

SOARING HAWK PTO /EDUCATIONAL ALLIANCE

A Chapter of the Douglas County Educational Foundation

MISSION OF SOARING HAWK ELEMENTARY SCHOOL

Our mission is to inspire, encourage and empower all children to achieve their highest potential.

MISSION OF THE SOARING HAWK PTO/ EDUCATIONAL ALLIANCE

The mission of the Soaring Hawk PTO/ Educational Alliance, a Chapter of the Douglas County Educational Alliance, 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.

BOARD OF DIRECTORS

BOARD POSITIONS

The Board of Directors shall be composed of the following:

1. Officers: The following are elected voting positions:
 1. Principal of Soaring Hawk Elementary
 2. President of PTO
 3. Vice-President of PTO
 4. Secretary of PTO
 5. Treasurer of PTO
 6. Representative of SAC

COMPENSATION

Directors shall receive no compensation for their services.

BOARD MEETINGS

The Board of Directors Officers shall meet monthly and are responsible for keeping all members apprised of ongoing SHE/PTO activities.

BOARD MEMBER ELECTIONS

Board members will be elected for one-year terms by a 2/3 majority General Membership in attendance vote. This term can be extended to two years, if desired, with no additional vote needed. The first board shall serve 2-year terms. In order to bring new ideas to the SHE/PTO and pass skills along to others, any position that has been held by the same person for two consecutive terms will become an open position at the end of the second term. Letters of intent will be sought for filling that position with a new member. However, if no letters of intent are received for this position, the residing Board member may continue in that position for another year, at the Board's discretion. Elections will be held at a spring general meeting, unless extenuating circumstances warrant elections at a different time.

BOARD MEMBER MIDTERM VACANCIES

Board vacancies created by resignation, term expirations, or other reasons shall be filled by the board. Interested candidates shall submit a letter of interest to the Board and the PTO shall then elect a new member. If a Board member is replaced midyear, the partial year the new member serves will not count toward the two year term limit.

GENERAL MEMBERSHIP

The SHE/PTO General Membership shall include parents, guardians, and staff members at Soaring Hawk Elementary School.

ROLE OF THE DCEF

The DCEF provides certain services for its chapters, such as Soaring Hawk PTO/Educational Alliance. Included in those services are maintaining a checking account for the SHE/PTO funds, and maintaining records of monetary transactions. SHE/PTO funds deposited in the DCEF checking account will be used only for SHE/PTO approved expenditures on behalf of Soaring Hawk Elementary. To access funds held by the DCEF, the SHE/PTO Treasurer and/or President will submit a Chapter Check Request Form and appropriate documentation (such as receipts) to the DCEF Executive Director. A brief description of the project for which the funds will be used must accompany the Check Request. The SHE/PTO shall compensate the DCEF for its services. This compensation is limited to interest earned on SHE/PTO funds held by the DCEF.

FUNDRAISING

Each year the Board shall set goals for the use of funds to be raised in the following year based on school improvement plans and identified needs. Goals and activities shall be published to the community. The SHE/PTO general membership shall decide which fund-

raising activities shall be undertaken on behalf of the SHE/PTO. The following general principals shall be used as a guide:

1. Activities should promote a service to the community
2. Activities should bring members of the community together
3. Selling items door-to-door will be discouraged.
4. Advertising commercial endeavors shall be considered on an individual basis.

DISBURSING FUNDS AND OTHER RESOURCES

The board will review all fund requests prior to presenting for vote at the next general meeting. The SHE/PTO general membership shall have power to disburse funds based on a majority vote. Requests must be made in writing using the Request for SHE/PTO Funds Form . Each request must include a pledge that the funds will be used only for the purposes included in the request, and that the requester will provide original receipts and accounting reports as required by the DCEF. Detailed records will be kept from year to year documenting approved funding requests. All persons receiving money from the SHE/PTO in advance of a purchase shall provide the SHE/PTO treasurer with a receipt or invoice once the purchase has been made. Any unused funds will be returned to the SHE/PTO for redeposit in the SHE/PTO's account.

COMMITTEES

The Board will form ad hoc committees and appoint chairpersons as needed; e.g., volunteers to work spirit events, fundraising, and teacher/staff appreciation. Committee membership is not limited to Board members, although Board members may serve on committees.

DUTIES OF OFFICERS

All officers are required to attend all meetings. Board members are required to notify the SHE/PTO President if they are unable to attend a meeting.

All officers are required to maintain folders with information related to their job duties. These folders will be passed on to subsequent officers.

PRESIDENT

1. Acts as administrator of the SHE/PTO.
2. Oversees all SHE/PTO fundraising activities.
3. Presides over the General and Board meetings.
4. Specifies the time, date, and location of the General and Board meetings.
5. Provides the agenda for the General and Board meetings.
6. Designates special representatives for events and duties.
7. Assures that all reporting required by the DCEF is accomplished.
8. Submits the following to the DCEF at the end of the fiscal year:
 1. Annual fundraising plan for the following year
 2. Annual list of grants awarded in the previous year, including the name of the recipient and a description of the project for which the grant was awarded
 3. Annual plan for disbursing funds for the following year

9. Ensures that proper receipts are provided to individuals and corporations who make cash or in-kind donations to the HEA (no receipt is needed for corporate matching of individual donations). A thank-you letter may serve as proper receipt.
10. Communicates with the principal when special needs within the SHE/PTO or school community occur.
11. Serves as DCEF/SAC member.
12. Attends DCEF chapter meetings and reports back to the Board on DCEF activity (may also send a representative to DCEF meetings).
13. Create s a permanent annual file of SHE/PTO paperwork.
 1. The SHE/PTO President shall have the option of delegating any of the above duties to other SHE/PTO members who are willing to perform them on either an ad hoc or ongoing basis.

VICE PRESIDENT

1. Shall act as an aid to the President
2. Shall perform the duties of the President in the absence of or inability of that officer to serve.
3. Responsible for maintenance of SHE/PTO bulletin board at SHE

SECRETARY

1. Attends Board and General Membership meetings and records the minutes.
 1. Publishes minutes of each meeting within 7 days of the meeting.
 2. Forwards a copy of the SHE/PTO meeting minutes to the DCEF Executive Director.
 3. Maintains a file of all minutes.
 4. Distributes minutes at Board and General meetings, as needed.
 5. Ensures that at each Board and General meeting, minutes from the prior meeting are approved, or approved with revisions.
 6. Publishes revised minutes within 7 days and resubmits them to the DCEF Executive Director.
2. Takes attendance.
3. Maintains current list of SHE/PTO Board members' phone numbers and e-mail addresses
4. Updates SHE/PTO duty descriptions, as necessary.

TREASURER

1. Establishes and maintains an accounting record for the SHE/PTO separate from the records maintained by the DCEF.
2. Reconcile s the SHE/PTO accounting record quarterly with the records maintained by the DCEF.
3. Forwards financial contributions to the DCEF Director in a timely manner.
4. Submits all check requests to the DCEF..
5. Presents the budget at each Board of Directors and general membership meetings in the approved format, which will include proposed revenue, expenses, and current activity.

6. Works closely with school bookkeeper and follows accounting practices consistent with the schools.
7. Serves as financial advisor for all fund-raisers and fund disbursements.
8. In the event of resignation or removal from position:
 1. Presents all books, papers, vouchers, etc., that are in his/her possession within 7 days of resignation/removal.
 2. Prepares a written final financial report due within 7 days of resignation/removal.
9. The DCEF will administer financial contributions generated by the SHE/PTO.

AMENDMENT OF BYLAWS

These Bylaws may be amended by a 2/3 majority vote of the Board of Directors.

QUORUM REQUIREMENT

Votes may be held at a Board Meeting only if more than half of the Board of Directors members are present.

ADOPTION

These Bylaws were approved by a 2/3 majority vote of the Board of Directors Nov.2nd, 2004.