

## Article I: Name

The name of the organization shall be Fall River PTO.

## Article II: Purpose

The purpose of this organization will be as follows:

1. To promote cooperation among the parents, staff, and students of Fall River Elementary in order to encourage a friendly atmosphere in the school that is open to the rights and suggestions of all.
2. To promote an open forum on matters of general school concern
3. To promote volunteers and fundraising when needed for the benefit of the students and school
4. To promote good public relations through community involvement in the school
5. Not to be organized for profit nor conduct any business for profit
6. To comply with the St. Vrain Valley School District requirements according to the District Policies for Parent Organizations — Option 2
7. The fiscal year shall run from July 1<sup>st</sup> to June 30<sup>th</sup> for financial reporting.

## Article III: Membership

1. Membership in PTO consists of executive board members, parents/guardians, the principal, teacher representatives, staff, and any other persons interested in Fall River Elementary School without regard to race, color, creed, or national origin.
2. All members will have voting rights at every PTO meeting they attend. Members can elect new officers for the next school year term at the May PTO meeting. There will be no limit on the number of parent members accepted.
3. New business or issues presented on the agenda at any PTO meeting will be discussed and voted on at the next PTO meeting. However, if there is a time limitation, the executive board will approve to vote for the issue at the present meeting.

## Article IV: Executive Board

1. The board members for Fall River PTO shall be president, vice president, secretary, and treasurer.
2. All board members shall be elected at the annual meeting in May. Election of the board members shall be by ballot except when there is only one nominee for an office. The board

members shall be elected to serve for one fiscal year. Their term of office shall begin at the start of the next fiscal year.

3. No board member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office position.
4. A vacancy occurring in an office will be filled as soon as possible by a majority vote of the members of the board.
5. When a board member fails to attend two meetings without adequate excuse or if the board member is not fulfilling their responsibilities of the office as prescribed in the bylaws, their position will be filled according to Article IV section 4.

## Article V: Duties of the Board

1. The president and vice president shall preside at all meetings of the organization and will perform all other duties assigned by the organization.
2. In the absence of the president at a PTO meeting, the vice president shall assume duties as spokesperson.
3. The secretary shall keep a record of all meetings of the PTO and any required correspondence (meeting minutes, thank you notes, newsletter briefs, etc). The secretary shall type minutes and have them in the office or in the Fall River PTO google drive account within one week following the PTO meeting.
4. The treasurer will keep all records and accounting books for all fundraising, expenditures, and any and all financial transactions. The financial books will be reconciled on a monthly basis and shall be open to inspection by the general membership. The treasurer shall give a report on the financial status at the PTO meetings. Two board members other than the treasurer will sign all checks or vouchers. The treasurer is not permitted to be a signatory on any of the PTO's bank accounts. The organization will audit the books yearly.
5. The staff representatives shall rotate monthly and shall be present during PTO meetings; they shall serve as liaisons between Fall River PTO and staff and keep PTO members informed of staff needs, wants, and concerns; and shall report to the PTO and staff on a monthly basis as needed.
6. Parent liaisons are permitted but not required and would be responsible for communicating with their specific grade level teachers all events that transpire in the PTO meetings and communicate any comments, questions, concerns, or needs of the staff.
7. The executive board will develop the budget, policies, and by-laws to be presented at the October PTO meeting and approved by the membership at the October or November meeting.

## Article VI: Meetings

1. Fall River PTO meetings will be held once a month, or less if determined by the board, and notice will be given in the school newsletter. Meetings will be held on the second Monday of every month unless voted upon by a majority present at the meeting prior. No meetings shall extend past 90 minutes unless voted upon by a majority of those present.
2. Meetings may be cancelled at the discretion of the executive board with notification to members.
3. The president or principal with adequate notice shall call special meetings. Only suggestions and ideas can be discussed at special meetings and brought to the next PTO meeting for further discussion or voting. The secretary will take minutes to be made available to staff thereafter.
4. Seven members present at a PTO meeting shall constitute a quorum. Every member receives one vote.
5. Items added to the monthly agenda need to be submitted to the president a minimum of one week prior to the next scheduled meeting.

## Article VII: Committees

1. The board as necessary will appoint committees, standing or special.
2. Each standing or special committee will make frequent reports to the executive board and will submit a written report of its activity to its successor at the May executive meeting.

## Article VIII: Amendment of By-Laws

1. These by-laws can be amended at any meeting of the organization by a 2/3 vote of those present. Proposed amendments must be made to the board during a regularly scheduled meeting. The proposed amendment will be voted on at the following meeting.
2. Copies of the by-laws, including amendments, will be available on the school website and in the school office.

## Article IX: Dissolution

1. In the event of dissolution of the Fall River PTO, all funds that have been accrued will be placed in an account held in the name of Fall River students' general funds to be made available to a new parent organization whose purpose is for the betterment of the children of Fall River.
2. The members of the PTO may elect by a 2/3 majority vote to dissolve the organization through the adoption of a resolution to dissolve at a regularly held meeting provided, however, that adequate advance notice is given. We may vote that dissolution is to be considered at the meeting.

# Responsibilities of Executive Members of the Board

## **President:**

1. Schedules and facilitates PTO meetings
2. Generates the year's calendar of events after the board meets to determine the year's goals
3. Coordinates volunteers for events and appoints special committee meetings
4. Acts as spokesperson for the PTO
5. Assists other board members as needed
6. Works with the principal and staff as needed
7. Assists with volunteer coordinators to get input for monthly newsletters
8. Responsible for assisting with handling money at PTO-sponsored events

## **Vice President:**

1. Takes the place of the president during his/her absence (such as at meetings)
2. Aids the president
3. Coordinates volunteers for events
4. Assists other board members as needed
5. Responsible for assisting with handling money at PTO-sponsored events

## **Secretary:**

1. Takes minutes at monthly meetings
2. Gives monthly minutes to staff to publish on the school or PTO website
3. Writes thank-you notes as needed
4. Responsible for assisting with handling money at PTO-sponsored events, if needed
5. Assists president and vice president as requested

## **Treasurer:**

1. Prepares proposed annual budget after the board meets to determine the year's goals
2. Keeps accurate records for all funds and securities
3. Maintains checkbook
4. Generates monthly report for monthly meetings
5. Responsible for all money handled at events
6. Completes district paperwork and tax paperwork
7. Renews and manages sales tax licenses and state charitable organization registration