

Monument Academy Parent-Teacher Organization (PTO)

By-Laws

(As of January 12th, 2022)

Article One

The name of this organization is hereby called the Monument Academy Parent-Teacher Organization, hereafter known as MA PTO, a local association affiliated with Monument Academy, a Lewis-Palmer School District #38 school of choice.

Article Two

Purpose:

1. To promote and foster the experience of community and school pride 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.

Article Three

Membership shall consist of:

1. Parents of children attending Monument Academy (MA).
2. MA staff and teachers.
3. Elected officers.
4. Membership shall be for a full school calendar year.

Members shall:

1. Sign and follow a Volunteer Code-of-Conduct.
2. Behave in a respectful way - in meetings, on social platforms, during events and in any communication to business, school representatives, members or PTO board.
3. If any member violates this rule or the Volunteer Code-of-Conduct they will be subject to a warning. After the third warning the member shall be subject to removal from MA PTO membership.

Article Four

Elections:

1. To be an elected officer, you must have a child attending MA or be a MA staff member or teacher.
2. Nominations are to be taken in the spring. Elections of all officers will be held annually in April or whenever necessary to fill an open position. New officers will be installed before the end of the school year or as soon as possible when/if there is an opening in a position.
3. Officers are elected by PTO voting members with a two-year term limitation unless no one is elected for that position.
4. If the President voluntarily or involuntarily resigns his or 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 the 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. Serves a 1 year term after serving 1 year as President-Elect.
2. Conducts all meetings using standard parliamentary procedures.
3. Prepares the agenda for all meetings.
4. Appoints chairperson for all committees.

5. Is an ex-officio member of all committees.
6. Attends all MA Board of Directors meetings as necessary or assigns another PTO officer representative.
7. Serves as the primary liaison in communication among board, administration, staff and the front office.
8. Composes weekly PTO sections with the Secretary for inclusion in the weekly *MA Campus Messenger* and monthly newsletter reports and provides quarterly reports to the MA Board of Directors.
9. Presents goals and plans for the school year and delivers these to the PTO Board prior to the first meeting of the school year.
10. 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: the PTO President; the MA Principal or an administration representative; one other PTO Board member; the incoming PTO Treasurer, and the outgoing PTO Treasurer (if applicable).
11. Conducts budget-planning sessions as needed.
12. Recruits members and coordinates events with the aid of the PTO Board.
13. Oversees the "Community" branch of the organization, which includes recruiting all coordinators, hospitality, family events, a family directory and community workshops.
14. Is expected to attend all PTO Board meetings unless outstanding circumstances, illness or other approved exceptions are made in advance.
15. Is the primary liaison with the Monument Academy East Campus PTO, maintains an open line of communication with the Monument Academy East Campus PTO president, and attends all Monument Academy East Campus PTO board and general meetings as invited and able.

President-Elect:

1. Acts as an "intern" or shadow to the President to learn the duties of the position. This is to aid in yearly board transition and maintain continuity in communications and expectations with school administration, parents and staff.
2. Serves a 1 year term, followed by 1 year as President.
3. Assists with recruitment of President-Elect to succeed him/her in their President year.
4. Is an ex-officio member of all committees.
5. Attends all MA Board of Directors meeting with the President as necessary.
6. Is included in all the President's communications with board, administration, staff and the front office to gain an understanding of duties and decisions to be made as President.
7. Works collaboratively with Vice President to perform duties of President in his or her absence.
8. Oversees the "Volunteer" branch of the organization, which includes room parents and room parent coordinator, teacher wish list coordinator and volunteer hours recording.
9. Performs other duties as assigned.
10. Is expected to attend all PTO Board meeting unless outstanding circumstances, illness or other approved exceptions are made in advance.

Vice President:

1. Acts as an aide to the President and works collaboratively with President Elect to perform duties of the President in his or her absence.
2. Is an ex-officio member of all committees, except the nominating committee.
3. Assists with recruitment, selection and retention of committee coordinators and volunteers.
4. Oversees the "Fundraising" branch of the organization, which includes the annual fundraising events, Kings Soopers, Restaurant Nights , all outside grants, grant writing and silent fundraisers.
5. Performs other duties as assigned.
6. Is expected to attend all PTO Board meetings unless outstanding circumstances, illness or other approved exceptions are made in advance.

Secretary:

1. Takes roll call at all PTO Board and general meetings.
2. Maintains a record of all general meetings and prepares minutes for approval and electronic distribution.

3. Maintains an up-to-date copy of the organization's By-Laws and standing rules.
4. Maintains the PTO website portion of the MA website.
5. Composes weekly PTO sections with the President for inclusion in the weekly *MA Campus Messenger* and quarterly newsletter.
6. Prepares correspondence as directed by President.
7. Gives notice of time and place of general meetings to PTO members.
8. At the conclusion of each school year, provides a soft copy of all meeting minutes and also stores them in a specified area on the MA web site and on a disk.
9. Writes all thank you notes as directed by the President.
10. Oversees the "Communications and Public Relations" branch of the organization, which includes the content of the MA PTO web page, the Facebook page, the PTO sections of the *MA Campus Messenger*, special fundraising and other school newsletters, and editorial content for other outside publications.
11. Assists the President with overseeing the room parent coordinator and teacher wish lists.
12. Performs other duties as assigned.
13. Is expected to attend all PTO Board meetings unless outstanding circumstances, illness or other approved exceptions are made in advance.

Treasurer:

1. Is the first custodian of the organization funds, which shall be deposited in the PTO bank account.
2. Keeps an itemized account of the receipts and expenditures, and presents a full account at each PTO Board meeting.
3. Gives a brief report at each PTO general meeting.
4. Pays out of the funds-on-hand all bills and other justified debts of the organization. ~~No indebtedness or obligation of more than \$100 shall be incurred in the name of or on behalf of the PTO, unless by vote of the PTO Board.~~
5. Co-signs checks with the President, Vice President or Secretary, with two signatures at a time required.
6. Participates in budget planning meetings.
7. Ensures a continuing minimum balance of \$1,000 in the PTO checking account.
8. Makes deposits at least every two weeks.
9. Coordinates the expenditures to ensure best practices.
10. Maintains the MA PTO's 501(c)(3) status annually, by filing Form ~~990-N~~ 990-EZ with the Internal Revenue Service.
11. Maintains the MA PTO's state sales tax exemption certificate according to Colorado Department of Revenue requirements.
12. Oversees the Family Services branch of the organization, which includes Spirit Wear, summer workbooks, school supply kits, used uniforms and the Friday snack program.
13. Performs other duties as assigned.
14. Is expected to attend all PTO Board meetings unless outstanding circumstances, illness or other approved exceptions are made in advance.

Communications and Public Relations Chair:

1. Is a non-voting member of the PTO Board, reporting to the PTO Secretary.
2. Creates and implements an annual plan and budget for the Communication and Public Relations area of the PTO.
3. Works directly with the PTO Secretary and other board members as needed to reach out to MA families with news and other information related to PTO events and activities.
4. Will extensively use social media to reach and support MA families and teachers with timely items of interest to them in the education of their children and students.
5. Works together with the PTO coordinator and teams to publicize events and activities.
6. Publicizes information and answers all inquires related to public relations events and activities.
7. Keeps communications & public relations project software updated and records work for future coordinators and/or chairs.

8. Is expected to either provide a written progress or update report in advance or to attend all PTO Board meetings in person unless outstanding circumstances, illness or other approved exceptions are made in advance.
9. Is expected to assist with development of flyers for events.
10. Answers all questions from parents, teachers and MA staff related to this area of service.

Community Chair:

1. Is a non-voting member of the PTO Board, reporting to the PTO President.
2. Oversees all MA community events run by volunteers, such as an internet safety night, family game nights, movie nights, etc. This chair oversees other volunteer coordinators who want to run the event and also researches other possible activities.
3. Works with the PTO President to carry out duties and keeps the PTO Board informed of any needs, with all training and support provided by the PTO.
4. Keeps community project software updated and records work for future coordinators and/or chairs.
5. Is expected to either provide a written progress or update report in advance or to attend all PTO Board meetings in person unless outstanding circumstances, illness or other approved exceptions are made in advance.
6. Answers all questions from parents, teachers and MA staff related to this area of service.

Fundraising Chairs (2):

1. Are non-voting members of the PTO Board, reporting to the PTO Vice President.
2. Oversee two to three annual MA PTO fundraisers – one for the elementary grades, one for the middle school grades, and the Fine Arts Event, if held – with the PTO Board.
3. Oversee the Box Tops 4 Education, Labels for Education, merchant card coordinators and other silent fundraisers.
4. Oversee the PTO grant writer.
5. Work directly with the PTO Vice President to carry out duties and keep the PTO informed of any needs, with all training and support provided by the PTO Board.
6. Keep fundraising project software updated and records work for future coordinators and/or chairs.
7. Are expected to either provide a written progress or update report in advance or to attend all PTO Board meetings in person unless outstanding circumstances, illness or other approved exceptions are made in advance.
8. Answer all questions from parents, teachers and MA staff related to this area of service.

Family Services Chair:

1. Is a non-voting member of the PTO Board, reporting to the PTO Treasurer.
2. Oversees five areas of service to MA families -- Spirit Wear, used uniforms, school supply kits, summer workbooks and the Friday snack program and supports the volunteers in charge of these areas as needed, getting announcements out to parents, etc.
3. Works with the PTO Treasurer to keep track of all service activities and keep the PTO informed.
4. A home-based job, with computer skills and quick e-mail response required, with all training and support provided by the PTO.
5. Keeps family services project software updated and records work for future coordinators and/or chairs.
6. Is expected to either provide a written progress or update report in advance or to attend all PTO Board meetings in person unless outstanding circumstances, illness or other approved exceptions are made in advance.
7. Answers all questions from parents, teachers and MA staff related to this area of service.

Volunteer Chair:

1. Is a non-voting member of the PTO Board, reporting to the PTO President.
2. Recruits volunteers by maintaining an online Volunteer Spot sign up to fill all volunteer needs throughout the year.
3. Contacts volunteers who sign up to get them oriented and ready for their respective jobs.
4. Plans a Volunteer Appreciation Event in April for all MA volunteers.

5. Works with the PTO President and Room Parent Coordinator (a separate volunteer) to carry out duties and keep the PTO Board informed of any needs.
6. Keeps volunteer project software updated and records work for future coordinators and/or chairs.
7. Is expected to either provide a written progress or update report in advance or to attend all PTO Board meetings in person unless outstanding circumstances, illness or other approved exceptions are made in advance.
8. Mostly a home-based job, but the Volunteer Coordinator is expected to either provide a written progress or update report in advance or to attend all PTO Board meetings in person unless outstanding circumstances, illness or other approved exceptions are made in advance.
9. Answers all questions from parents, teachers and MA staff related to this area of service.

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 three (3) PTO officers or all those present.

Article Seven

Section I: Committees:

Committees will be formed as needed by the officers.

Section II: Committee Chairs and Coordinators:

1. Committee chairs and coordinators shall be selected by officers from those who volunteer or are recruited by officers, as necessary.
2. The chairs and coordinators shall hold meetings with their volunteers as needed to carry out the duties they have been assigned.
3. All questions shall be directed to the PTO Officer managing that committee.
4. Committee chairs and coordinators shall communicate regularly with their respective PTO officer and submit updates or reports prior to each PTO general meeting.
5. Committee chairs and coordinators shall ensure decisions are in-line with MA PTO expectations and goals. Especially when obligating funds, the Committee Chairs and coordinators shall receive MA PTO Board approval.
6. Failure to execute Chair or Coordinator duties may lead to removal from position. Removal is at the discretion of the PTO Board.

Section III: Management of Committees:

1. Each committee, chair and coordinator shall be managed by a PTO officer, and management may be reassigned as long as it does not interfere with the effective and consistent communication of the committee.
2. Event coordinators will report to their respective PTO officer and the officers will keep all other members of the PTO Board informed.

Article Eight

Section 1: General PTO Meetings

1. All PTO general meetings shall be open to the public, with all PTO officers expected to attend or submit a report prior to each meeting if unable to attend in person, because of an excused absence.
2. Meetings will be scheduled by the President and held every two months during the school year, with the time and place advertised in advance to all MA parents, administration and staff.

3. Meetings may be rescheduled due to unforeseen circumstances that make a meeting impossible or inadvisable and all reasonable efforts shall be made to inform the members of any such cancellation or change.

4. The MA administration will appoint one staff member to represent the administration and act as a liaison with the PTO. If no administrative staff member is able to attend, the PTO requests that any concerns, updates or agenda items be submitted in writing at least three (3) days prior to the general meetings for inclusion.

5. The MA faculty will appoint one staff member to represent the teachers and act as a liaison with the PTO. If no faculty member is able to attend, the PTO requests that any concerns, updates or agenda items be submitted in writing at least three (3) days prior to the general meetings for inclusion.

6. The MA Board of Directors representative shall represent the MA Board and act as a liaison between the PTO and MA Board. If no Board of Directors member is able to attend, the PTO requests that any concerns, updates or agenda items be submitted in writing at least three (3) days prior to the general meetings for inclusion.

Section II: Board Meetings:

1. Officers shall meet as often as necessary to discuss business, financial or other 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.

3. Emergency meetings may be called by the President, the PTO Board or at the written request of at least 10 members and must be open to the public.

Article Nine

Section I: Financial Decisions:

1. The PTO Board shall have the power to vote on all PTO financial matters.

2. A quorum of at least three (3) officers is required to hold a vote on any financial matters and all financial decisions shall be disclosed at the next PTO general meeting.

3. The yearly budgets for the various committees or events may be voted on as a package.

4. Committees operate within their respective budgets. MA PTO Board Representative may grant Committee and Chairs permission for execution of said budget and would not need approval on individual expenditures.

Section II: Reimbursements:

1. The PTO Reimbursement Request Form is available on the MA website or at the front office.

2. All expenses must be approved by an officer prior to asking for reimbursement.

3. All checks require at least two (2) officer signatures.

Section III: Requests for Money:

1. All requests for funds must be accompanied by a PTO Grant Request Form (available on the website or at the front desk).

2. All requests need to be submitted to the PTO one week prior to a PTO Board meeting for voting purposes.

3. All checks require at least two (2) officer signatures.

Section IV: 501(c)(3) Status:

1. As of Sept. 12, 2012, the MA PTO has its own 501(c)(3) non-profit status.

2. The PTO is accountable to its donors and receipts are available for all charitable donations.

3. The PTO Treasurer files an annual Form 990-N 990-EZ with the IRS to maintain this status.

4. Annual reports are also available upon request.

Article Ten

Amendments:

1. The By-Laws may be amended at any PTO general meeting by a two-thirds majority vote of the members present and voting.

2. A notice of any proposed amendment or amendments must be given, in writing, at least 10 days prior to such a 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.

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These MA PTO By-Laws are effective as of January 12th, 2022

PTO President:
Printed name: Kim Kays

Date: January 12th, 2022

PTO Secretary:
Printed name: Samantha Ver Steegt

Date: January 12th, 2022

Amended January 12th, 2022 per the voting to update the By-Laws with the following changes:

- 1) Article Three: Add definition that membership consists of a full calendar year. Add "Members Shall" segment to include guidelines for volunteer behavior.
- 2) Article Five: Under Vice President removed Box Tops 4 Education and Campbell's Labels for Education. Added Restaurant Night and Kings Soopers. Under Secretary role 1, remove the word silent. Under Communications and Public Relations Chair added item 9 about helping to create flyers.
- 3) Article Seven
 - a. Section II, Line 2: changed will to shall to better match other by laws verbiage
 - b. Section II, Line 4: removed "if unable to attend in person".
 - c. Added Section II, Line 5: added to ensure PTO Board and committee chairs are working together and helps protect the chair especially when obligating funds
 - d. Added Section II, Line 6: more clearly spells out removal of a Chair or Coordinator if they fail to execute duties.
- 4) Article Nine, Section I, Line 4: added clarification for how Chairs can execute budget

Amended September 17th, 2020 per the voting to add President duty item 15 under Article 5 pertaining to liaison duties with the Monument Academy East Campus PTO; to remove permission for dept accrual from Article 5 item 4 under Treasurer; and to change wording of 990-N to 990-EZ where applicable.

Amended October, 2017 per the voting to change two items at Oct 16, 2017 PTO Board meeting: 1) Removed Article 5 Treasure duty to maintain Gaming and Gambling License. License is no longer necessary. 2) Removed rule in Article 9, Section II that sales taxes cannot be reimbursed by PTO to members submitting receipts. This rule was in error.