

Saddle Ranch Elementary PTIO Bylaws

Approved September 7, 2023

Article I - Name

The name of the organization shall be the **Saddle Ranch Elementary PTIO** (also known as “SRE PTIO or “PTIO”), Chapter of the Foundation for Douglas County Schools.

Article II - Purpose

The organization is founded for the purpose of supporting the education of children at Saddle Ranch Elementary School (also known as “SRE”) and fostering relationships among the school, parents/guardians, teachers and staff. SRE PTIO endeavors to create an environment where people are treated with dignity and respect, champion diversity, build an inclusive culture, and do our part to create a more equitable community where children are encouraged and supported to achieve their full potential.

Article III - Members

Section 1. Members. Any parent, guardian, or other adult standing in loco-parentis for a student at the school, including the preschool classes, may be a member and shall have voting rights. The principal and any teacher or staff member at the school may be a member and have voting rights.

Section 2. Dues, if any, will be established by the Executive Board. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights.

Article IV - Officers and Elections

Section 1. Officers. The Officers shall be a president, vice president, secretary, treasurer, and (1) member at large. Each person elected shall hold only one office at a time.

a. President. The president shall preside over meetings of the organization and Executive Board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

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.

c. Secretary. The secretary shall keep all records of the organization, take and record minutes, prepare the agenda for non-committee meetings, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings. This person, or their designee(s), will ensure all regular meetings are listed on the PTIO website and members are notified of regular meetings at least one week prior to the meeting by sending a flyer home with all students, email, or via Slack.

d. Treasurer. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the Executive Board. This person will present a financial statement at every meeting and at other times of the year when requested by the Executive Board, and make a full report at the end of the year.

Section 2. Nominations and Elections. Elections will be held at the second to the last meeting of the school year. The nominating committee shall select a candidate for each open office and present the slate at a

meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

Section 3. Eligibility. Members are eligible for office if they are members in good standing at least 14 calendar days before nominating the committee presents its slate.

Section 4. Terms of Office. Officers are elected for two (2) school years and may serve no more than two (2) consecutive terms in the same office.

Section 5. Vacancies. If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the annual meeting.

Section 6. Removal From Office. Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Article V - Meetings

Section 1. Regular Meetings. All organization meetings are open to all members and Executive Board members.

The general meeting of the organization shall be the second Monday of every month during the school year in the SRE library. If the meeting falls on a holiday recognized by the Douglas County School District, the meeting will be scheduled for the following Monday.

The annual meeting shall be held in April. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise.

Once a year, the SRE PTIO shall hold a joint meeting with the Saddle Ranch Elementary School Accountability Committee to better align efforts of both entities.

SRE PTIO shall hold meetings every other week for volunteers and committee chairs to provide an opportunity to informally connect and discuss projects or events with one another. Committee meetings may also be called for by any two board members with 24 hours notice.

Section 2. Special Meetings. Special meetings may be called by the president, any two members of the Executive Board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting by flyer, email, text, or Slack.

Section 3. Quorum. A quorum shall be $\frac{2}{3}$ of the Executive Board of the organization.

Article VI - Executive Board

Section 1. Membership. The Executive Board shall consist of the officers, the principal, and standing committee chairs.

Section 2. 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.

Section 3. Meetings. Regular meetings of the Executive Board shall be held concurrently with the general meeting.

Section 4. Quorum. Half the number of board members plus one constitutes a quorum.

Article VII - Committees

Section 1. Membership. Committees may consist of members and Executive Board members, with the president acting as an ex officio member of all committees.

Section 2. Standing Committees. The following committees are recommended to be held by the organization: Fundraising, Hospitality, Membership, Communications, Arts and Enrichment, Family Events, Nominating, and Auditing.

Section 3. Additional Committees. The Executive Board may appoint additional committees as needed by a majority vote of the members present..

Article VIII - Finances

Section 1. A tentative budget shall be drafted in the fall for each school year 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 Executive Board shall approve all school expenses of the organization.

Section 4. Authorized signature shall be required on each check. Authorized signers shall be the president, vice president, or treasurer.

Section 5. The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Audit Committee.

Section 6. 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.

Section 7. The fiscal year shall coordinate with the school year.

Article IX - Parliamentary Authority

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

Article X - Standing Rules

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

Article XI - Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

Article XII - Amendments

These bylaws may be amended by any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization. Notice may be given by email, text, or Slack. Amendments will be approved by a two-thirds vote of those present at the next meeting, assuming a quorum.