

**Soaring Hawk Elementary
PTO (Parent Teacher Organization) BYLAWS
Adopted June 15, 2015 by majority vote of executive board**

Article I: Name

- A. The name of this organization is the Soaring Hawk Elementary Parent Teacher Organization, (heretofore to be called "PTO"), a Chapter of Douglas County Educational Foundation (DCEF). The address shall be 4665 Tanglevine Dr, Castle Rock, CO 80109. This organization is nonprofit.

Article II: Purpose

- A. Purpose: The purpose of the Soaring Hawk PTO is to develop private resources to enrich education within Soaring Hawk Elementary School for the fulfillment of lifelong learning experiences of our students, citizens, and community.

Article III: Meetings

- A. Time and Location
 - a. 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.
- B. Executive Board member and Committee Chair Meetings shall be held at their discretion.
- C. Required Attendance
 - a. 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.
- D. Minutes
 - a. Minutes shall be kept at all General Meetings.
 - b. Minutes shall be kept at all Executive Board meetings.
 - c. Copies of minutes will be sent to the DCEF by the secretary within 7 days.
- E. The General Membership present at a meeting shall constitute a quorum.

Article IV: Membership

- A. General Membership shall be comprised of parents and guardians of all enrolled students, administrators, teachers, and staff of Soaring Hawk Elementary. All General members shall have voting rights and equal privileges in the organization.
- B. No dues shall be required for membership.

Article V: Board Roles and Responsibilities

- A. The Executive Board
 - a. The Executive Board shall be as follows: President, Vice President, Treasurer, Secretary, and Administrator (Principal, Vice Principal, or designee).

- b. In addition to Executive Board Members, the General Membership may elect up to four (4) Members at Large to serve and with the Executive Board.
- c. Executive Board Members shall:
 - i. Participate in all meetings.
 - ii. Have working knowledge of DCEF policies and procedures.
 - iii. Represent constituents of the Soaring Hawk Elementary community.
 - iv. Establish the day, time, and place of the group's meetings and publish at the earliest possible date.
 - v. May call special meetings by a majority vote as necessary.
 - vi. Appoint and coordinate committees and Committee Chairs as necessary.
 - vii. Receive no compensation for their services.

B. President

- a. Serve as an Executive Board member.
- b. General supervision of the affairs of PTO.
- c. Preside at all meetings of the Executive Board.
- d. Facilitate PTO meetings using the current Robert's Rules of Order procedures and guidelines.
- e. Temporarily fill Executive Board and Committee Chair vacancies.
- f. Solicit and appoint Committee Chairs.
- g. Oversee the annual report, budget coordination, and bylaws maintenance.
- h. Assure that all reporting required by the DCEF is accomplished.
- i. Attend or delegate a representative to DCEF meetings.
- j. Oversee drafting, distribution, and posting of General Meeting agenda at least 24 hours before meeting.
- k. Oversee drafting and distribution of Executive Board meeting agenda at least 24 hours before meeting in conjunction with Principal and/or designee.
- l. Approve all PTO-related material (letters, flyers, brochures, etc.) before distribution.
- m. Manage the keys and inventory of the PTO shed.
- n. Sign contracts that have been approved by the Executive Board.
- o. Delegate responsibilities as desired.

C. Vice President

- a. Serve as an Executive Board member.
- b. Assure that materials printed and distributed on behalf of PTO are approved by the President.
- c. Oversee Committee Chairs' planning of school events and report to Executive membership during Executive Board Meetings using the Committee Chair reports.
- d. Encourage Committee Chairs with follow through of duties, needs, and wants.

- e. Responsible for requesting permission from the Facility Use office for all PTO meetings, activities, and events along with the President and Principal's Secretary.
 - f. Responsible for major fundraising drives, events, and activities.
 - g. Responsible for PTO thank you notes in coordination with fundraising events.
- D. Secretary
- a. Serve as an Executive Board member.
 - b. Attend all meetings; record minutes.
 - c. Publish regular meeting minutes within seven business days; maintain file of minutes. Forward copies to the DCEF Program Coordinator.
 - d. Make minutes available to members prior to next meeting for approval or approval with revisions.
 - e. Responsible for general correspondence.
 - f. Communicate notice of PTO meetings, activities, events, and school-wide information to parents through newsletters, e-mail blasts, website, and the PTO Facebook account.
 - g. Oversee and manage the PTO website, PTO email account, and the PTO Facebook account.
- E. Treasurer
- a. Serve as an Executive Board member.
 - b. Responsible for PTO accounting process according to DCEF policy.
 - c. Oversee receipts, thank you notes, and publication of contributors as outlined by DCEF or additionally by the Executive Board.
 - d. Work in conjunction with Soaring Hawk Elementary Bookkeeper and Principal on all ordering and PTO grant award ordering as outlined by DCEF.
 - e. Work with President to assemble the annual report of the activities of the PTO.
 - f. Attend DCEF biannual meetings.
- F. Principal, Vice Principal, or Designee
- a. Serve as an Executive Board Member.
 - b. Advise the PTO and represent the district and administrative concerns.
 - c. May serve as SAC representative.
- G. Member at Large
- a. Zero (0) to four (4) who hold positions on the Executive Board.
 - b. Members at Large do not vote at Executive Board meetings.
 - c. Must hold a Committee Chair position.
 - d. One (1) Member at Large position is reserved for a SAC representative if a member of the SAC desires to serve.
 - e. Serve for one (1) year.
- H. Teacher Representative
- a. A teacher may serve as a liaison representing the interests of staff in the building, but has no voting rights.
- I. Committee Chairs:
- a. Organize, coordinate, and report specific assigned committee activities.

- b. Maintain a working knowledge of committee activities.
 - c. Present an outline of events and needs to the Executive Board.
 - d. Complete an event report for each chaired activity.
 - e. Report to assigned Executive Board member as requested.
 - f. Report the progress of their committee when called upon at meetings.
 - g. Record committee activities throughout the year.
 - h. Make a final, written report at the end of the term to be presented to the successor, with a copy to the Executive Board.
- J. Removal Procedures for Executive Board Members
- a. 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 Executive Board. A vote will be taken and if a two-thirds ($\frac{2}{3}$) majority of the Board believe that it would be in the best interest of the group to remove that member, that individual will be removed from office.
 - b. Any Executive Board Member 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.

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 \$10,000 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 by the Executive Board, with the final draft submitted to the General Membership for review and approval at the August meeting of each year.
- F. Said budget must be strictly adhered to. Any changes must be requested in writing and presented to the General Membership and voted on with a two-thirds ($\frac{2}{3}$) majority vote.
- G. Said budget is presented to General Membership and updated at each monthly meeting.
- H. Any expenditure over \$5,000 must be presented to and voted on by the General Membership.
- I. A petty cash fund in the amount of \$150 may 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: Elections of Executive Board Members

- A. Elections will be held at the April General Meeting.
- B. A nominating committee shall select a candidate for each office and present the slate at the March General Meeting.
 - a. The Nominating Committee may consist of:
 - i. Administrator
 - ii. Current President
 - iii. One (1) Executive Board Member
 - iv. One (1) Certified or Classified Staff member
 - v. One (1) General PTO body member
- C. When possible, a nominee for president should have served previously as an Executive Board Member or Member at Large.
- D. Nominations may also be made from the floor at the March meeting.
- E. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.
 - a. Voting Procedures
 - i. Each member in attendance at a PTO meeting is eligible to vote.
 - ii. Absentee and proxy votes are not allowed.
- F. May is a transition period for new Executive Board members. New Executive Board members will run the May meeting alongside the outgoing Executive Board.

Article VIII: Terms

- A. Term of office shall be for two school years for all the Executive Board positions.
- B. No member shall hold more than one elected Executive Board member position at a time.
- C. If there are no nominees for an Executive Board position, the residing Board member may, at the Board's discretion, continue in that position for one additional year.
- D. No Executive Board Member shall serve more than one consecutive term in the same office, except the Principal(s) of the school or his/her representatives.
- E. A person elected by a majority of the Executive Board members shall fill a vacancy in any elected position until the next scheduled election.
- F. In the case of vacancy in the position of President, the former President shall/can serve until the next scheduled election. If the former President declines to serve the unexpired term, the Administrator shall appoint a new president.

Article IX: Voting

- A. A simple majority vote of the membership present at General Meetings is required for passage of any voting issue.
- B. Only Executive Board members vote at Executive Board Meetings. A quorum sufficient to transact business shall be defined as a majority (three [3] of five [5]) of the Executive Board.
- C. Alternative voting methods for Executive Board members (i.e., phone, e-mail, or other means) may be utilized as deemed necessary by the President and Principal.

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.

Article XII: Amendments

- A. These bylaws should be reviewed each year and updated as needed.
- B. Amendments will be reviewed as needed.
- C. Amendments shall be submitted to the Executive Board at least one meeting prior to approval.
- D. Bylaws may be amended by a two-thirds ($\frac{2}{3}$) vote of the Executive Board.