



## Southmoor PTO Bylaws

### **ARTICLE I – Southmoor Parent Teacher Organization**

The organization shall be named the Southmoor Parent-Teacher Organization herein referred to as the PTO.

### **ARTICLE II - MISSION STATEMENT**

The PTO is organized for the purpose of supporting and enhancing the educational experiences of the School's students by:

1. Providing an organization through which the parents, school, and teachers and community can work cooperatively; and
2. Providing financial support for programs funded outside of the annual school budget; and
3. Providing advocacy and family engagement directed towards parents, teachers and Southmoor community.

### **ARTICLE III – POLICIES**

**Section 1:** The PTO shall operate for charitable, educational, nonpartisan, non-sectarian, and non-commercial purposes and shall not discriminate based on age, sex, creed, or national origin.

**Section 2:** The policies of the PTO are established to maintain a tax-exempt status as defined by Section 501(c)3 of the Internal Revenue Code.

**Section 3:** The name of this PTO and the names of any of its members in their official capacities shall not be used in any connection with a commercial concern or political interest or for any purpose not appropriately related to the Mission of the PTO.

### **ARTICLE IV - FISCAL YEAR**

The fiscal year of the PTO shall begin on July 1st and end on the following June 30th.

### **ARTICLE V - MEMBERSHIP & DUES**

**Section 1:** Membership. Any parent or guardian of a student at the School, the Principal, or any teacher currently employed at the School or any community member may become a PTO Member.

**Section 2: Dues.** Each member shall pay annual membership dues of \$15.00 to the PTO. Only members in good standing (who have paid their annual dues at least 14 calendar days prior to a PTO meeting) shall be eligible to vote or serve on the Board. Dues paid shall be good through the current fiscal year of the PTO, which shall end on June 30th.

**Section 3: Vote.** Each individual, paying member shall have one vote. Voting may take place by voice, electronic polling or, upon request, by written ballot.

## **ARTICLE VI – OFFICERS and BOARD**

**Section 1: Officers.** The Officers shall consist of an elected President, Vice President (President Elect), Secretary, and Treasurer. The position of President may be a shared position between two individuals, thus acting equally as Co-Presidents.

**Section 2: Board:** The PTO Board shall consist of the Officers, the Principal, a Faculty Representative, Past President (non-voting), and Standing Committee Directors. If a Standing Committee has no elected Director, the Board will operate either with that vacancy, or an interim as is determined to be in the best interest of the PTO, by the Officers.

**Section 3: Eligibility.** Only Members in good standing (who have paid their annual dues at least 14 calendar days prior to a PTO meeting) shall be eligible to serve in any Officer position; with the exception that no two individuals of close, legal relation (i.e. spouses, siblings, parent-child; cousins, or in-laws) shall serve as Officers during the same school year.

**Section 4: Nominations & Elections.** Nominations for Officers' positions shall be submitted at the April PTO meeting. At this meeting, additional nominations may also be made by the PTO membership.

**Section 5: Term of Service.** Voting shall take place at the May PTO meeting. Officers shall be elected, by a majority vote, for a term of one calendar year (beginning July 1st and ending on the following June 30th) by the general membership. The first exception is the Treasurer who will serve a two-year term. The second exception is the office of the President. The Office of the President will be a one-year term, fully residing on the board for a period of three years (Vice President (president- elect), President, past President). A person may hold only one Officer's position at a time. An Officer may also act as Director of up to two Standing Committees.

**Section 6:** In the event the PTO fails to fill all Officer positions at the May PTO meeting, the incumbent of the expiring term may remain in office for one additional year or until an election of a new official at any regular meeting.

**Section 7:** All Officers shall act in the best interest of the PTO.

**Section 8: Compensation.** No Officer shall be compensated by the PTO for their service.

**Section 9: Attendance.** Each Officer shall make best effort to attend the monthly PTO meetings, if an Officer is unable to attend a meeting (in a non-emergent situation) a suitable substitute should be found and notification to the other attendees made.

**Section 10: Committee Service.** Each Officer is expected to serve on a minimum of one committee, with the exception of the President (see Article VII, Section 1).

**Section 11: Contracts & Purchases.** No Officer shall secure any contract in the name of the PTO without the approval to do so by vote of the PTO Board members. Any approved purchases must be made within the

budgetary restrictions.

**Section 12: Removal from Office.** Any Officer can be removed from office, with cause, by a two-thirds vote by the PTO Board. Advance notice of the vote shall be given to the PTO Board at least one week prior to the meeting.

**Section 13:** Each Officer shall assist in the nomination of incoming Directors of the Standing Committees.

## **ARTICLE VII - OFFICER DUTIES**

### **Section 1: President**

The President(s) shall:

1. Preside over all meetings of the PTO.
2. Prepare each meeting's agenda.
3. Be a member, ex officio of all committees.
4. Assist in the total coordination of all committees and the PTO as a whole.
5. Sign checks, notes, etc. in the absence of the Treasurer.
6. Appoint Special Committees as needed.
7. Coordinate snack and babysitting for meeting attendees including getting a count of children needing coverage, and report to Treasurer to insure appropriate payment for sitters.

### **Section 2: Vice President (President Elect)**

The Vice President shall:

1. Perform the duties of the President in his/her absence, resignation, or inability to serve.
2. Assist the President on an as needed basis, preparing for the role.

### **Section 3: Secretary**

The Secretary shall:

1. Maintain all records of the PTO, including contracts, correspondence, and related documents.
2. Chair and support the Teacher Grants committee
3. Record the minutes of the meetings of the PTO and publish minutes within two weeks of the recorded meeting.
4. Attend to the official correspondence of the PTO, including, but not limited to, gestures of appreciation and sympathy on behalf of the PTO.
5. Provide a printed copy of these Bylaws to each newly elected Board member prior to the first regular PTO meeting.
6. Develop and maintain the school calendar in conjunction with the administration of the School and the PTO committees.
7. Maintain the record of inventory in the storage shed.
8. In conjunction with the Communications and Volunteer Directors, maintain a confidential list of member and a distribution list (email) for purposes of communicating with the PTO membership at large. Distribution list is not to be made public or used for the membership or community at large.

### **Section 4: Treasurer**

The Treasurer shall:

1. Act as custodian of funds and perform all banking activities of the PTO.
2. Maintain up-to-date, accurate financial records of the PTO.
3. Receive all funds of the PTO; including, but not limited to, donations, dues, and fundraising sales and contributions.
4. Serve as Games Manager.
  1. Obtain Games Manager License.
  2. File quarterly raffle reports with Colorado Secretary of State.
  3. Renew raffle license annually.
5. File the organization's annual report with the Colorado Secretary of State due December 31<sup>st</sup> each year.
6. File the organization's Charitable Solicitation's Registration with the Colorado Secretary of State by May 15<sup>th</sup> each year.
7. Provide a written and oral financial report of the receipts and expenditures at each PTO Board meeting and at other times upon request.
8. Audit all invoices and receipts submitted for payment or reimbursement to ensure each request is in compliance with PTO policies. Pay all bills and disburse funds as authorized by the Board.
9. Facilitate preparation of the organization's tax return with is due by May 15<sup>th</sup> each year.
10. Create reports surrounding Teacher Grants, tracking surplus monies, and other reports on an as need basis.
11. Serve on the Teacher Grants Committee.

## **ARTICLE VIII – MEETINGS**

**Section 1: Regular Meetings of the PTO** - Shall be held monthly, except during June and July, at the School, on a date and time pre-established by the Board. Dates and times of the monthly meetings shall be presented by the President at the first regular meeting of the school year.

**Section 2: Meeting Structure:** All regular meetings will be open to the community at large. The first 60 minutes of all meetings shall be dedicated to the specific agenda of the Board. All are welcome, however topics will be confined to the business previously determined. After the first 60 minutes, the meeting will be open to the community in attendance.

**Section 3: Special Meetings of the PTO** – Meetings may be called at any time during the school year by the President. Notice of meetings will be given with the greatest lead-time, best attempts of at least one week.

**Section 4: Quorum.** At least two-thirds of the PTO Board and members in attendance shall constitute a quorum. A quorum must be met in order for any vote to take place. A motion will be passed if and only if a Quorum is present and if 51% or more approve the motion.

**Section 5:** The final PTO meeting shall take place in May, prior to the close of school.

## **ARTICLE IX – FUNDS**

**Section 1:** Use. PTO funds shall be used for programs, events, and items that directly benefit the students of the School; with exceptions voted upon by the Board. Funds may be used for educational programs benefiting

the families, faculty or community of the School. Many events will fundraise for a specific purpose, those funds will be earmarked for that purpose. If an exception occurs it will be approved by a quorum of the Board and notification will be sent to the membership.

**Section 2:** Income. All funds raised for the PTO must be documented and submitted to the Treasurer within 15 days of receipt. All funds received by the Treasurer must be deposited into the PTO bank account within a timely manner. Funds received from each unique fundraising event should be coded individually in a record keeping software.

**Section 3: Expenses.** Reimbursements for all expenses shall be made only after receipts for the expenditures have been documented and approved by the PTO Treasurer. Any non-budgeted expense exceeding \$50 requires prior authorization from the Board. Reimbursement requests should be submitted to the PTO Treasurer within 30 days of the incurred expense and must be accompanied by a receipt. Any cash advance to cover expenses prior to a purchase must be documented in detail. All unused funds must be returned to the PTO Treasurer immediately following the purchase. Any reimbursement to the Treasurer must be documented in detail and cosigned by an authorized party.

For budget and accounting purposes, any expenses relating directly to PTO business or events for which reimbursement IS NOT requested should also be submitted to the Treasurer for documentation. These expenses will be considered donations. A receipt for these donations will be provided by the Treasurer upon request.

**Section 4: Non-Budgeted Requests.** Are discouraged, however; monetary requests for non-budgeted items may be submitted to the PTO at a monthly meeting. Notification of the request must be submitted one week prior to the meeting, to the President of the PTO. A vote for approval of the monetary disbursement shall be taken at a scheduled meeting of the PTO. The vote for approval of the request may not necessarily occur within the same meeting as the request is made.

**Section 6: Carry-Over.** The PTO is authorized to carry over funds for the following fiscal year as recommended by the Board. As much as possible a carry-over amount in excess of basic operating expense (\$10,000), should be avoided.

## **ARTICLE X – COMMITTEES**

**Section 1: Standing Committees.** The following Standing Committees shall exist for the purpose of carrying out a specific set of relative duties. Additional Special committees may be formed at any time either at the request of the President or by a majority vote of the PTO Board or membership.

**Section 2: Directors.** Directors of Standing Committees shall be identified annually. An Officer may also act as Chair of up to two Standing Committees. Directors of Standing Committees act as the governing Board of the PTO.

**Section 3:** The Director of each committee shall keep a record of the activities of his/her committee in a manner that would allow these records to be passed along to future Chairs. These records should be communicated to the Secretary who will maintain a comprehensive file of all events planned by the PTO and make them available to future Chairs, and the community via school calendar.

**Section 4: Sub-Committees.** Directors of Standing Committees may create or dissolve sub-committees as needed to accomplish events and activities with the approval of the Board.

**Section 5: Committee Members.** Directors may solicit and appoint additional members to serve on their respective committees as necessary.

**Section 6: Attendance.** Committee Directors shall attend monthly PTO meetings to report on the activities of his/her committee, as appropriate.

**Section 7:** Each Standing Committee Chair shall assist in the nomination of the incoming Director of their respective committee.

## **ARTICLE XI – COMMITTEE FUNCTIONS**

### **Section 1: Fundraising Committee**

The Fundraising Director shall:

1. Research options, plans, and anticipated profits and expenses for any fundraising projects, with assistance of event chairs when needed, and present suggestions to the Board.
2. Chairs of each fundraiser will prepare and execute fundraising projects as approved by the Board.
3. Liaison between the sub-committees and the PTO Board.
4. Transition all new sub-committee/ event chairs to their event, and expectations (budget, etc) with the assistance of past-chairs when available.
5. Report on all pertinent Fundraising activities, expenses, and profits at each monthly PTO meeting.
6. Maintain, or designate someone (event chair or treasurer) to maintain confidential records of all contributions. Designee should be approved the President, and Treasurer.
7. Maintain planning records of each fundraiser and pass these along to the Secretary for permanent record keeping.

### **Section 2: Volunteer Committee (aka Sunshine)**

The Volunteer Director shall:

1. Help organize and plan for the activities that will need volunteers.
2. Facilitate the recruitment of volunteers for the Events and activities that are pending, and standing PTO facilitated functions (e.g. Marquee, back to school, enrichment coordinators, etc).
3. Communicate with the Secretary & Fundraising Directors concerning calendar and upcoming volunteer needs.

### **Section 3: Communication Committee**

The Communication Director shall:

1. Work closely with the School Principal to build and maintain the PTO and CSC portions of the School website.
2. Work to publicize School events and Enrichment Activities.
3. Announce PTO meetings to the School population at least one week in advance of that meeting.

4. Communicate upcoming calendar events and activities to the school community via Marquee, website, email and in school publication.

#### **Section 4: Greater Community Committee (aka Family Engagement)**

The Greater Community Committee Director shall:

1. Maintain and liaison with community leaders and the PTO Board
2. Direct and present summary to the Board of liaisons to other parent organizations within the school, namely the CSC.
3. Maintain and direct liaison with area Middle Schools, and report to the Board.
4. Maintain any liaison with Greening Committee chairs regarding :
  - a. Research and presentation playground maintenance and improvement plans. Including any work with the Fundraising Chair and Board to coordinate fundraising for maintenance and improvements of the School's playground equipment and grounds.

#### **ARTICLE XII – DISSOLUTION**

**Section 1: Dissolution.** The PTO may be dissolved provided prior notice is given to the PTO Membership, a vote is taken at the next scheduled Regular PTO meeting and the request is approved by a majority vote of those present.

**Section 2: Remaining Funds.** Upon a vote to dissolve the PTO, the remaining funds shall first be used to pay any outstanding PTO debt and then either:

1. A vote shall be taken by the PTO Membership to spend remaining funds on an item or items that benefit the students; or
2. The remaining funds may be held in escrow by the Principal for use by a future School PTO. If a PTO is not formed within 24 months, the funds shall revert to the School and be used toward the benefit of the students under the discretion of the Principal.