

**BY-LAWS  
Of  
ANASAZI ELEMENTARY SCHOOL**

**PARENT-TEACHER ORGANIZATION**

**ARTICLE I**

**Structure of the Organization**

**Section 1.1 Purpose:** These Bylaws shall constitute the Bylaws of the Anasazi Parent-Teacher Organization, (hereafter referred to as the "Anasazi PTO"), an organization formed primarily for the following Purposes:

- A. To encourage and promote the welfare of the students attending the Anasazi Elementary School. PTO is a nondiscriminatory organization.
- B. To raise funds to achieve the objectives set by the Anasazi PTO.
- C. To cooperate with the Anasazi administrative and teaching staff in the education of the students at Anasazi
- D. To encourage a united effort between educators and the general public to secure the highest advantages in education for Anasazi students.
- E. To cooperate with other local parent groups in the encouragement of public opinion favorable to the best interests of the children living within the Scottsdale School District.

**Section 1.2 Personal Application:** All present or future parents, guardians, teachers, administrative officials and community members who subscribe to the objectives of the Anasazi PTO through membership are subject to the Bylaws set forth herein.

**Section 1.3 Non-Profit Corporation:** The Anasazi PTO is an Arizona not-for-profit corporation, and is organized and existing under and by virtue of the laws of the state of Arizona as same pertains to the application of the corporate activities and the District. The Anasazi PTO shall be non-commercial, nonsectarian, and non-partisan. The office of the Anasazi PTO shall be located at Anasazi Elementary School, 12121 N. 124<sup>th</sup> Street, Scottsdale, Arizona 85259.

**ARTICLE II**

**Membership and Voting**

**Section 2.1 Membership:** Membership shall be open to all Anasazi parents and legal guardians of children enrolled in the school, teachers, administration and staff who subscribe to the objectives of the Anasazi PTO. The Anasazi PTO shall conduct an annual enrollment from members, but may admit person to membership at any time.

**Section 2.2 Dues:** Each member subscribing to the Anasazi PTO shall pay annual dues. The amount of the dues shall be established annually by the Executive Board prior to the start of the new fiscal year. The Executive Board may vote to extend membership to teachers, administration and staff without dues attached.

### **ARTICLE III** **Meetings of the Membership**

**Section 3.1 Place:** All general meetings of the Members shall be held at Anasazi Elementary School, or at such other place and time as shall be designated by the Executive Board of the Anasazi PTO. Notice of the meeting shall be posted. All Anasazi parents and legal guardians of children enrolled in the school, teachers, administration and staff are welcome.

**Section 3.2 Notices:** It shall be the duty of the Secretary or President to prepare a notice of each general or special meeting, stating the time and place thereof which shall be sent to the Anasazi community which would include all Anasazi parents and legal guardians of children enrolled in the school, teachers, administration and staff at least five (5) days prior to such meeting. Notices of any special meeting shall state the purpose thereof.

**Section 3.3 Election:** A meeting of the Members shall be held in the spring of each year for the purpose of electing officers, reviewing reports of officers and committees, and transacting any other pertinent business.

**Section 3.4 Special Meetings:** Special meetings of the Members for any purpose may be called by the President whenever deemed expedient or necessary. 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.

**Section 3.5 Majority:** A "majority of Members" as used in these Bylaws shall mean those Members holding fifty-one percent (51%) of the votes in the question unless the Bylaws shall provide otherwise. In such an event, the voting percentage require in these Bylaws shall control.

**Section 3.6 Quorum:** At any meeting of the Members, Members present or person represented by proxy shall constitute a quorum for the transaction of business except as otherwise provided by the Bylaws.

**Section 3.7 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. No proxy shall be valid after eleven (11) days from the date of this execution, unless otherwise provided in the proxy.

**Section 3.8 Irregularities:** 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 the meeting or waived in writing.

**Section 3.9 Parliamentary Procedure:** The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Anasazi PTO in all general meetings.

## ARTICLE IV Executive Board

**Section 4.1 Membership:** The initial Executive Board shall consist of at least four (4) Members. Thereafter at each election meeting, Officers shall be elected for the period of one (1) year. An officer may hold no more than two (2) consecutive terms for the same position. Annual extensions of the term can be extended based upon Executive Board needs.

**Section 4.2 Removal of Officers:** At any time after the first meeting of the Executive Board any one or more of the Officers may be removed with cause by the unanimous affirmative vote of the Executive Board. A successor may then and there be elected to fill the vacancy.

**Section 4.3 Vacancies on the Executive Board:** If the office of any Officer becomes vacant a majority of the remaining Officers, even if less than a quorum, shall choose a successor, who shall hold office for the balance of the term.

**Section 4.4 Disqualification and Resignation of Officers:** Any officer may resign at any time by sending written notice of such resignation to the office of the Anasazi PTO, delivered to the secretary. Unless otherwise specified therein, such resignation shall take effect upon receipt by the secretary. In the event an Officer ceases to be a Member the Officer shall immediately be terminated.

**Section 4.5 Regular 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 nevertheless be given to each officer by email, at least five (5) days prior to the day named for such a meeting.

**Section 4.6 Powers and Duties:** The Executive Board shall have the powers and duties necessary for the administration of the affairs of the Anasazi PTO. These powers shall include the following:

- A. To establish and collect dues from its Members (the "Dues") and use and expend the Dues to carry out the powers and duties of the Anasazi PTO as approved in the annual budget (see Section 6.2);
- B. To employ, dismiss and control the personnel necessary for the operation of the Anasazi PTO, including the right and power to employ attorneys, accountants, contractors and other professionals as the need arises;
- C. To engage in the management of the business affairs of the Anasazi PTO.
- D. To enforce by legal means, if necessary, the Bylaws of the Anasazi PTO, and other documents and laws respecting the Anasazi PTO.

- E. To create and supervise such standing committees from the Members as they shall deem necessary and appropriate.
- F. To provide outreach services to the members of the Anasazi community.
- G. To appoint officers as needed.
- H. To communicate the intentions of the Anasazi PTO to school administration and A-SITE.
- I. To seek prior approval from school administration regarding fundraising or social events sponsored by the Anasazi PTO.

**Section 4.7 Special Meetings:** Special meetings of the Executive Board may be called by the President on three (3) days' notice to each Officer, given personally or by mail which notice shall state the time, place (as herein provided) and purpose of the meeting. Special meetings of the Executive Board shall be called by the President or Secretary in like manner and in like notice on the written request of at least two-thirds (2/3) of the officers.

**Section 4.8 Waiver of Notice:** Before or at any emergency meeting of the Executive Board, any Officer, in writing, may waive notice of such meeting and such waiver shall be deemed equivalent to the giving of such notice.

**Section 4.9 Executive Board Quorum:** At all meetings of the Executive Board, at least three (3) 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 meetings 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.

## **ARTICLE V** **Officers**

**Section 5.1 Elective Officers:** The principle Officers of the Anasazi PTO shall be President, one, two or three Vice Presidents, Secretary, Treasurer. All Elected Officers must be members of the PTO.

**Section 5.2 Term:** The Officers of the Anasazi PTO shall hold office until their successors are chosen and qualify in their stead, unless they provide a written resignation. Successors shall be chosen within the one (1) year term of the incumbent.

**Section 5.3 the President:** The President shall be the chief executive officer of the Anasazi PTO 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 Anasazi PTO. The President shall have the power to appoint individuals to act as chairpersons of standing committees and appointed officers. The President shall be an ex officio member of all standing committees.

**Section 5.4 Vice President(s):** In the absence of the President or in the event of his or her death, inability or refusal to act, the Vice President (or in the event there are more than one vice president, the vice president in the order designated at the time of their election) shall assume the duties and powers of the President. The Vice President shall perform such other duties as from time to time, may be assigned to him or her by the President or the Executive Board.

**Section 5.5 Secretary:** The Secretary shall: (1) keep minutes of all meetings of the Executive Board and of the meetings of the Members; (2) see that all notices are fully 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 Anasazi PTO; (4) keep a register of the names of all members; (5) be responsible for all correspondence to and from the Organization; and (6) in general, shall perform duties incident to the office of Secretary and such other duties as from time to time shall be assigned by the President or the Executive Board.

**Section 5.6 Treasurer:** The Treasurer shall: (1) have charge and custody of and be responsible for all funds and securities of the Anasazi PTO; (2) receive and give receipts for moneys due and payable to the Anasazi PTO 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 Anasazi PTO's affairs, or have such books and accounts kept under his or her direction and supervision; (4) render statements of such accounts to the President, Executive Board or members when so requested; and (5) in general, shall perform all of the as from time to time shall be assigned by the President or the Executive Board.

**Section 5.7 Board Member Nominations:** The current Executive Board will request volunteers for PTO positions through the school newsletter, PTO email list, and at PTO meetings between March and April. Interested parties are to provide their information to the Executive Board for consideration. In the case there are multiple parties interested in a particular position, a vote will be held at the last PTO meeting prior to the end of the year. All filled positions shall be announced when selected.

## **ARTICLE VI** **Fiscal Management**

**Section 6.1 Depositories:** The funds of the organization shall be deposited in such banks and depositories as may be determined by the Executive Board. Checks and demands for money exceeding \$500 shall be signed by any two members of the Executive Board. Any single expenditure exceeding the sum of two hundred dollars (\$200.00) which has not already been included in an approved Budget must first be approved by the Executive Board and voted upon at a general meeting. In no event shall the payee and signor be the same person.

**Section 6.2 Determination of Dues:** The Executive Board shall prepare an estimated annual budget for each fiscal year of Anasazi PTO. Such budget shall take into account the estimated

cash requirements for the year. The annual budget shall also take into account the estimated new 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 a sum of \$10,000.00 or more to be carried over from year to year.

**Section 6.3 Budget:** The estimated annual budget for each fiscal year shall be approved by the Executive Board and general Members at a general meeting, copies must be published by the Executive Board to each Member. A revised Budget must be completed half way through each fiscal year. The Executive Board and general Members at a general meeting shall approve the revised Budget. The Executive Board to each Member must publish copies of the approved budget. The Executive Board and general Members must approve any further revisions of the Budget; copies must be available to all general Members.

**Section 6.4 Records:** The Treasurer 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.

**Section 6.5 Fiscal Year:** The Fiscal year of the Anasazi PTO shall begin on July 1<sup>st</sup> of each year and end on June 30<sup>th</sup>.

**Section 6.6 Books of Account:** Books of Account of the Anasazi PTO shall be kept under 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. Audit will take place before the new Executive Board is elected into office in May.

**Section 6.7 Contracts:** Unless otherwise provided by the Executive Board, all contracts shall be executed on behalf of the Anasazi PTO by either the President or Vice President. No contracts shall be entered into those place encumbrances on future boards.

**Section 6.8 Collections:** A member of the Executive Board shall execute Collection of Funds at major fund raising events. All funds collected must be counted by two (2) members, sealed in an envelope, signed and stored in the Anasazi Elementary School vault until deposit into the Anasazi PTO bank account. No money shall be permitted off the school grounds unless being deposited into the designated bank account for the Anasazi PTO.

**Section 6.9 Reimbursements:** Officers of the Anasazi PTO may receive reimbursement of reasonable expenses incurred in the performance of such Officer's duties.

**Section 6.10 Loans:** No loans shall be contracted on behalf of the corporation and no evidences of indebtedness shall be issued in its name unless authorized by a duly adopted resolution of the Executive Board. Such authority may be general or confined to specific instances; provided, however, no loans shall be made of the Corporation to its Directors or Officers. Any Director or Officer who assents to or participates in the making of any such loan shall be liable to the Corporation for the amount of such loan and for the repayment of such loan.

## **ARTICLE VII** **Amendments of the Bylaws**

**Section 7.1 Amendment:** These Bylaws may be altered, amended or added to by the affirmative vote of the two-thirds (2/3) of the Members present and entitled to a vote at a duly called meeting of the Members. Provide notice of the meeting containing a statement of the proposed amendment shall have been given each Member entitled to vote at least 14 days prior to such meeting.

**Section 7.2 Inconsistencies:** Notwithstanding the foregoing, these Bylaws shall not be amended to contain any provision, which would be contrary to or inconsistent with existing stipulations of the Bylaws.

**Section 7.3 Evaluation and Review:** Evaluation and review of the Bylaws of the Anasazi PTO shall occur every two years. The Executive Board shall form a committee to review and update the Bylaws as necessary. All amendments must follow the procedure outlined in section 7.1 and 7.2 for change.

## **ARTICLE VIII** **Indemnification**

The Anasazi PTO 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 Anasazi PTO to the fullest extent permitted by the law.

## **ARTICLE IX** **Property Funds and Titles**

All funds and titles of all properties acquired by the Anasazi PTO and the proceeds thereof shall be held in trust for the Members of the Anasazi PTO until a time when the property might better serve the Anasazi PTO by being gifted to Anasazi Elementary School.

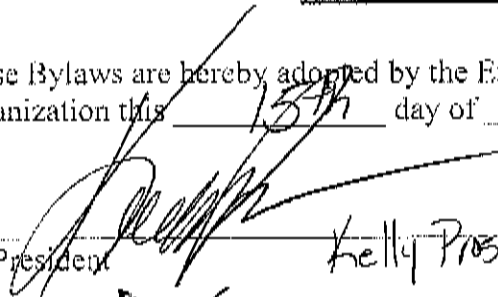
Adoption of

Anasazi Elementary School

Parent-Teacher Organization

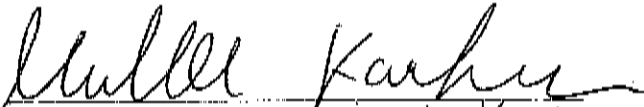
These Bylaws are hereby adopted by the Executive Board of the Anasazi-Parent-Teacher Organization this 15th day of November, 2017.

President

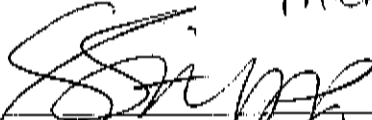
  
Kelly Prosnier

Co-President

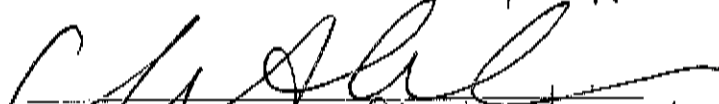
1<sup>st</sup> Vice President

  
Michelle Kaufman


2<sup>nd</sup> Vice President

  
Sherry Shipp

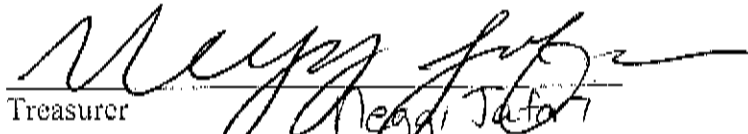
3<sup>rd</sup> Vice President

  
Christina Livneh

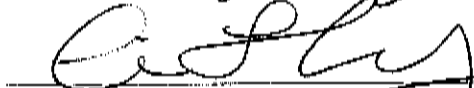
4<sup>th</sup> Vice President

  
Betsy Livneh

Treasurer

  
Meggi Jafari

Secretary

  
Anne Avery