

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

BY-LAWS



Academy Charter School PTO By-Laws
Revised April, 2009

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.

Section 7

PTO Executive Board "Guidelines and Procedures" shall be kept updated from year to year. Changes, additions and corrections to "Guidelines and Procedures" must be approved by the PTO Executive Board and the ACS Dean's. Documentation acknowledging approval of any changes must be maintained with said "Guidelines and Procedures."

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, and one non-voting position: Classroom Coordinator Liaison.
- B. The Executive Board shall consist of the following officers: President, Four Vice Presidents, the Secretary, the Treasurer, the Dean(s) (non-voting members), 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.
- G. It is the PTO Executive Board's goal to have Executive Board positions staggered as much as possible, to ensure at least one experienced member is always on the board. In the event this is not possible, all Executive Board members agree to train, mentor and support incoming members, to ensure there is no lag in productivity or confusion in the operating procedures of the PTO.

Section 2

- A. The Standing Committees shall be the Student Enrichment Committee, the Communication Committee, the Social Committee, and the Fund Raising Committee and Classroom Coordinator Liaison. 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 organize and 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. In addition, the President shall work closely with the Deans, Teachers, Administrative Staff, PTO Executive Board, SAC, Governing Board and ACS parents. This position will oversee all activities through each Executive Board Member, and shall receive periodic reports regarding all activities and events. The President shall be responsible for staying current on all events, issues and concerns. This position shall delegate when necessary and assist when needed in any and all events, fundraisers or activities. This position shall work closely with the Governing Board, SAC and Dean's to ensure the PTO is kept current on the status and the direction of the school and its' current needs, so the PTO and parents can make informed, intelligent decisions regarding all monies raised through the PTO. This position shall speak at all events deemed necessary by the PTO and/or Dean's to relay pertinent PTO information to new, incoming and seasoned parents. This position shall ensure that everyone within the school is current on all PTO activities and understands the PTO Board's goals and direction for each school year. Outgoing President will also serve as mentor for new President for a time agreed upon by outgoing President, new President and the Deans. This role will be initiated by attending meetings and/or conducting discussions between said parties, as deemed necessary.

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 of 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 record, type, distribute and maintain an accurate record of all PTO General and Working Meetings. The secretary shall distribute all minutes to the Executive Board and maintain the PTO Minutes Book in the ACS office, work with the VP of Communications to ensure that all minutes are made public to ACS parents, whether on the PTO Bulletin Board, ACS website, or both. The secretary shall attend to all correspondence for the Organization, and shall have a current copy of the By-Laws. Additionally, the secretary must keep ballots from voting meeting attached to the respective minutes of said meeting. If the secretary is absent or unable to serve, a new Secretary will be appointed by the Executive Board.

Section 6

A. 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 ~~Two signatures will be required on all checks regardless of the amount;~~ 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.

B. Treasurer shall maintain all financial records, prepare PTO budget, prepare all State and Federal documents, and work with retained CPA firm. Treasurer will be able to answer any and all financial questions posed by the PTO Board or the parents at any time, to report the current financial standing of the PTO.

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 to give to the Secretary to be kept with the PTO records.

C. The Treasurer shall keep a notebook that will contain cash/check verification forms that must be used for all monetary transactions, including but not limited to all fundraising and enrichment activities. This PTO notebook will be passed to the incoming treasurer at the end of the current treasurer's term.

D. 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.

Comment [MKO1]: Incorporated from Amendments

Comment [MKO2]: REMOVE

- B. The term of office shall be two years with the ability to serve a consecutive two year term in another office, once the first two year term has expired. No PTO Executive Board member may run for more than one, two year term in the same position consecutively. The term shall run from the beginning of the school year to the end of the second school year. Elections for the following year will take place in April 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.
- D. An officer of the PTO Board who has more than two consecutive unexcused absences from meetings may be terminated from the Board.
- E. The PTO Executive Board has the ability to make financial decisions without parent approval of expenses \$500 or less. Any decision made within these parameters will be announced to the public at the next PTO General Meeting.
- F. No PTO Executive Board member's business (personal or not) may profit from ANY PTO or school event, while serving their term on the PTO Executive Board.

Comment [MKO3]: Incorporated from Amendments

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.

Section 6

A PTO meeting cannot be held without a quorum.

Comment [MKO4]: Incorporated from Amendments

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 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 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. Official ballots must be distributed at the PTO voting meeting. The Treasurer and a parent shall tally the votes at the meeting. All ballots must be kept with the minutes of the respective voting meeting.

Comment [MKO5]: Incorporated from Amendments

ARTICLE 9 – STANDING COMMITTEES AND THEIR DUTES

Section 1

The Organization shall have five Standing Committees: Enrichment, Communication, Social and Fund Raising and Classroom Coordinator Liaison (non-voting). 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

A. The charge of the Enrichment Committee shall coordinate community enhancement events to build community within the school and to inform the general public about ACS. This position shall coordinate enrichment and/or community events with the SAC. All events facilitated by the VP of Enrichment shall not be designed to raise funds for the school but can certainly bring in money. The VP of Enrichment shall work closely with the Classroom Coordinator Liaison to ensure these events are relayed to parents and teachers, and will depend on the Liaison to help organize volunteers and teacher support.

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

B. All monies collected from a PTO fundraiser, enrichment or community event MUST be counted by the PTO Board members and recorded on the Cash/Check Verification Forms and returned to the Treasurer for deposit in a timely manner. If two PTO Board members are not available, one PTO Board Member must count money with another person, such as a Teacher, Dean, Event Volunteer, or ACS Administrative Staff.

Comment [MKO6]: REMOVE

Section 5

The charge of the VP of Communication shall organize, coordinate, and produce all PTO communications, whether through the PTO Corner of the ACS Newsletter, the PTO Newsletter, the

PTO Bulletin Board, ACS website or any other means deemed necessary. This position shall work with the VP of Fundraising and the VP of Enrichment to help advertise for any PTO event. This position shall work closely with the ACS Technical Administrator to distribute all communications. 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.

Comment [MK07]: REMOVE

Section 6

The charge of the Social Committee is to organize and coordinate all Teacher/Staff breakfasts and luncheons. This position shall assist with any event pertaining to the teachers and staff, such as Teacher Appreciation Week, etc. This position will work with the ACS administration to recognize ACS teachers and staff as needed.

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.

Comment [MK08]: REMOVE

Section 7

A.VP of Fundraising will submit fundraising ideas to the PTO Board for vote and discussion. This position is responsible for organizing and delegating each fundraising event. The VP of Fundraising shall be responsible for working with the PTO Board to determine the most successful and lucrative fundraisers for ACS and will work with the entire board to discuss ways to enhance any fundraiser. This position must keep the PTO Board informed of the status of each respective fundraiser at both General and Working meetings and must maintain and work within the budget allocated at the beginning of each school year. This position must maintain any and all records for each fundraiser, deemed necessary by the Treasurer and President.

B.All monies collected from a PTO fundraiser, enrichment or community event MUST be counted by to PTO Board members and recorded on the Cash/Check Verification Forms and returned to the Treasurer for deposit in a timely manner. If two PTO Board members are not available, one PTO Board member must count money with another person, such as a Teacher, Dean, Event Volunteer, or ACS Administrative Staff.

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.

Comment [MK09]: REMOVE

Section 8

Teacher Representatives (one elementary/one middle school) will be responsible for relaying information from the PTO Board to and from the teachers to the PTO Board. These positions are the PTO Board's line of communication and understanding of what teachers want, need and expect from the PTO.

Section 9

PTO Classroom Coordinator Liaison (Non-voting) shall coordinate, inform and work with the Classroom Coordinators on PTO fundraisers requiring volunteer help. This person will communicate with all Classroom Coordinators on upcoming PTO events, gather valuable volunteer help from the Classroom Coordinators and will funnel upcoming information to the Classroom Coordinators, to be passed on to teachers and parents in their respective classrooms. As a non-voting member, this position is NOT required to attend PTO Working or General meetings; however, it is strongly suggested that they communicate with the PTO Board and provide regular reports, feedback and information to the VP of Fundraising and the VP of Enrichment, whose responsibilities are fundraising and enrichment events. All of which require parent and teacher participation.

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

Comment [MKO10]: REMOVE

Section 10

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

Section 11

Any fundraiser proposed after the Fundraising Committee has set their schedule for the year, must be approved by the PTO Board at a regular meeting of the PTO.

Comment [MKO11]: Incorporated from Amendments

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.

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.