

Rocky Mountain Academy of Evergreen PTO

BYLAWS



Approved:
May 9, 2017

ARTICLE I—NAME

The name of the organization shall be the Rocky Mountain Academy of Evergreen Parent-Teacher Organization (RMAE PTO).

ARTICLE II—PURPOSE

Section 1.

- a. The purpose of this organization shall be to promote social and community building activities and to support administration, teachers, staff, students and their families.
- b. To serve as the charitable fund raising arm of RMAE in support of the school's strategic direction.
- c. The vision of the organization is to see each parent/guardian involved in his or her child's or children's education.

Section 2.

The organization is organized exclusively for charitable, educational, religious or scientific purposes, within the meaning of section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future Federal tax code.)

ARTICLE III—BASIC POLICIES

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to the purpose of the organization as stated in Article I.
- c. The organization shall work with the school to support quality education for all children and youth and shall seek to promote collaboration between parents, school, and the community at large. Expenditures of PTO funds shall be in line with the overall vision and direction of the school.
- d. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, directors, 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 Section 501(c)(3) purposes.

- e. 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 or in opposition to any candidate for public office.
- f. Notwithstanding any other provision of these articles, 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 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.)

ARTICLE IV-- MEMBERS

Section 1. Membership

Rocky Mountain Academy of Evergreen Parent-Teacher Organization is a membership organization; membership is open to all persons interested in promoting the objectives of the organization.

- a. **Basic Membership:** All parents/guardians, current students and staff of Rocky Mountain Academy of Evergreen are automatically basic members of the organization and are encouraged to actively participate in all meetings and activities of the organization but shall not have the right to vote or to hold office.
- b. **Active Membership:** All parents/guardians of students who currently attend Rocky Mountain Academy of Evergreen and who have paid annual dues shall be designated as having a voting right. Active members shall have the right to vote on all issues before the membership, to serve as a committee chairperson, to elect officers, and to hold office. There shall be one (1) vote per household.

Section 2. Annual Dues

Annual Dues will be established by the Executive Board (defined in Article VII) to be used for the operation of the organization. A member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights.

- a. **Financial Hardship:** No Basic member shall be denied the right to participate in the activities of the organization or to become an Active member due to financial hardship. To protect the sensitive financial information, financial hardship shall be determined by the RMAE Business Manager and RMAE Director. The Executive Board shall establish a procedure for alternative payments or waivers to ensure compliance with this policy.

ARTICLE V—OFFICERS AND ELECTIONS

Section 1. Officers

The officers shall be a president, vice president, secretary, treasurer, and Directors. All officers shall perform the duties prescribed in these Bylaws, in the parliamentary authority adopted by the organization, and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, without delay, all records, books, and other materials pertaining to the office.

- a. **President.** The president shall preside at all meetings of the organization and Executive Board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, shall be a member ex-officio of all committees, and coordinate the work of all the officers and committees so that the purpose of the organization is served.
- b. **Vice President.** The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve. S/he shall assist directly in coordinating work of specific officers and/or specific committees as discussed and agreed to with the president during or directly following the initial planning meeting. S/he shall be a member ex-officio of all committees.
- c. **Secretary.** The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, Bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings. The Secretary performs all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Executive Board. S/he shall be a member ex officio of all committees.
- d. **Treasurer.** The treasurer shall receive all funds of the organization, keep a full and accurate record of receipts and expenditures, maintain a report of actual expenditures against the approved budget, and pay out funds in accordance with the approval of the Executive Board. S/he will present a financial statement at every meeting and at other times of the year when requested by the Executive Board, and make a full report at the

end of the year. The treasurer's accounts shall be provided to the School Board treasurer and Business Manager to be examined monthly or with any change in the treasurer position. Perform all duties incident to the office of Treasurer and such other duties as may be assigned by the President or the Executive Board.

- e. **Directors.** Directors shall include, but are not limited to, Communications Director, Fundraising Director, Community Program Director, Volunteer Coordinator Director, and Middle School Director. The number of Directors shall be determined by the Board, but at no time shall exceed seven. It is preferable that the total number of officers be an odd number. The duties of each Director shall be determined by the Board at the time s/he is elected.

Section 2. Nominations and Elections

Elections will be held during the Annual PTO meeting (defined in Article VI, Section 1) each year. All Active members of the organization who attend the Annual PTO meeting may participate in the election. Notice of board positions which will be open due to resignation or the end of a term shall be published to the school community. The nominating committee shall select a candidate for each office and present the slate of officers for election. Further nominations may be received from the floor. If there is only one nominee for any position, the election shall be held by voice vote. If there is more than one nominee for any position, it shall be at the President's discretion to hold the election by voice vote or by written ballot. The candidate receiving a plurality of the votes shall be elected. Should no person receive a majority of the votes, a run-off between the two (2) persons who received the largest number of votes shall immediately be held. The month of June shall serve as a transition period between the outgoing officers and the incoming officers.

- a. **Nominating Committee:** The Nominating Committee shall be responsible for receiving all suggestions for persons to serve as officers. The committee shall prepare a slate of officers to present for election to the membership. The committee shall contact all persons who will be nominated to confirm their willingness to serve, their interest, skills and understanding of the role for which they are nominated. The committee shall ensure that all nominees are Active Members and otherwise eligible to serve in the office. The committee shall consist of the President, Vice President, the RMAE Director, and two voting member volunteers who have no wish to be on the Executive Board.

Section 3. Eligibility

Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate. No person shall be eligible for

nomination to be President of the board who has not: a) attended at least two regular meetings during the current academic year; b) volunteered to help with at least one PTO-sponsored event.

Section 4. Terms in Office

Officers are elected annually and shall hold office for one year, from July 1 to June 30. Nothing shall prevent an officer for running for re-election at the end of his/her term, and longevity among officers is encouraged by the Board. Terms shall be renewable for a maximum of four (4) years. Said person may serve again after taking one (1) year off of being a member of the Executive Board. Each person elected shall hold only one office at a time.

Section 5. Vacancies

If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be appointed. If there is a vacancy in any other office, members will fill the vacancy through appointment at the next regular meeting to fill the position to the end of the current term.

Section 6. Removal from Office

If an elected officer of the board is not performing his/her duties as stated herein, s/he maybe be removed from his/her position by a majority vote of the board, and the vacancy created by such removal shall be filled as stated in Section 5 of this Article.

ARTICLE VI—MEETINGS

Section 1. Regular Meetings

At least 8 regular meetings of this organization shall be held during the school year. Standing dates of meetings shall be determined by the board, announced and posted to the community. Every effort shall be made to notify the community with as much advanced notice as possible of any meeting changes. The time and place of the meeting shall be announced at least one (1) week prior to the meeting. The annual meeting will be held at the May regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise.

Section 2. Special Meetings

Special meetings for the organization may be called by the president or by a majority of the board with 24 hours notice. For items that require minimum discussion, Board members may also elect to vote on items between scheduled meetings by email or voice vote. These results shall be reviewed in the next meeting and shall be posted in the meeting minutes.

Section 3. Quorum

The majority if the Executive Board and those voting members present at a properly called Regular or Special Meeting shall be designated as a quorum and shall be entitled to take actions on behalf of the organization.

ARTICLE VII– EXECUTIVE BOARD

Section 1. Membership

The Executive Board shall consist of the officers (defined in Article V), and the RMAE principal/director.

Section 2. Duties

The duties of the Executive Board shall be to transact necessary business in the intervals between organization meetings and such other business as may be referred to the board by the organization; create standing rules and policies; create standing and special committees; prepare and submit a budget to the membership; and prepare reports and recommendations to the membership updating current committee work, budget vs. actual expenditures and plans for events.

ARTICLE VIII – COMMITTEES

Section 1. Membership

Committees may consist of members and board members, with the president acting as an ex officio member of all committees.

Section 2. Standing Committees

The Executive Board may establish Standing Committees, as it deems necessary and advisable to promote the purpose and carry on the work of the organization. The Executive Board shall appoint the chairpersons of all Standing Committees. Only Active Members

may serve as chairpersons. The chairperson of each committee shall recruit the members for his or her committee. The Chairperson shall report the plans and activities of the committee to the Executive Board, which must approve all such reports. The Executive Board shall vote annually on the Standing Committees. The list of committees shall be amended at the beginning of every school year. Standing Committees could include but are not limited to: Auction, Book Fair, Classroom Coordinator, Community Service Day, Directory, Holiday Food Drive, Nominating, Original Art Works, Sunshine, Teacher Appreciation, and Trunk or Treat.

Section 3. Additional Committees

The board may appoint additional committees as needed.

ARTICLE IX – FINANCES

Section 1. Budget

A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present by the second Regular meeting of the year. This budget shall be used to guide the activities of the Executive Board during the year. Any substantial deviation from the budget must be approved in advance by the membership.

Section 2. Financial Statements

The treasurer shall keep accurate records of any disbursements, income, and bank account information. Updated financial statements should be presented at each Executive Board Meeting.

Section 3. Expenditures

The board shall approve all expenses of the organization. The Executive Board may authorize any officers or committee chairpersons to enter into contracts or agreements for the purchase of materials or services on behalf of the organization. The officers or committee chairpersons shall not have the authority, however, to enter into such agreements on behalf of Rocky Mountain Academy of Evergreen or the Jefferson County School District, nor should they hold themselves out as having such authority. No loans shall be made by the organization to its officers or members.

Section 4. Approvals

Any withdrawal over \$300 shall have prior written approval by the president. Two authorized signatures shall be required on each check over the amount of \$1000.

Section 5. Reporting

The Treasurer shall present a financial report at each Regular Meeting of the organization and shall prepare a final report at the close of the year. The treasurer shall keep accurate records of any disbursements, income, and bank account information. The Treasurer shall prepare a final financial report, to be known as the Annual Report, at the close of each fiscal year. The Executive Board shall have the report and the accounts examined by an auditor and if satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.

Section 6. Taxes

Due to the RMAE PTO having a non-profit status, each year the PTO taxes will be completed by a certified tax accountant. The cost for this service will be included in the annual budget.

Section 7. Fiscal Year

The fiscal year of the organization shall begin July 1 and end the following June 30.

ARTICLE X – PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's Bylaws.

ARTICLE XI – STANDING RULES

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

ARTICLE XII—DISSOLUTION

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

The Bylaws may be amended upon a majority vote of the Executive Board.

ARTICLE XIV—AUTHORITY

If any part of these Bylaws shall conflict with the decisions, policies, or procedures adopted by the Rocky Mountain Academy of Evergreen School Board, they shall be deemed null and void and the decision of the Rocky Mountain Academy of Evergreen School Board shall, in all cases, control.