

**BYLAWS OF THE
IRONWOOD RIDGE HIGH SCHOOL
NIGHTHAWK PARENT ORGANIZATION**

**ARTICLE I
NAME**

1.1 Name

The formal name of this organization will be the Nighthawk Parent Organization—Ironwood Ridge High School, also known as NPO. The organization may choose an informal name if they see fit. Our informal name will be the Nighthawk Nation PTO.

**ARTICLE II
PURPOSE**

2.1 Purpose

The purpose of the Nighthawk Parent Organization is to enrich the educational experiences of all students at Ironwood Ridge High School. The NPO seeks to support teachers and staff. The NPO seeks to realize this purpose by providing an effective level of communication between the school, the parents and students, as well as providing leadership and/or support for desirable school wide-activities and goals.

**ARTICLE III
MEMBERSHIP**

3.1 Membership Classifications

- a) Voting membership shall consist of each parent or legal guardian of students enrolled at Ironwood Ridge High School.
- b) Non-voting membership shall consist of all other interested members of the community.

3.2 Powers of the Voting Membership

The voting membership may in a general meeting, vote to:

- a) Determine NPO policy, relating to the purpose of the NPO as stated in Article II.
- b) Elect officers, as found in Article IV.
- c) Delegate certain organizational powers to a standing NPO committee that may carry out directives of the voting membership.

ARTICLE IV

EXECUTIVE OFFICERS

4.1 Designation of Titles

The Executive Officers of the NPO shall be President (or Co-Presidents), Vice President of Communication (or Co-Vice-Presidents), Vice President of Ways and Means (or Co-Vice-Presidents), Treasurer (or Co-Treasurer), and Secretary (or Co-Secretary).

4.2 Terms of Office

Each officer shall serve a one-year term. No officer shall serve more than four consecutive years in any one office and no more than four consecutive years in any combination of offices. An officer can continue beyond his/her term if deemed necessary until his or her successor is elected and qualified. The term of office shall begin at the call to order of the last NPO meeting of the academic school year and end when the next officers are seated.

4.3 Elections

There shall be a nominating committee composed of three members. The members shall be selected by the Board at least one month prior to the election. One member shall be a current officer and the two other members shall be selected from the NPO membership. The nominating committee shall nominate one eligible person per position who has signified consent to serve for that office. Other nominations will be taken from the floor on the night of elections. The election of officers to the NPO shall be held by the second to the last meeting of the school year. In the event the NPO has lapsed, a new board can be voted in at the soonest available meeting.

4.4 Duties of Office

President: The President (or Co-Presidents) shall support and coordinate the activities of the NPO. The President (or Co-Presidents) shall perform all duties as described in these bylaws or assigned by the NPO. The President (or Co-Presidents) shall coordinate the work of the officers in order that the objectives of the NPO will be promoted. The President (or Co-Presidents) shall prepare agendas for all meetings and provide such to the Secretary to disseminate to the membership. The President (or Co-Presidents) shall have the power to sign all checks, drafts and other indebtedness on behalf of the NPO. Only the President (or Co-Presidents) shall call ad hoc

meetings of the board, all other meetings shall be by published schedule. The President (or Co-Presidents) will provide communication to the Principal or designee as referenced in Amphitheater School District document AUSD K-0481.1. The President (or one of the Co-Presidents) shall attend the quarterly district superintendents meeting at Wetmore. The President (or Co-President) shall meet with the principal at least quarterly to discuss topics related to how the NPO and IRHS admin can work more effectively.

Vice President of Communications: In the absence of the President (or both Co-Presidents), the Vice President of Communications (or Co-Vice-Presidents) shall assume all powers and duties of the President. The Vice President of Communications (or Co-Vice-Presidents) shall be responsible for receiving and processing information regarding the NPO and disseminating said information. The VP of Communications (or Co-Vice-Presidents) is responsible for the weekly email, NPO website, and NPO social media accounts. It is suggested that the VP of Communications (or Co-Vice-Presidents) meet with the principal, counseling department, staff department chairs, etc. at least once per year.

Vice President of Fund-Raising: The Vice President of Ways and Means (or Co-Vice-Presidents) shall be in charge of selecting and directing any fund-raising events for the purpose of the NPO's objectives and goals, with the approval of the Board.

Vice President of Programs: The Vice President of Programs (or Co-Vice-Presidents) shall be in charge of non-fundraising events, including staff appreciation, parent/staff/community event planning and staffing, and volunteer management, for the purpose of the NPO's objectives and goals with approval from the Board.

Secretary: The Secretary (or Co-Secretary) shall provide notices of meetings and their agendas to membership. The meeting minutes shall be posted on the NPO website by the Secretary or VP of Communications. If the website is not available, the minutes will be posted in the school office. The Secretary (or Co-Secretary) shall retain minutes, records, and other appropriate materials related to the NPO, except books of account and the President's book, which shall be held under custody and control of the Treasurer (or Co-Treasurer) and President (or Co-Presidents), respectively. The Secretary (or Co-Secretary) shall prepare and disseminate intra-

and extra- organizational correspondence. The Secretary (or Co-Secretary) will be responsible for setting up meetings with Zoom or other online meeting platforms.

Treasurer: The Treasurer (or Co-Treasurer) shall have the custody of all the NPO funds, and shall keep full accounts of all income and disbursements belonging to the NPO. The Treasurer (or Co-Treasurer) shall deposit all monies in the name and to the credit of the NPO in such depositories as may be designated by the Board. The Treasurer (or Co-Treasurer) or President (or Co-Presidents) shall sign all checks, drafts, or other indebtedness issued in the name of the NPO. The Treasurer (or Co-Treasurer) shall report the financial statement at every meeting and at other times when requested by the Board. Treasurer's accounts shall be examined by an auditing committee of two qualified members or by a professional auditor appointed by the President (or Co-Presidents) with the approval of the Board. Said auditors shall make their report to the membership by the final meeting of the school year. The Treasurer (or Co-Treasurer) shall have charge of the preparation and filing of reports, financial statements, and charitable acknowledgement letters to donors and as law may require--tax returns. Copies of all NPO bank statements shall be kept on file.

4.5 Lapse of NPO

In the event the NPO should lapse and need to be recreated. Interested parents would meet and organize a meeting to vote in a new board. Bylaws would be reviewed and made available for change at the next board meeting. An agenda would be posted on the administration front window listing the expectation of officer elections, review of bylaws and intentions for the new organization.

The new board members will need to update the IRS yearly e990 and the non-profit status with the Arizona Secretary of State's office, as soon as possible. The new board will need to establish a new bank account with collected funds that may be reimbursed with NPO funds once fund raising begins.

A second meeting would need to be set up to confirm the finalized NPO bylaws.

4.6 Resignations

Resignations will be accepted at any time by giving written notice to the President (or a Co-President) or the Secretary (or Co-Secretary). The resignation shall be effective immediately unless stated otherwise by the content of the resignation letter. Any or all members may be

removed by majority vote of the NPO members present, so long as the intent to bring such action is announced at the prior meeting of the NPO.

4.7 Vacancies

If any office vacancies occur between meetings of the NPO, the majority of the remaining officers of the NPO, or the sole remaining officer, may elect replacement(s). The replacement(s) may function with full rights and shall be subject to election by the voting members of the NPO at the next meeting. At that time, alternate nominations may be placed from the floor.

ARTICLE V BOARD MEMBERS

5.1 Designation of Titles

The Board Members shall consist of Volunteer Coordinator, Staff Appreciation Coordinator, Freshman Class Representative, Sophomore Class Representative, Junior Class Representative, Senior Class Representative, and Project Graduation Representative, as well as the Executive Officers. The Executive Officers shall make reasonable efforts to fill all Board positions.

5.1a Appointed Board Positions

The positions of Volunteer Coordinator, Staff Appreciation Chair, Freshman Class Representative, Sophomore Class Representative, Junior Class Representative, Senior Class Representative, and IRHS Alumni Representative shall be appointed by the Executive Officers after the election of officers at the end of each academic school year. These positions shall have a term of one year, with no more than four years in any one position. A board member can continue beyond his/her term if deemed necessary until his or her successor is appointed and qualified. The NPO Board may choose to have an election for these positions as a slate or individually should more than one person be interested.

5.1b Project Graduation

The Project Graduation Representative will function as a Board Member, having been appointed in accordance with Project Graduation's Bylaws. The Board will accept whoever is appointed. Project Graduation will function as its own entity, for the sole purpose of planning, conducting,

and fundraising for a drug and alcohol-free annual graduation night party. Project Graduation funds will be separate from the NPO.

ARTICLE VI MEETINGS

6.1 Meetings

- a) Chairperson: The President (or one of the Co-Presidents) shall serve as the chairperson at each NPO meeting unless another officer is designated.
- b) Board Meetings: Shall consist of the Board Members. Any NPO member may attend Board meetings but shall not be entitled to vote at these meetings. Meetings will take place monthly or when deemed necessary by the President (or Co-Presidents).
- c) General Meetings: Shall consist of all parents and interested parties as defined in Article III. The meetings will be held at least 4 times per year on the dates determined by the Board.

6.2 Meeting and Voting Options

- a) Meetings may be in person, live over the internet, or both.
- b) Voting requires attendance in person at a meeting or visual over internet meeting platforms (Zoom, Skype, Webex, Google Meet, etc.) where the secretary can take attendance and confirm IRHS voting requirement.

6.3 Quorum

- a) General Meetings: A quorum shall consist of the members present at a general meeting for which notice was provided.
- b) Board Meetings: A quorum shall consist of at least two Executive Officers plus all other Board members present. A majority of the Board members present shall prevail at a vote. The Secretary shall provide notice to all Board members of a meeting at least one week in advance.

6.4 Dissolution

- a) A two-thirds (2/3) majority vote of those present and voting at any regular or special general meeting of the NPO may dissolve the Nighthawk Parent Organization. Notice of

proposed dissolution must be communicated to all IRHS families through the standard means of notice at least three months prior to the meeting in which the vote to dissolve is to be taken.

- b) In the event of the dissolution of the Nighthawk Parent Organization remaining funds shall be disposed of in the following way:
- 1) One half of the remaining funds will be donated to the event known as Project Graduation.
 - 2) The remaining one half will be donated to the IRHS library.
 - 3) In the event that Project Graduation no longer exists, the entire balance will be donated to the IRHS Library.

ARTICLE VII SPENDING POLICY

7.1 Spending Policy

Spending will be subject to the limits described in the annual budget. A preliminary budget, prepared by the newly elected officers, must be presented at the first general meeting of the academic year and approved no later than the second general meeting of that academic school year. Any budgeted expenditure must comply with the organization's purpose. Expenditures greater than \$3,000 must be publicly discussed and documented to include why a specific vendor was selected. The NPO shall carry forward a minimum of \$200.00 from fiscal year to fiscal year.

7.2 Conflict of Interest: Board members will annually sign a conflict of interest statement.

7.3 Spending Limits: The NPO will limit the amount of funding available to organizations outside of Ironwood Ridge High School to 10% of funds collected through registration donations, not to exceed \$300. This funding must be for efforts that are related to and/or benefit IRHS in some capacity.

7.4 Requests for Funding

7.4a Donations: Will not be made to political action committees, with the exception of LEAP AHEAD for education.

7.4b Contributions: Fund projects that will benefit Ironwood Ridge High School in some capacity must fit within the spending policy guidelines outlined in ARTICLE VII Section 7.1.

7.5 Disbursements

7.5a Disbursements: The NPO requires the use of a check request, visa record or Paypal explanation, along with receipts for any money disbursements or reimbursements.

7.5b Credit cards: The Treasurer (or Co-Treasurer) and President (or Co-Presidents) are authorized to maintain debit or credit card with the Bank that holds the NPO funds. Any additional cards must be approved by the Board and reported in the minutes. Upon end of service, credit cards must be given to the Treasurer for destruction.

ARTICLE VIII FUNDRAISING

8.1 Merchandise

The NPO may choose to sell merchandise for the NPO or any entity or club on campus.

8.1a Club Collaboration: Should the NPO assist a club with fundraising or money collection, it is expected that the NPO will receive an agreed upon percentage of all monies raised. The NPO is not responsible for design of merchandise but reserves the right to restrict any merchandise type or form or any program or activity.

8.1b Use of NPO Paypal Account by Campus Club: If the NPO Paypal account(s) is used, all fees will be paid out of funds received for the merchandise in advance of reimbursement to the club.

8.1c Monthly Report Required for Financial Collaboration: The IRHS club will submit a monthly report on the fund raising through NPO to the treasurer and co-presidents, or whomever determined by the board.

ARTICLE IX AMENDMENTS

9.1 Repeal, Alteration, or Amendment of Bylaws

These bylaws may be repealed, altered, or amended, or substitute bylaws may be adopted, at anytime, only by a majority of the board and a two-thirds (2/3) vote of the members present at a general meeting. Proposed amendments shall be submitted in writing to the members for discussion at least one meeting prior to the general meeting for which they are scheduled on the agenda to be voted upon for adoption. Any proposed amendments or revisions must be published in the weekly parent email communication at least 3 weeks prior to the meeting in which they will be voted upon with directions to contact the Gmail account or attend the meeting for discussion.

ARTICLE X AUTHORITY

10.1 Parliamentary Authority

The rules contained in the current edition of the Standard Code of Parliamentary Procedure by Alice Sturgis shall govern the Nighthawk Parent Organization in all cases in which they are applicable and in which they are not in conflict with these laws.

Reviewed June 13, 2022