

Lincoln Academy Parent-Teacher Organization Constitution and Bylaws

Revised

April 2002

September 2005

January 2008

February 2009

March 2010

January 2011

July 2011

June 2012

June 2013

June 2014

August 2015

September 2016

October 2017

November 2018

February 2021

March 2022

April 2025

Article I. Name

The name of this organization shall be Lincoln Academy Parent-Teacher Organization (LAPTO) of Jefferson County, Colorado.

Article II. Purpose

The LAPTO has the following objectives:

- A. To foster a sense of community within Lincoln Academy;
- B. To promote clear communication between parents, teachers, and school administrators;
- C. To operate in accordance with policies and practices established by the Lincoln Academy School Charter and the Colorado Department of Education;
- D. To operate exclusively within the meaning of section 501(c)(3) of the Internal Revenue
- E. Code (or corresponding section of any future Federal tax code.)

Article III. Membership

- A. Membership is open to all parents and legal guardians of Lincoln Academy students and to all staff of Lincoln Academy.
- B. Members in good standing are defined as families and staff who have filled out the annual Google membership form.

Article IV. Officers and Elections

- A. The elected Officers shall be the President(s), Vice-President(s), Secretary(ies), Special Events Coordinator(s), Volunteer Coordinator(s), and Treasurer(s). Additional roles may be defined as needed.
- B. New officers shall be nominated in March and elected in either April or May. (All LAPTO members in good standing may vote in the election of the LAPTO Board.) Those interested in running for this election shall indicate their interest to a current LAPTO Board member in March. Elections will be held in April or May with the transfer of offices occurring at the end of the school year. The new LAPTO Board shall meet during the summer.
- C. The term of office shall be for one school year (June 1–May 31) with the exception of the office of treasurer which will be held from July 1–June 30, in order to file taxes. Officers may run for re-election. No officer shall be in that specific office for more than three (3) years. It is okay to hold different offices for more than three years, however.
- D. A vacancy on the LAPTO Board shall occur when an officer is absent from 2 LAPTO meetings without valid cause, or in the event of a resignation. Any vacancy on the LAPTO Board should be filled within 30 days. In the event of a vacancy in the office of President(s), the Vice-President(s) shall assume the role of President(s). If the Vice-President(s) is unable to fulfill the office of President(s), the remaining LAPTO board members shall appoint an adjunct board member, who is a LAPTO member in good standing, to assist in fulfilling any remaining responsibilities of the LAPTO Board. In the event of a vacancy or resignation in the office of Vice-President(s), Secretary(ies),

Special Events Coordinator(s), Volunteer Coordinator(s), or Treasurer(s), the office shall be (at the LAPTO Board's discretion) filled in one of the following manners:

- a. The remaining LAPTO Board members shall appoint a qualified member of the LAPTO.
- b. A special election will be held to fill the vacancy.
- E. A LAPTO officer may not hold office simultaneously while holding office on the Lincoln Academy Board of Directors, as dictated by 501(c)(3) requirements.
- F. A LAPTO officer may hold office while a family member simultaneously holds office on the Lincoln Academy Board of Directors when it has been reviewed by Lincoln Academy administration.
- G. A LAPTO officer may hold office while simultaneously in the full-time employment of Lincoln Academy Charter School but will not be eligible to vote on items related to their employment such as gifts.

Article V. Duties of the Officers

A. President(s)

- 1. Chairs all LAPTO meetings;
- 2. Acts as the official liaison to the Lincoln Academy Board of Directors. The President(s) or his or her designee will report to the Lincoln Academy Board of Directors at three board meetings during the school year;
- 3. Keeps communication flowing with all parties;
- 4. Delegates responsibility;
- 5. Makes sure all officers and committees operate within the organization's bylaws and are in compliance with state and federal statutes;
- 6. Works toward meeting the objectives and goals of the organization;
- 7. Is the designated official to act as secondary signer on the organization's bank accounts;
- 8. Must review monthly financial statements;
- 9. Submits information in coordination with Secretary(ies) for the Lincoln Loop to the Administration Staff for publication on the school website;
- 10. Must coordinate with the school administration about school events.
- 11. Examples include but are not limited to: school calendar, events, and outreach;
- 12. Maintain main PTO email account.

B. Vice-President(s)

- 1. Acts in the place of the President(s) when necessary;
- 2. Is the designated official to act as backup signer on the organization's bank accounts;
- 3. Serves as Secretary(ies) pro tem when the Secretary(ies) must miss a meeting;
- 4. Assumes other responsibilities as directed by the President(s);
- 5. Will oversee selected responsibilities as agreed upon with the President(s);
- 6. Maintain VP PTO email account;
- 7. Maintains and posts Agendas for PTO meetings.

C. Secretary(ies)

- 1. Records, properly documents, and stores the following:
 - a) Minutes, including assigned tasks and due dates

- b) Meeting attendance
 - c) Constitution and Bylaws
 - d) Standing Rules
 - 2. Posts the following for publication on the PTO section of the school website:
 - a) Minutes
 - b) Upcoming events
 - 3. Reads the minutes at each meeting if deemed necessary;
 - 4. Maintains a current list of the LAPTO membership;
 - 5. Maintain Secretary PTO email account;
 - 6. Creates monthly email to PTO membership with upcoming events and needs;
 - 7. Works with President to send weekly updates to the front office for weekly Loop.
- D. Special Events Coordinator(s)
- 1. Communicates information about LAPTO-sponsored events and activities to the Lincoln Academy community;
 - 2. Communicates volunteer opportunities/needs with Volunteer Coordinator(s) in order to create event sign-ups;
 - 3. Oversees the procedural and informative documentation of all LAPTO-sponsored events;
 - 4. Maintain Event Coordinator PTO email account;
 - 5. Monitors approved budget for events;
 - 6. Communicates with leads for fundraising initiatives;
 - 7. Ensures all funds are counted and recorded prior to supplying to Treasurer.
- E. Volunteer Coordinator(s)
- A. Communicates opportunities for volunteerism for LAPTO-sponsored events to the Lincoln Academy community;
 - B. Maintains a list of all LAPTO activities and lists of volunteers for those activities;
 - C. Communicates volunteer opportunities/needs with LA staff/teachers and creates volunteer sign-ups;
 - D. Maintain Volunteer Coordinator PTO email account;
 - E. Oversees acknowledgments for post-event correspondence, i.e., thank-you notes.
- F. Treasurer(s)
- 1. Qualification of the Treasurer(s) includes preferred documented accounting and/or bookkeeping experience;
 - 2. The Treasurer(s):
 - a) Accurately records funds collected;
 - b) Sees to the proper distribution of funds for bills the LAPTO Board has approved;
 - c) Monitors the approved budgets of all committees;
 - d) Is the primary signer on the organization's bank account;
 - e) Balances the accounts monthly to the bank statements;
 - f) Provides a monthly financial statement and copies to the President;
 - g) Presents books to CPA for year-end review prior to 6/30.
 - 3. Maintains a current list of LAPTO donors;
 - 4. Maintain Treasurer PTO email account;

5. The fiscal year end for the LAPTO shall be June 30.

G. Past President

1. The Past President(s) shall sit on the PTO Board at the discretion of the elected President(s) and may act as a board adviser.
2. The Past President(s) will not be allowed to vote. They will serve as a neutral voice during nominating and election events.

H. Administrative Liaison

1. The school principal or his/her designated representative shall serve as an *ex officio* member of the LAPTO Board. They shall provide volunteer opportunities if needed.
2. They will serve as a neutral voice during nominating and election events.

Article VI. LAPTO Board Meetings

- A. The LAPTO Board shall meet at least one week prior to the general LAPTO meeting to set the agenda for that month's meeting.
- B. Parents, teachers, or staff wishing to have an agenda item addressed at an upcoming LAPTO meeting shall give that information to a member of the LAPTO Board no later than two weeks prior to the LAPTO meeting.
- C. Voting:
 1. Only LAPTO Board members may participate in a formal vote during a LAPTO Board meeting. A majority is necessary for passage.
 2. When a formal vote is not necessary, a consensus of present LAPTO Board members may be taken.
 3. A quorum for voting purposes is four LAPTO Board members. Absentee voting can occur if a LAPTO Board member has a valid excused absence. Votes need to be called in prior to or during the vote.

Article VII. LAPTO Meetings

- A. LAPTO meetings shall take place once a month or as determined by the LAPTO Board. All meeting dates shall be published on the school website within 30 days prior to the meeting date. No regular LAPTO member meetings shall take place in December, June, or July. Should a regularly scheduled meeting need to be changed, members will be notified electronically.
- B. A quorum shall consist of 8 members and is required for a meeting to be held.
- C. Special meetings may be called by the LAPTO Board to address issues that may arise between regular meetings. Members will be notified of these meetings in advance.

Article VIII. Membership Voting

- A. Discussion of issues requiring a vote is open to all members present at a LAPTO meeting.
- B. Voting for election of officers shall always be by written ballot unless there is only one nominee for the office to be filled. In such case the President(s) may call for a voice vote or declare the nominee elected by acclamation.

Article IX. Governing Rules

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order this organization may adopt.

Article X. Amendments

Proposed amendments to these bylaws shall be posted on the LAPTO website. Passage of amendments shall require a 2/3 vote of LAPTO members present at the meeting.