South Ridge Parent, Teacher, Community Organization

Organization Bylaws

Est. November 2015

Statement of Interest and Procurement:

These bylaws have been approved for the formation of a fair and open organization to procure services and resources in the interest of supporting the function and prosperity of South Ridge Elementary School. The committees and board are composed of parents, teachers, staff, and community members providing support and service without conflict of interest and in good faith. Members receive no compensation for their services.

South Ridge PTCO is a school Chapter of the Foundation for Douglas County Schools (known hereafter as the "FDCS") These Bylaws shall be governed, construed, and interpreted under and by the guidelines and policies of the FDCS. According to the 2014-2015 Chapter Manual, "The purpose of the Douglas County Educational Foundation is to develop private resources to enrich education within Douglas County Schools for the fulfillment of lifelong learning experiences of our students, citizens, and community." If any Article or portion thereof of these Bylaws should become invalid or unenforceable under the guidelines or policies of the FDCS, all other content herein shall remain in force.

Article I – Name

The name of the organization shall be the South Ridge Parent, Teacher, Community, Organization. The name South Ridge PTCO shall also suffice for these bylaws and purpose.

Article II – Purpose

The corporation is organized for the purpose of supporting the education of children at South Ridge Elementary by fostering relationships among the school, parents, and community.

Article III – Members

Section 1. Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal and any teacher and staff employed at the school may be a member and have voting rights.

Section 2. Dues, if any, will be established by the Executive Board. If dues are charged, a member must have paid his or her dues before the second meeting to be considered a member in good standing with voting rights.

Article IV – Officers and Elections

Section 1. Officers. The officers shall be a president, vice president, secretary, and treasurer.

a. President. The president shall preside over meetings of the organization and executive board,

make the meeting agenda, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served. This position may not be a district employee.

b. Vice President. The vice president shall assist the president and carry out the president's duties in his or her absence of inability to serve.
c. Secretary. The secretary shall keep all records of the organization, take and record minutes, prepare the agenda as needed, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies and brings them to meetings.
d. Treasurer. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year. May not be a district employee

Section 2. Nominations and Elections. Election dates and process will be communicated to the school community in March. *Reference bylaws for eligibility. An election official shall be chosen from the PTCO body present at the March meeting. This official cannot be anyone who is running for office. They will be in charge of collecting and tallying the votes. Nominations will be made from the floor during the April meeting. If more than one person is nominated, and has accepted the nomination, a ballot will be presented to the PTCO community after the April meeting, at least 2 weeks prior to the May meeting, via an electronic survey (i.e. survey monkey). Results will be presented at the May meeting.

Section 3. Eligibility. Members are eligible for office if they have volunteered and participated in PTCO meetings at some point in the previous school year.

Section 4. Terms of Office. Officers are elected to hold a term of two (2) calendar school years, unless section 5 applies. There is no limit to the number of consecutive or total terms served. Each person elected shall hold only one office at a time.

Section 5. Vacancies. If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting. Those voted to fill the vacant positions will only serve in those capacities for the remainder of the school year. Those positions will be open for election at the May meeting, at which point those people who filled the vacancy are eligible to run for a full 2 year term.

Section 6. Removal from Office. Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting.

Article V – Meetings

Section 1. Regular Meetings. The regular meeting of the organization shall be on the first Tuesday of

each month during the school year at 9:15 a.m. or at a time and place determined by the executive board at least one month before the meeting, or at a secondary location determined by clear postings and attempted communication if the primary place is otherwise unexpectedly unavailable. The annual meeting will be held at the May regular meeting. The annual meeting will be announced to the PTCO community a month prior and is for receiving reports, electing officers, and conducting other business that should arise.

Section 2. Special Meetings. Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting.

Section 3. Quorum. The quorum shall be 50 % of the current officers AND a majority of other members present at any given meeting.

Article VI –Executive Board

Section 1. Membership. The Executive Board shall consist of the officers and principal.

Section 2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, creating standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Article VII – Committees

Section 1. Membership. Committees may consist of members and board members, with the president acting as an ex officio member of all committees.

Section 2. Standing and Additional Committees. The board may appoint standing or additional committees as needed.

Article VIII –Finances

Section 1. Administration. The FDCS shall administer any and all financial contributions generated by the South Ridge PTCO. The fiscal year shall coordinate with the school year.

Section 2. Budget. A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.

Section 3. Records. The treasurer shall keep accurate records of all disbursements and check requests, deposit records and receipts, petty cash records, donation receipts, transfer requests and grants, any expired contracts, and all associated ledgers. These records shall be maintained in compliance with local, state, and federal laws for a period of seven (7) years. Electronic documents shall be maintained as if they were paper documents. The treasurer shall prepare a financial statement at the end of the year, to be presented to the board and FDCS.

Section 4. Bank Account. The South Ridge PTCO shall have one bank sub-account maintained under the

umbrella of the FDCS's bank account. As per district policy, NO outside bank accounts may be set up for any reason, nor any credit card accounts or gift cards established for board use.

Section 5. Disbursement of South Ridge PTCO money. It is incumbent on the board to make purchases and reimburse those making purchases on behalf of the South Ridge PTCO. To access funds to reimburse individuals or pay vendors, the treasurer shall submit a check request form and appropriate documentation such as original receipts or invoices, grant award forms or letters, or meeting minutes, to the FDCS. Authorized signers on file with the FDCS shall include the president, treasurer, and principal.

Section 6. Deposits. The treasurer shall prepare funds for deposit by stamping the back of each check with South Ridge PTCO as designation, generating a calculator tape or spreadsheet of the checks; verifying the amount, filling out a deposit slip including a brief description of the funds being deposited, and depositing the money at any Wells Fargo Bank. In good faith, the treasurer shall submit a copy of the deposit slip and any coordinating documentation to the FDCS on the same day the deposit is made, or NO LATER than two (2) business days from the day of deposit.

Section 7. Petty Cash. Petty cash in the amount of $250.00 may be designated for organization use to reimburse members for small expenditures. This amount is approved year-to-year by board and FDCS approval. Petty cash policies and procedures shall follow the written Petty Cash Guidelines. Petty cash is only to be disbursed after a purchase with appropriate documentation. All guidelines default to FDCS guidelines.

a. Location of Petty Cash. The petty cash shall be secured on-site at South Ridge Elementary school, and locked in the school safe at all times. Petty cash shall only be accessed to make change during an approved school event, when a disbursement is being processed, or when the funds are being accounted for or replenished by the treasurer. If the petty cash is being used as change for an approved school event, it shall be housed in portable cash lock boxes under the direct supervision of designated committee or board members at all times.
b. Access. Only officers or signers on the school account with FDCS may access secured petty cash. Petty cash shall only be accessed with board approval, and meeting minutes where the access was approved must be submitted to FDCS with the check request form to replenish funds. Whenever petty cash is disbursed, the funds shall be counted by two different members, recorded by both signatures on the Petty Cash Log, and the balance signed off on by the treasurer

Article IX – Parliamentary Action

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

Article X –Standing Rules

Standing Rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

Article XI—Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting. To dissolve Chapter status with the FDCS, the organization shall give notice in writing. This communication shall be signed by the school's principal and president, and include a copy of the meeting minutes where the approval was made.

Article XII – Amendments

These bylaws will be reviewed and may be amended every 2 years, at any regular or special meeting, proving that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by mail, fax or email. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

Review bylaws and note if revisions made:

August 2022 - yes

October 2024 - yes