

Patterson Elementary 2025-2026 PTO Bylaws

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Approved: May 11, 2026

Article I: Name

The name of this organization shall be Patterson Elementary Parent Teacher Organization (PTO).

Article II: Objectives

1. The PTO goal is to supplement the school's curriculum with diverse items that would otherwise be unavailable because of financial restraints.
2. To assist the principal/teachers of Patterson Elementary in creating a vital and productive school experience for students.
3. Ensuring effective communication between parents and teachers of Patterson Elementary.
4. To provide a means of actively involving parents in participating and implementing school activities that involve students, and their families.
5. Collaborate with the community, taking advantage of community resources, which benefit family involvement and student learning.
6. To raise funds and provide volunteers to extend and strengthen the purpose of Patterson Elementary PTO.

Article III: Policies

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©3 organization.
2. This organization shall follow the policies and standards of the Chandler Unified School District
3. The District reserves the right to countermand any decision affecting the District children or property.
4. In case of dissolution of the organization, the assets of the organization shall be deposited to the *Patterson Elementary PTO Activity Fund*.
5. When the PTO and Students Club are involved in joint fund-raising, the Attorney General has concluded that the proceeds must be allocated proportionately between the two entities, based on the effort devoted by each. The coach/sponsor/director is responsible for determining that effort and related allocation.
6. The program of this organization shall be supportive and shall develop through conferences, committees, and projects.

Article IV: Membership

1. Any parent, legal guardian or family member (over the age of 18) of a student currently enrolled in Patterson Elementary and any teacher currently employed at Patterson Elementary, who is interested in the objectives of the organization and willing to uphold the policies and subscribe to its bylaws shall be considered a member. An elected executive board position nominee must serve at least one year as a supporting member prior to nomination.
2. The Principal shall be considered an advisor and/or consultant to the PTO.
3. This organization shall have no monetary dues.
4. The organization's Board will consist of Officers and other Board positions as deemed necessary by the Board.
5. The privilege of making motions and voting on proposed items within the boundaries of the approved budget shall be limited to the Board after a General meeting and after a discussion with the community in attendance at that meeting.
6. All members of the organization have the privilege of holding office, voting on the PTO annual operating budget, voting on Board members, voting on any spending outside the scope of the

approved PTO annual operating budget, and debating.

7. No Board member or General member will give themselves any type of discount or take items for free unless it is for the sole purpose of PTO usage.
8. Any items, prizes, candy, food, etc. remaining after any PTO event will be the property of PTO. Any remaining perishable items may be disbursed by the present Board members as deemed appropriate. Non-perishable property of the PTO shall not be dispersed to any individual.

Article V: Officers, Elections, and Terms

Each Board position may have a co-position. However, each titled Board position has only one counted vote.

Board

1. Officers shall be as follows:
 - a. President or Chairperson (elected)
 - b. Vice President or Vice Chairperson (elected)
 - c. Secretary (elected)
 - d. Treasurer (elected)
 - e. Others as deemed necessary by the Board (elected)
2. All positions are volunteer positions. Officers are expected to devote time to the day-to-day operations, attend General and Board meetings, and participate in PTO fundraising efforts and sponsored events.
3. District employees may hold office.
4. Board members shall serve for a term of one year. There shall be no limits on the number of terms a board member may serve.
5. The board will meet before every general PTO meeting and set an agenda.

Elections

6. PTO shall send out a nomination form/letter in February/March to all eligible PTO members. Members will then have the opportunity to nominate any eligible Member or themselves for PTO office. Nominations shall be disclosed to all PTO members via letter before the April general PTO meeting.
7. Election of Board members shall be done by ballot, to be counted by a school administrator, in person during the April general PTO meeting.
8. The Board shall fill vacancies by appointment.
9. Removal from office may occur by a majority vote from the Board Members for missing more than two consecutive Board meetings, failure to perform assigned duties, corruption, or any act bringing dishonor to the organization or negating the objectives of the organization. No Board member has the right to change decisions that the Board has made. If a Board member intentionally does not follow through with the decision of the Board, it may result in removal from the Board.

Terms

10. Incoming Board members shall begin their term(s) following the last General meeting of the year, to take place in May. Outgoing Board members will end their term at the end of the day on the last day of the school year, with the exception of the outgoing Treasurer (see #13). Thereby, both Incoming and Outgoing Boards shall run concurrently for a short time, focusing on their term's school year and providing mentoring, to ensure a smooth transition.
11. The outgoing Treasurer will retain their position through the end of the fiscal year, June 30th, to reconcile the current year's financials for tax preparation purposes, due in October.
12. The Outgoing Board may not sign non-negotiable contracts (i.e. no cancellation policy, cancellation resulting in a monetary penalty, no return of the deposit, etc.), that impact outside of their one-year term being served.
13. The Incoming Board will set the upcoming school year's PTO budget, with the Outgoing Board

and school principal as advisors, before the last general PTO meeting of the current school year (May). However, the Incoming Board may not spend PTO funds until July 1st, the start of their term's fiscal year.

14. The outgoing Board shall transfer books, and bank accounts to the Incoming Board upon reconciliation of the June bank statement, or upon the discretion of both boards.

Article VI: Duties of the Board

All Board members must attend PTO Board meetings and General meetings throughout their term. Board members are required to abide by PTO by-laws, policies, and standard operating procedures. Board members will need to be available and present at all PTO-sponsored events as necessary and agreed upon.

1. President
 - a. Set meeting times, create agendas for, attend, and preside over all Board and General meetings.
 - b. Enforce by-laws and policies.
 - c. Coordinate the work of Board members and Committees, as needed.
 - d. Attend the CSB Annual meeting (the Vice President/Treasurer is the alternate in the absence of the President).
 - e. Outline and supervise all PTO fundraising efforts.
 - f. Act as a liaison to the school, being the lead and primary contact.
 - g. Is the CSB representative for the PTO and attends CSB meetings.
2. Vice-President
 - a. Attend all PTO Board and General meetings.
 - b. Aide the President as needed.
 - c. Assume the duties of the President in the President's absence.
 - d. Be the PTO expert in Robert's Rules of Order.
 - e. Assist Board members and committees as needed. Is the alternative CSB representative for the PTO and attends CSB meetings.
3. Secretary
 - a. Attend all PTO Board and General meetings.
 - b. Record and maintain written documents of all meetings, Board and General. As a minimum, minutes must include a list of all expenses and approvals since the last minutes were approved. A copy is to be retained in a designated binder at Patterson Elementary.
 - c. Present a written report of previous PTO meeting minutes at all PTO meetings for approval.
 - d. Maintain the PTO calendar and master documents.
 - e. Handle correspondence of the organization.
4. 4. Treasurer
 - a. Attend all PTO Board and General meetings.
 - b. Coordinate and maintain financial records for all PTO-sponsored fundraising, including direct donations.
 - c. Maintain all PTO bank accounts, keeping accurate records of all receipts and expenditures.
 - d. Receive all monies of the organization and make prompt deposits into the PTO bank account.
 - e. Present a current report of financial status at PTO meetings.
 - f. Prepare monthly bank reconciliation for all accounts, and ensure that the reconciliation is reviewed by a non-signatory Board member.

Article VII: Financials

1. Bank Accounts
 - a. PTO shall establish and maintain a checking account for the sole use of receiving and distributing funds
 - b. Accounts shall have at least three signatures, preferably four, on the account. Officers shall be authorized to sign checks unless the Officer is a District employee.
 - c. Two signatures shall be required on all checks disbursed.
 - d. The bank account shall be reconciled by the Treasurer monthly. The reconciliation shall be reviewed by a non-signatory, included in the General Meeting minutes, and a copy left in the PTO information binder at Patterson Elementary School each month.
 - e. Two PTO checking account credit cards will be issued, one to the President and the other to be determined by the Board.
 - i. Lost or stolen debit cards must be immediately reported to the Board and canceled with the bank. Failure to report and cancel a lost or stolen card may result in monetary damages due to PTO by the responsible Board member.
 - ii. All debit cards are to be canceled and returned to the Board to be destroyed upon the end of a Board member's term.
2. Expenditures
 - a. All expenditures, including online payments and debit card transactions, must be supported by an invoice/receipt.
 - b. All checks must have two signatures.
 - c. All expenditures, to be provided by the Treasurer, including online payment and bank fees/charges, must be listed and approved in the General Meeting Report. The details should include:
 - i. Amount of expenditure
 - ii. Date of expenditure
 - iii. Description of goods or services purchased.
 - iv. Check number, if applicable
 - d. All spending shall cease from May 31 through June 30 to allow for bank account reconciliation prior to the transfer of bank accounts to the Incoming Board
3. Revenues
 - a. At least two members of PTO must count and verify all monies received and prepare bank deposits and reconciliation forms. A duplicate deposit slip and reconciliation form (photocopy) must be created and remain at Patterson Elementary School in a designated location.
 - i. In the event of extraordinary circumstances (i.e. large-scale coin drive or fundraiser with extreme amounts of coins to count, etc.), the Board may approve an alternative method of counting, to always be conducted by a minimum of two Board members.
 - b. Treasurer must make all deposits in a timely manner.
 - c. A detailed record of all donations, both personal and corporate, will be maintained and receipts issued to all donors.
4. The following financial statement should be prepared monthly and presented to Members for approval at all General meetings. Financial reports for the 12 months ended June 30th must also be presented for approval at a regular meeting of the general membership.
 - a. Balance sheet
 - b. Statements of activities showing revenues, expenses, and fund balance or net assets.
5. An annual financial report must be provided to the treasurer of the Chandler School Boosters,

Inc. upon request. The format of this report shall be determined by the Chandler Schools Boosters, Inc. Such information shall be for consolidated tax return preparation.

Article VIII: Meetings

1. Board Meetings
 - a. Board members shall consist of the PTO President, Vice President, Secretary, Treasurer, and any other Board members as deemed necessary.
 - b. Board members shall meet prior to General PTO meetings.
 - c. Special PTO meetings may be called by the Board members.
 - d. The Outgoing Board shall approve financial statements at year-end (June 30th).
2. General Meetings
 - a. General meetings of the organization shall be held a minimum of two times per school year, however;
 - b. General meetings of the organization should be held monthly with the first being in August and the last in May (unless otherwise decided upon by the Board).

Article IX: Committees

1. The Board members shall appoint interested General members to committees, as deemed necessary, to promote the objectives and carry on the work of the organization.
2. A designated chairperson will be appointed for each committee.
3. No committee work shall be undertaken without the consent of the Board.
4. All flyers/correspondence of each committee must have the approval of the President and Patterson Elementary Principal before distribution.
5. Committees with an operating budget must provide receipts for all expenditures and work within that set budget.

Article X: Parliamentary Procedures

1. Robert's Rule of Order Revised shall govern this organization in all cases to which they are applicable.

Article XI: Amendments

1. These By-laws 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 By-laws be available for review at one General Meeting to be voted on at the next General meeting.