

By-Laws
Colorado Springs Charter Academy
Parent-Teacher Organization

Article I: Name

The name of this organization shall be Colorado Springs Charter Academy – Parent Teacher Organization (CSCA - PTO).

Article II: Purpose

The purpose of this organization shall be to support and promote the goals of CSCA, its students, staff, and board. At the end of each school year, the CSCA school board will provide the PTO with specific goals for the upcoming year. The PTO will plan its activities for the following year around these goals.

Article III: Membership

Any parent or guardian of a CSCA student or any member of the CSCA staff are considered a member of the PTO and are entitled to vote at any general meeting and/or serve in an appointed position and may run for any elected office.

Article IV: PTO Board

Section 1: The PTO Board shall consist of CSCA's Head of School, the elected Officers of the PTO (president, vice president, treasurer, and secretary) and all standing committee chairpersons.

Section 2: The duties of the PTO Board shall be to plan the school's social activities, conduct fundraising, and transact business that supports the mission of CSCA.

Section 3: Meeting of the board shall be held as decided by the president or a majority of the PTO board. There shall be at least six (6) meetings per school year.

Section 4: A quorum (number of members required to be present to officially transact business) shall consist of a simple majority of the elected board members.

Article V: Officers and Elections

Section 1: The officers of the PTO shall consist of the President, Vice President, Secretary, Treasurer, and a Teacher Representative. Each officer shall serve a two (2) year term that will commence in June. The PTO officers will represent the voting body of the PTO board. Board members may run for consecutive terms in the same board position.

Section 2: During elections, nominations for each office shall be received by the nomination committee. The nomination committee is to be composed of the PTO Vice President and three (3)

other PTO members. The Nomination Committee will hold elections each spring to fill any open PTO board member and/or chairperson positions. Elections shall take place prior to the end of each school year. Any PTO member may run for any PTO position. Every PTO member may vote in the PTO elections.

Section 3: For continuity, the four (4) board members will alternate terms and elections. Each Board member will serve a two (2) year term in the same position. Elections will be staggered so that the President and Secretary will be elected one year, Vice President and Treasurer will be elected the following year. Board elections will take place at the end of each school year (during the month of April) for the following year.

Section 4: PTO officer vacancies occurring during the year or in the middle of the position's term shall be filled by an appointed member of the school and selected by the PTO board.

Article VI: Duties of Officers

Section 1: The President shall preside at all meetings of the PTO, shall be an ex-officio member of all committees and shall perform all other duties usually pertaining to the office. The President has the final decision on any matter brought to the PTO board. The President reports to the Head of School and the CSCA School Board as needed.

Section 2: The Vice President shall perform the duties of the President in the absence or inability of that officer to act. CSCA PTO Bylaws

Section 3: The Secretary shall keep an accurate record of the proceedings of each board and general meeting. The Secretary shall acknowledge gifts to the PTO and other special occasion, as called upon by the PTO board. The Secretary will keep the PTO bulletin board updated and current, including board contact information. The Secretary shall perform all other duties as may be delegated to that person.

Section 4: The Treasurer shall receive all monies of the organization, shall keep accurate records of disbursements and receipts, and pay out monies as authorized by the PTO. The PTO shall maintain its own separate bank account from CSCA. All monies received will be given to the Treasurer, with a deposit slip, that has been counted and verified by two people associated with the school and specific event. All requests for funds must be submitted to the Treasurer. The Treasurer will work with PTO's accountant to balance the books and pay reimbursements in a timely manner. All PTO checks must be signed by the Head of School, Treasurer, or President. The outgoing and incoming Treasurers will audit the books at the end of the year or at any time requested by the PTO Board. On a non Election year the audit will be done by the Vice President and the Treasurer by the last day of the school year.

Section 5: The Teacher Representative shall attend all PTO meetings and act as a liaison between the PTO and CSCA teachers. The Teacher Representative(s) are voting member of the PTO Board. The teacher representative(s) will serve a one year term, with possibility for serving 2 consecutive terms if they are interested. The PTO teacher Representative(s) is identified by the Head of School at the beginning of each school year (August).

Article VII: Committee Chairpersons

Section 1: The PTO will have one standing committee: The Nomination Committee. This committee is chaired by the Vice President of the PTO Board.

Section 2: Committees will change each year, determined by the events supported by the PTO Board. Some regular committees might include (but are not limited to): Fall Carnival, Teacher Luncheon, Skate City, Holiday Shoppe, Doughnuts for Dads, Muffins for Moms, Box Tops, BOGO Cards, Uniform Exchange, Awards Reception. All new events requiring new Committee Chairperson have to be approved by the majority of the PTO Board.

Section 3: Any PTO Board Member or parent may bring a new Committee request before the PTO Board at any regular board meeting.

Section 4: Each Committee Chairperson will have one PTO Board Member as their liaison for the event they are supporting. These assignments will be made at the beginning of each school year as decided on by the PTO Board of Directors.

Article VIII: Duties of Standing Committees

The Nomination Committee shall publicize the availability of any open PTO Officer and Chairperson positions. Nominations will be secured for each office and an annual election will be held in April. The nomination committee shall also review and revise these by-laws as needed, subject to the approval of the PTO and CSCA school board.

Article IX: Amendments

These by-laws may be amended at any regular meeting of the PTO by a two-thirds majority vote of the members present. Written notice of any proposed amendments shall be submitted to the PTO President at least two (2) weeks prior to the meeting. Final approval of the amended by-laws will not take place until they are presented by the President to the CSCA School Board and the School Board approves them.

Article X: Dissolution

In the event of the dissolution of the organization, the PTO's assets shall be distributed to Colorado Springs Charter Academy