

TRAIL RIDGE MIDDLE SCHOOL PARENT TEACHER ORGANIZATION

BY-LAWS

Update September 25th, 2019

Article I: Name

The name of this organization shall be Trail Ridge Middle School Parent Teacher Organization. Also doing business as Trail Ridge Middle School PTO, Trail Ridge PTO, and TRMS PTO.

Article II: Objective

The objectives of this committee shall be to promote community among parents, school staff, and the district in order to support the students of Trail Ridge Middle School. These shall not oppose any policies of the St. Vrain Valley School District. Projects will be identified as needs by the school staff, students or members. This organization is organized exclusively for charitable and educational purposes within the meaning of section 501C (3) of the Internal Revenue Code, Local, State, and Federal Laws.

Article III: Membership

Membership in the Trail Ridge Middle School Parent Teacher Organization includes all parents/guardians, staff, students, and any other persons interested in Trail Ridge Middle School, without regard to race, color, creed, ancestry, national origin, religion, sexual orientation or disability.

Article IV: Structure of the Board

Section 1 – The board for the TRMS PTO may consist of the following members: one president, one co-president, a secretary, a treasurer, a member of the school administration, one staff member, a student council representative, a bilingual liaison, and a public relations liaison.

Section 2 – The President, Co-President, Secretary, and Treasurer will be elected members.

Section 3 – The member or Administration, Staff Representative, Student Council Representative, Bilingual Liaison, and Public Relations Representative will be voluntary members.

Section 4 – All members will have full and equal voting powers.

Section 5 – No member of the board shall receive compensation for their work on the board.

Section 6 – The President, Co-President, Treasurer, and Secretary may have check signing privileges.

Article V: Terms of Board Members

Section 1 – President and Co-President: The Co-President will be elected by general ballot or verbal affirmations – if agreed on nominees - at the general meeting in May of the current school year. Elections may also take place if a position becomes vacant. The term will begin July 1 of the same year.

Section 2 – Secretary: The Secretary will be elected by general ballot at the general meeting in May of the current school year or when position is vacant. The term will begin July 1 of the same year and be one year in length. There is no term limit to this position.

Section 3 – Treasurer: The Treasurer will be elected by general ballot at the general meeting in May of the current school year or when a position becomes vacant. The term will begin July 1 of the same year and be one year in length. There is no term limit to this position.

Section 4 – Bilingual Liaison: The Bilingual Liaison will be a volunteer position with a minimum one-year commitment. This volunteer may continue in the liaison role upon approval by the board at the end of each school year.

Section 5 – Public Relations Liaison: The Public Relations Representative will be a volunteer position with a minimum one year commitment. This volunteer may continue in the liaison role upon approval by the board at the end of each school year.

Section 6 – Staff Representative: The Staff Representative is a volunteer position and shall be appointed by administration or they may volunteer. A Staff Representative should be present at each PTO meeting.

Section 7 – Student Council Representative: The Student Council Representative is a volunteer position and shall be selected by the Student Council of Trail Ridge Middle School each year. The board shall be notified of the council's selection once one has been made.

Section 8 – A vacancy occurring in any office shall be filled by a new election using the same procedures explained above.

Section 9 – The term of membership may be waived by a majority vote of the PTO.

Article VI: Responsibilities of the Board Members

Section 1 – President:

1. The President will preside at all meetings of the PTO.
2. The President will put together agendas for all meetings of the PTO.
3. The President will appoint special committees when needed.
4. The President will act as spokesperson for the Trail Ridge PTO except where otherwise decided by the board.

Section 2 – Co-President:

1. The Co-President will preside over meetings of the PTO in the absence of the President.
2. The Co-President will provide general support to the President with his/her responsibilities.

Section 3 – Secretary:

1. The Secretary will take notes at all PTO meetings.
2. The Secretary will draft and distribute minutes to all board members. The minutes for the general meetings will be given to the board and be made available in the office within one week following the PTO general meetings.
3. The Secretary will bring the minutes for all previous meetings to each general meeting. The minutes from each general meeting will be made available for approval at the next general meeting. It is the Secretary's responsibility to see that copies are made for everyone in attendance at the meetings.
4. The Secretary will also maintain any additional required correspondence. For example, thank you notes.
5. The Secretary will be responsible for finding a person to take notes for them at the meetings if they are unable to attend. It may include a non-board member if appointed by a board member.

Section 4 – Treasurer:

1. The Treasurer will have custody of and maintain all books and records pertaining to the financial business of the PTO (i.e. fund raising, expenditures, and any other financial transactions).
2. The Treasurer will be responsible for filing financial and tax forms as required by law.
3. The Treasurer will give a financial report at all PTO meetings. A full financial report will be available for review at all PTO meetings, even if not discussed in detail at the meeting.
4. An internal examination of the records will be completed at the end of every reporting year by the entire board.
5. A third party examination of the records will be performed every two years. Examination criteria and procedures will be established by the current board.
6. If the Treasurer is unable to attend any meeting, they are responsible for getting the financial report to the President or another board member for presentation.

Section 5 - Bilingual Liaison:

1. The Bilingual Liaison is responsible for communicating with our Spanish speaking community and general PTO meeting attendees.
2. The Bilingual Liaison must attend all board meetings in addition to all general PTO meetings.

3. The Bilingual Liaison will also be available to translate during all general PTO meetings when necessary.
4. The Bilingual Liaison may delegate responsibilities, as necessary to a person of their choosing.

Section 6 – Public Relations Liaison:

1. The Public Relations Liaison will be present at all board meetings.
2. The Public Relations Liaison will be responsible for notifying the community of any upcoming events. They will be responsible for coordinating the notification with any medium supporting TRMS PTO.
3. The Public Relations Liaison will be responsible for submitting info for the school newsletter about ongoing or upcoming PTO events and/or business.
4. The Public Relations Liaison will be responsible for the PTO portion of the schools' web page. They should submit info as required by TRMS.

Section 7 – Staff Representative:

1. The Staff Representative is responsible for bringing any questions, concerns, ideas, requests, etc. that the staff has to the board.
2. The Staff Representative is also responsible for forwarding on any pertinent information from the PTO meetings and/or board meetings to the rest of the school staff during regular staff meetings.

Section 8 – Student Council Representative:

1. The Student Council Representative will be responsible for bringing any questions, concerns, ideas, requests, etc. that the student body has to the board.
2. The Student Council Representative will also be responsible for relaying to the Student Council any pertinent information from the PTO meetings and/or board meetings.

Article VII: Meetings

Section 1 – Trail Ridge Middle School PTO meetings will be held once a month or less if determined by the board and notice will be given in the school newsletter. Through a survey of membership, it shall be determined which day of the month the meetings will be held. No meeting shall extend past 90 minutes unless voted upon by a majority of those present.

Section 2 – Special meetings shall be called by the co-presidents with adequate notice.

Section 3 – A quorum will consist of those present.

Article VIII: Amendments

These by-laws may be amended at any regular meetings, providing the subject has been on the agenda and discussed at the previous meeting.

Article IX: Expenditures

Section 1 – Requests for funds needed for an emergency may be approved by the unanimous agreement of the administration and three officers. No single emergency request may exceed \$50.00. A maximum of \$200 in emergency requests may be approved in a month. Expenditures must be reported to the PTO at the next meeting.

Section 2 – Money raised by the parents and students of Trail Ridge Middle School and given to the PTO for distribution to benefit all students or staff of Trail Ridge Middle School will not be used for any political purpose.

Section 3 – Memorial contributions can be made for a student or staff member of Trail Ridge Middle School and his/her immediate family, or a past student of Trail Ridge Middle School. The amount will not exceed \$25 or at the discretion of the officers of the committee and the administration.

Section 4 – Compensation to Individuals – No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth.

Section 5 - All funds disbursed by the PTO must have approval of two (2) officers and issuance of checks requires two (2) signatures.

Section 6 – Requests for funds MUST be submitted in writing or provided form prior to the monthly meeting. Requests are reviewed by administration prior to review of PTO to assure request is appropriate for funding. Attendance of the requester or assignee is required at the meeting to present request to the general PTO for a vote.

Section 7 – A \$500 cap will be placed on annual requests.

Section 8 - The PTO bank account must have no less than a \$1,000 balance to be carried over at the end of every school year.

Article X: Dissolution

In the event of dissolution of the Trail Ridge Middle School Parent Teacher Organization, all funds that have accrued will be placed in an account held in the name of Trail Ridge student's general funds to be made available to the new parent organization whose purpose is for the betterment of the students of Trail Ridge Middle School.