

BYLAWS FOR WOODMEN-ROBERTS ELEMENTARY

PARENT TEACHER ORGANIZATION

Woodmen-Roberts Elementary Parent Teacher Organization, a Colorado nonprofit corporation, adopts the following bylaws pursuant to C.R.S §7-122-106.

ARTICLE I: NAME AND PURPOSE

Section 1 – Name. The name of the organization shall be Woodmen-Roberts Parent Teacher Organization (“PTO”), located at Woodmen-Roberts Elementary School, 8365 Orchard Path Road, Colorado Springs, CO 80919.

Section 2 – Purpose. The PTO is organized for the purpose of supporting the education of children at Woodmen-Roberts Elementary School by fostering relationships among the school, parents and teachers.

ARTICLE II: MEMBERS/MEETINGS

Section 1. Members shall be parents or guardians of students enrolled, teachers, and administrators of Woodmen-Roberts Elementary.

Section 2. Dues for members shall be established by the Executive Board. Only members who have paid their dues at least fourteen (14) calendar days before the meeting shall be considered a member in good standing with voting privileges.

Section 3. The members shall elect the members of the Executive Board by majority vote at the annual meeting scheduled for purposes of such election.

Section 4. Regular meetings of members. The date and time of regular meetings will be determined by the Executive Board at the beginning of the school year. Notification of meetings will be done by the secretary via the Woodmen Weekly or Email. Changes to the regular meeting schedule due to school related circumstances, will require notification by the secretary via Woodmen Weekly or email at least 2 weeks prior to the meeting.

Section 5. Quorum. The quorum shall be 10 members of the organization.

ARTICLE III: EXECUTIVE BOARD

The day-to-day operations of the PTO shall be governed by the Executive Board.

Section 1. Membership. The Executive Board shall consist of the officers.

Section 2. Duties. The duties of the Executive Board shall be:

1. Transact business between meetings in preparation for the general meeting.
2. Create standing rules and policies.
3. Create or dissolve committees as necessary.
4. Prepare reports and recommendations to the membership as necessary.

5. Conduct all of the business of the PTO except those decisions explicitly reserved to the members in the articles or bylaws.

Section 3. Executive meetings. Regular Executive Board meetings will be held as determined by the president.

Section 4. Special meetings. Special meetings of the Executive Board may be called by the president or any two members of the Executive Board with 24 hours' notice.

Section 5. Officers. The officers who make up the Executive Board shall be President, Vice President, Secretary, Treasurer, Fundraising Chair and Social Activities Chair. The Executive Board has the authority to reassign specific job duties as required. The President, Vice President, Secretary, Treasurer, Fundraising Chair and Social Activities Chair shall collectively be referred to as the Executive Board.

A. President

1. Set agendas for and preside at meetings of the organization and the Executive Board.
2. Serve as the primary contact for the principal.
3. Represent the organization at meetings outside the organization.
4. Serve as an ex-officio member of all committees, except the nominating committee.
5. Coordinate the work of officers and committees in order that the purpose of the organization is served.
6. Work with the treasurer to develop a yearly budget subject to approval by the organization.
7. Coordinate the work of officers and committee chairs in meeting goals.

B. Vice President

1. Attend majority of PTO executive and regular meetings.
2. The Vice President shall assist the president and carry out the president's duties in his or her absence or inability to serve.
3. In the event the President is unable to attend a regular meeting, the Vice President will preside.
4. Perform other duties as assigned by the organization.

C. Secretary

1. Attend majority of PTO executive and regular meetings.
2. In the event the Vice President is unable to attend a regular meeting, the Secretary will preside.
3. Record and maintain minutes of executive and regular meetings
4. Coordinate all PTO related information for posting in the Monday Morning Memo and handle all correspondence.
5. Maintain copy of current bylaws and standing rules.
6. Maintain copy of membership list.
7. Perform other duties as assigned by the organization.

D. Treasurer

1. Attend majority of PTO executive and regular meetings.
2. Receive all funds of the organization.
3. Serve as an authorized signatory on all PTO accounts and maintain organization's books. Balances and reconciles the checking account and monitors the budget.
4. Responsible for filing IRS tax returns (as necessary) and paying any owed taxes.
5. Prepare yearly budget with the President and present for approval at the first regular meeting of the year.
6. Prepare and present a financial statement at every meeting of the organization and at other times requested by the Executive Board.
7. Perform other duties as assigned by the organization.

E. Fundraising Chair.

1. Attend majority of PTO executive and regular meetings.
2. Determine fundraiser, form fundraising committees and oversee fundraising activities.
3. Perform other duties as assigned by the organization.

F. Social Activities Chair

1. Attend majority of PTO executive and regular meetings.
2. Form social and hospitality committees and oversee social activities.
3. Perform other duties as assigned by the organization.

Section 6. Nominations and Elections. Elections of officers will be held at the second to last meeting of the school year, with no less than thirty (30) days prior written notices to members of the date and time of the meetings. The Executive Board shall select a candidate for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be by voice if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

Section 7. Eligibility. Members are eligible for office if they are in good standing at least fourteen (14) calendar days before the Executive Board presents its slate.

Section 8. Terms of office. Officers are elected for one (1) year and may serve no more than two (2) consecutive terms in the same office. The officers shall serve until their successor is duly elected and qualified to serve. Each person elected shall hold only one (1) office at a time.

Section 9. Vacancies. A vacancy occurring in any office shall be filled for the remaining term by a person elected by a majority vote of the remaining members of the Executive Board.

Section 10. Removal from office. Any officer can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meetings where previous notice has been given.

Section 11. Records. All officers shall keep all appropriate records and deliver them to newly elected officers.

ARTICLE IV: COMMITTEES

Section 1. Membership. Committees may consist of members and Executive Board members, with the president acting as an ex-officio member of all committees.

Section 2. Committee chairs shall keep appropriate records and forms to be handed over to their successor at the end of the school year or sooner in the event of a vacancy.

ARTICLE V: FINANCES

Section 1. A proposed budget shall be drafted and presented at the first regular meeting and approved by a majority vote of the members.

Section 2. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3. Expenditure limits. All expenditures made within the approved line item of the budget may be made with approval of the president and treasurer. Any expenditure over those listed on the approved budget will require a majority vote of the membership.

Section 4. Two authorized signatures shall be required on each check. Authorized signers shall be the president and treasurer.

Section 5. The fiscal year shall coordinate with the school year.

Section 6. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

ARTICLE VI: PARLIAMENTARY PROCEDURE

The rules contained in the "Robert's Rules of Order" shall guide the organization in all cases in which they are applicable and do not contradict these bylaws.

ARTICLE VII: STANDING RULES

Standing rules may be approved by the Executive Board, and the secretary shall keep records of the standing rules for future reference.

ARTICLE VIII: DISSOLUTION

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at a meeting.

ARTICLE IX: AMENDMENTS

These bylaws may be amended by the members at any regular or special meeting, providing that previous notice was given at the prior meeting in writing and then sent to all members of the organization by the secretary. Notice may be given by postal mail, Email, or fax. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

