

ACADEMY CHARTER SCHOOL  
**PARENT-TEACHER ORGANIZATION**  
Douglas County School District RE-1

**BY-LAWS**

**ARTICLE 1-NAME**

The name of the Organization shall be the Academy Charter Parent Teacher Organization of the Douglas County School District R E-1. This is a local unit operating independently.

**ARTICLE 2-OBJECTIVE**

The objective of the organization shall be to help Academy Charter School provide an academically challenging and socially enriching environment for the school community of the Academy Charter School through fundraising projects to provide funds for the purchase of supplies, equipment, materials, and services for the school.

**ARTICLE 3-POLICIES**

Section 1

The purpose of this Organization shall be educational and service-oriented and shall be developed through general meetings, committees and projects.

Section 2

This Organization shall be noncommercial, nonsectarian, and nonpartisan.

Section 3

A quorum sufficient to transact business in any committee or board of this Organization shall be a majority of that committee's members.

Section 4

The fiscal year of the Organization shall be the same as the fiscal year of the Academy Charter School.

Section 5

The By-Laws of the Organization shall be reviewed annually and will be revised, if necessary, by the Executive Board.

Section 6

In the Event of the dissolution of this Organization, the assets of the Organization, after all outstanding debts are met, shall be donated to the Douglas County School District RE-1 for use at the Academy Charter School.

**ARTICLE 4-MEMBERSHIP**

The membership of Academy Charter School may vote at any general meeting.

**ARTICLE 5-EXECUTIVE BOARD AND COMMITTEES**

Section 1

- A. The officers elected by the membership of this Organization shall be President, four Vice-Presidents, Secretary and Treasurer.
- B. The Executive Board shall consist of the following officers: President, Four Vice Presidents, the Secretary, the Treasurer, the Dean(s), one elementary teacher, and one middle school teacher. Additional officers may be appointed if deemed necessary by the Board, i.e., the Silent Auction position and others that may occur.
- C. The Executive Board shall meet a minimum of six times during the year to transact the business of the Organization: 2 before the budget meeting, 1 before each General Meeting, and 1 transition meeting between boards in the summer. This includes approving the budget for final approval at the first general meeting of the school year. The Board will approve committee work plans, insuring that these plans are consistent with school goals, form non-standing committees as necessary and any other business as may be referred to the agenda by any member of the Organization.
- D. Minutes of the Executive Board meetings must be posted in the school office on a PTO bulletin board within two weeks of the meeting.

- E. The incoming Executive Board and the current Executive Board shall meet jointly prior to the end of the current school year to recruit Standing Committee members and to audit the Treasurer's accounts.
- F. Special meetings of the Executive Board may be called by the President or by any three Vice Presidents with five days written notice.

#### Section 2

- A. The Standing Committees shall be the Student Enrichment Committee, the Communication Committee, the Social Committee, and the Fund Raising Committee. A representative of the PTO Board will report to the Governing Board on all PTO activities.
- B. The Standing Committees shall meet on call of the Vice President of the committee or majority of the committee members. They shall plan the goals and activities of their committee. They shall submit a budget to the Executive by the first Executive Board meeting. They must report their goals and working plans to the Executive Board for approval and give a report of activities at each Executive Board meeting.

### **ARTICLE 6-DUTIES OF THE OFFICERS**

#### Section 1

The President shall preside over all the meetings of the Organization, including General as well as Executive Board meetings. The President shall prepare and distribute an agenda to all members of the Executive Board; shall be a member ex-officio of all committees; shall coordinate the work of all officers and committees in order to promote the goal and objectives of the Organization.

#### Section 2

If the President is absent or unable to serve, the Executive Board shall select one of the Vice Presidents to perform the duties of the President.

#### Section 3

The Vice Presidents shall preside over all meetings of their Standing Committee; shall coordinate the work of the committee members in such a manner as to promote the goals and objectives of the Organization.

#### Section 4

In the absence or inability of a Vice President to serve, the Standing Committee shall select one of its members to perform the Vice President's duties.

#### Section 5

The Secretary shall keep an accurate record of all meeting General and Executive and post the minutes of these meetings to a ledger. The Secretary shall attend to all correspondence for the Organization; and shall have a current copy of the bylaws. If the Secretary is absent or unable to serve, a new Secretary will be appointed by the Executive Board.

#### Section 6

The Treasurer shall have custody of all funds of the Organization, and shall keep full and accurate accounts of all receipts and expenditures of the Organization. The Treasurer shall receive all monies and disperse with the approval of the Executive Board and in accordance with the annual budget for the Organization. The Treasurer shall prepare monthly financial statements and give copies to all members of the Executive Board. Copies should also be available at the General Meetings. All checks must be signed by the Treasurer. Two signatures will be required on all checks over \$200; the checks must be signed by the PTO President and the Treasurer. The Treasurer shall assist in the preparation of a budget and shall give an end-of-year financial report at the last meeting of the Organization for that school year.

The Treasurer's books shall be examined by the Executive Board at the end of the school year. A minimum of three members of the Board, a parent, a teacher, and an administrator, shall sign the books when they are satisfied that the books are correct. Copies of all Treasurers' reports, including the audit will be given to the Secretary to be kept with the PTO records.

If the Treasurer is absent or unable to serve, the Executive Board will appoint a new Treasurer for the Organization. The books must be audited before the new Treasurer takes over.

#### Section 7

##### General Rules Governing Officers

- A. Each office shall be entitled to one vote on the Executive Board. In the case of Co-Officers, there will still be one vote for that office.
- B. The term of office shall be one year and may not exceed two consecutive years in the same office. The term shall run from the beginning of the school year to the end of that same school year. Elections for the following school year will take place in May of the year before.
- C. Upon the expiration of the term of office or in the case of resignation, each officer shall turn over to the president or their successor, without delay, all records, books and other materials pertaining to that office and shall return to the Treasurer, without delay, all funds pertaining to that office.

### **ARTICLE 7 – MEETINGS**

#### Section 1

General meetings of the Organization shall be set by the Executive Board and will be held at least four times during the school year. Announcement of these meetings shall be made in the school's weekly newsletter and posted in the school's office at least a week prior to the meeting. The Executive Board may call a special Executive Board meeting if deemed necessary.

#### Section 2

Business may be transacted at a General Meeting by recommendation of the Executive Board or by written request of a member of the Organization prior to the meeting.

#### Section 3

10 members shall constitute a quorum for the transaction of business in any General meeting of the Organization.

#### Section 4

The monthly meeting of the Executive Board shall be open to all members of the Organization. Voting at these meetings shall be limited to the Executive Board members. Meeting times must be announced at least 5 days in advance.

#### Section 5

Five members of the Executive Board shall constitute a quorum.

### **ARTICLE 8 – NOMINATION AND ELECTION OF OFFICERS**

#### Section 1

Nominations for candidates will be obtained by placing an announcement of Board vacancies in the school newsletter a month before the election asking for nominations for these positions. If requested, by-laws will be made available for potential candidates to review prior to the election meeting.

#### Section 2

The election of officers for the following year shall take place in May of the preceding year. The election will be held at a General meeting of the organization in that month. The Secretary and Treasurer will prepare ballots from nominations received. Voting by secret ballot, there must be a space on the ballot for write-in candidates. The Secretary and Treasurer and a general PTO member at the meeting will tally the results and announce the winners in the school newsletter one week after the election.

## **ARTICLE 9 – STANDING COMMITTEES AND THEIR DUTES**

### Section 1

The Organization shall have four Standing Committees: Enrichment, Communication, Social and Fund Raising. Each member of the committee will be recruited by the Executive Board from names submitted by any member of the organization. There is no limit to the length of time that an individual can serve on a committee.

### Section 2

The Vice-President who is the chair of the Standing Committee shall conduct all meetings of the committee, coordinate the operations budget of the committee and present a report of committee operations at all Executive Board meetings. The Vice President shall appoint a member of the committee to act as recording secretary, to record the business of the meeting. The secretary shall forward a copy of these minutes to the Organization secretary for posting in the ledger which will be available in the school's office. The Vice Presidents of the Committees shall report on all activities to the PTO/Volunteer Coordinator of the Governing Board.

### Section 3

Special Committees may be appointed by the Executive board to handle new areas of interest of the Organization. At the time of elections in the spring, determination must be made if this special committee should become a Standing Committee of the Organization. This shall be done at a General meeting by a majority vote of those present. A Vice President will then be elected to chair this committee. The Executive Board may receive suggestions for new committees from the Governing Board of the Academy Charter School.

### Section 4

The charge of the Enrichment Committee is to provide supplementary, enriching cultural experiences for the students of Academy Charter School. This includes wellness.

### Section 5

The charge of the Communication Committee is to facilitate the exchange of ideas, thoughts and information between the school, parents and the community. This includes all newsletters, handbooks, bulleting boards, telephone trees and community service projects.

### Section 6

The charge of the Social Committee is to enhance parent involvement and education, increase community involvement, coordinate local and state interaction and develop pride in our school. This includes hospitality, school spirit, teacher appreciation, Colorado Awards and scholarships.

### Section 7

The charge of the Fund Raising Committee is to provide funds for the Organization for operation, enrichment, cultural arts, classroom incentives, and gifts to the school. This includes planning and carrying out all fundraisers. This committee, along with the Treasurer, will establish a budget for the Organization in the spring of the preceding year.

### Section 8

All committee members shall perform the duties as outlined by these By-Laws.

### Section 9

The PTO/Volunteer Coordinator of the Governing Board shall report to the Governing Board on all PTO activities at the Governing Board monthly meeting.

## **ARTICLE 10-PARLIAMENTARY AUTHORITY**

### Section 1

These By-Laws may be amended by a majority of the members present at a General Meeting of the Organization, provided written notice of the proposed amendment is given at least 1 week prior to the meeting at which the revision will be considered.

### Section 2

Revised By-Laws must be presented to the Executive Board for approval before presentation at a General Meeting.

---

## **AMENDMENTS TO BY-LAWS**

### **ARTICLE 9**

#### Section 7

Add- Any fundraiser proposed after the Fund Raising Committee sets their schedule for the year, must be approved by the PTO Board at a regular meeting of the PTO.

*Adopted by the Board*  
5/3/95

### **ARTICLE 6**

#### Section 7

Add-D. An officer of the PTO Board who has more than two consecutive unexcused absences from meetings may be terminated from the Board.

*Adopted by the Board*  
5/17/95

### **ARTICLE 7**

#### Section 5

Add: A PTO meeting cannot be held without a quorum.

*Adopted by the Board*  
5/17/95

### **ARTICLE 6**

#### Section 6

Change: "All checks must be signed by the Treasurer and the PTO President of the Academy Charter School. Two signatures will be required.

*Adopted by the ACS/PTO*  
1/24/00

**AMENDED BY-LAWS VOTED & ADOPTED ON MAY 3, 2004**

**AMENDMENT TO BY-LAWS VOTED & ADOPTED FEBRUARY 1<sup>ST</sup>, 2007:**

**ARTICLE 8-NOMINATIONS AND ELECTION OF OFFICERS**

**Section 2:**

The election of officers for the following year shall take place in *April* of the preceding year. The election will be held at a General meeting of the organization in that month. The Secretary and Treasurer will prepare the ballots from nominations received. Voting by secret ballot, there must be a space on the ballot for write-in candidates. The Secretary and Treasurer and a general PTO member at the meeting will tally the results and announce the winners in the school newsletter one week after the election.

**Amendment to By-Laws Voted and Adopted March 13, 2008**

**Article 6, Section 7, Subsection B**

The term of office shall be one year and may not exceed two consecutive years in the same office. The term shall run from the beginning of the school year to the end of the school year. Elections for the following school year will take place in April of the year before.