

[Woodglen Elementary PTO By-Laws](#)
[Woodglen PTO Executive Board Nomination Form](#)

BY-LAWS

OF

**THE WOODGLEN ELEMENTARY SCHOOL
PARENT-TEACHER ORGANIZATION**

ARTICLE I – DEFINITIONS

Section A. By-Laws – As used in this document, the term “By-Laws” shall refer to this document, the By-Laws of the Woodglen Elementary School Parent-Teacher Organization.

Section B. Organization – As used in this document, the term “Organization” shall refer to the Woodglen Elementary School Parent-Teacher Organization, operating as a subgroup of Woodglen Elementary School.

Section C. Executive Board – As used in this document, the term “Executive Board” shall refer to the governing body of the Organization. The Executive Board shall be further defined in Article VI below.

Section D. School – As used in this document, the term “School” shall refer to the Woodglen Elementary School.

Section E. District – As used in this document, the term “District” shall refer to the Adams 12 Five Star School District of Adams County, Colorado.

ARTICLE II – PURPOSE OF ORGANIZATION

Section A. The purpose of the Organization shall be:

1. To create a closer relationship between Woodglen parents and teachers so they may cooperate in the education of Woodglen students.
2. To raise and distribute funds for enhancement of the Woodglen student learning environment.

Section B. As a subgroup of the School, this organization is created exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code or corresponding section of any future Federal Tax Code.

ARTICLE III – MEMBERSHIP

Section A. Membership in this organization shall be made available to any Woodglen parent, legal guardian, teacher or staff member. Each attending member may cast one (1) vote.

Section B. The Executive Board may, at its discretion, conduct an annual enrollment of members.

Section C. Dues may be set at the Organization's discretion.

ARTICLE IV – GENERAL BUSINESS OF THE ORGANIZATION

Section A. The fiscal year for the Organization shall be July 1 through June 30.

Section B. The Organization shall be governed by an Executive Board, the powers of which are outlined in Article VI below.

Section C. The Organization is a subgroup of the School and thus entitled to use the School's tax exempt number for expenditures and the School's tax identification number for fund-raising. As a subgroup of the School, the Organization is specifically exempt from any filing requirements of the Internal Revenue Service and of the Colorado Department of Revenue.

Section D. As a subgroup of the School, all business of the Organization, including but not limited to activities, fund-raising and expenditures, shall be in accordance with the policies of the School and the District.

Section E. All business of the Organization shall be overseen by and conducted at the discretion of the Principal of the School.

Section F. All business of the Organization shall be conducted at monthly meetings as further described in Article V below.

Section G. All funds acquired by the Organization shall be held in a School activity account on behalf of the Organization and distributed by the School's Office Manager as directed by the Treasurer. Any distribution of \$250.00 or less shall be considered a petty cash distribution.

Section H. All acquired funds and expenditures shall be reported to the School annually at the end of the school year by way of a current copy of the Organization's Treasurer's Report.

ARTICLE V – ORGANIZATION MEETINGS

Section A. Meetings of the Organization shall be held monthly beginning in September and continuing through May, unless otherwise ordered by the Executive Board. Special meetings may be called by the Executive Board upon three (3) days written notice to the Organization with prior approval of the Principal.

Section B. The privilege of making motions, debating and voting shall be limited to members of the Organization. Proxy voting shall not be allowed.

Section C. Ten (10) members shall constitute a quorum for the transaction of business at any meeting of the Organization.

Section D. Agenda issues may be presented by any member of the Organization by written request to the Executive Board two (2) weeks before a scheduled meeting. Agenda items may also be added by the Executive Board one week before the meeting if needed.

Section E. The following annual events shall take place at the following meetings during the school year:

1. The proposed budget for the following fiscal year shall be presented and voted upon at the May meeting.

2. The nomination of Officers for the following school year shall take place at the April meeting and by **electronic** submission to ~~a box at the front office~~ **school administration and office staff** during a set period of time as established by the Executive Board.

3. The election of Officers for the following school year shall take place at the May meeting as outlined in Article VII, Section E below.

ARTICLE VI – EXECUTIVE BOARD

Section A. The Executive Board shall consist of the Officers of the Organization as outlined in Article VII, Section B below and the Principal of the School or a representative appointed by the Principal. The Executive Board shall consist of no more than eleven (11) individuals.

Section B. The Executive Board may add Board positions at its discretion and must provide a written job description for each additional position.

Section C. The Executive Board shall:

1. Transact business between regular meetings of the Organization and other such business referred to it by the Organization.
2. Prepare an annual budget and submit it to the Organization for approval.
3. Authorize the payment of routine operating expenses within the limits of the budget adopted by the Organization, as long as such operating expenses do not exceed \$250.00 per item. Any action under this sub-item shall be ratified at the next meeting of the Organization.
4. Recommend expenditures in excess of \$250.00 at regularly scheduled meetings.
5. Oversee election of Officers for the following school year.
6. Fill any mid-term vacancies of office by appointment for the remainder of the term.
7. Present a monthly income and expense report at meetings of the Organization.
8. Complete an audit of the Organization's financial records at the end of each Executive Board's term with the School Office Manager.

Section D. The Executive Board is subject to the orders of the Organization, and none of its actions shall conflict with action taken by the Organization.

Section E. The Executive Board shall meet at least once per month during the school year unless otherwise ordered by the Executive Board. Special meetings of the Executive Board may be called by any member of the Executive Board. Proxy voting shall be allowed for Executive Board meetings provided that a written proxy is received by the Executive Board at the time of the meeting. All members of the Organization are welcome at Executive Board meetings upon request to the Executive Board. The privilege of making motions, debating and voting at Executive Board meetings shall be limited to members of the Executive Board. The Executive Board reserves the right to ask any visiting member to leave in order to facilitate candid discussion.

Section F. A majority of the members of the Executive Board shall constitute a quorum to transact business at any meeting of the Executive Board.

Section G. All members of the Executive Board shall attend the majority of the meetings of the Organization and of the Executive Board.

Section H. All members of the Executive Board shall review any Organization newsletters, flyers and notices with the Principal and President prior to distribution.

Section I. All members of the Executive Board shall perform such other duties as may be delegated to him/her beyond the written duties outlined in Article VIII below.

ARTICLE VII – OFFICERS AND ELECTION

Section A. Each Officer shall be a member of the Organization and each Officer is subject to a background check at the discretion of the Principal.

Section B. Officers of the Organization shall be: President, Vice-President, Secretary, Treasurer, Assistant Treasurer, Staff Appreciation Coordinator and Fundraising Coordinator. Positions (with the exception of Treasurer and Assistant Treasurer) may be shared by two members of the Organization at the discretion of the Organization, as long as the number of Executive Board members does not exceed eleven (11) as outlined in Article VI, Section A above. Any two people desiring to run for an office together must be nominated as a pair and presented at the election as a pair.

Section C. Candidates may be nominated by any member of the Organization including self nominations. Nominations may be submitted via a Nomination Form at the April meeting and by **electronic** submission to ~~a box at the front office~~ **school administration and office staff** for a set period of time as established by the Executive Board. Individuals nominated by another Organization member must accept the nomination in order to be listed on the slate of candidates.

Section D. When possible, the Office of President shall be appointed from individual(s) who currently serve on the Executive Board with the exception of the Assistant Treasurer (See Section F). If no nominations from the current Executive Board are received for the Office of President, nominations from the Organization will be accepted. "No one person shall serve in any one position more than two (2) consecutive years and shall not serve on the Executive Board more than three (3) consecutive years. A member shall not, after concluding service on the Executive Board, rejoin the Executive Board in any capacity for a two (2) year period."

Section E. The election of Officers shall be held at the May meeting of the Organization. At least twenty (20) days advance notice of the election will be provided to the Organization. Voting for Officers shall be by ballot (**paper or electronic**), except when only one person is nominated for a specific position, in which case a vote by voice is accepted. Each person attending shall have one ballot and ballots shall be counted by the Principal or a staff member appointed by the Principal, the Executive Board Secretary, and one attending member from the Organization, who is not running for an officer position, appointed by the membership prior to

the vote. The results shall be announced immediately following the vote. In the event of a tie, the tie will be broken by the President who abstains from the initial vote.

Section F. Officers, with the exception of Assistant Treasurer, shall serve for a term of one (1) year, beginning on July 1. Assistant Treasurer is a two (2) year position with the first year to be served as Assistant Treasurer and the next served as Treasurer. There will be a transition from the current year's Executive Board to the newly elected Executive Board during the month of June.

Section G. A vacancy occurring in any office shall be filled for the unexpired term pursuant to Article VI, Section C (6) above.

ARTICLE VIII – DUTIES OF OFFICERS

Section A. The President shall:

1. Schedule, attend and moderate all meetings of the Organization and of the Executive Board.
2. Plan and implement agendas for all Organization and Executive Board meetings.
3. Coordinate the work of the Officers and Committees of the Organization.
4. Meet with the Principal and/or Assistant Principal as needed regarding issues pertaining to the Organization.
5. Ensure that all Officer positions are filled.
6. Manage the annual Officer Election process.
7. Take an active role in the budget process.
8. Oversee crosswalk coordinator

Section B. The Vice-President shall:

1. Perform the duties of the President in his/her absence.
2. Be the key liaison to any Committees and attend Committee meetings as needed.
3. Fill in for any Officer as needed.
4. Manage the Organization calendar.

5. Keep track of all events where the Organization may want to be involved or need to be represented, including but not limited to registration activities, new parent gatherings, and school functions.
6. Coordinate hospitality, setup and babysitting for all meetings of the Organization.

Section C. The Secretary shall:

1. Print and distribute agendas for all meetings of the Organization and of the Executive Board.
2. Keep an accurate record of the proceedings at all meetings of the Organization.
3. Keep a record of who attends all meetings of the Organization and of Executive Board meetings.
4. Be prepared to refer to the minutes of all previous meetings of the Organization.
5. Manage incoming correspondence for the Organization.
6. Draft regular communications to be sent to Organization members. This may include updates, newsletters, fliers, etc.
7. Ensure that reminders for all Organization meetings are distributed.
8. Keep a current copy of the By-Laws and any other rules, regulations or guidelines adopted by the Organization or the Executive Board.
9. Complete a year-end report summarizing the activities of the Organization to be distributed to all members at the end of the school year.
10. Update the By-Laws as necessary.
11. Approve and provide communications for the Organization's website to the webmaster.
12. Provide written update to staff after each Organization meeting.

Section D. The Treasurer shall:

1. Be the liaison to the School Office Manager for the Organization's bank accounts.

2. Process all tax exempt letters as needed.
3. Collect and process Funding Requests.
4. Track income and expenditures for staff accounts as needed.
5. Take an active role in the budget process by initiating the Budget discussions every year.
6. Prepare an annual budget for approval by the Executive Board and the Organization.
7. Keep the Organization informed of income and expenditures as they relate to the approved budget.
8. Define and update the budget process guidelines and forms as necessary.
9. Present a monthly Treasurer's Report at every meeting of the Organization and at other times when requested by the Organization.
10. Meet periodically with Office Manager to reconcile the Organization funds in the activity account. This review provides a check and balance to prevent misuse of Organization funds.
11. Provide the webmaster with updated Treasurer's reports to be posted on the website.

Section E. The Assistant Treasurer shall:

1. Learn all responsibilities of the Treasurer position by assisting the Treasurer with all duties listed above.
2. Assist with other duties as deemed necessary by the Executive Board.

Section F. The Staff Appreciation Coordinator shall:

1. Maintain a list of all staff appreciation and parent/teacher events.
2. Coordinate Organization's sponsored activities including, but not limited to Meet and Greet and parent/teacher conferences.

3. Develop a draft budget for staff appreciation expenditures and submit it to the Treasurer for consideration in the overall budget.
4. Liaise with the School Office Manager and Principal for staff appreciation events to review and gain approval of detailed plans, dates and arrangements.
5. Recruit volunteers for Organization-sponsored staff appreciation activities as necessary.

Section G. The Fundraising Coordinator shall:

1. Serve as contact person for all main fundraising events (such as fall cookie dough fundraiser).
2. Organize and coordinate the efforts of main fundraising events, in conjunction with the Executive Board members.
3. Serve as contact person for all businesses approaching the Organization to provide a fundraising event, including passive fundraisers.
4. Present all fundraising opportunities first to the Executive Board, and then (based on calendar availability and reliability / profitability of the fundraiser) to the Organization membership at large.
5. Serve as main contact and coordinator for all passive fundraising programs, such as SCRIP, Restaurant Nights, Boxtops, Campbells labels, Cartridges for Kids, Target program. Portions of the role may be delegated to those willing to chair the passive programs, but the oversight of functions and monetary handling will be conducted by the Fundraising Coordinator, in conjunction with the Treasurer / Asst. Treasurer.
6. Work closely with the school's Principal / Asst. Principal and Office Staff in the coordination of all events.
7. Communicate all fundraising efforts to the Organization through coordination of flyers, newsletter submissions, auto dialer program, etc.

8. Oversee any/all activity coordinators that generate income for the Organization.

ARTICLE IX – DUTIES OF PRINCIPAL OR PRINCIPAL DESIGNEEE

Section A. The Principal or Designee shall:

1. Oversee and approve all Organization activities.
2. Oversee and approve all Organization fundraising.
3. Oversee and approve all Organization expenditures.
4. Communicate as necessary the business of the Organization to the District, which may include copies of the budget.
5. Take an active role in the budget process.
6. Ensure the Office Manager supports the Organization by managing the funds in the Organization's activity account and by assisting the Executive Board with managing and coordinating the calendar.
7. Review and pre-approve all Organization communications.

ARTICLE X – FUNDS ACQUISITION AND DISTRIBUTION

Section A. As a subgroup of the School, all fund-raising shall be executed in accordance with the policies and procedures of the School and the District.

Section B. All funds acquired by the Organization shall be allocated according to an annual budget prepared by the Treasurer and approved by the Executive Board and the Organization. The Treasurer shall prepare guidelines outlining the budget process to be approved by the Executive Board and the Organization. Funds may also be allocated based on Principal-approved requests at any regularly scheduled Organization meeting provided funds are available and not committed to other purposes by an already-approved Budget.

Section C. Major fundraising efforts will be voted on by the Organization at the end of each school year for the following school year (in order to secure dates). Profit from fundraising efforts will first be utilized to fund the approved Organization budget for the year. Surplus from the fundraising efforts will be utilized to fund priorities set by the Principal / Assistant Principal, in conjunction with the Organization. Priorities will be set based on school needs and funding availability for the year. Funding needs will be shared with the Organization membership at large at the time the fundraising effort is launched.

Section D. The Executive Board may distribute funds as outlined in the annual budget approved by the Organization, and in accordance with Article VI, Section C(3) and (4).

Section E. Funds approved for expenditure but not spent by the end of the year may be reclaimed by the Executive Board for another use, provided the Executive Board follows the procedures regarding expenditures outlined in these By-Laws.

Section F. Any funds allocated in the annual budget for a purpose that becomes obsolete may be reallocated by the Executive Board for another use, provided the Executive Board follows the procedures regarding expenditures outlined in these By-Laws.

ARTICLE XI – AMENDMENTS TO BY-LAWS

Section A. All proposed amendments to the current By-Laws shall be submitted in writing to the Organization for approval.

Section B. Twenty (20) days written notice shall be given to the Organization for all proposed Amendments.

Section C. "The By-Laws shall be amended by a majority vote at any meeting of the Organization, provided the Principal gives written approval of the amendment(s) and further provided the Organization is in compliance with Article XI, Sections A and B above.

These By-Laws were approved by the Organization on the _____ day of _____, 2009.

Jeanette Rodriquez, President
Woodglen Elementary School Parent Teacher
Organization

Brett D. Drobney, Principal
Woodglen Elementary School