

**Bi-laws of the Parent Teacher Organization (PTO)
Of Rocky Mountain Classical Academy
(RMCA)**

ARTICLE 1: NAME OF ORGANIZATION

Name of the Organization shall be the Parent Teacher Organization of Rocky Mountain Classical Academy, 1710 Piros Dr., Colorado Springs, CO 80915.

ARTICLE 2: OBJECTIVE OF THE ORGANIZATION

The object of the Organization shall be:

- 1) To expand the community feeling among the parents and faculty.
- 2) To promote working together and volunteerism for the educational and general welfare of the students.
- 3) To give financial support to school projects chosen by the membership, in cooperation with the officers, teachers and committees.
- 4) To be an advocate for the school's mission, vision, and goals.

ARTICLE 3: MEMBERSHIP

Membership is the PTO shall consist of:

- 1) Elected officers
- 2) Parents and guardians of students enrolled at RMCA
- 3) Teachers and Staff employed by RMCA

Voting membership of the PTO shall consist of those above who have paid the annual family dues. Groups that qualify for exemptions from other fees at RMCA (such as free and reduced lunch) can receive a waiver from these fees.

ARTICLE 4: PTO OFFICERS/EXECUTIVE BOARD MEMBERS

Section 1: Officers

Elected officers of the PTO shall be a President, a Vice President, a Secretary, and a Treasurer. No one individual may hold more than one elected office at a time.

Section 2: Executive Board Members

The Executive Board shall consist of the elected officers of the organization, 2 Teacher Representatives, the Principal of RMCA or his/her appointed representative.

ARTICLE 5: SELECTION, TERMS, VACANCIES AND REMOVAL OF OFFICERS

Section 1: Nomination and Elections

Nominations for office shall be made by PTO members at the regular general meeting preceding the final general meeting of the school year (generally in March). All officers shall be selected by simple majority vote of those present at the election meeting, which shall be the final meeting of the PTO for the school year. Voting can be by written ballot or by simple show of hands. Consent to serve must be obtained from each candidate prior to the election. In the case that no nomination is received for a given office, nominations may be entered late, up to election time.

Section 2: Terms of Office

All officers will serve a term of one year. Any number of consecutive terms may be served in any given office. It is ideal that the office of the President be served by one who has previously served in another office of the PTO.

Section 3: Vacancy in Office

A vacancy occurring in the office of the President shall be filled by the Vice President, unless such person is unwilling, in which case the following procedure will apply to the office of President: a vacancy in the office shall be filled by a person elected by a majority of the Executive Board for the remainder of the term.

Section 4: Removal of an Officer for Non-performance

Any officer may be removed from office for non-performance of duties, or if absences from scheduled meetings interfere with performance of defined duties. The removal must be approved by two-thirds of the Executive Board.

Section 5: Selection of Teacher Representatives

The 2 Teacher Representatives on the Executive Board shall be elected by the Teachers employed by RMCA. The election shall be held in May before the end of the school year, at regularly scheduled meeting to which all teachers are invited to attend (such as regularly scheduled staff meetings). The meeting time and place shall be at the discretion of the Principal of RMCA. The election method (paper or show of hands) is also at the discretion of the Principal, as is the method of nominations. Teacher Representatives shall serve a term of one year.

ARTICLE 6: DUTIES OF OFFICERS AND EXECUTIVE BOARD MEMBERS

Section 1: President

The President shall preside at all regular meetings of the organization, Executive Board meetings and Emergency Meetings. The President shall coordinate the business of the PTO and oversee the recruitment, selection, and retention of the committee chairpersons. The President shall sign all orders drawn on the treasury in the absence of the treasurer, formulate agendas prior to each PTO meeting and keep the organization running smoothly. The President shall formulate a plan and goals for the school year which shall be presented as early as the summer meeting, but no later than the first general PTO meeting of the school year. The plan shall include fund-raising goals, activities and suggested dates and spending proposals. The plan will be discussed with Officers and Executive Board members prior to presentation to PTO

Body. The President shall manage Committee Chairpersons as decided by Officers.

Section 2: Vice President

The Vice President shall manage Committee Chairpersons as decided by Officers. The Vice President shall perform the duties of the President in the absence or inability of that officer to serve. The Vice President shall assist the President with the recruitment, selection, and retention of committee chairpersons and volunteers as delegated by the President.

Section 3: Secretary

The Secretary shall keep an accurate record of all General, Executive and Emergency meetings of the organization. The Secretary shall keep in record the By-laws and update them as necessary. The Secretary shall manage Committee Chairpersons as decided by the Officers. The Secretary shall also perform other duties as assigned by the Executive Board.

Section 4: Treasurer

The Treasurer shall keep an accurate record of receipts and expenditures, pay funds only as authorized by the organization and Executive Board. The Treasurer will present statement of accounts, when requested, at meetings of the organization and to the Executive Board (at a minimum the President should receive a monthly accounting of funds in and out). The President shall sign all checks written to reimburse the Treasurer for authorized expenditures. All checks written shall have a corresponding receipt. No funds shall be paid out in advance of receipt of goods without the permission of the Executive Board. The Treasurer shall manage Committee Chairpersons as decided by the Officers. The Treasurer shall perform other duties as assigned by the Executive Board.

Section 5: Teacher Representative/Principle

The Teacher Representative and Principal shall represent the faculty members at PTO meetings and act as a liaison between teachers and parents.

ARTICLE 7: COMMITTEES, CHAIRPERSONS AND MANAGEMENT OF THEM

Section 1: Committees

Committees shall be formed as the President of Executive Board sees need for a committee.

Section 2: Committee Chairpersons

Committee Chairpersons shall be selected by the Officers from those who volunteer or are recruited by the President as necessary. Committee Chairpersons shall hold meetings with their committees on an as-needed basis to carry out the duties to which they have been assigned. The Committee Chairperson is responsible for seeing that the committee stays in budget and that all duties of that committee are met. All questions about their committee should be directed to the Officer designated as manager of that committee. Committee Chairpersons shall be prepared to report at general PTO meetings if requested.

Section 3: Management of Committees

Each Committee and Chairperson shall be managed by one of the officers. Officers will decide amongst themselves which committees will be managed by whom at their first meeting. Management may be rearranged or reassigned as necessary if it does not interfere with clear and constant communication with the Committee Chairpersons. Committee Chairperson will report at least monthly to the Officer who is their manager and more often if necessary. The Officer shall keep the President and Executive Board informed as requested.

ARTICLE 8: MEETINGS

Section 1: General PTO Meetings

All PTO members are invited to attend and meetings shall be open to the RMCA community. Meetings are to be scheduled by the President and held at least quarterly. The meeting time and place shall be advertised to the parent/teacher body, at a minimum, by method of "backpack express" at least one day prior to the meeting. Date and suggested time of meetings shall be printed in the school calendar prior to the start of the school year, if such calendar is printed. Meetings may be rescheduled due to unforeseen circumstances that make a meeting impossible or inadvisable. All reasonable efforts shall be made to inform the members of a cancellation or change.

Section 2: Officer Meetings

Officers shall meet as necessary to discuss business and management issues and to prepare items to be presented at General PTO Meetings. These meetings can take place over the phone or by e-mail if necessary. The meetings are not open to the public and do not need to be advertised.

Section 3: Emergency Meetings

Emergency meeting may be called by the President, The Executive Board, or by the written request of the members. Emergency meetings are open to the public.

ARTICLE 9: VOTING ON FINANCIAL MATTERS

Financial decisions shall be made in the following manner:

The Executive Board shall have the power to vote on financial matters up to five hundred dollars (\$500). A quorum of five (5) members of the Executive Board is required to hold a vote. All financial decisions shall be disclosed to the next General Meeting. All other expenditures must be voted on by the General Membership of the PTO. The yearly budgets for the Committees may be voted on as a package. Committees then operate within their budgets and do not need approval for each individual expenditure.

BY-LAWS APPROVED ON _____ BY THE PTO MEMBERS

Amendments to the By-Laws adopted by PTO members on April 20, 2010.

Article 10: Optional Officers

Section 1: Optional Officers

The RMCA PTO shall have the option of electing additional officers to assist in the management of multiple committees as needed, determined by the Executive Board. The optional officer positions shall be Vice-president of Activities, Vice-president of Communications, Vice-president of Fundraising, and Vice-president of Outreach. The Executive Board may determine that only one, some, or all of the optional officers are needed at any time.

Section 2: Election of Optional Officers

Nominations for optional officers may be made by PTO members at any regular general meeting following a decision by the Executive Board that optional officers are needed. Optional officers shall be selected by simple majority vote of those present at the next general meeting following nominations. Voting can be by written ballot or by simple show of hands. Consent to serve must be obtained from each candidate prior to the election. In the case that no nomination is received for a given office, nominations may be entered late, up to election time.

Section 3: Terms of Office

All optional officers will serve from the time of election until the end of the school year. Any number of consecutive terms may be served in any given office. It is ideal that the office of the President be served by one who has previously served in another office of the PTO.

Section 4: Removal of an Optional Officer for Non-performance

Any optional officer may be removed from office for non-performance of duties, or if absences from scheduled meetings interfere with performance of defined duties. The removal must be approved by two-thirds of the Executive Board.

Section 5: Duties of Optional Officers

Optional officers will be responsible for managing committees, as assigned by the Executive Board, that fall into the area for which the officer is elected. Optional officers will report to one of the Executive officers as determined by the Executive Board. Optional officers shall attend Executive Board meetings and shall be provided the opportunity to vote at Executive Board meetings.

Article 11: Amending By-laws

Amending the RMCA PTO By-laws shall be made in the following manner:

Amendments to the RMCA PTO By-laws shall be presented in writing at a meeting open to the public. A quorum of 25% of the PTO members is required to hold a vote on any proposed amendments. Amendments may be presented but not voted upon in the absence of a quorum; however, amendments must be presented again before a quorum vote. Amendments shall be passed by a majority vote where a quorum is present. Alternatively, the RMCA PTO By-laws may be amended by distributing the

written amendment in a manner consistent with how RMCA school information is distributed (i.e. Thursday folders) and conducting a vote at a school function (parent night or parent-teacher conferences, for example), or through a ballot distributed and returned with the written amendment. When an alternate voting method is used, the number of valid votes returned must be at least 25% of the PTO membership; a majority of which is required to pass the amendment.