



Pennock PTO By-Laws
2007-02-28
Vol 1., Issue 1

BY-LAWS
of the
Mary E. Pennock School Parent Teacher Organization

ARTICLE I - NAME

The name of and location of this organization shall be Mary E. Pennock Parent Teacher Organization (PTO), Mary E. Pennock Elementary School, 3707 Estrella Street, Brighton, Colorado, 80601.

ARTICLE II - MISSION STATEMENT

The Pennock Parent Teacher Organization (PTO) exists to promote open communication and assistance between teachers, parents and students. The PTO's primary purpose is to support the students and staff in providing educational opportunities and materials, as well as extra curriculum activities. The PTO holds fundraisers in an effort to obtain monies necessary to provide our children with supplemental educational materials and experiences. It is our belief that through team effort of our PTO we are able to bring the community and Pennock families together to share our Pennock Pride and offer the best possible learning environment for our children.

ARTICLE III - ARTICLES OF ORGANIZATION

This organization exists as a non-profit, incorporated organization of its members. Its "Articles of Organization" comprise these by-laws, as from time to time amended.

ARTICLE IV - RULES OF ORDER

The rules contained in Robert's Rules of Order, Revised, shall govern this organization in all cases in which they apply and in which they are not inconsistent with these bylaws. A copy of the Robert's Rules of Order, Revised, is maintained and kept by the current president.

ARTICLE V - POLICIES

The policies shall be developed through meetings, conferences and committees and shall not direct or control the administrative activities of the school.



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ARTICLE VI - MEMBERSHIP AND VOTING RIGHTS

SECTION I. The members shall be parents or guardians of students, patrons and teachers who take interest in Mary E. Pennock Elementary, and who will uphold the policies of the PTO and agree to these By-Laws.

SECTION II. Role at Regular Meetings: Any general member is welcome to attend and provide input to the PTO Governing Board.

SECTION III. Voting Privileges: Each active member will have one vote.

SECTION IV. Code of Conduct at PTO Meetings: Any general member of the PTO Membership must adhere to the Code of Conduct as published in the Robert's Book of Rules.

SECTION V. Each family member shall be entitled to one vote on each matter submitted to a vote of the membership, if present at the meeting at which such vote is taken. Absentee votes are not applicable. Votes shall be made by a show of hands.

ARTICLE VII - MONETARY POLICY:

Any expenditures over \$200.00 for fixed assets or enhancements, to exclude monies spent to further community donations projects, must be approved by a vote of the P.T.O. General Membership. All financial transactions that exceed the approved budget must be approved by the P.T.O. Governing Board as well as the PTO General Membership. The PTO Governing Board will determine disposition of funds - not exceeding \$200.00, without requiring general PTO General Membership approval. Financial obligations will not be made without sufficient funds to cover commitments.

All monies from events, fundraisers or other must be received and counted by no less than 3 PTO Board members. Counting Process has been determined by the Treasurer counting all monies received, another Board Member will double check accounting, the third Board Member will verify. Copies of all checks received, as well as a copy of deposit slip must be maintained and filed by Treasurer. Monies must be deposited immediately following the counting process, if event occurs after hours, deposit must be made in the night deposit box.



ARTICLE VIII - OFFICERS: ELECTIONS AND DUTIES

SECTION I. THE BOARD

The PTO Board shall be composed of any combination of the following elected officers to minimally include a President, Vice President, Secretary, and Treasurer. Non-elected positions are the Parent Representative.

SECTION II. REMOVAL & VACANCIES

1. Any officer who is in violation of the PTO's existing guidelines, will receive a (1) verbal warning of the actions, if violation continues the officer will then receive a (2) written warning, if violation still continues the officer will be removed by the board.
2. A Vacancy in any office position for whatever reason shall be filled by the majority vote of the Board for the unexpired portion of the term.
3. All materials belonging to the PTO must be turned over within 3 days of the removal or vacancy.

SECTION III. - DESCRIPTIONS OF POSITIONS

PRESIDENT (SPOKESPERSON)

1. Preside at all meetings of the organization and of the executive committees
2. Perform such other duties in accordance to the assigned job description (see attached)
3. Ex-officio member of all committees except the nominating and auditing committees
4. Coordinate the work of the officers, committees of the organization, and the organization as a whole in order that the objectives may be accomplished.
5. Be a co-signer on the account (all checks must have two signatures)
6. Be the liaison between staff, families and PTO.
7. Serve on the District 27J Sounding Board by attending monthly meetings.
8. Submit PTO News to the monthly Mary E. Pennock Newsletter or whomever the president delegates to do so.
9. Should one of the officers not be able to fulfill their obligations, the President will assume the vacant position until the position has been re-appointed by the majority vote of the Board for the unexpired portion of the term.



VICE PRESIDENT (CO-SPOKESPERSON)

1. Attend all PTO meetings.
2. Act as an assistant to the President and shall perform all duties of the President in his/her absence.
3. Should the President be unable to complete his/her term, the Vice-President would assume the office of President.
4. Serve as a member of the major fundraiser committees
5. Enforce the bylaws
6. Be a co-signer on the account when President is absent (all checks must have two signatures)

SECRETARY

1. Attend all PTO Meetings.
2. Record the official minutes for all PTO Meetings.
3. Distribute a summary of the minutes.
4. In the event the President and Vice-President are unable to attend a meeting, the Secretary will preside.
5. Bring a copy of the bylaws, standing rules, and Job Descriptions to all meetings



TREASURER

1. Attend all P.T.O. meetings.
2. Serve as an authorized signatory on all P.T.O. accounts.
3. The Treasurer shall be responsible for all monies of the PTO
4. The Treasurer shall keep accurate record of receipts and expenditures
5. The Treasurer shall keep an accurate account of all income and expenses
6. The Treasurer shall pay out funds in accordance with the approved budget as authorized by the PTO
7. The Treasurer shall maintain an operating balance of no less than \$1000 in the checking account to facilitate payment of monthly expenditures.
8. The Treasurer shall present a financial statement (see attached for guidelines) at each general meeting and Board Meeting of the PTO and other times when requested by the Board.
9. File I.R.S. and State tax paperwork, where applicable.
10. At the end of the current school year, the treasurer will prepare and present an approved written annual financial report to the incoming board.



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SECTION III. - DUTIES OF THE OFFICERS

1. Perform duties as outlined.
2. Decide on community donations and services to be provided during the school year.
3. Decide upon chairperson(s) for the events and services sponsored by P.T.O.
4. Each officer shall have one (1) vote.
5. Approve the budget and financial report monthly.
6. Deliver all appropriate records, including Event Records to the President.
7. Chairperson(s) and P.T.O. Board Members will be in charge of cash register.

ARTICLE IX - NOMINATION, ELECTION AND INSTALLATION OF OFFICER

SECTION I. NOMINATION

1. No person shall serve more than two (2) consecutive terms in the same position.
2. Any PTO member can bring forth the nominations for the General Elections.

SECTION II. - CANDIDATES

- A. Officers shall be voted on during the April meeting by majority vote, shall have attended at least one meeting during the school year, and shall be installed during the May meeting.
- B. Officers shall assume their official duties at the close of the school term



SECTION II - NOMINATING COMMITTEE

- A. Nominating Committee must be formed no later than the February General Meeting.
- B. The Nominating Committee can be made up of three members of the General Membership, excluding current PTO Board Members
- C. The Nominating Committee must follow up with a written report to the principal on a weekly basis with selected nominees in accordance with the Nomination Form.
- D. The Nominating Committee shall accept nominations during the month of March, written notice asking for nominations shall be published in early March.
- E. The Nominating Committee shall present a list of candidates at the April Meeting with the consent of the candidates. At the April Meeting candidates will have an opportunity to present themselves to the PTO General Membership. Only those persons who have consented to serve shall be eligible for nomination.
- F. Additional nominations from the floor will be accepted, except for the position of President and Treasurer, with the approval of the nominees.
- G. Officers shall be voted on by ballot at the April Meeting
- H. In the case of a tie for any elected position, a secret vote shall be taken.
- I. Ballots shall be counted by Principal, and/or Vice-Principal, and Nominating Committee

ARTICLE X - BOARD & GENERAL MEMBERSHIP MEETINGS

SECTION I.

Meetings of the P.T.O. Board will be held the 1st Wednesday of the month or as designated by the President.

SECTION II.

A two-thirds majority of Board members shall be present to transact business.

SECTION III.

Meetings of the General P.T.O. Membership will be held the 2nd Wednesday of the month or as designated by the President.

ARTICLE XI - ASSOCIATION BANK ACCOUNTS

SECTION I.

All monies of the Mary E. Pennock P.T.O. shall be deposited by the Treasurer in a Federal or State chartered bank or credit union approved by the Board.



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SECTION II.

The authorized signatures of the account shall be President, Vice-President and Treasurer. Two (2) authorized signatures shall be required on all checks.

SECTION III.

The account shall be carried in the name of Mary E. Pennock P.T.O. and bear the tax exempt number 57-1212324.

SECTION IV.

All expenses of the P.T.O. must be approved by the Board.

ARTICLE XII - DISSOLUTION

To dissolve the PTO, the issue must be presented to the members and a vote taken as to whether or not to dissolve. Upon dissolution, the members will decide upon a project for the betterment of the school and to spend ALL remaining money. All books and records shall be turned over to the school for future use not less than three (3) days after dissolution.

ARTICLE XIII - AMENDMENTS TO THE BY-LAWS

SECTION I.

By-laws may be amended at any General Membership Meeting by a vote of two-thirds of the members present.

SECTION II.

These by-laws may be reviewed and/or revised by the Board as necessary to meet changing conditions in the school and community and brought to a vote of the General Membership.

02/07