

LOUISVILLE ELEMENTARY PARENT TEACHER ORGANIZATION BYLAWS

Article I

Definition of Group

Section 1: Name

The name of the organization shall be the Louisville Elementary Parent Teacher Organization (PTO). The PTO is located at Louisville Elementary School, 400 Hutchinson St., Louisville, CO, 80027.

Section 2: Description

The PTO is a nonprofit organization that exists for charitable and educational purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)3 of the Internal Revenue Code.

Section 3: Purpose

The purpose of the PTO is to enhance and support the educational experience of Louisville Elementary, to develop a closer connection between school and home by encouraging parent involvement and to enhance the environment at Louisville Elementary through volunteer and financial support.

Article II

Structure

Section 1: Membership of the PTO

Membership shall be automatically granted to all parents and guardians of Louisville Elementary students, plus all staff at Louisville Elementary. There is a yearly \$10 membership due per family which entitles family to one vote.

Section 2: Equal Opportunity

Louisville Elementary PTO believes that equal opportunity is important for the continuing success of our organization. In accordance with state, federal, and municipal laws, this nonprofit intends to comply with these laws which preclude discrimination because of race, disability, color, creed, religion, gender, age, sexual orientation, national origin, ancestry, citizenship, veteran status, or any other protected classification.

Section 3: Meetings

A. Budget Meeting: There shall be a budget review and approval meeting by the PTO board in the spring of the current school year to set the budget for the following school year.

B. General PTO Meetings: There shall be quarterly PTO meetings September through May, provided requirements for a quorum are met (See Article IV, Section 4). The meeting times and place shall be determined by the Executive Board, with some consideration given to regularity and predictability, by

the September PTO meeting. The dates will be published on the PTO website and school newsletter. Public notification should be seven days prior to each meeting.

C. End of Year Wrap-Up Meeting: A PTO Executive Board meeting shall be held in May for the purpose of receiving annual committee reports and reviewing any other business that may arise with final activity reports.

D. Special Meetings: Special meetings for the PTO shall be called by a Chairperson of the Executive Board or upon written request of ten (10) members of the PTO. The purpose of the meeting shall be stated in the written request. Notice of the special meeting shall be given at least three (3) working days in advance. The purpose of the special meeting shall be stated in said notice.

E. Program and Committee Leader Kick-Off Meeting: A PTO meeting shall be held in August to prepare for the start of the PTO's activities by the Program Committee to establish volunteer expectations and communication.

Article III

Executive Board

Section 1: Board and Membership.

The Executive Board shall consist of the following officers and Principal, or their designees:

Section 2: Definition of the Executive Board

Please refer to the PTO website for a detailed description of the Executive Board position descriptions.

- A. President: oversee the general operation of the organization; preside over meetings; serve as primary contact with the Principal, school, and community.
- B. Vice President: communications coordinator and designated to oversee specific programs of the PTO throughout the year. In the event that the President isn't available or present at meetings, Vice President will fill in.
- C. Secretary: keep minutes of meetings; post minutes for the PTO website; provide notices and summaries of meetings for the school newsletter and or Friday Folders; maintain job and committee descriptions.
- D. Treasurer: receive all monies for the organization; keep financial accounts of all moneys received and disbursed; write and sign checks; provide monthly reports to the Executive Board; provide an annual report to the general membership at the Annual Meeting; file any necessary tax and legal documents.

- E. Volunteer Coordinator: oversee volunteer chairs and help chairs with finding volunteers for various PTO programs throughout the year.
- F. Principal – attend meetings of PTO and Executive Board; serve as an advisor and a resource for school-related information. Not a Voting member of the Executive Board.

Section 3: Executive Board Qualifications, Elections and Terms of Office

- A. Term of Office and Limits: The term of all board members shall be for twelve (12) months. The term shall run from June through June of the following year. The outgoing board members will function in an advisory capacity between May and August.
- B. Board Nominations: Members shall nominate themselves or be nominated by another person with the nominee’s consent for an Executive Board position. One week prior to the April PTO meeting, a slate of Executive Board Officer Nominees will be presented to the PTO community via website announcement. If a full slate of officers is not received for nomination purposes, the deadline may be extended (see Guidelines for Board Nominations on the PTO website).
- C. Elections and Voting: At the April PTO meeting, the secretary will announce the nomination name and then ask for a voting member of the PTO to second the nomination. Within one week of the meeting, the PTO will report the outcome to the PTO community via the website.

Section 4: Removal from Office, Vacancies and Newly Created Positions.

- A. An officer may be removed from office by a majority vote at a general membership meeting.
- B. Vacancies and newly created positions to the Executive Board will be filled by appointment with consensus of the Executive Board to serve the remainder of the current term.

Section 5: Authority and Decision Making of the Executive Board.

- A. A quorum for the Executive Board shall consist of three (3) members. Note 5 members of the Executive Board are Authority Decision Makers (President, Vice President, Secretary, Treasurer, Volunteer Coordinator).
- B. Each member of the Executive Board shall have a single vote.
- C. Executive Board decisions shall be by consensus of those members present whenever possible. In the absence of consensus, any action may be passed by majority of those members present and voting. IF there is a tie vote, the Principal shall have the deciding vote.

Article IV

Operating Procedures

Section 1: Operating Agreements

The Executive Board sets agendas for itself and the PTO meetings. Agendas for said meetings will be published electronically one week prior to the meeting.

- B. Meetings shall follow the published agenda except by general consent. Deferred items and agenda items not addressed due to time considerations will have precedence on the agenda for the following month.
- C. Minutes for the prior meeting will be posted and made available for review following each meeting. Minutes shall be presented for approval at each meeting for the prior meeting. Those present shall be listed on the minutes.

Section 2: Motions

- A. A proposal that PTO take certain action must be presented as a motion by a PTO member.
- B. Another PTO member must second a motion.
- C. A motion that has been made is subject to one or more of the following actions by PTO:
 - i. Amendment – alteration of the originally stated proposal.
 - ii. Approval – voted acceptance of the motion by a majority of members present.
 - iii. Call to Question – a request by a member that discussion cease and voting begins.
 - iv. Debate – discussion of the merits of the proposal.
 - v. Defeat – voted denial of the motion by a majority of the members present.
 - vi. Deferment – motion tabled until future date.
 - vii. Withdrawal – requests that debate cease and a vote not be taken.

Section 3: Voting

- A. The President will present for vote any motion that is in order when debate on the proposal has ended, or a PTO member has called the motion to question.
- B. All PTO members who have paid dues present at any PTO meetings may vote.
- C. A motion will be passed or defeated by a two-thirds majority vote of members present.
- D. Voting on proposals for actions by PTO may be deferred to the following month, by general consent, if the action is determined to be extensive in nature or time commitment, or controversial.

Section 4: Quorum

- A. At any PTO meeting, three Executive Board members and three general members shall constitute a quorum. Quorum requirements for Executive Board shall be three (3) board members.

- B. If quorum requirements are not met at a PTO meeting, a special meeting may be called according to Article II, Section 2D, at which a decision will be made by a majority vote of members present.

Section 5: Parliamentary Authority

Roberts Rules of Order Newly Revised shall govern this organization in all cases to which they are applicable and in which they are not in conflict with these bylaws.

Article V

Finance

Section 1: 501(c)3 Status

- A. The PTO shall be a nonprofit organization. PTO is organized exclusively for charitable and educational purposes including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)3 of the Internal Revenue Service code, or corresponding section of any future federal tax code.
- B. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these bylaws, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)3 of the Internal Revenue Service code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- C. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)3 of the Internal Revenue Service code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Place of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Section 2: Annual Budget Process

- A. Funds earned through PTO activities shall be used to fund educational projects and activities for Louisville Elementary students and staff. Projects seeking funding by PTO, except as outlined in Article V, Section 2D; will require approval by a majority vote of the Executive Board Members.

- B. The Principal and staff representatives shall act as liaisons, between the PTO staff of Louisville Elementary, provide PTO with periodic reports on programs and projects, as well as general information, and assist staff with presentation of budget and funding requests to PTO.
- C. The annual budget will be created following the process detailed in the Guidelines for Annual PTO Budget Preparation.
- D. After the budget has been approved, the Treasurer may disburse funds for non-budgeted items up to \$50 with the approval of the PTO President without calling an Executive Board Meeting. Amounts from over \$50 will be approved by a majority vote of the Executive Board.
- E. Reconsideration for denial of any request for funds can be presented at the PTO meeting.
- F. The PTO fund shall attempt to have a minimum balance of at least one-half of the anticipated annual budget for the forthcoming year.
- G. A financial review shall be completed before the last PTO meeting in May.
- H. The deadline for spending allocated funds shall be determined by the Executive Board with a recommendation from the co-treasurers.

Article VI

Amendments

These bylaws can be amended, repealed or changed in whole or in part by a two-thirds majority vote of the voting members present at a PTO meeting, provided written notice of the intent to amend bylaws has been published to the Louisville Elementary community at least one week prior to the scheduled meeting.

These bylaws should be reviewed and amended as needed at least every four years.