

BYLAWS  
OF THE BANNING LEWIS RANCH ACADEMY  
PARENT/TEACHER ORGANIZATION

**Article I – Name**

The name of this organization is hereby called the Banning Lewis Ranch Academy Parent/Teacher Organization, hereafter known as the PTO, a local association affiliated with Falcon School District 49. The PTO is hereby authorized to use the BLRA name; the PTO is not authorized to represent BLRA or use the BLRA logo without prior BLRA Board written permission.

**Article II - Purpose**

**Section 1.** The purpose of this organization shall be

- A.** To foster a positive working relationship among students, parents, school personnel and the community.
- B.** The PTO will promote united efforts between home, school and community providing a variety of educational and fun experiences and the development of academic excellence.
- C.** The PTO will help to create school pride in students, parents, teachers and the community.

**Article III – Members**

**Section 1.** Membership shall be open to all parents, guardians, extended family members of a BLRA student or adult standing in loco parentis for a BLRA student, along with any staff member or Teacher representing BLRA that pay the yearly membership dues.

**Section2.** Dues will be determined by the Executive Board at the July meeting.

**Article IV - Officers and Elections**

**Section 1. Officers.** The Officers, otherwise known as the Executive Board, shall consist of the President, Vice President, Secretary, and Treasurer.

**A. President.** The President shall

1. Preside over all Executive Board and PTO meetings of the organization and serve as the primary contact for the Chief Administrative Officer (CAO) of BLRA, BLRA school board and District 49.
2. Represent the Organization at meetings outside the Organization, serve as an ex officio member of all committees, so as to bring back for review or discussion.
3. Prepare the agenda.

4. Coordinate the work of all the Officers and committees so that the purpose of the organization is served.
5. Shall be available to co-sign checks and oversee the Treasurer in his/her duties so as to complete the fiduciary responsibility of both offices.

**B. Vice President.** The Vice President shall assist the president and carry out the president's duties in his or her absence or inability to serve when asked, be an ex-officio member of all committees and perform other duties as assigned by the president.

**C. Secretary.** The Secretary shall

1. Record and preserve all records of any/all meetings of the Executive Board and the organization.
2. Take roll call by providing a sign in sheet for all meetings and record one copy as permanent record.
3. Record minutes of all meetings and record one copy as permanent record.
4. Handle correspondence as directed by the President.
5. Prepare notices or emails pertaining to Date, Time and Place of general meetings, events etc and gets out to members in a timely fashion,
6. Perform other duties as assigned by the President.
7. Keep the minutes book, bylaws, policies, committee chairpersons list membership list, meeting roll call, treasurer's report, and correspondence current and up to date.
8. Bring the necessary supplies to all meetings.

**D. Treasurer.** The Treasurer shall

1. Be responsible for collection and recording all funds received through Membership, Events and any other PTO function involving income of the Organization.
2. Prepare and issue receipts to Event Chairperson(s) showing amount received and deposited in an account at (Choice of bank). Deposits must be made within a reasonable amount of time, but no longer than two days, unless Executive Board is advised.
3. Keep accurate record of income receipts and expenditures and report on at all PTO meetings. Copies of treasurer's report should be made available at all PTO meetings.
4. Participate in budget planning meetings in addition to the monthly PTO meetings.
5. Pay out funds in accordance with the Executive Board approval and have it done in an expeditious time frame. All receipts, along with a "request for reimbursement" form must be submitted within 30 days from the date of the expenditures.
6. Have treasurer book(s) ready for audit after completion of term and be available to answer any questions from the PTO Executive Board or the BRLA School Board.

7. All checks issued over \$200 shall be required to have two signatures on them. The Treasurer shall be considered one (1) signature, with the President as the other.
8. The Treasurer will be responsible for sending the monthly financial reports to the BLRA School Board and Mosaica. Have Treasurer's Book (s) ready for audit after completion of term and turned over to BRLA School Board and be available to answer any questions.

## **Section 2. Executive Board**

- A. Membership.** The Executive Board shall consist of the four (4) elected officers and one (1) Banning Lewis Ranch Academy teacher/staff representative.
- B. 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, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

## **Article V**

**Section 1. Nominations and Elections.** Elections will be held annually in April. All nominations shall be presented in writing to the PTO board or designated PTO representative no later than the regularly scheduled March PTO meeting. Nominees will be presented to the PTO members before the April meeting in writing. At the April meeting, nominations may also be made from the floor if there are no nominees in March for an elected position. Voting shall be by a ballot process throughout the school day of the April meeting. If there is a nomination from the floor at the PTO meeting a ballot vote shall be taken.

**Section 2. Eligibility.** To be an elected officer you must have a family member enrolled in school at Banning Lewis Ranch Academy and be a current PTO member.

**Section 3. Terms of Office.** Officers are elected by PTO voting members with term limitations of two years consecutively per position, with a maximum of 3 years consecutively on the PTO Executive Board. A person must take 1 year off, after the 3 year maximum, and run for office again. Each officer must run for re-election each year. At the conclusion of the June PTO meeting the new Executive PTO Board will assume the responsibilities of their office.

## **Section 4. Vacancies.**

- A.** In the event that an Officer resigns his/her position, the remaining PTO Executive Board will fill the vacancy until an appointment has been made. If the vacancy is for more than ½ of the elected term an appointment process will take

place by the remaining Executive Board. If the vacancy has less than ½ of the elected term left, the Executive Board can determine whether or not to appoint that position. Ratification by the membership, by a majority vote, will follow any appointment made by the board.

**B.** If more than 2 vacancies on the PTO Executive Board occur simultaneously an appointment for both positions will occur by the remaining PTO Executive Board. Following the acceptance of the written resignation the appointment must be ratified by a majority vote at the next scheduled general meeting. Upon ratification the responsibilities of the office is immediately assumed.

**C.** The PTO Board will give notice of appointment openings at a regular monthly meeting, and with no less than 21 days, accept applications for any open positions they are appointing. When all applications have been received by the stated deadline, the PTO Board will review applications. The appointment must be approved by a majority vote of the PTO Board and then ratified by a majority vote of the PTO Membership at the regular monthly meeting where the PTO Board has approved the appointment.

#### **Section 5. Removal from Office.**

**A** Officers can be removed from office with reasonable cause by a two-thirds (2/3) vote of those present (assuming there is a quorum) at a regular meeting where all parties have been given a chance to make a statement, and previous notice has been given to the Executive Board. Appointment process, should the Officer be removed, will follow.

**B.** Any Officer missing more than three (3) meetings without written notification to another Officer with reason for absences will be removed from office.

**Section 6. Transfer of Powers.** All items pertaining to PTO business and the running of PTO, such as committee information, binders, contracts, contact information, receipts, etc, shall be turned over to the new PTO Board no later than June 15<sup>th</sup> in order to facilitate a smooth transition.

### **Article VI – Meetings**

**Section1. Regular Meetings.** The monthly PTO meetings of the organization, for the upcoming term, shall be determined by the executive board at the July meeting. In the event a permanent day change occurs, 21 days notice must be posted prior to the meeting change. The secretary will notify the members of the meetings in accordance of the Colorado Open Meetings Act. The meeting agenda will be posted on the front doors of the school 24 hours in advance. The area of posting to be determined by the executive board annually in July of each year. Regular meetings may be canceled by the President and, in such cases, a reasonable effort shall be made to give actual advance notice of such meetings or cancellations to each Officer and the membership. A majority of the directors then in office shall constitute a quorum for conducting business and a majority of a quorum shall be sufficient to take action on any subject.

**Section 2. Special Meetings.** Special meetings may be called by the President, any two members of the Executive Board, or five general members by submitting a written request to the Secretary. Special Meetings may not be held without the President and/or Vice President present. Previous notice of the special meeting shall be sent to the members 24 hours in advance by either email or flyers sent home with the students. Notification will be posted at the school 24 hours in advance.

**Section 3. Quorum.** A quorum shall consist of 3 members of the Executive Board, when requiring a board vote, or 5 members of the Organization for a general vote. No board member may submit a vote by proxy, mail, or email ballot unless the decision is made in writing and is unanimous.

**Section 4. General Membership Voting.**

- A.** Only those who have registered with the PTO, paid dues for the current year, and are confirmed PTO members will have the right to vote at any meeting.
- B.** Any decision of the Officers may be overridden by a two-thirds (2/3) majority vote of those members present at any general membership meeting.
- C.** An absolute majority vote will be required for all other voting purposes, unless specified differently in this document.
- D.** All voting will be done by a show of hands, unless ballot votes are required.

**Article VII – Committees**

**Section 1. Membership.** Committees may consist of members and board members, with the President and/or Vice-President acting as an ex officio member of all committees.

**Section 2. Standing Committees.** The following committees shall be held by the organization: Fundraising, Event, Membership, and Hospitality. The Executive Board will appoint the chairpersons to these committees.

**Section 3. Additional Committees.** The board and /or any committee Chairperson may appoint additional committees as needed.

**Article VIII – Finances**

**Section 1.** A tentative budget, for each school year, shall be presented at the August meeting and voted on at the September meeting, and approved by a majority vote of the members present.

**Section 2.** The treasurer shall keep accurate records of any disbursements, income and bank account information.

**Section 3.** The Treasurer and one other elected Officer shall approve all disbursements of the organization. NO EXPENSES may be incurred without the **PRIOR** approval of the Treasurer and one other elected Officer.

**Section 4.** The President and Treasurer will be allowed to sign checks, although only one signature at a time is required if the amount is under \$200. Any amount over \$200.00 requires two signatures.

**Section 6.** The treasurer shall maintain a reserve in the account of no less than \$500.00 for the purpose of operational expenses at the beginning of each PTO fiscal year. Any amount carried over from one school year to the next in excess of \$2000 shall be earmarked by the PTO membership for its intended use.

**Section 7.** Any event or approved purchase that will result in expenditures (in aggregate) of \$100 needs to be approved by the PTO membership.

**Section 8.** The fiscal year shall be July 1<sup>st</sup> through June 30<sup>th</sup>

**Section 9.** All fundraising events that are projected to raise more than \$100 need to have at least 1 member from the Executive Board present at the end of the event to verify the counting of monies. After the money is counted and verified by the chairperson and Executive Board Officer, it must be put into a sealed envelope and signed by the two who counted and verified it. Monies must be turned over to the Treasurer within 2 days to be counted, verified and deposited.

**Section 10.** Discrepancies will be addressed by the Executive Board.

**Section 11.** Any and all contracts entered by the organization must first be approved by the BLRA School Board and shall be signed only by the President and attested by the Secretary. Each contract must include a D49 Waiver Clause. No officer or agent of the organization has authority to pledge the credit of the organization in any matter which is not (a) provided for in a formal budget of the organization or (b) approved by proper advance vote of the membership and the BLRA School Board. Each contract is PTO property and will remain with the Secretary in the PTO Binder.

**Section 12.** Officers or members shall disclose any known present or potential conflicts of interest, which disclosure shall be reduced to writing, to the Executive Board and membership, prior to or at the time set for voting on any conflicting interest transaction. Conflicting interest transactions shall include those involving any "party related to a director" as that term is defined in COLO. REV. STAT. § 7-128-501(5). Written disclosures shall be attached to the minutes of the meeting at which, or the first meeting after, such disclosure has been made. Directors with conflicting interests may be counted as present for purposes of determining a quorum to act and may discuss such transactions in public session. Directors with conflicting interests shall not vote on such transactions. Failure to abide by this provision may constitute grounds for removal of an Officer. No loans may be made by the organization to directors or officers. Any director or officer who assents to or participates in making any such loan shall be liable to PTO for the amount of such loan until it is repaid.

## **Article IX – Parliamentary Authority**

Roberts Rules of Order may govern meetings when they are not in conflict with the organization's bylaws. BLRA PTO is governed by the BLRA School Board. The BLRA School Board bylaws always supersede PTO bylaws, should there be a conflict.

## **Article X – Standing Policies**

Standing policies may be approved by the Executive Board, which the secretary shall make all changes to and be put to a vote at the next meeting. A record of these standing policies shall be kept for future reference.

## **Article XI – Dissolution**

The organization may be dissolved with previous notice (14 calendar days) stating the purpose of the meeting, and a two-thirds (2/3) vote of those present at the meeting. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school. If the membership does not vote to spend all funds, any remaining funds will be turned over to the Banning Lewis Ranch Academy School Board to be held for one year for future PTO re-establishment. In the event that PTO is not reestablished in that time the school board may spend any remaining PTO funds as it sees fit.

## **Article XII – Amendments**

Advance notice of proposed amendments to the by-laws shall be given to all PTO officers not less than forty-eight (48) hours before a meeting at which the amendment(s) will be distributed. Proposed amendments shall be distributed to members at a PTO board meeting not less than 21 days prior to taking a vote to amend. The proposed amendments shall be presented to the BLRA school board and approved by a two-thirds (2/3) vote. Upon the BLRA Boards' approval, amendments to the bylaws shall be approved by the PTO board with a two-thirds vote of those present, assuming a quorum.