at all regular meetings of the general membership:

- Balance Sheet
- Statement of activities showing revenues, expenses and fund balance or net assets.
- Financial reports for the 12 months ending June 30th must also be presented for approval at a regular meeting of the general membership

5. Annual financial report must be provided to the treasurer of the Chandler School Boosters, Inc. (CSB) upon request. The format of this report shall be determined by CSB. Such information shall be used for consolidated tax return preparation.

6. Audits:

- The accounts shall be examined annually by an audit committee provided by CSB no more than two weeks after the annual meeting at which new officers are installed.
- The accounts shall be examined by an audit committee provided by CSB upon resignation of the Treasurer and at any time it is deemed necessary by the Executive Board.
- When necessary, the Executive Board shall request an audit committee of not fewer than three (3) individuals (who need not be members) from CSB. The Treasurer shall not serve on the audit

committee but may meet with the committee to assist with the examination. The members of the audit committee shall sign and submit to the President a statement noting the findings of the audit when the examination of the books is complete.

Article IX. – Meetings:

1. Executive Board meetings

a. Regular meetings of the Executive Board shall be held during the year, the time to be fixed by the Board at its first meeting of the year. A majority of the Executive Board members will constitute a quorum. Special meetings of the Executive Board may be called by the President or by three (3) members of the Board, three (3) days' notice having been given.

b. Executive Board members shall meet monthly. Meetings may include General PTO meetings. The Executive Board shall set the agenda(s) for any meetings to be held.

2. General PTO meetings

a. Regular meetings of the organization shall be held at least three (3) times per school year. Generally, the first meeting may be held in August; the next meeting may be held in January; and, the final meeting may be held in April.

a. Seven (7) days notice must be given for any change in meeting date and/or time and/or location.

b. Members present shall constitute a quorum for transaction of business in any meeting of this organization.

c. The last meeting of the school year shall have election and installment of new Executive Board members.

Article X. – Parliamentary Procedures:

Roberts Rules of Order-Revised shall govern this organization in all cases to which they are applicable.

Article XI. – Amendments:

These Bylaws may be amended at any general meeting of the organization by a two-thirds vote of the members present and voting. It is suggested that Bylaws be available for review at one general meeting to be voted on at the next general meeting.

Origination Date: September 12, 2013

Amended: June 11, 2024

Approved: June 27, 2024

Amended: September 4, 2025

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