

FIRESIDE PARENT TEACHER ORGANIZATION BYLAWS

Article I

Definition of Group

Section 1: Name

The name of the organization shall be the Fireside Parent Teacher Organization (PTO). The PTO is located at Fireside Elementary School, 845 West Dahlia Street, Louisville, CO, 80027.

Section 2: Description

The PTO is a nonprofit organization that exists for charitable and educational purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)3 of the Internal Revenue Code.

Section 3: Purpose

The purpose of the PTO is to enhance and support the educational experience of Fireside Elementary, to develop a closer connection between school and home by encouraging parent involvement and to enhance the environment at Fireside Elementary through volunteer and financial support.

Article II

Structure

Section 1: Membership of the PTO

Membership shall be automatically granted to all parents and guardians of Fireside Elementary students, and all staff at Fireside Elementary. There are no membership dues.

Section 2: Equal Opportunity

Fireside PTO believes that equal opportunity is important for the continuing success of our organization. The Fireside PTO will not discriminate based on race, disability, color, creed, religion, gender, age, sexual orientation, national origin, ancestry, citizenship, veteran status, or any other classification.

Section 3: Meetings

A. General PTO Meetings: There shall be monthly PTO meetings (“General PTO Meeting”) August through May, provided requirements for a quorum are met (See Article IV, Section 4). At the election of the Executive Board, the General PTO Meeting in December may be skipped. The meeting times and place shall be determined by the Executive Board, with some consideration given to regularity and predictability, by the September General PTO Meeting. The General PTO Meeting dates will be published on the PTO website. Public notification of a General PTO meeting will occur at least five days prior to each meeting.

B. Monthly PTO Executive Board Meetings: will take place at least one week prior to each General PTO Meeting. The August PTO Executive Board meeting shall be used establish volunteer expectations and

communication.

C. Budget Meetings: There will be a budget review and approval meeting in May of the fiscal year preceding the fiscal year for the proposed budget. There will also be a budget review and approval meeting January of each fiscal year, during which time any necessary changes can be made to the fiscal year budget. The budget review meetings shall be open to all PTO members and may coincide with a General PTO Meeting. For example, the 2023 fiscal year budget (covering July 1, 2022 through June 30, 2023) shall be reviewed and adopted at the General PTO Meeting in May 2022 and reviewed and amended, if necessary, at the General PTO Meeting in January 2023.

D. End of Year Wrap-Up Meeting: A General PTO Meeting shall be held in May for the purpose of announcing the newly elected PTO officers for the upcoming school year, receiving annual updates from members of the Executive Board and reviewing any other business that may arise with final activity reports.

E. Special General PTO Meetings: Special meetings for the PTO shall be called by a Chairperson of the Executive Board or upon written request of ten (10) members of the PTO. The purpose of the meeting shall be stated in the written request. Notice of the special meeting shall be given at least three (3) working days in advance. The purpose of the special meeting shall be stated in said notice.

F. Meeting Format: All meetings covered in this section may be conducted in-person at a public location or virtually online, as determined by the PTO Executive Board.

Article III

Executive Board

Section 1: Board and Membership.

The Executive Board shall consist of the following officers and Principal, or their designees. The positions of Chairperson, Programs Chair, and Communications Chair may be filled by two people, in which case the two people would be considered Co-Chairs for the relevant position.

- A. Chairperson: oversee the general operation of the organization; preside over meetings; serve as primary contact with the Principal, school, and community.
- B. Programs Chair: designated to oversee specific programs of the PTO throughout the year.
- C. Secretary: keep minutes of meetings; distributes meeting agendas and minutes via the Fireside Elementary School communications channels (e.g., Fireside Chat newsletter) and PTO website; maintain job and committee descriptions.
- D. Treasurer: with support from a designated PTO bookkeeper, receive all monies for the organization; keep financial accounts of all monies received and disbursed; write and sign checks; provide monthly reports to the Executive Board; provide financial reports to the membership at monthly meetings; file

any necessary tax and legal documents. Roles and responsibilities of the Treasurer and Bookkeeper are detailed in the Fireside PTO Financial Policies and Procedures.

- E. Communications Chair: In collaboration with other PTO Board members and Fireside Elementary School staff, the Communications Liaison develops the PTO event calendar for the upcoming school year and provides regular communication about upcoming events to the PTO via appropriate communications channels (e.g., Fireside Chat newsletter, school marquee, hard copy papers for students, social media).
- F. Principal: attend meetings of PTO and Executive Board; serve as an advisor and a resource for school-related information; serve as a liaison between the PTO and the school staff.

Section 2: Executive Board Qualifications, Elections and Terms of Office

- A. Term of Office and Limits: The term of all board members shall be for twelve (12) months, with the exception of the Chairperson, for whom the term shall be twenty-four (24) months. If there are Co-Chairpersons, terms will be staggered to the extent possible. The term for each office shall run from July 1 through June 30 of the following year. The outgoing board members will function in an advisory capacity between May and August. Executive Board members shall serve no more than three consecutive terms.
- B. Board Nominations: Members shall nominate themselves or be nominated by another person with the nominee's consent for an Executive Board position. The nomination process typically begins in January of each year. Each nominated person shall complete and submit an application for the relevant Executive Board position no more than one week prior to the April General PTO Meeting. One week prior to the April General PTO Meeting, a slate of Executive Board Officer Nominees will be presented to the PTO community via email with a link to their application answers. If a full slate of officers is not received for nomination purposes, the deadline may be extended.
- C. Elections and Voting: At the April General PTO Meeting, a secret paper ballot (or electronic equivalent for meetings held virtually online) will be provided to all in attendance to vote on the slate of officers. Each attending parent and staff member at Fireside shall have one vote. The current PTO Secretary and at least one other member of the PTO will count the ballots directly following the meeting casting of the votes. Within one week of the meeting, they will report the outcome to the PTO community via the website and email. The current officers will chair the May General PTO Meeting.
- D. Board Composition: To ensure representation of non-staff participation on the Executive Board, at the time of Elections and Voting the newly elected Executive Board shall not be comprised of more than 30% Fireside Elementary School and/or Boulder Valley School District staff. The Principal role on the Executive Board will be disregarded for the purposes of this calculation.

Section 3: Removal from Office, Vacancies and Newly Created Positions.

- A. An officer may be removed from office by a majority vote at a general membership meeting.
- B. Vacancies and newly created positions to the Executive Board will be filled by appointment with

consensus of the Executive Board to serve the remainder of the current term.

Section 4: Authority and Decision Making of the Executive Board.

- A. A quorum for the Executive Board shall consist of three (3) members.
- B. Each member of the Executive Board shall have a single vote.
- C. Executive Board decisions shall be by consensus of those members present whenever possible. In the absence of consensus, any action may be passed by majority of those members present and voting. If there is a tie vote, the Principal shall have the deciding vote.

Article IV

Operating Procedures

Section 1: Operating Agreements

- A. The Executive Board sets agendas for itself and the General PTO Meetings. Agendas for said meetings will be published electronically at least five (5) days prior to the meeting.
- B. Meetings shall follow the published agenda except by general consent. Deferred items and agenda items not addressed due to time considerations will have precedence on the agenda for the following month.
- C. Minutes and financials for the prior meeting will be posted on the PTO webpage and made available for review following each meeting. Minutes shall be presented for approval at each meeting for the prior meeting. Those present shall be listed on the minutes.

Section 2: Motions

- A. A proposal that PTO take certain action must be presented as a motion by a PTO member.
- B. Another PTO member must second a motion.
- C. A motion that has been made is subject to one or more of the following actions by PTO:
 - i. Amendment – alteration of the originally stated proposal.
 - ii. Approval – voted acceptance of the motion by a majority of members present.
 - iii. Call to Question – a request by a member that discussion cease and voting begins.
 - iv. Debate – discussion of the merits of the proposal.
 - v. Defeat – voted denial of the motion by a majority of the members present.
 - vi. Deferment – motion tabled until future date.
 - vii. Withdrawal – requests that debate cease and a vote not be taken.

Section 3: Voting

- A. The Chairperson will present for vote any motion that is in order when debate on the proposal has ended, or a PTO member has called the motion to question.

- B. All PTO members present at any General PTO Meeting may vote.
- C. A motion will be passed or defeated by a two-thirds majority vote of members present.
- D. Voting on proposals for actions by PTO may be deferred to the following month, by general consent, if the action is determined to be extensive in nature or time commitment, or controversial.

Section 4: Quorum

- A. At any General PTO Meeting, three Executive Board members and three general members shall constitute a quorum. Quorum requirements for Executive Board shall be three (3) board members.
- B. If quorum requirements are not met at a General PTO Meeting, a special meeting may be called according to Article II, Section 2D, at which a decision will be made by a majority vote of members present.

Section 5: Parliamentary Authority

Roberts Rules of Order Newly Revised or similar guidance governing meeting procedure shall govern this organization in all cases to which they are applicable and in which they are not in conflict with these bylaws.

Article V

Finance

Section 1: 501(c)3 Status

- A. The PTO shall be a non-profit organization. PTO is organized exclusively for charitable, educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)3 of the Internal Revenue Service code, or corresponding section of any future federal tax code.
- B. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization 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 in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these bylaws, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)3 of the Internal Revenue Service code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- C. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes

within the meaning of section 501(c)3 of the Internal Revenue Service code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Place of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Section 2: Annual Budget Process

- A. Funds earned through PTO activities shall be used to fund educational and community projects and activities for Fireside Elementary students and staff. Projects seeking funding by PTO, except as outlined in Article V, Section 2D; will require approval by a majority vote of members present.
- B. The Principal and staff representatives shall act as liaisons between the PTO and staff of Fireside Elementary, provide PTO with periodic reports on programs and projects, as well as general information, and assist staff with presentation of budget and funding requests to PTO.
- C. The annual budget will be created following the process detailed in the Guidelines for Annual PTO Budget Preparation section of the Fireside PTO Financial Policies and Procedures. The Fireside PTO Financial Policies and Procedures shall be reviewed by the Executive Board annually at the beginning of each academic year and can be amended at any time by a majority vote of approval from the Executive Board.
- D. After the budget has been approved, the Treasurer may disburse funds for non-budgeted items up to \$50 with the approval of the PTO Chairperson without calling a meeting. Amounts from over \$50 to \$150 will be approved by a majority vote of the Executive Board. Amounts over \$150 will be approved at a General PTO Meeting. Voting for items exceeding \$500 will be deferred to the General PTO meeting the month following initial proposal.
- E. Reconsideration for denial of any request for funds can be presented at the General PTO Meeting.
- F. The PTO fund shall have a minimum reserve balance of at least one-half of the anticipated annual budget for the forthcoming year.
- G. A financial update shall be presented at the last General PTO Meeting in May. A review of the prior fiscal year's performance shall be presented at the first General PTO Meeting of each fiscal year.
- H. The deadline for spending allocated funds shall be determined by the Executive Board with a recommendation from the Treasurer.

Article VI

Sponsorships and Business Promotion

Section 1: Process for soliciting sponsorships

- A. Corporate Sponsorships may be solicited for each PTO sponsored fundraising event

i. The committee or chair for the fundraiser should draft a sponsorship solicitation letter with the distinct sponsorship levels and benefits clearly outlined and present it to the PTO Executive Board for approval prior to soliciting sponsorships.

ii. Businesses who donate goods or services can use the value of those goods or services toward their sponsorship level.

Section 2: Definition of partner and sponsor businesses

- A. Sponsor business is a business that makes a monetary donation or a donation of goods or services in exchange for specified advertising benefits, for example Runner’s Roost donates prizes for the Jog-A-Thon that total the same as a ‘Silver Level Jog-A-Thon Sponsor’
- B. Partner business is a business that gives a portion of sales back to Fireside PTO, for example a restaurant who hosts a Spirit Night.

Section 3: PTO promotion of partner/sponsor businesses

- A. PTO may place company logos on print materials, our newsletter, website, yearbook, t-shirts or other materials associated with a fundraiser if it is included in their sponsorship package.
- B. Businesses/products not suitable for children will not be promoted by PTO.
- C. PTO will not distribute materials or promote non-partner/ non-sponsor businesses.

Article VII

Amendments

These bylaws can be amended, repealed or changed in whole or in part by a two-thirds majority vote of the members present at a General PTO Meeting, provided written notice of the intent to amend bylaws has been published to the Fireside community at least one week prior to the scheduled meeting.

These bylaws should be reviewed and amended as needed and at least every four years.