

Summit View Elementary

PTsO By-Laws

Updated 8-22-2011

Article I: Name

The name of and location of this organization shall be Summit View Elementary Parent Teacher Support Organization (PTsO), a Chapter of the Douglas County Educational Foundation (DCEF). The address shall be 10200 Piedmont Dr, Highlands Ranch, Colorado, 80126. This organization is a nonprofit.

Article II: Purpose

- A. To promote the education and well-being of all children at home, in school, and in the community.
- B. To provide a forum for discussion and foster communication between parents, administrators, educators and the community.
- C. To enhance the educational facilities and opportunities for the students of Summit View Elementary School that are not otherwise provided for in the school budget.
- D. To promote volunteer programs and resources for Summit View Elementary School.
- E. To sponsor projects and events for the benefit of Summit View Elementary students.
- F. To raise funds as required to provide for all the above objectives.

Article III: Membership

- A. The Executive Board shall be comprised of a President, Vice President, Secretary, Treasurer and SAC (School Accountability Committee) Representative.
- B. The General Membership shall be comprised of parents and guardians of all enrolled students, and the employed administrators, teachers and staff of Summit View Elementary.
- C. No dues shall be required for membership.

Article IV: Executive Board and Elections

Section I. Duties

- A. The Executive Board shall attend the Executive Board Meetings and the General Membership Meetings.
- B. Have a working knowledge of DCEF policies and procedures.
- C. Represent Summit View Elementary and its PTsO members.
- D. Use a majority vote to create standing rules and policies, approve general operational and financial decisions, and prepare reports and recommendations to the General membership.
- E. Determine items that shall be voted on by the General Members.

Section II. Officers

This section presents the duties of the Executive Board elected officials. Additional duties may be assigned to any officer at the discretion of the Board.

All officers are required to attend all General Membership and Executive Board Meetings. Officers are required to notify the PTsO President if they are unable to attend a meeting.

All officers are required to read, understand and adhere to the PTsO Bylaws.

A. President (voting member)

1. Acts as administrator of the PTsO.
2. Presides over the General Membership and Executive Board Meetings.
3. Specifies the time, date and location of General Membership and Executive Board meetings.
4. Provides the agenda for the General Membership and Executive Boards meetings at least 24 hours before meeting.
5. Coordinate the work of all the officers and committees so that the purpose of the organization is served.
6. Solicit, appoint and oversee Committee Chair persons and volunteers, including approving any communications from the committees to the school or community.
7. Serves as an authorized signatory on all DCEF pay vouchers.
8. Assures that all reporting required by the DCEF is accomplished.
9. Communicates with the principal when special needs within the PTsO or school community occur.
10. Attends DCEF chapter meetings and reports back to the Executive Board on DCEF activity (may also send a representative to DCEF meetings).
11. Creates a permanent annual file of PTsO paperwork.

The PTsO President shall have the option of delegating any of the above duties, except serving as an authorized signatory on all DCEF disbursements, to other PTsO members who are willing to perform them on either an ad hoc or ongoing basis.

B. Vice President (voting member)

1. Maintains a working knowledge of all PTsO affairs.
2. Support and assist the President as mutually agreed upon.
3. Preside at meetings in the President's absence and perform all of the President's duties in the case of any absence for a given period of time.
4. Assist other officers and committee chairs as needed.
5. Take over as President in the event the President is unable to complete his/her term.

C. Secretary (voting member)

1. Attends all Executive Board and General Membership meetings and records the minutes.
 - a) Publish the meeting minutes within 7 business days of the meeting, and submit to the Executive Board members for approval.
 - b) Publishes approved meetings on PTsO website.

- c) Maintains a file of all minutes.
 - d) Distributes minutes at Executive Board and General Membership Meetings, as needed.
 - e) If unable to attend an Executive Board or General Membership Meeting, a PTsO member may record the minutes and submit them to the Secretary within 3 business days of the meeting.
2. Takes attendance at meetings.
 3. Ensure that the school community is informed of all pertinent information.
 4. Maintains current list of PTsO officer's phone numbers and e-mail addresses.

D. Treasurer (voting member)

1. Serves as an authorized signatory on all DCEF pay vouchers.
2. Is responsible for providing receipts for all cash and cash in-kind donations.
3. Reconciles the PTsO accounting record quarterly with the records maintained by the DCEF.
4. Forwards financial contributions to DCEF Director in a timely manner.
5. Presents the budget at each General Membership meeting in the approved format, which will include proposed revenue, expenses and current activity.
6. Submits the following to the DCEF:
 - a) Annual fundraising plan.
 - b) Annual list of grants awarded in the previous year, including the name of the recipient and a description of the project for which the grant was awarded.
 - c) Annual plan for the disbursement of funds.
7. Works closely with the school bookkeeper and follows accounting practices consistent with the school.
8. In the event of resignation or removal from position:
 - a) Presents all books, papers, vouchers, etc., that are in his/her possession within 7 days of resignation/removal.
 - b) Prepares a written final financial report due within 7 days of resignation/removal.

E. SAC (School Accountability Committee) Representative (voting member)

1. Attends all SAC meetings.
2. Represents pertinent PTsO information to the SAC and acts as a liaison between the organizations.

F. Principal (non-voting member)

1. Attends all Executive Board and General Membership meetings.
2. Act as advisor and liaison between staff and PTsO.
3. Serves as an authorized signatory on all DCEF pay vouchers.
4. Retains final approval or veto power for any function/event, if said function/event will interfere with procedures, policy and/or the best interest of Summit View Elementary.

G. Assistant Principal (non-voting member)

1. Attends all Executive Board and General Membership meetings as an ad-hoc member, if needed.

2. Assumes the role of the Principal in the Principal's absence.
3. Serves as an authorized signatory on all DCEF pay vouchers in Principal's absence.

Section III. General Members

- A. Committee Chairs and Coordinator(s) (non-voting members)
 1. Attend all PTsO General Membership meetings. In unable to attend a General Membership meeting, may send a committee representative or send a report to the PTsO President, outlining the activities and currents needs of the committee.
 2. Maintain a working knowledge of committee activities.
 3. Present an outline of events and needs to the Executive Board.
 4. Oversee completion of event report for each activity, including obtaining the approval of the Executive Board, and adhering to the policies of the disbursement and receipt of PTsO funds.
- B. Member(s) at Large (non-voting members)
 - A. Are encouraged to attend PTsO General Membership meetings and share needs, concerns and solutions.

Section IV. Nominations and Elections

- A. Elections
 1. Nominations for the Executive Board will be taken at the February General Membership meeting. Nominees must have a child or be a legal guardian of a child attending Summit View Elementary School.
 2. PTsO Executive Board elections shall be held at the March PTsO General Membership meeting.
 3. All Executive Board and General members of the PTsO are eligible to vote.
 4. Executive Board and General members must be present to vote.
 5. All votes shall be on written ballot.
 6. One Executive Board officer, not in the election, and one school administrator shall be in charge of counting votes.
 7. The PTsO shall send out a nomination form/letter to all parents whose children attend Summit View Elementary to give them the opportunity to nominate someone or themselves for a PTsO officer. The form/letter will have the PTsO election day listed for them to attend the election meeting.
 8. A simple majority of the votes is required.
- B. Installation
 1. The date of installation will be determined by the Executive Board
 2. Upon installation, the new officers will assume their duties.
 3. The new officers will meet prior to the last day of school with members of the outgoing Executive Board to review all duties.

C. Terms of Office

1. No person shall serve more than one (1) term in the same position. A term will be considered to be two (2) school years starting in August and ending the following June (when following the modified traditional schedule), plus any balance remaining on an unexpired term if the initial appointment was to fill a vacancy. An exception to the one term limit can be made if no letters of intent are received for the position after the first term has expired.

D. Vacancies

1. Board vacancies created by resignation or removal shall be filled by the Executive Board.
2. Interested candidates shall submit a letter of interest to the Executive Board and the Executive Board shall then elect a new member.
3. If an Executive Board member is replaced midyear, the partial year the new member serves will not count toward the two year term limit.

E. Removal from Office

An Executive Board member can be removed due to ineffective performance, significant relational issues, or because that member does not positively promote the PTsO. At least one special meeting should be held to address the issues of concern, and attempts by both the member in question and the Executive Board should be made to rectify the situation.

However, if the issues cannot be resolved, then any Executive Board member considered for removal will be subject to the following process:

1. A special meeting of all Executive Board members, a member of the administration and the member in question will be held to discuss the potential removal of the member. All parties will be given equal opportunity to comment. (Prior to the meeting, the member in question will be notified of the meeting purpose.)
2. After the meeting, Executive Board members, excluding the member in question, will ballot vote on whether or not to retain the member.
3. If there is a majority vote of no confidence, the member in question will be asked to submit a letter of resignation to the principal within 2 business days.
4. If a letter of resignation cannot be secured, then the principal has authority to remove the member in question from the Executive Board.

Article V. Meetings

- A. General Membership Meetings will be held monthly or as needed as designated by the President. General Membership meetings are open to all members.
- B. General Membership Meetings will be scheduled by the Executive Board at their discretion.
- C. Date and/or time may be changed by the Executive Board with proper notice given to members, not to be less than three days prior to the new date and/or time.
- D. Special Meetings may be called by the President, any two (2) members of the Executive Board or five (5) general members submitting a written request to the secretary.
- E. Three Executive Board members and two members present at any General Membership meeting shall constitute a quorum for the transaction of business of the organization.

Article VI. Committees

- A. The PTsO's resources will be directed toward educationally focused goals that further the interest of Summit View students, staff, parents and community. The PTsO's efforts toward meeting these objectives will be provided through committees.
- B. The Executive Board will create committees as deemed necessary and/or assign members to any ad hoc positions as deemed necessary.
- C. No person shall serve more than one (1) term as the chair of any one committee. A term will be considered to be two (2) school years starting in August and ending the following June (when following the modified traditional schedule). This will not prevent the person from serving on the committee and an exception to the one term limit can be made at the discretion of the Executive Board and Administration if deemed necessary.
- D. Coordination and scheduling of the school wide committee events needs to be approved by the Executive Board and Summit View Elementary Administration.
- E. When organizing an event, committees must follow the guidelines outlined in the Committee Responsibilities (Appendix 1A) and Committee Planning Budget (Appendix 1B).

Article VI. Finances

Section I. Role of the Douglas Country Educational Foundation (DCEF)

- A. The DCEF shall monitor the activities of the PTsO to ensure compliance with the DCEF's School Chapter Guidelines. In addition, the DCEF maintains an account for PTsO funds and maintains records of monetary transactions. PTsO funds deposited in the DCEF account will be used only for PTsO approved expenditures on behalf of Summit View Elementary.
- B. To access funds held by the DCEF, the PTsO Treasurer will submit a Pay Voucher and appropriate documentation (such as receipts) to the DCEF. A brief description of the project for which the funds will be used must accompany the Pay Voucher. All Pay Vouchers over \$200 must be approved by a three-fifths (3/5) majority of the PTsO Executive Board.
- C. All monies of the Summit View Elementary PTsO shall be deposited by the Treasurer through the DCEF. The exception being cash that is needed to maintain a minimum balance for Petty Cash purposes, not to exceed \$200.
- D. The authorized signatures of the DCEF account shall be the President, Treasurer, Principal and Assistant Principal. Two (2) authorized signatures, one of which must be by the Principal or Assistant Principal shall be required on all Pay Vouchers. The payee cannot be one of the authorized signatures.
- E. The DCEF account shall be carried in the name of Summit View Elementary/DCEF and include our tax exempt number.
- F. All promotional materials, brochures, etc., developed by the PTsO must be forwarded to the DCEF. All promotional materials shall state that PTsO is a chapter of the Douglas County Educational Foundation, a nonprofit organization [501(c)(3)].
- G. The PTsO shall compensate the DCEF for its services. This compensation is limited to interest earned on PTsO funds held by the DCEF.

Section II. Teacher Grant Approval

- A. Teachers and Staff members may submit a Teacher Grant to the PTsO Executive Board using the Teacher Grant Form (Appendix 2B), following the Teacher Grant Guidelines (Appendix 2A)
- B. Teacher Grants will be reviewed and approved by the PTsO at least 2 times a year. The deadlines for Teacher Grants will be determined at the first PTsO General Membership meeting of the school year. The first Teacher Grant Deadline date will fall before the fall break and the second Teacher Grant Deadline date will fall before the spring break, when following the modified traditional calendar.
- C. A request may be made for an immediate review of a Teacher Grant. Both the PTsO President and the Principal must review the request and agree to proceed with an immediate approval of the Teacher Grant.
- D. Teacher Grants will be approved by the PTsO using the following procedures:
 - 1. The President and Principal will meet to review all Teacher Grants to determine that they meet the curriculum and critical thinking guidelines of the school.
 - 2. The President will call for a meeting with the PTsO Executive Board to review all Teacher Grants.
 - 3. Once the PTsO Executive Board has reviewed the Teacher Grant, the Teacher Grant will be presented at the next PTsO General Membership meeting. An opportunity for public questions and comments will be provided.
 - 4. After the Teacher Grant has been presented to the PTsO General Membership, the PTsO Executive Board will vote to approve the grant. A Teacher Grant must be approved by three-fifths (3/5) of the PTsO Executive Board.
 - 5. The PTsO Secretary will record the outcome of each PTsO Executive Board vote and notify the PTsO Treasurer, school bookkeeper and grant recipients of awarded monies.

Section III. General Approval of Expenditures

- A. All PTsO expenditures must be accompanied by a Pay Voucher, include receipts and 2 authorized signatures as outlined in Article VI. Section I. Item D.
- B. Petty Cash reimbursements are at the discretion of the Treasurer and the President and are highly discouraged for amounts over \$50 without pre-approval and 2 authorized signatures.
- C. Credit Card expenditures can be made only with an approved Pay Voucher. The Pay Voucher must have a notation that the expenditure is to be made using a Credit Card. This notation must be initialized by both authorized signatures.
- D. All PTsO expenditures over \$200 must be approved using the following procedures:
 - 1. Any PTsO Executive Board member may call for a vote to approve a PTsO expenditure.
 - 2. All PTsO Executive Board members must be notified 24 hours in advance of a vote, unless a request for an emergency vote is approved by the Principal.
 - 3. In the event an emergency vote is needed, the Principal can approve that a vote may be taken via email or phone. All attempts must be made to contact all PTsO Executive members for an emergency vote.
 - 4. A vote may be taken at either a PTsO Executive Board meeting or at a PTsO General Membership meeting.
 - 5. A three-fifths (3/5) majority is needed to approve any expenditure over \$200.

6. The PTsO Secretary will record the outcome of each PTsO Executive Board vote.

Section III. Fiscal Year

- A. The PTsO fiscal year shall run from July 1 to June 30.
- B. An internal annual audit should be conducted by October 1st of every year. The treasurer should provide all documentation, including DCEF statements.

Section III. Minimum Monetary Balance

- A. The PTsO Executive Board will maintain a minimum balance of \$3,500.00 in the DCEF account at all times.

Article VII. Amendments

- A. These bylaws may be amended at any Executive or General Membership meeting of the association by a three-fifths (3/5) vote of the voting members present, provided that notice of the amendment has been given at the previous regular meeting.

Article VIII. By-laws

- A. The by-laws of the Summit View Elementary PTsO will be reviewed every two years. A 3/5 majority vote by Executive Board will constitute their acceptance.

Committee Responsibilities-Appendix 1A

Committees at SVE include, but are not limited to: Social/Spirit Committee, Spirit Zone Store, Community Outreach, Yearbook, BoxTops, Dad's Club, and Teacher Appreciation. Committees may be added as needed when needs and interests of the school change.

Each Committee shall be headed by a committee chairperson; this responsibility may be shared by two volunteers. While the SVE PTsO is happy to help recruit committee members, it shall be the responsibility of the Committee Chairperson(s) to find volunteers to serve.

The Committee Chairperson(s) shall:

- A. be responsible for submitting a Committee Report to the PTsO President no less than two (2) days prior to PTsO meetings;
- B. be responsible for submitting a budget proposal to the Executive Board at the beginning of the school year using the guidelines found in Appendix 1B;
- C. be responsible for submitting to the PTsO President a specific budget for events (Appendix 1B);
- D. be responsible for filling out a Summary of Funds Received form (Appendix 3) and submitting it to the PTsO Treasurer or other designated Executive Member on the night of any event that brings in money;
- E. follow the guidelines below for any event related to SVE.

For any SVE event, the following should be taken into consideration, though all may not pertain:

- A. Food items need to be specifically discussed with Nutrition Services Representative at the school;
- B. Set up should be discussed with BOTH front office staff and Building Engineer;
- C. Clean up should be discussed with Building Engineer and night cleaning crew;
- D. Committee members should be made aware of all decisions made regarding an event so they may be in communication with families and other potential volunteers regarding SVE events;
- E. Thanking volunteers is crucial; please submit the names of any volunteers or donors to the PTsO Secretary who will send thank you notes when applicable and post on PTsO website.

Appendix 1B: Committee Planning Budget

The following are expenses that should be taken into consideration when planning your event/yearly committee budget. If you have questions regarding past expenses related to an event, you may contact the PTsO Treasurer or President.

1. Location: SVE is free for our use but must be booked with the front office.
2. Food: Outside vendors can bring food to SVE or parents can donate food, but all food prep and kitchen usage needs to be cleared with the SVE Nutrition Services Kitchen Manager.
3. Clean Up: If we are using SVE, custodial services are provided. If an event is extremely messy, it is customary to include a small stipend (\$20-\$30) to evening custodial staff in your budget.
4. Decorations: Check with PTsO Executive members if you are buying themed decorations as we may have some in the school to use or a reciprocal relationship with another school in which we can use their decorations.
5. Resale: Resale items are particularly popular at Spirit Events. Be sure to check with a PTsO Executive member when preparing to order items as we are tax exempt (which saves money) and if a committee member is planning on purchasing items themselves, the Treasurer will need to be aware of any pending reimbursements BEFORE items are purchased. Chairperson will request approval from principal when wanting to sell products that are very different from the current offering.
6. Rentals: This would include the cost of large items brought in from another location or contract services (cotton candy machines, inflatables, etc).

BUDGET:

COST Location	\$ _____
Food	\$ _____
Clean Up	\$ _____
Décor	\$ _____
Resale	\$ _____
Rentals	\$ _____
Other	\$ _____
Total	\$ _____

ANTICIPATED REVENUE (please explain)

Teacher Grant Request Guidelines- Appendix 2A

Please use Appendix 2B for Teacher Grant Requests

The purpose of Teacher Grants shall be to further the educational goals of SVE; to support students and faculty in making SVE a state of the art, competitive school; to honor all populations and grade levels without bias.

Teachers may submit grant requests at any time during the year, however, the PTsO shall specifically meet once in the Fall and once in the Spring to discuss and vote on grant requests. The Teacher Grant Deadline dates will be set at the first PTsO General Membership meeting of the school year.

The PTsO shall work within the following guidelines for Teacher Grants:

1. A line item in the budget shall be earmarked and approved at the beginning of each school year;
2. Any unused funds from the year before shall go back into the PTsO general operating fund;
3. The PTsO Executive Board can, at its discretion, raise the budgeted amount after a 3/5 vote;
4. There shall be no limits or restrictions placed by dollar amount, grade, or class;
5. Grant Requests shall be submitted to the President;
6. The President must meet with SVE administration regarding the compatibility of Grant Requests to SVE goals and curriculum guidelines;
7. The PTsO Executive Board shall meet privately to discuss and gain a working knowledge of the requests;
8. Requests will be presented and voted on at a PTsO General Meeting so the vote will be public;
9. The Secretary shall notify the PTsO Treasurer, school bookkeeper and grant recipients of awarded monies;
10. It shall be the responsibility of the SVE staff member to obtain their items once they are notified of approval; this shall be done in accordance with purchasing procedures at SVE;
11. Receipts must be submitted to the SVE Bookkeeper;
12. The PTsO Treasurer shall follow up with the Bookkeeper for copies of receipts and may sign the Pay Voucher authorizing funds transfer.

Request for Summit View Elementary PTsO Funds Appendix 2B

Person(s) Requesting Funds:

Amount Requested: \$ _____

Date Requested: _____ Grade(s): _____

Number of Children Impacted: _____

Purpose:

If this item is from a catalog, please include name of catalog, web address, and item number (attach supporting documents if necessary):

Date Needed: _____

Signature

Date

Thank you! Grants made possible by Boxtops money and the hard work of faculty, parents and students at SVE!

To better control our yearly budget, we will have TWO review deadlines one in the fall and one in the spring. Please refer to the school calendar for these dates. Feel free to submit requests at anytime they arise during the year; we will do our best to accommodate, as we know how unpredictable school life can be.

PTsO Approval

	Approved? Yes or No	Date Approved & Initials
Principal		
PTsO Executive Board		
PTsO General Meeting		
Fulfilled	-----	

SVE PTSO Summary of Funds Received – Appendix 3

Date: _____

Event : _____

Cash:

Coins	Qty	Total
Pennies		
Nickels		
Dimes		
Quarters		
Currency		
\$1		
\$5		
\$10		
\$20		
\$50		
\$100		
	Total	

	Total Qty	Total Amount
Checks		
Credit Cards		

Total Amount : _____

PTSO Members Verification:

No	Printed Name	Signature