



## Jordahl Elementary PTO By-Laws

The Fountain Fort Carson School District and Jordahl Elementary Parent Teacher Organization do not discriminate on the basis of color, national origin, religion, sex, age, disability or citizenship status in employment or in any of its education programs or activities or offerings. The following administrators have been designated to handle inquiries or complaints regarding the District's non-discrimination policies, rules and procedures: Henry Gonzales, 10665 Jimmy Camp Rd, Fountain, CO. 80817 or by phone at (719) 382-1300.

### I. NAME.

The name of the organization shall be the Jordahl Parent Teacher Organization.

### II. PURPOSE.

The purpose of the organization shall be to aid the students of Jordahl Elementary School by providing support for their educational and recreational needs and to promote open communication between the administration, teachers and parents.

### III. MEMBERSHIP.

#### A. Regular Membership.

All parents and/or legal guardians of students who currently attend and live within the boundaries of Jordahl Elementary School and all current faculty and staff of Jordahl Elementary School shall be eligible for Regular Membership in the organization. Regular Members shall have the right to attend and participate in all meetings and activities of the organization. Regular members shall have the right to elect officers and to hold office.

#### B. Honorary Membership.

All parents and/or legal guardians of former students and former faculty or staff of Jordahl Elementary School as well as parents of out of district students shall be eligible for Honorary Membership in the organization. Honorary Members shall have the right to attend and participate in all meetings and activities of the organization. Honorary Members shall not have the right to elect officers or hold office.

### IV. MEETINGS.

#### A. Regular Meetings.

At least three regular membership meetings of the organization shall be held during each school year. The time and place of the meetings shall be announced at least seven (7) days prior to the meeting.

B. Special Meetings. Additional meetings of the organization may be called, either by vote of the Executive Board or by petition of a 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 Regular Membership or Special Membership Meeting shall be designated as a quorum and shall be entitled to take action on behalf of the organization.

V. OFFICERS.

A. Positions.

The officers of the organization shall consist of a President, Vice President, Secretary, Treasurer, and a PTO Volunteer Coordinator. Two persons may be nominated and elected to fill any single position. In this instance, both of the persons shall co-share all of the rights and responsibilities of the office as enumerated herein.

B. President.

The President shall be the principal executive officer of the organization and, subject to control 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 Board and, when present, shall preside at all meetings of the Executive Board and all meetings of the membership. The President shall vote only in the case of a tie in a vote of the Executive Board or the membership. The President shall select and appoint the chairpersons of all Standing and Special Committees and shall be an ex-officio of all the committees of the organization.

C. Vice President.

The Vice President shall be a member of the Executive Board and, in the absence of the President, shall perform the duties of the President. The Vice President shall perform such other duties as are assigned by the President or the Executive Board.

D. Secretary.

The Secretary shall be a member of the Executive Board. The Secretary shall keep the minutes of the proceedings of the membership and the Executive Board, shall prepare the official list of the Regular Members, shall see that all notices are duly given in accordance with these By-laws, and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Executive Board.

E. Treasurer.

The Treasurer shall be a member of the Executive Board. The Treasurer shall have charge and be responsible for all funds of the organization and shall receive and give receipts for monies due and payable to the organization from all sources as per school district policies. The treasurer will work closely with the building fiscal secretary Cindy

Wright. The Treasurer shall present a written financial report at each Regular Membership Meeting and at each Executive Board Meeting.

F. PTO Volunteer Coordinator.

The PTO Volunteer Coordinator shall be a member of the Executive Board. The PTO Volunteer Coordinator shall be responsible for publicity for all events of the organization and shall act as liaison between the school PTO events and the media. The PTO Volunteer Coordinator shall keep the official history of the organization and shall keep an annual record of all of the activities of the organization. The PTO Volunteer Coordinator shall keep a list of all Regular Members who wish to help the organization with events and activities.

VI. ELECTIONS.

A. Procedure.

The election of officers shall take place during the last Regular Membership Meeting each year. All Regular Members of the organization may participate in the election. Any member of the Executive Board shall present a slate of officers for election. Further nominations may be received from the floor. The election of the slate shall be a written ballot.

B. Term of Office.

The term of each officer shall be one year, beginning on August 1<sup>st</sup>, and ending on July 31<sup>st</sup> of each year. A person may be elected to the same or other office for more than one term.

C. Selection.

A majority of the votes cast by the 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 immediately be held.

D. Vacancies.

Any vacancy in office because of death, resignation, or inability to serve shall be filled by the Executive Board 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 the Vice President for any reason, the vacancy shall be filled by election at the next Regular Meeting of the membership, consistent with the procedures established herein.

VII. EXECUTIVE BOARD

A. General Powers.

The affairs, activities, and operation of the organization shall be managed by the Executive Board. The Executive Board shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to it by the membership or these By-laws. It may create Standing Committees, approve the plans and work of the Standing and Special Committees, present reports and

recommendations at the meetings of the membership, 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 Board shall consist of the President, Vice President, Secretary, Treasurer, PTO Volunteer Coordinator, and two (2) faculty representatives selected by the faculty. The Principal of the school and the chairperson of all Standing Committees shall serve as ex-officio members and shall be entitled to vote.

**C. Meetings.**

Regular meetings of the Executive Board shall be held during the year, the time to be established at the first meeting of the year. Special meetings may be called by the President or by a majority of the Executive Board. Adequate notice of all meetings shall be given to all the members of the Executive Board and, in the absence of an emergency, at least seven (7) days in advance. When possible, notice of the meetings should be announced to all Regular Members of the organization. Any Regular or Honorary Member may attend a meeting of the Executive Board, but shall not be entitled to vote on matters before the body.

**D. Quorum.**

A majority of the regular members of the Executive Board shall constitute a quorum for the transaction of business.

**E. Voting.**

The act of the majority of the regular and ex-officio members of the Executive Board present at a meeting at which a quorum is present shall be required for all action to be taken by the Executive Board.

**VIII. STANDING AND SPECIAL COMMITTEES**

**A. Standing Committees.**

The Executive Board may establish such Standing Committees as it deems necessary and advisable. The President shall appoint the chairpersons of all Standing Committees, who shall serve as ex-officio members of the Executive Board. Regular Members or Honorary Members may serve as chairpersons. The chairperson of each committee shall recruit the members for his or her committee. Any Regular or Honorary Member may serve as a committee member. The chairperson shall report the plans and activities of the committee to the Executive Board, which must approve all such reports.

**B. Special Committees.**

The President and/or the Executive Board may create Special Committees. Special Committees shall be created for a specific time and/or task and shall cease to exist when that time has been completed, or on June 14<sup>th</sup> of the year, whichever occurs first. The President shall appoint the chairpersons of all Special Committees. Regular Members or Honorary Members may serve as chairpersons. Any Regular or Honorary Member may

serve as a committee member. The chairperson shall report the plans and activities of the committee to the Executive Board, which must approve all such reports.

## XI. FINANCES

### A. Budget.

The Executive Board 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 Board during the year.

### B. Obligations.

The Executive Board may authorize any officer to enter contracts or agreements for the purchase of materials or services on behalf of the parent organization. The officers shall not have the authority, however, to enter into such agreements on behalf of Jordahl Elementary School or the Fountain Fort Carson School District, nor shall they hold themselves out as having such authority.

### C. Loans.

No loans shall be made by the organization to its members or officers.

### D. Commercial Paper.

All requests for reimbursement payment of money on behalf of the organization shall be signed by the Treasurer and the President.

### E. Deposits and Disbursements.

The Treasurer shall deposit all funds of the organization to the credit of the organization as per policies and procedures set forth by Fountain Fort Carson School District.

### F. Financial Report.

The Treasurer shall work with the building secretary to obtain a financial report at each General Membership Meeting of the organization and shall obtain/distribute a final report at the close of the year.

## X. AMENDMENTS.

These By-laws may be altered, amended or repealed and new By-laws may be adopted by the Regular Members at any Regular or Special Meeting.

## XI. AUTHORITY.

If any part of these By-laws shall conflict with decisions, policies or procedures adopted by the Fountain Fort Carson School Board, they shall be deemed null and void and the decision of the Fountain Fort Carson School Board shall, in all cases, control.

These By-laws were adopted by the membership by a majority vote during a meeting properly called in and shall take effect immediately.

