

RED FEATHER LAKES ELEMENTARY PTO BYLAWS

ARTICLE I

NAME

1. The name of this society shall be Red Feather Lakes Elementary PTO. It shall be a non-profit organization.

ARTICLE II

NON-PROFIT STATUS

1. This Society shall operate as a non-profit organization in accordance with requirements for 501(c)(3) of the Internal Revenue Code and the Non-Profits Section of the Colorado Corporations Act. No part of the net earnings shall accrue to the benefit of any individual.
2. This Society is a corporation, with the Board (consisting of President, Vice President, Treasurer, and Secretary) as its governing members.
3. The corporation is organized exclusively for charitable, educational, scientific, and literary purposes, including for such purposes, the making of distributions to organizations that qualify as exempt under Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding section of any future United States Internal Revenue law.
4. Nonprofit financial governance in accordance with Laws, Rules, Regulations, and Codes:
 - a. No part of the income or assets of the corporation shall inure to the benefit of, or be distributed to any of its members, directors, or officers as such, or to any other private persons during the life of the corporation or upon its dissolution or final liquidation. Nothing in this subsection, however, shall be construed to prevent the payment of reasonable compensation to officers of the corporation for services actually rendered and to make payments and distributions in furtherance of the purposes set forth in this document.
 - b. The corporation shall not make loans to its officers, directors, or employees. Any director who votes for, or assents to the making of, a loan or advance to an officer, director, or employee of the corporation, and any officer who participates in the making of such a loan, or advance, shall be jointly and severally liable to the corporation for the amount of such loan until repayment thereof.
 - c. Notwithstanding any other provision of these articles, the corporation shall not carry on activities not permitted under:
 - i. A corporation exempt from federal income taxation under Section 501 (c)(3) of the Internal Revenue Code or the corresponding section of any future United States Internal Revenue law.
 - ii. A corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code or the corresponding section of any future United States Internal Revenue Code.
 - iii. Laws of the State of Colorado governing the operation of a non-profit Corporation.

5. Activities of the corporation shall not include the issuance or carrying on of propaganda, to otherwise attempting to influence legislation. The corporation shall not, either directly or through the actions of any of its directors or officers, participate in, contribute to, or intervene in (including the publishing or distribution of statements and materials), or otherwise support or assist, any political party, or campaign on behalf or in opposition to any candidate for public office.

ARTICLE III

OBJECTIVE

1. The objectives of Red Feather Lakes Elementary PTO is to fundraise to support the funding and purchase of, but not limited to, student field trips, classroom materials, supplies and PTO hosted student enrichment events. The purpose of the PTO is to enhance and support the educational experience at (our school), to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at (our school) through volunteer and financial support.

ARTICLE IV

MEMBERS

1. Membership shall be automatically granted to all parents, guardians, or other adult standing in loco parentis for a student of Red Feather Lakes Elementary School, plus all staff at Red Feather Lakes Elementary School. There are no membership dues. Members have voting privileges, one vote per household.

ARTICLE V

OFFICERS AND EXECUTIVE BOARD OF DIRECTORS

1. **The Executive Board** shall consist of the following officers: President, Vice President, Recording Secretary, and Treasurer. Officer positions can be shared. Individuals can hold one or more Executive Board positions concurrently if Membership cannot fill each position individually. Any PTO member in good standing may become an officer of the PTO.
2. **Duties of the Executive Board of Directors** shall control and manage the affairs, funds, property, and expenditures of the Society, shall carry out its purposes, and shall execute its by-laws.
3. **The Term of Office** for all officers is one year, beginning on August 1st, and ending on July 31st of the following school year. The previous officer may be re-elected for the same office consecutively. The unexpired term of any member of the Board of Directors who resigns or is dropped from the Board shall be filled by the selection of the Executive Board from among the roster of members.
4. **Meetings of The Board of Directors** shall occur monthly and/or as frequently as needed to carry on the business of the Society. A meeting of the Board of Directors shall be held when requested by any two members of the Board of Directors. The Secretary shall notify the school secretary of any meetings, meeting changes or cancellation so the school secretary can send communication to all parents, guardians and staff 48 hours prior to a meeting. The Board of

Directors shall determine the dates and nature of all meetings and events of the Society with due consideration being given to any expressed wishes of the membership.

5. **A quorum** of the Board of Directors shall consist of a majority vote. In the absence of a quorum, the Board members may propose suggestions for an ensuing meeting, but no actions may be taken until the quorum is present. Decisions shall be made without a vote of the president. In the events of a tie, the president shall cast the deciding vote. In the event of need for urgent action, the Executive Board may mail, phone, text, messenger or other electronic communication format for a decision. The secretary will document all communication and have record of any voting.

ARTICLE VI

DUTIES OF OFFICERS

1. In addition to duties listed below, each office will also preform other such duties as applicable to the office as prescribed by the vote of the Board of Directors.
2. **The President** shall be the principal executive officer with the responsibility for general supervision of the affairs of the Society. The President shall preside at all meetings of the Society and of the Board of Directors but may designate the Vice-President to function when the President is unavailable.
3. **The Vice-President** shall substitute in the absence of the President and shall carry out whatever responsibilities may be assigned by the President or the Board of Directors.
4. **The Secretary** shall keep a record of the proceedings of the Society and the Board of Directors and carry out any necessary correspondence on behalf of the Society.
5. **The Treasurer** shall have custody of the funds of the Society and shall deposit them in insured financial institutions or invest them pursuant to policy established by the Board of Directors. The treasurer shall pay all bills, shall be responsible for the collection of dues or of any debts owed to the Society. At the first regular meeting after the end of the fiscal year, or at any earlier special meeting, the Treasurer shall submit to the Board of Directors the annual balance sheet and income and expense account. The accounts and reports shall be subject to such directions and to such audits as the Board of Directors may prescribe. If the organization determines the necessity of an annual budget, the Treasurer will provide the organization with such a document. The Treasurer can also direct the Board of Directors to create a standing budget committee.
6. **Communications to:**
 - a. **Members** shall be the secretary's responsibility this includes, but not limited to, any flyers, emails, etc. The secretary can delegate to other board members or Committee Coordinators. If the Secretary is unable to respond the President, then Vice-President will respond.
 - b. **Principal** shall be the Presidents responsibility or the Presidents designee.

ARTICLE VII

REGULAR MEETINGS

1. Regular meetings will be held monthly, except in June, July, and August.

2. Decisions shall be by majority vote. In the event of a tie, the President shall cast the deciding vote.
3. The latest available "Robert's Rules of Order" shall govern all meetings of the Society.

ARTICLE VIII

VOTING

1. Each member is eligible to vote, one vote per household.
2. Fundraising, events and expenditures; each member present at a meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed.
3. Elections: Each member is eligible to vote, one vote per household. Absentee votes will be counted if they are properly signed and returned prior to the voting deadline.
 - a. Elections will take place at least 1 week prior to the last monthly meeting in May.
 - b. Nominations will be taken 2 weeks prior to the elections and nominations will be validated by contacting the nominees, by the Secretary.
 - c. Voting ballots will be sent out to all members the week prior to the election. If no nomination is made for a position a write in option will be available. Absentee ballots must be returned to the school secretary or the society secretary properly signed and before the voting deadline.
 - d. Elections will be paper ballots and tallied by the election committee and/or the current Board members. If there is a tie the two nominees will be given the chance to share the position, take another open position or concede. Final voting for any tie will take place at the May monthly meeting.
 - e. New board members and current board members will meet during the last monthly (May) meeting of the year to review upcoming events, fundraisers and budget details.
4. Policy Changes- each member is eligible to vote, one vote per household.
 - a. Policy changes approved by two thirds of the Board will be sent out to all members for ratification. If no objection is raised by email to any of the current Board the changes will be up for vote at the next monthly meeting.

ARTICLE IX

FINANCIAL POLICIES

1. Fiscal Year – The fiscal year of the PTO begins August 1st and ends July 31st of the following year.
2. Banking – All funds shall be kept in a checking account in the name of (our PTO), checks require two signatures of the Executive Board, debit card transactions require a prior board documented vote approving expenditure and held at a local insured financial institution.
3. Report- All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly.
4. Ending Balance – The organization shall leave a minimum of \$1,000.00 in the treasury at the end of each fiscal year.
5. Contracts – Contract signing authority is limited to the President or the President's designee.

ARTICLE X

DISSOLUTION

1. Upon dissolution of the Society, and after payment of all liabilities, the Board of Directors shall dispose of all remaining assets of the corporation to an organization or organizations operated exclusively for charitable, educational, religious or scientific purposes which shall at the time qualify for exemption under Section 501 (c)(3) of the United States Internal Revenue Code of 1954.

ARTICLE XI

AMENDMENTS TO BYLAWS

2. Amendments to these bylaws must be proposed in writing. A proposal for an amendment may be offered by any member in good standing. Signatures of three other members in good standing must accompany the proposal. The Secretary will circulate such proposals to the Board of Directors, which must approve the proposals by two thirds of the Board Members. Upon approval by the Board of Directors, the amendment will be subject to ratification by a majority of the membership present at the next meeting of the Society provided the amendment shall have been circulated in advance of the meeting.