

**Monument Academy
Parent Teacher Organization (PTO) By-Laws
Draft**

Article One

The name of this organization is hereby called the Monument Academy Parent/Teacher Organization, hereafter known as P.T.O., a local association affiliated with Monument Academy, a Lewis Palmer School District Number Thirty-Eight school of choice.

Article Two

Purpose:

1. To expand the community feeling among parents and faculty
2. To work together for the education and general welfare of the students
3. To provide financial support to school projects chosen by members of the PTO in cooperation with officers, teachers and committees
4. To promote and develop academic and character excellence
5. To create school pride in students, parents and staff of the school

Article Three

Membership shall consist of:

1. Parents of children attending Monument Academy
2. Staff and Teachers of Monument Academy
3. Elected Officers

Article Four

Elections:

1. To be an elected officer, you must have a child attending Monument Academy or be a staff member or teacher of Monument Academy.
2. Nominations are to be taken in March. Elections of all officers will be held annually in April. The new officers will be installed in May.
3. Officers are elected by P.T.O. voting members with no term limitations.
4. In the event that a President voluntarily/involuntarily resigns his/her position, the Vice-President will fill the vacancy until ratification. The appointment of a new President must be ratified by a majority vote at the next scheduled general meeting.
5. Any officer who misses more than three meetings without reasonable notification to another officer will be removed from office. An election will be held to fill vacant position. Officers who have missed a meeting should contact the organization's Secretary to update themselves on the meeting.

Article Five

Officer Duties

President

1. Conducts all meetings using standard parliamentary procedures.
2. Appoints chairperson for all committees.
3. An ex-officio member of all committees
4. Prepares the agenda for all meetings.
5. Attends all MA Board Meetings
6. Serves as the primary liaison in communication among board, administration, staff and front office.
7. Composes weekly Campus Messengers, monthly newsletter reports and monthly board reports.
8. Goals and plans for the school year are presented by the president prior to the first meeting of the school year. These are delivered to the PTO board prior to the meeting.
9. Appoints an in-house audit committee for audit of the books for the PTO to be scheduled in May. The audit committee will consist of the following individuals:
 - President
 - Principal
 - One P.T.O. member
 - Incoming Treasurer
 - Outgoing Treasurer
10. Conducts budget-planning sessions as needed.
11. Recruits members and coordinates events with the aide of the PTO board.

Vice-President

1. Acts as an aide to the President and performs duties of the President in his/her absence.
2. An ex-officio member of all committees, except the nominating committee.
3. Assist with recruitment, selection and retention of committee coordinators and volunteers.
4. Volunteer coordinator in the absence of a coordinator.
5. Maintain the PTO website portion of MA's website.
6. Keep accurate records of room parents.
7. Performs other duties as assigned.

Secretary

1. Takes silent roll call at all board meetings.
2. Maintains a record of all general meetings and prepares minutes for approval and distribution at next meeting.
3. Maintains an up-to-date copy of the organization's by-laws and standing rules.
4. Prepares correspondence as directed by President.

5. Gives notice of time and place of general meetings to P.T.O. members.
6. At the conclusion of each school year, the secretary will softcopy all meeting minutes and store in a specified area on the server.
7. Write all thank you notes from PTO.
8. Performs other duties as assigned.

Treasurer

1. Is the first custodian of the organization funds, which shall be deposited in the PTO account.
2. Keeps an itemized account of the receipts and expenditures, and presents a full account at each Board meeting.
3. Gives a brief report at each general meeting.
4. Pays out of the funds-on-hand all bills and other just debts of the organization. No indebtedness or obligation of more than \$ 100.00 shall be incurred in the name of or on behalf of the P.T.O., unless by vote of the general membership.
5. The President or Vice-President will be allowed to co-sign checks; two signatures at a time are required.
6. Participates in budget planning meetings.
7. Ensures a continuing minimum balance of \$1,000.00 in the checking account.
8. The President and Principal will instruct the Treasurer to maintain a reserve account of no less than \$5,000.00 for the purpose of operation expenses at the beginning of each school year.
9. Coordinates the expenditures to ensure best practices.
10. The Treasurer will provide the following monthly reports to Monument Academy's Senior Accountant: Bank Reconciliation, Balance Sheet and Profit & Loss Statements. The Profit & Loss Statements shall include the current month activity and the fiscal year-to-date activity.

Events Coordinator

1. This individual will serve as the PTO board liaison in the following committees, which are able to change at any time:
 - a. Carnival
 - b. Chili Supper
 - c. Holiday Shop
 - d. Movie Night
 - e. Carrabba's
 - f. Soc Hop/Hoe Down
2. Report progress on all events including the food, supplies and volunteers to the PTO.
3. Provides other duties as assigned.

Fundraising Coordinator

1. Oversees all PTO fundraisers and activities involved in the fundraising efforts.
2. Communicates to the officers in regard to the fundraisers.
3. Provides other duties as assigned.

Volunteer Coordinator

1. Recruits volunteers at the beginning of the school year for PTO and administration needs.
2. Promotes volunteer needs throughout the school year through networking in every possible manner.
3. Coordinates the effort at the end of the year to recognize volunteer labor.
4. Provides other duties as assigned.

Teacher Representative and Principal:

1. Represents the faculty members at PTO meetings and act as a liaison between PTO and staff.
2. Provides other duties as requested.

MA Board Representative

The MA Board Representative shall represent the MA Board at PTO meetings and act as a liaison between the PTO and MA Board.

Article Six

General Membership Voting

1. Any decision of the officers may be overridden by a two-thirds majority vote of those members present at any general membership meeting.
2. An absolute majority vote will be required for all other voting purposes unless specified differently in this document.
3. All voting will be done by a show of hands unless written votes are required.
4. A quorum shall consist of five (5) P.T.O. members.

Article Seven

Committees, Coordinators, and Management of them:

Section I: Committees

Committees will be formed as needed by the officers.

Section II: Committee Chairperson

1. Committee Chairpersons shall be selected by officers from those who volunteer or are recruited by officers, as necessary.
2. Chairpersons will hold meetings with their volunteers as needed to carry out the duties they have been assigned.
3. All questions should be directed to the officer managing that committee, usually the EC, FC, or VC.
4. Chairpersons should communicate regularly with this officer to keep progress up to date.

Section III: Management of Committee

1. Each committee and chairperson shall be managed by an officer, and management may be reassigned as long as it does not interfere with the constant communication of the committee.
2. Event chairpersons will report to the EC, Fundraising Chairpersons will report to the FC, and Volunteer organizers will report to the VC; this officer, in turn, will keep all other officers up to date.

Article Eight: Meetings

Section 1: General PTO Meetings

1. All PTO members are invited to attend, and meetings shall be open to the public.
2. Meetings are to be scheduled by the President and held at least quarterly. Time and place must be advertised to the parent/teacher body.
3. Meetings may be rescheduled due to unforeseen circumstances that make a meeting impossible or inadvisable.
4. All reasonable efforts shall be made to inform the members of a cancellation or change.

Section II: Officer Meetings

1. Officers shall meet as necessary to discuss business and management issues and to prepare items to be presented at general meetings.
2. These meetings need not be advertised and are not open to the public.

Section III: Executive Board Meetings

1. Executive Board Meetings shall be called when it is necessary to make financial decisions between regularly scheduled general meetings.
2. These meetings need not be advertised and are not open to the public.

Section IV: Emergency Meetings

1. Emergency meetings may be called by the President, the Executive Board, or the written request of ten members.
2. Emergency meetings are open to the public.

Article Nine: Financial Matters

Section I: Financial decisions shall be made in the following manner:

1. The Executive Board shall have the power to vote on financial matters up to 500.
2. A quorum of five members of the Executive Board is required to hold a vote. All financial decisions shall be disclosed at the next general meeting.
3. All other expenditures must be voted on by the general membership of the PTO.
4. The yearly budgets for the Committees may be voted on as a package.
5. Committees operate within their budgets and do not need approval on individual expenditures.

Section II: Reimbursement

1. PTO has a Reimbursement Request Form available on the website or at the front office.
2. When a reimbursement is necessary, a receipt is required and PTO cannot reimburse for tax paid.
3. All expenses must be approved by an officer prior to asking for reimbursement.

Section III: Requests for Money

1. All requests for funds must be accompanied by PTO Money Request Form (available on the website or at the front desk).
2. All requests need to be submitted to PTO one week prior to a General PTO meeting for voting purposes.

Section IV: Monument Academy's 501.c.3

1. MA PTO falls under Monument Academy's 501.c.3 non – profit status.
2. Being under MA's umbrella requires PTO to follow guidelines of monthly reporting to the Senior Accountant, having all contracts signed by the Board President, and recognizing MA's financial oversight on all matters.
3. If, at any time, MA PTO wishes to obtain its own, independent 501.c.3 status, these points are no longer applicable.

Article Ten

Amendments

1. The by-laws may be amended at any general meeting of the organization by a two-thirds majority voted of the members present and voting.
2. A notice of the proposed amendment must be given, in writing, at least ten days prior to such meeting, and a quorum must be present.

Article Eleven

Dissolution

Two or more interested parties may keep this organization alive, one being the President, the other being the Treasurer. In the event of the dissolution of the organization, its assets shall be transferred to Monument Academy, under control of the Principal and senior accountant.

These by-laws are effective as of _____
Date

P.T.O. President:

Signature: _____

Printed name: _____

Date: _____

Principal:

Signature: _____

Printed name: _____

Date: _____