

Antelope Trails Elementary School Parent  
Teacher Organization (PTO)

EIN #: 73-1651315

Bylaws

Amended and Adopted by Majority Vote on  
October 15, 2019

# **Table of Contents**

<b>Article I: Name</b> .....	4
<b>Article II: Purpose</b> .....	4
<b>Article III: General Membership</b> .....	4
<b>Section 1: Qualifications</b> .....	4
<b>Section 2: Voting</b> .....	4
<b>Section 3: Dues</b> .....	4
<b>Article IV: Executive Board Members and Their Elections</b> .....	4
<b>Section 1: The Executive Board</b> .....	4
a. <b>President</b> .....	4
b. <b>Vice President</b> .....	4
c. <b>Secretary</b> .....	5
d. <b>Treasurer</b> .....	5
<b>Section 2: Eligibility</b> .....	5
<b>Section 3: Terms of Office</b> .....	5
<b>Section 4: Nominating Committee</b> .....	5
<b>Section 5: Elections</b> .....	5
<b>Section 6: Vacancies</b> .....	6
<b>Section 7: Removal from Office</b> .....	6
<b>Section 8: Voting</b> .....	6
<b>Article V: Meetings</b> .....	6
<b>Section 1: Place of Meetings</b> .....	6
<b>Section 2: Regular Meetings</b> .....	6
<b>Section 3: Special Meetings</b> .....	6
<b>Section 4: Quorum</b> .....	6
<b>Article VI: Grant and Scholarship Disbursements</b> .....	7
<b>Article VII: Finances</b> .....	7
<b>Section 1: Budget</b> .....	7
<b>Section 2: Expenditures</b> .....	7
<b>Section 3: Signatories</b> .....	7
<b>Section 4: Fiscal Year</b> .....	7
<b>Section 5: Minimum Account Balance</b> .....	7

<b>Section 6: Reimbursements</b> .....	7
<b>Section 7: The Treasurer’s Report</b> .....	7
<b>Section 8: Unused Funds</b> .....	7
<b>Section 9: Lockbox</b> .....	8
<b>Section 10: Dissolution</b> .....	8
<b>Section 11: Reviews</b> .....	8
<b>Article VIII: Committees</b> .....	8
<b>Article IX: Parliamentary Procedures</b> .....	8
<b>Section 1: Rules of Order</b> .....	8
<b>Section 2: Motions on the Floor</b> .....	8
<b>Section 3: Introduction of New Business</b> .....	9
<b>Section 4: Dissolution of the PTO</b> .....	9
<b>Section 5: Definition of Day</b> .....	9
<b>Article X: Bylaws</b> .....	9
<b>Section 1: Amendment</b> .....	9
<b>Section 2: Review</b> .....	9

## **Article I: Name**

The name of this organization shall be “Antelope Trails Elementary Parent Teacher Organization” (hereinafter “ATE PTO”).

## **Article II: Purpose**

The ATE PTO exists to enhance the educational experience for the students at Antelope Trails Elementary School (hereinafter “ATE”); develop a closer connection between ATE and its students’ home by encouraging parental involvement; foster relationships among the school, parents and teachers; and improve the educational environment at ATE through volunteer and financial support.

## **Article III: General Membership**

**Section 1: Qualifications** Any parent or legal guardian of a student currently enrolled at ATE or staff member currently employed at ATE may be a general member of the ATE PTO.

**Section 2: Voting** Only people who meet the criteria in Article III, Section 1 are eligible to vote. Members must have attended two (2) regular ATE PTO meetings in the previous (6) month period to be qualified to vote during the current meeting on any items that require a majority concurrence. Absentee or proxy votes are not allowed. The Executive Board shall limit the items voted on during the first two (2) meetings of each school year to only those subjects of immediate concern to allow for the maximum amount of General Membership participation in the voting process. Any decision decided on by a vote shall not be overridden or changed unless it is changed by another vote.

**Section 3: Dues** There are no membership dues required to be a General Member of the ATE PTO.

## **Article IV: Executive Board Members and Their Elections**

**Section 1: The Executive Board** The Executive Board of the ATE PTO shall consist of the following positions: one (1) President, one (1) Vice President, one (1) Secretary, one (1) Treasurer and the ATE Principal (or the ATE Principal’s designee). The roles of these positions are outlined below. All Executive Board Members shall meet the qualifications as defined in Article III, Section 1 of these bylaws. Executive Board Members are to be installed annually by election as outlined below.

- a. **President** The President shall preside over meetings of the ATE PTO and Executive Board. The President serves as the primary contact for the ATE Principal, represents the ATE PTO at meetings outside the ATE PTO, serves as an ex-officio member on all committees (except for the nominating committee, if one exists), and coordinate the work of all the officers and committees to ensure that the purpose of the ATE PTO is served.
- b. **Vice President** The Vice President shall oversee the ATE PTO committees, assist the President, and presides over meetings in the absence of the ATE PTO President or if the PTO President is unable to serve.

- c. **Secretary** The Secretary shall keep all records of the ATE PTO, take and record minutes, handle correspondence, and send notice of meetings to the membership (as defined in Article III, Section 1 of these bylaws). Additionally, the Secretary shall keep a copy of the minutes, bylaws, rules (current printed addition or access the official website), membership list, any other necessary supplies, and shall make all available for inspection upon request.
- d. **Treasurer** The Treasurer shall receive all funds of the ATE PTO, keep an accurate record of all receipts and expenditures, pay out funds in accordance with the approved budget and/or by vote or other approval of the Executive Board as defined in Article VIII. The Treasurer shall prepare and cause to be presented at every meeting and other times of the year as may be requested by the Executive Board the Treasurer's Report and make a full annual report at the end of year. The Treasurer shall also, if required by the Colorado Secretary of State, file the organization Annual Report, and if required file Form 990 with the Internal Revenue Service so as to keep the ATE PTO in good standing and uphold its 501(c)3 non-profit status, and file any other financial forms necessary or for the benefit of the ATE PTO such as banking forms or sales tax exemption forms.

**Section 2: Eligibility** Members are eligible for Executive Board positions if they currently meet the qualifications of and will the year they will hold office meet the qualifications of General Membership as defined in Article III, Section 1 of these bylaws; are members in good standing; have attended two (2) Regular Meetings during the current school year; have not been removed with or without cause from the Executive Board. Removed Executive Board members become eligible for office again two (2) years from the date of removal.

**Section 3: Terms of Office** Executive Board positions are elected and appointed for one school year. Terms begin and end immediately following the last Regular Meeting of the school year. Each person elected shall hold only one board position at a time.

**Section 4: Nominating Committee** Currently the ATE PTO does not have a Nominating Committee. If the need should arise for a Nominating Committee, the following shall apply: The Nominating Committee shall consist of two (2) or more members who shall be elected by the General Membership at the Regular Meeting at least one (1) month prior to the election of the Executive Officers. The Nominating Committee shall elect its own chairperson. The Nominating Committee shall (if possible) nominate for each office at least one (1) eligible member who has signified their consent to serve and The Nominating Committee shall report its nominees at the meeting during which elections are held. Upon hearing the nominations from the Nomination Committee, additional nominations may be held from the floor.

**Section 5: Elections** Nomination forms for ATE PTO Executive Board Positions shall be offered in March. Elections for new Board Members will be held during the April Regular Meeting. At that meeting nominations can be made from the floor. All election voting shall be taken by a ballot vote. If there are no nominations for an office, election of that office can be delayed by a majority vote of the eligible members present. The position will then remain vacant until a qualified nomination is made and voted upon at a Regular or Special Meeting (as defined by Article V).

**Section 6: Vacancies** If a vacancy occurs on the Executive Board, the remaining members of the Executive Board will temporarily appoint a general member to fill the vacancy until the next scheduled Regular or Special Meeting where the appointment will either be confirmed or denied by a majority vote of the General Members present. If a General Member cannot be found to temporarily appoint, the Executive Board members will collectively take over the position until a suitable replacement can be found.

**Section 7: Removal from Office** Any Executive Board Member can be removed from office by resigning or losing qualification of General Membership. Any Executive Board Member that misses three (3) Regular Meetings can result in the loss of position on the Executive Board. If an Executive Board Member misses three (3) consecutive Regular Meetings without cause they shall be removed from office. Any officer can be removed from office with or without cause by a majority vote of the Executive Board or two-thirds (2/3) vote of the General Membership present and voting (assuming a quorum has been established) at a Regular or Special Meeting where five (5) days prior notice has been given to the Executive Board, including the Executive Board Member in question, and the General Membership. All votes for removal shall be conducted via ballot in person at the meeting. Proxy or absentee ballots shall not be accepted.

**Section 8: Voting** Each member of the Executive Board is entitled to one (1) vote on any item that requires a majority concurrence. If any vote requiring majority concurrence is split, the Principal or Principal's designee's vote shall count twice to break any tie/split.

## **Article V: Meetings**

**Section 1: Place of Meetings** Meetings of the ATE PTO shall be held at such a place as the Executive Board may determine. Such a location shall be assessable by any General Member and in accordance with the Americans with Disabilities Act. The time set for Regular or Special meetings shall not be set during teaching hours at ATE, or begin after 7 pm on any night, or occur on any Federal Holiday. This includes both Regular and Special Meetings.

**Section 2: Regular Meetings** The date and time for Regular Meetings will be set by the Executive Board at the beginning of the current school year. Notification of the meetings will be coordinated by the Secretary via the ATE PTO Calendar, weekly communication from the school, email, social media and/or a flyer sent home with the students. It is desired that as many means of notification described above are utilized and not less than two different forms shall be utilized.

**Section 3: Special Meetings** Special meetings may be called by the President, any two (2) members of the Executive Board or five (5) General Members submitting a written request to the Secretary, or by majority vote of the General Members, present and voting at a Regular or Special Meeting. Notice of the Special Meeting shall be sent to the General Membership at least five (5) days prior to the meeting by the Secretary via the ATE PTO Calendar, ATE Tails, 20 Alert, email, social media and/or a flyer sent home with the students. It is desired that as many means of notification described above are utilized and not less than two different forms shall be utilized.

**Section 4: Quorum** A Quorum shall be considered constituted if eight (8) General Members are present. This number should include any and all of the Executive Board that are present.

## **Article VI: Grant and Scholarship Disbursements**

Any ATE PTO staff member, including janitorial staff, who wishes to request that the ATE PTO provide a grant is required to have attended two (2) ATE PTO meetings, or to have had a colleague from the same team represent them during at least two meetings (for example a first grade teacher can represent more than one first grade teacher or a specials teacher, like Music, may represent another specials teacher such as Physical Education) during the current academic school year for the request to be voted on or approved. A vote for a grant may happen during a Regular or Special Meeting. Staff and Teacher Grants should be presented for vote in November and May, although exceptions can be made if allowed by the Executive Board.

## **Article VII: Finances**

**Section 1: Budget** A tentative budget shall be drafted and approved by a majority of the General Members present and voting during the last PTO meeting of the school year.

**Section 2: Expenditures** All expenditures made within the approved line items of the budget may be made with the approval of the Executive Board. The Executive Board may approve by majority vote expenditures of no more than one hundred dollars (\$100 USD) in excess of budgeted and unbudgeted expenditures. The ATE PTO shall not spend more money that it takes in during any fiscal year.

**Section 3: Signatories** Two (2) authorized signatures shall be required for each check. Authorized signers shall be the currently elected ATE PTO President and ATE PTO Secretary and ATE PTO Treasurer.

**Section 4: Fiscal Year** The ATE PTO Fiscal Year shall begin July 1st and end June 30<sup>th</sup> of the following year.

**Section 5: Minimum Account Balance** The ATE PTO shall leave a minimum of four thousand dollars (\$4,000 USD) in the ATE PTO account at the end of each ATE PTO Fiscal Year.

**Section 6: Reimbursements** All requests for reimbursement shall be made by submitting the ATE PTO Reimbursement form and a hard copy of all receipts no later than fourteen (14) days of the purchase to receive reimbursement. The ATE PTO shall make reimbursements within a timely manner. Any reimbursements submitted that are over-budget items not in accordance with Article VI, Section 3 of these bylaws or missing receipts shall be denied and deemed a donation to the ATE PTO unless voted on and approved by a majority vote at a Regular or Special Meeting.

**Section 7: The Treasurer's Report** The Treasurer's Report is not required to be approved during Special Meetings, only Regular Meetings.

**Section 8: Unused Funds** All budget items that have left over funds (funds not spent) shall be held in the ATE PTO account and may be utilized for another budget item or other expenditure upon a vote and approval by a majority concurrence.

**Section 9: Lockbox** The ATE PTO shall purchase with ATE PTO funds a strong box (lockbox) of sufficient strength and durability to ensure the safety of funds placed therein. The strong box shall have on slot opening for the deposit of any payments and be locked with a lock of sufficient strength to require great effort to break. The ATE PTO Treasurer and ATE PTO President shall maintain the key to the strong box. The ATE PTO Treasurer shall coordinate with the ATE Principal or Principal's designee to determine a safe and accessible location in the ATE school office for the placement of the strong box that allows for ATE office personnel to insert payments in the slot of the strong box submitted by students, parents, legal guardians, etc., for the ATE PTO. The ATE PTO Treasurer shall check and empty the strong box at a minimum of one (1) time per school week during the school year.

**Section 10: Dissolution** In the event of the dissolution of the ATE PTO, any remaining funds shall be used to pay the outstanding debts of the ATE PTO and the remaining funds shall be donated to ATE.

**Section 11: Reviews** In order to ensure ATE PTO's continued bond coverage and for general safety, the ATE PTO must conduct an annual review of the books by a Review Committee or qualified accountant, and the monthly bank statements must be reviewed by someone who does not have check signatory privileges.

### **Article VIII: Committees**

**Section 1: Committees** The Executive Board may create at any time, with a majority vote, committees to serve the needs of the PTO. The membership of each committee shall consist of at least one Executive Board Member and one General Member. In the event that a General Member cannot be found to serve on the Committee, the activity/activities for the Committee may be canceled by a majority vote of the Executive Board or the Executive Board may take full responsibility for the activity/activities. The President is an ex-officio member of each committee. The Vice President is responsible for the recruiting and managing of all committees.

### **Article IX: Parliamentary Procedures**

**Section 1: Rules of Order** The Rules of Order for the conduct of all meetings conducted by the ATE PTO shall be held in accordance with the most current edition of "Robert's Rules of Order." The electronic version of the rules is located on the official website for "Robert's Rules of Order": [www.robertsrules.com](http://www.robertsrules.com).

**Section 2: Motions on the Floor** When a motion is made on the floor, all other business shall cease, to include all side bar conversations, until that motion is dealt with either by it being seconded by another General Member or the person making the motion rescinds the motion. If the ATE PTO President and one (1) other member of the Executive Board, or five (5) General Members raise the point of order that there has not been sufficient time to discuss the topic prior to a motion being brought to the floor, then the motion can be tabled for a future meeting to allow for more discussion prior to bringing a motion back to the floor for a vote.

**Section 3: Introduction of New Business** Any General Member wishing to introduce New Business should state their first and last name and the first name and grade of their ATE student. This will help the ATE PTO establish that those introducing New Business are in fact General Members.

**Section 4: Dissolution of the PTO** The ATE PTO can be dissolved after a fourteen (14) calendar days' notice and two-thirds vote of the General Members present and voting. This vote must take place during the current calendar school year to allow for the greatest participation by all General Members.

**Section 5: Definition of Day** For the purpose of these bylaws, during the school year, one day is one school day (ie. a day that school is in session/students are in class). If there is an unexpected day off, such as a snow day, this day counts as though it were a normal school day for any notice. During the summer months, when school is not in session, standard business days count as days for notice, etc. Federal holidays and weekends do not count.

## **Article X: Blylaws**

**Section 1: Amendment** These bylaws may be amended at any Regular or Special Meeting, providing that five (5) days' notice has been given and notification was coordinated by the Secretary via the ATE PTO Calendar, weekly communication from the school, email, social media and/or a flyer sent home with the students. It is desired that as many means of notification described above are utilized and not less than two different forms shall be utilized. Amendments may be proposed by any member. A two-thirds (2/3) vote is required by all members present and voting to adopt and amendment to the bylaws.

**Section 2: Review** These bylaws shall be reviewed every year by the Executive Board and the review shall be reported to the General Members at the next Regular or Special Meeting following the review.