



Erie Elementary

PTCO

Parent, Teacher and Community Organization

Bylaws

Revised 02-10-2011

Article I

Name

The name of the organization shall be the Erie Elementary Parent, Teacher and Community Organization and may also do business as PTCO.

Article II

Purpose

The Purpose of the organization shall be to seek and implement resources, both personal and financial, to assist and improve the areas of communication, academic achievement, volunteerism, and the unity of school and community for the benefit of every child at Erie Elementary.

Article III

Members

- A. Regular Membership - All parents and/or legal guardians of students who currently attend Erie Elementary and all current faculty and staff of Erie Elementary shall be eligible, and be recognized, for membership in the organization. Regular members shall have the right to attend and participate in all meeting and activities of the organization. Regular members have the right to vote and hold office.
- B. Honorary Membership - All parents and/or legal guardians of former students, former faculty staff, and members of the community shall have the right to participate in the organization as honorary members. Honorary membership may also be extended to other persons by a vote of the membership. Honorary members shall not have the right to vote or hold office.
- C. Dues – Dues, if any, will be established by the executive committee. If dues are charged, 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.

Article IV

Meetings

- A. Regular Meetings- A minimum of three (3) general membership meetings of the organization shall be held during each school year. The time and place of the meetings shall be announced at least thirty (30) days prior to the meeting.
- B. Special Meetings- Additional meetings of the organization may be called, either by vote of the executive committee or by petition of majority of the regular members. The time and place of all special meetings shall be announced at least seven (7) days prior to the meeting.
- C. Quorum- Those persons present at a properly called meeting shall be designated as a quorum and shall be entitled to take action on behalf of the organization.
- D. Voting-A majority vote of the regular members present at any meeting shall be required for any and all action to be taken by the organization.

Article V

Officers

- A. Positions- The elected officers of the organization shall consist of President, Vice-President, Secretary, and Treasurer. Only one person shall serve in each elected office unless otherwise decided by the executive committee. Each person elected shall hold only one office at a time.
- B. President- The president shall be the principal executive officer of the organization and, subject to the control of the executive committee and the direction of the membership, shall in general supervise and control all of the activities of the organization. The president shall be a member of the executive committee and, when present, shall preside at all meetings of the executive committee and all meetings of the membership. The president shall vote only in the case of a tie vote of the executive committee or the membership. The president shall select and appoint the coordinators and chairpersons of all standing and special committees, and shall be an ex officio member of all committees of the organization.
- C. Vice-President- The vice-president shall be a member of the executive committee and, in the absence of the president, shall perform the duties of the president. The vice president shall be an ex officio member of all committees of the organization. The vice-president shall perform such other duties as are assigned by the president or the executive committee.
- D. Recording Secretary – The recording secretary shall be a member of the executive committee. The recording secretary shall keep the minutes of the proceedings of the membership and the executive committee. The recording secretary shall maintain policy documents and bylaws, oversee the review of the bylaws annually, and in general, perform all duties in accordance to the office of secretary and such other duties as may be assigned by the president or the executive committee.
- E. Corresponding Secretary – The corresponding secretary shall be a member of the executive committee. The corresponding secretary shall see that all notices are duly given in accordance with these bylaws, review all marketing materials, be responsible for the communication of the organization, and in general, perform all duties in accordance to the office of corresponding secretary and such other duties as may be assigned by the president or the executive committee.
- F. Treasurer- The treasurer shall be a member of the executive committee. The treasurer shall keep the financial records of the organization, and is responsible for all financial matters related to the organization. The treasurer is responsible for upholding the financial policy as set forth in these bylaws. The treasurer is responsible for maintaining the financial integrity of the organization. The treasurer shall execute all duties in accordance with the office of treasurer and any other duties as assigned by the president or executive committee.

Article VI

Election

- A. Procedure- The election of officers shall take place during the April general membership meeting of each school year. All regular members of the organization may participate in the election. The nominating committee shall present a slate of candidates for election. Further nominations may be received from the floor. The election of the slate, if non-contested, may be by

- voice vote or written ballot. Any contested election shall be by written ballot.
- B. Term of office- The term of each officer shall be one (1) year, beginning on July 1 and ending on June 30 of each year. Officers are elected for one (1) year and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time. A person shall serve no more than three (3) consecutive terms in any office.
 - C. 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 by the membership. The committee shall contact all persons who will be nominated to confirm their willingness to serve.
 - D. Selection- A majority of the votes cast by regular members shall be necessary for election. Should no person receive a majority of the votes cast, a run-off between the two (2) persons who received the largest number of votes shall be immediately held. Should no person receive a majority of the votes cast at the run-off, the president shall exercise voting rights pursuant to Section V of these bylaws.
 - E. Vacancies- Any vacancy in office because of death, resignation or inability to serve shall be filled by the executive committee for the unexpired portion of the term. However, should a vacancy occur in the office of the president the vice-president shall immediately assume the office. Should a vacancy occur in the office of vice-president for any reason, the vacancy shall be filled by election at the next regular meeting, consistent with the procedures established herein.

Article VII

Executive Committee

- A. General Powers- The affairs, activities and operation of the organization shall be managed by the executive committee. The executive committee shall transact necessary business during intervals between the meetings of the membership, and any other business may be referred to it by the membership or these bylaws. It may create standing or special committees, approve the plans and work of standing or special committees, present reports and recommendations at the general meetings, prepare and submit a budget to the membership for approval, and, in general, conduct the business and activities of the organization.
- B. Membership- the membership of the executive committee shall consist of the officers [president, vice-president, secretary, treasurer], a minimum of one (1) faculty representative to be selected by the faculty, the coordinators, and ex-officio members. The principal of the school, the past president and past treasurer shall serve as ex-officio members and shall be entitled to vote.
- C. Meetings- regular meetings of the executive committee shall be scheduled at a time and place determined by the executive committee at least one month before the meeting. Special meetings may be called by the president, by any two members of the executive committee, or five general members submitting a request to the secretary. Notice of the meeting shall be sent to members at least seven (7) days in advance.
- D. Quorum - Those persons present at a properly called meeting shall constitute a quorum for the transaction of business, and shall be entitled to take action on behalf of the organization.
- E. Voting- the act of the majority of the regular and ex-officio members of the

executive committee present at a meeting at which a quorum is present shall be required for all action to be taken by the executive committee.

Article VIII

Coordinators

- A. Coordinators shall be members of the executive committee.
- B. Selection – Coordinators shall be appointed positions. The president shall appoint the coordinators subject to approval by the executive committee.
- C. Term of Position – Coordinator positions shall be for a one (1) year term, beginning on July 1 and ending on June 30 of each year. Any regular member in good standing may serve as a coordinator. Only one person shall serve in each appointed position unless otherwise decided by the executive committee. Each person appointed shall hold only one position at a time unless otherwise decided by the executive committee. Coordinators are ex officio members of all standing and special committees of which they have been assigned to oversee by the executive committee.

Article IX

Standing and Special Committees

- A. Nominating Committee- the nominating committee shall be composed of three (3) persons who shall be selected by the executive committee. In addition, the vice-president shall be an ex-officio member of the committee. The committee shall carry out its responsibilities, as specified in section VI.
- B. Other standing committees- the executive committee may establish such other standing committees as it deems necessary and advisable. The president shall appoint the chairpersons of all standing committees. The chairperson of each committee shall recruit the members for his or her committee. Any regular member in good standing may serve as a committee chairperson or member. The chairperson shall report the plans and activities of the committee to the executive committee, which must approve all such reports.
- C. Special committees- the president and/or the executive committee may create special committees. Special committees shall be created for a specific time and/or task and shall cease to exist when that time or task has been completed, or on June 30 of each year, whichever comes first. Any regular member in good standing may serve as a committee chairperson or member. The chairperson shall report the plans and activities of the committee to the executive committee, which must approve all such reports.

Article X

Finances

- A. Budget- The executive committee shall present to the membership at the first regular meeting of the year a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the executive committee during the year. Any substantial deviation from the budget must be approved in advance by the membership.
- B. Obligations- The executive committee may authorize any officer or officers to

enter into contracts or agreements for the purchase of materials or services on behalf of the organization. The officers shall not have the authority, however, to enter into such agreements on behalf of Erie Elementary or the St. Vrain Valley School District, nor should they hold themselves out as having such authority.

- C. Loans- no loans shall be made by the organization to its officers or members.
 - D. Commercial paper- all checks, drafts, or other orders for the payment of money on behalf of the organization shall be signed by the treasurer or the president. Any expense over \$100.00 must be approved by the treasurer and the president jointly prior to payment. If proper paperwork and signatures are not acquired, the person in request of funds will be held responsible for said expense.
 - E. The treasurer and president shall deposit all funds of the organization to the credit of the organization in such banks, trust companies or other depositories as the executive committee may select and shall make such disbursements as authorized by the executive committee in accordance with the budget adopted by the membership. All deposits and/or disbursements shall be made within a maximum of thirty (30) days from the receipt of the funds and/or orders of payment.
 - F. Financial report- the treasurer shall present a financial report at each membership meeting of the organization, and shall prepare a final report at the close of the fiscal year, which commences July1. The executive committee shall have the report and the accounts examined annually by an auditor or and informal audit committee, who, if satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.
 - G. The treasurer, or other officer authorized by the executive committee, shall maintain compliance with all reporting and licensing requirements as set forth by federal, state and local governments as well as the District's Financial Services Department. These reporting and licensing requirements include, but are not limited to maintaining the organization's 501(c)(3) status, local and state tax licensing, general liability insurance, annual financial reporting, external financial assessment, and annual training.
 - H. The financial policy can be amended by the executive board as they deem necessary.
- A.

Article XI

Amendments

These bylaws may be altered, amended or repealed and new bylaws may be adopted by the members at any regular or special meeting.

Article XII

Authority

If any part of these bylaws shall conflict with the decisions, policies or procedures adopted by the St. Vrain Valley School Board, they shall be deemed null and void and the decision of the St. Vrain Valley School Board shall, in all cases, control.