

Clear Sky Elementary
2014-2015
PTO (Parent Teacher Organization) BYLAWS

Article I: Name

- A. The name of this organization is the Clear Sky Elementary Parent Teacher Organization, (heretofore to be called "PTO"), a Chapter of Douglas County Educational Foundation (DCEF). The address shall be 1470 Clear Sky Way, Castle Rock, CO 80109. This organization is nonprofit.

Article II: Purpose

- A. Clear Sky Elementary PTO will work to form an inclusive sense of community by reaching out to our children, families, staff, and local town resources through the organization of social events, school activities, and fundraising. The PTO will enrich the educational and social experience of our children by providing positive, fun, family-focused opportunities and events. Volunteers for the PTO will act as ambassadors for new families and support the efforts of our teachers and staff, as well as organize and facilitate the PTO events.

B. Objectives

- To promote effective communication between parents/guardians, the school staff, and the community.
- To serve in an advisory capacity at the discretion of the school administration, or at the request of other entities.
- To support instructional programs through the organization of fundraising and community service activities.

C. What We Raise Money For and How

- The PTO has raised money for or to support many great resources for our school such as smart boards, science materials, library books, and grants.
- The PTO raises funds through the ABC fundraiser, the spring event, restaurants, and other fundraising opportunities throughout the year.
- This 2014 -2015 CSE school year, our ABC Fundraiser will help support the overall budget that is attached and includes, but is not limited to, teacher grants, project-based learning (PBL) grants, and staff development. On the basis of future decisions from the administrations and the PTO Executive Board, amendments may be made if a new direction is proposed. The PTO may cooperate with other organizations and agencies provided its representative makes no commitment that binds the PTO. In order to create a binding relationship, approval is needed by a majority of the Executive Board.

Article III: Policies

- A. The PTO Executive Board will schedule regular meetings for the entire PTO membership and the Executive Board members to be referred to as General Meetings and Executive Board Meetings (to be held with the Principal, and/or any other staff member deemed necessary for informational purposes). The Executive Board will schedule General Meetings. Executive Board Meetings will be scheduled in conjunction with the Principal or Assistant Principal.
- B. The PTO shall seek to assist administrative activities of the school and support its policies and goals.

Article IV: Membership

- A. General membership shall be comprised of parents and guardians of all enrolled students, administrators, teachers, and staff of Clear Sky Elementary. All General members shall have voting rights and equal privileges in the organization.
- B. No dues shall be required for membership at this time.
- C. The Officers of the Executive Board shall be as follows: President, Vice President, Vice President of Fundraising, Treasurer, Secretary, and an Administrator.
- D. The Executive Board members will be the voting members and shall be as follows: Co-Treasurer, Communications Director, Members at Large, and the Executive Board officers.

Article V: Officers Roles and Responsibilities

- A. A PTO Executive Board member can be removed from office by the following procedure.
 - A PTO Executive Board member can be removed from office on the basis of reliable information that has been submitted in writing and received by the Officers of the Executive Board. A vote will be taken and if a two-thirds ($\frac{2}{3}$) majority of the Officers believe that it would be in the best interest of the group to remove that member, that individual will be removed from office.
 - In order to remove a PTO Executive Board member, a vote of the Executive Board must occur at any regular or special meeting of the Executive Board, at which a quorum is present. Removal shall require two-thirds ($\frac{2}{3}$) majority vote of those Executive Board members present. A meeting called pursuant to this section may be closed to all but the Executive Board, so long as such closure does not violate the open meeting clause. Once a PTO Executive Board member has been removed from office pursuant to this section, that person shall no longer be eligible to hold a Clear Sky Elementary PTO Executive Board position without the unanimous approval of the Executive Board.

- Any officer who fails to attend three consecutive Executive Board Meetings without good cause can be removed from office by a two-thirds ($\frac{2}{3}$) vote of the Executive Board.

B. Job Responsibilities

Executive Board Members:

- Participate in all meetings.
- Have working knowledge of DCEF policies and procedures.
- Represent constituents of the Clear Sky Elementary community.
- Establish the day, time, and place of the group's meetings and publish at the earliest possible date.
- May call special meetings by a majority vote as needed.
- Appoint and coordinate committees and Committee Chairs as necessary.
- Have one vote.

President:

- Serve as an Executive Officer and Executive Board member.
- Work cooperatively and share presidential responsibilities.
- General supervision of the affairs of PTO.
- Preside at all meetings of the Executive Board.
- Ensure that school community is informed of all pertinent information.
- Temporarily fill Executive Board and Committee Chair vacancies.
- Determine meeting schedule; call special meetings as necessary in conjunction with the Principal.
- Publish articles in school newsletter once per month to provide information to community.
- Assist with the annual report, budget coordination, and bylaws maintenance.
- Facilitate PTO meetings using the current Robert's Rules of Order procedures and guidelines.
- Assure that all reporting required by the DCEF is accomplished.
- Assure that materials printed and distributed on behalf of PTO are approved by the DCEF before they are published.
- Attend or delegate a representative to DCEF meetings.
- Oversee drafting, distribution, and posting of General Meeting agenda at least 24 hours before meeting.
- Oversee drafting and distribution of Executive Board Meeting agenda at least 24 hours before meeting in conjunction with Principal and/or designee.
- Assist other Executive Board members and Committee Chairs as needed.
- All PTO-related material (letters, flyers, brochures, etc.) needs to be approved by the President before distributing.

Vice President:

- Serve as an Executive Officer and Executive Board member.
- Solicit and appoint Committee Chairs.
- Assure that materials printed and distributed on behalf of PTO are approved by the DCEF, President, and Principal.
- Oversee Committee Chairs' planning of school events and report to Executive membership during Executive Board Meetings using the Committee Chair reports.
- Encourage Committee Chairs with follow through of duties, needs, and wants.
- Responsible for requesting the Facility Uses for all PTO meetings, activities, and events along with the President and Principal's Secretary.
- Work closely with the Communications Director and Registrar to produce a student directory.

Vice President of Fundraising:

- Serve as an Executive Officer and Executive Board member.
- Solicit and appoint Fundraising Committee Chairs.
- Assure that materials printed and distributed on behalf of PTO are approved by the DCEF, President, and Principal.
- Organize and schedule monthly family dinners.
- Meet with the appropriate vendors supporting the fundraiser(s).
- Provide information and descriptions to Executive Board for voting purposes of fundraising.
- Facilitate discussion in May with the outgoing and incoming Executive Boards regarding fundraising events and fund distributions for the following year to be approved by the Executive Board.
- Responsible for PTO thank you notes in coordination with said fundraising events.
- Oversee the finding of corporate sponsors for events and spring auction/event.

Secretary:

- Serve as an Executive Officer and Executive Board member.
- Attend all meetings; record minutes.
- Publish regular meeting minutes within seven business days; maintain file of minutes. Forward copies to the DCEF Program Coordinator.
- Make minutes available to members prior to next meeting for approval or approval with revisions.
- Responsible for general correspondence.
- Maintain the PTO info email account (clearskypto@gmail.com), responding to general questions and forwarding to appropriate Executive Board members or Committee Chairs for resolution.
- Assist Communications Director as requested with managing the PTO Facebook account to keep the PTO school body up to date on all PTO-related matters.

Treasurer:

- Serve as an Executive Officer and Executive Board member.
- Responsible for PTO accounting process according to DCEF policy.
- Oversee receipts, thank you notes, and publication of contributors as outlined by DCEF or additionally by the Executive Board.
- Work in conjunction with Clear Sky Elementary Bookkeeper and Principal on all ordering and PTO grant award ordering as outlined by DCEF.
- Work with President to assemble the annual report of the activities of the PTO.
- Attend DCEF biannual meetings.

Co-Treasurer:

- Serve as Executive Board member.
- Shadow the current Treasurer with the intention of serving as future Treasurer.
- Serve in training for one (1) year.

Administrator:

- Serve as an Executive Officer and Executive Board member.
- Advise the PTO and represent the district and administrative concerns.

Communications Director

- Serve as an Executive Board member.
- Work closely with President and Vice President in all communication processes, making sure all content is approved before distribution.
- Communicate notice of PTO meetings, activities, events, and school-wide information to parents through newsletters, e-mail blasts, website, and the PTO Facebook account.
- Oversee and manage the PTO newsletter.
- Oversee and manage the PTO website.
- Oversee and manage the PTO Facebook account.
- Work closely with the Vice President to produce a student directory.
- Submit requests for the marquee.
- Serve for one (1) year.

Member at Large:

- Two (2) to four (4) members who sit on the Executive Board but do not hold Executive Officer positions.
- Has Executive Board voting privileges.
- Must hold a Committee Chair position.
- Has an up-close look into PTO with a high interest in holding a future Executive Officer position.
- Serve for one (1) year.

Committee Chairs:

- Organize, coordinate, and report specific assigned committee activities.
- Maintain a working knowledge of committee activities.
- Present an outline of events and needs to the Executive Board.
- Complete an event report for each chaired activity.
- Report to assigned Executive Board member as requested.
- Report the progress of their committee when called upon at meetings.
- Record committee activities throughout the year.
- Make a final, written report at the end of the term to be presented to the successor, with a copy to the Executive Board.

Article VI: Fiscal Responsibilities

The fiscal responsibilities of the PTO are as follows:

- A. The fiscal year of the organization shall begin with the Executive Board Meeting in July and end at the Annual Meeting in June.
- B. Each Executive Board shall leave a balance of a minimum of \$19,000.00 of unrestricted funds to the new Executive Board.
- C. All money—cash, check, and cash-in-kind—must stay at school at all times. It may only be removed if it is in transit to the bank. If cash or cash certificates must be removed in the normal conduction of PTO business (e.g., petty cash for an after-hours event or reimbursement being delivered), the exact amount being withdrawn and the responsibility for the money must be signed for by two members of the Executive Board.
- D. Donations may be received and accepted by the PTO, and receipts will be provided.
- E. A baseline budget outlining anticipated annual expenses will be created in collaboration with the Executive Board, with the final draft submitted to the Executive Board for review and approval.
- F. Said budget must be strictly adhered to. Any alternations must be requested in writing and presented to the Executive Board and voted on with a two-thirds ($\frac{2}{3}$) majority vote.
- G. Said budget is presented to General PTO body and updated at each monthly meeting.
- H. If a purchase request is received for over \$2,000, three bids must be obtained and presented to the General PTO body and voted on with a two-thirds ($\frac{2}{3}$) majority vote.

- I. A petty cash fund in the amount of \$150 will be kept in the safe for the purpose of reimbursing small out-of-pocket expenses as well as to provide for the ability to make change for cash transactions at school functions. All expenditures using petty cash must have original receipts. Copies of receipts are not allowed. The fund will be reimbursed through a pay voucher submitted with receipts to DCEF as needed. A Cash Box Request form is required when the petty cash fund is used at school functions. This form is used to track the cash balance at the beginning and end of the event and to facilitate the creation of a cash deposit of funds over \$150 for the Treasurer.

Article VII: Nominations of Executive Board Members

A. The Nominations Committee shall consist of:

1. Current President
2. Administrator
3. Five (5) to eight (8) Executive Board members (President, Vice President, Treasurer, Secretary, and others)
4. Two (2) Certified or Classified Staff members as needed
5. Two (2) General PTO body members

B. Time Line:

1. March: Nominations are solicited and will be due beginning of April. The proposed slate will be reviewed with the Principal(s) before the individuals are asked to serve. No candidate will be nominated if they have not given consent to serve.
2. March: Nominations are due and announced during the monthly meeting.
3. April: Elections will take place.
4. May: May is a transition period for new Executive Board members. New Executive Board members will run the May meeting alongside the outgoing Executive Board.

C. Voting Procedures:

1. General membership votes based on the nominations.
2. Ballots are counted by two (2) Executive Board members and two (2) random General members.
3. New Executive Board members are announced at the April meeting.

4. Votes are counted by a random General member and Principal, and the new Executive Board members will be announced by the Principal at the following General Meeting.

Article VIII: Terms

- A. Term of office shall be for two school years for all the Executive Officers, unless otherwise voted by Executive Board members.
- B. Vacant positions will be temporarily assigned by the President until an election can be held.
- C. No member shall hold more than one elected Executive Board member position at a time.
- D. No officer shall serve more than two consecutive terms in the same office, except the Principal(s) of the school or his/her representatives, unless voted on by the Executive Board/General members.
- E. A person elected by a majority of the Executive Board members shall fill a vacancy in any elected position for the duration of the term. In the case of vacancy in the position of President, the former President shall/can serve the unexpired term.

Article IX: Voting

- A. A quorum sufficient to transact business shall be defined as a majority (four [4] of seven [7], or in the case of eight [8] voting members, five [5] to eight [8]) of the Executive Board.
- B. A simple majority vote of the membership present at General Meetings is required for passage of any voting issue.
- C. Only Executive Board members vote at Executive Board Meetings.
- D. Alternative voting methods (i.e., phone, e-mail, private PTO Executive Board Facebook group page, or mail in) may be utilized as deemed necessary by the President and Principal.
- E. Event proposal(s) will be approved by the Executive Board.
- F. Yearly operating budget is approved by an Executive Board vote.

Article X: Special Committees

- A. The Executive Board will create committees as deemed necessary.
- B. The Executive Board will assign members to any ad hoc positions as deemed necessary.
- C. Committees will review previous vendor or look for a new vendor every two (2) years. This is so that vendors around the Castle Rock area will be able to showcase their products, and the committee can have opportunities to support our community.

Article XI: Meetings

A. Time and Location:

- 1. The monthly PTO meetings shall be determined by the Executive Board and published by the earliest possible date. These meetings shall be open to all members of the PTO.
- 2. Executive Board member and Committee Chair Meetings shall be held at their discretion.
- 3. The PTO shall meet during the school calendar year or as called by the Executive Board or Committee Chair.

B. Attendance:

- 1. Members of the Executive Board shall attend all regularly scheduled meetings during the year and may not be absent from more than three (3) meetings. Failure to comply may constitute vacancy.
- 2. Exceptions to the policy may be appealed to the Executive Board.

C. Minutes:

- 1. Minutes shall be kept at all General Meetings.
- 2. Minutes shall be kept at all Executive Board meetings.
- 3. Copies of minutes will be sent to the DCEF for record keeping no later than the next membership or Executive Board Meeting.

D. Quorum:

- 1. The general membership present at a meeting shall constitute a quorum.

Article XII: Amendments

- A. Amendments will be reviewed as needed.
- B. Amendments shall be submitted to the Executive Board at least one meeting prior to approval.
- C. Amendments can be amended at any General Meeting of the organization by a two-thirds ($\frac{2}{3}$) vote, provided that the Executive Board has approved the amendment.