

**Bylaws of the Boltz Middle School
Parent Teacher Organization (P.T.O.)**

ARTICLE I: NAME

The name of this organization shall be the Boltz Parent Teacher Organization.

ARTICLE II: ARTICLES OF ORGANIZATION

The organization exists as a non-profit, unincorporated organization of its members. Its “articles of organization” comprise these bylaws, as from time to time amended or waived under extraordinary conditions, and its articles of organization, if any. In the absence of separate articles of organization, the bylaws shall be deemed to be the articles of organization. In the event of a conflict between these bylaws and the articles of organization, these bylaws shall govern.

ARTICLE III: OBJECTIVES

The objectives of the Boltz PTO are:

1. To promote a sense of community among parents, staff, and students at Boltz Middle School,
2. To promote open communication between home, educators, and school administration,
3. To promote the educational excellence of all students,
4. To support the above goals by encouraging volunteerism, fundraising, and the distribution of funds, and
5. Said organization is organized exclusively for charitable and educational 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 Code, or corresponding section of any future federal tax code

ARTICLE IV: GENERAL POLICIES

This organization shall:

1. Concern itself with educational matters through individual and group conferences, committees, and projects,
2. Be nonsectarian and bipartisan,
3. Not endorse any political candidate,
4. Not endorse any commercial enterprise,
5. Cooperate with other organizations and agencies whose objectives are shared by this organization, and
6. Serve in an advisory capacity to the school administration in matters consistent with the objectives of this organization.
7. Upon dissolution of the Boltz PTO, remaining funds shall be used to pay any outstanding bills, and with the membership approval, spent for the benefit of the school or given to another 501 (c)(3) with a similar stated purpose.

ARTICLE V: MEMBERSHIP

1. Membership in this organization shall be automatic to parents, guardians, and educators of the Boltz Middle School.
2. All members shall be entitled to vote and hold office.

ARTICLE VI: OFFICERS, BOARD MEMBERS, AND ELECTIONS

1. Officers and Board Members:
 - a. The elected positions of this organization shall be the President, Vice President, Secretary, and Treasurer.
 - b. The officers of this organization shall be the President, Vice President, Secretary, and Treasurer.
 - c. These officers and Board members shall be elected annually.
2. Nominations:
 - a. Nominations for elected positions shall be made by a Nominations Committee.

- i. The Nomination Committee, consisting of at least two (2) persons from the membership, shall be appointed by the President no later than the end of February.
 - ii. The Nomination Committee shall announce the slate of proposed nominees for each elected position at the PTO meeting prior to the election of officers.
 - iii. The consent on each candidate shall be obtained prior to having his/her name placed in nomination.
 - b. Additional nominations may be made from the floor provided the consent of each candidate has been obtained prior to his/her name being placed in nomination.
3. Elections:
 - a. Voting shall be by prepared secret ballot at the last general meeting before the end of the school year.
 - i. If there is only one candidate for an elected position, then the election for that position may be by voice vote.
 - ii. Absentee ballots will not be accepted.
 - iii. Election to a position shall be by a majority vote of those ballots cast.
4. Duties of the Officers:
 - a. The President shall:
 - i. Preside at the general meetings of the organization and of the Board of Directors,
 - ii. Be an ex-officio member of all committees except the Nomination Committee,
 - iii. Have general supervision over the affairs of the organization,
 - iv. Appoint special and standing committee chairpersons, upon approval by the Board,
 - v. Make an annual report to the membership,
 - vi. May serve ex-officio on the Board of Directors as Immediate Past President, and
 - vii. Perform such duties as usually pertain to this office.

- b. The Vice President shall:
 - i. Perform the duties of the President in the absence or inability of that officer to act,
 - ii. Assist the President whenever called upon, and
 - iii. Coordinate communications with the parent community via the school newsletter and website.
 - c. The Secretary shall:
 - i. Keep a correct and accurate record of all meetings of the organization and Board of Directors,
 - ii. Handle the official correspondence of the Board of Directors, and
 - iii. Perform other duties as they may be delegated to him/her.
 - d. The Treasurer shall:
 - i. Receive all monies of the organization,
 - ii. Keep an accurate record of receipts and expenditures,
 - iii. Pay out funds only as authorized by the organization,
 - iv. Present a financial statement at each business meeting of the organization and at other times as requested by the Board of Directors,
 - v. Make a full report at the last general membership meeting,
 - vi. Submit a financial statement and other financial documents as required to the Boltz School Accountability Committee (SAC) for review and approval,
 - vii. File all necessary tax forms and schedules as required by the IRS, and
 - viii. File all necessary sales tax forms to the Colorado Department of Revenue, Larimer County, and City of Fort Collins.
5. Term of Office:
- a. The terms of office for the elected officers and board members shall be from the election of officers at the final PTO meeting of the year, to the next election of officers.

- b. Officers shall deliver to their successors all materials pertaining to their office upon expiration of their term.

ARTICLE VII: GENERAL MEMBERSHIP MEETINGS AND CONDUCT OF BUSINESS

1. The general membership meetings of this organization shall be held at such times as may be deemed advisable or necessary by the Board of Directors, but, shall be no less than four (4) times per year.
2. Notification for a general membership meeting shall be no less than one (1) week prior to the meeting.
3. A quorum for the general membership meetings shall be those members present.
4. Issues presented to the general membership meetings shall be decided by a simple majority vote.

All members shall be permitted to attend, listen, and speak at an appropriate time during the deliberations and proceedings. The board may place reasonable time restrictions on those persons speaking during the meeting but shall permit a member to speak before the board takes formal action on an item under discussion. The board shall provide for a reasonable number of members to speak on each side of an issue.

ARTICLE VIII: BOARD OF DIRECTORS

1. The Board shall consist of the President, Immediate Past President, Vice President, Secretary, Treasurer, SAC Liaison, Standing Committee Chairpersons and a Boltz Administrator.
2. The President shall serve as Chairperson of the Board.
3. Duties of the Board shall include:
 - a. Transact necessary business in the intervals between meetings.
 - b. Transact business referred to it by the members.
 - c. Elect to conduct fundraisers through which the net earnings of the organization can be used to enhance the charitable and/or educational enrichment of school sanctioned activities.
 - d. Inform members of the activities of the Board.

- e. Authorize purchases.
 - f. Approve creation of new standing committees.
 - g. Oversee the work of these standing committees.
4. Vacancies on the Board shall be filled by appointment by the President with the approval of the Board, the appointee to serve until the term expires
 5. Regular meetings of the Board shall be as needed. Board meetings may be called by the President, the Principal of the school, or by the Secretary at the request of three (3) members of the Board.
 6. The quorum shall consist of a simple majority of the members of the Board. There shall be one (1) vote per person
 7. The meetings of the Board shall be open meetings and may be attended by any member of this organization. The monthly meetings shall be held at Boltz Middle School, 720 Boltz Drive, Fort Collins, Larimer County, Colorado, 80525.
 8. The Board may go into executive session from which everyone is excluded except currently serving elected Board members. The Board may invite relevant individuals, as required, for consultation. The session may be called by simple majority vote for the purpose of discussing any matters of business which the Board may consider confidential or sensitive, however no vote may be taken in executive session except to recess, adjourn, or come out of executive session. The motion to call a session must include identification of invited individuals, the purpose of the session and disposition of minutes for the session.
 9. The absence of an officer or chairperson for three (3) consecutive regular meetings without an adequate excuse shall be regarded as a resignation
 10. Officers can be removed from office with or without cause by a two-thirds vote of those board members present (assuming a quorum) at a regular Board meeting where previous notice has been given.

ARTICLE IX: STANDING COMMITTEES

1. The Standing Committees of this organization shall be Fundraising, Volunteer Coordination, Staff Appreciation, and Social.
2. Chairperson(s) of each of the Standing Committees shall be appointed by the President upon approval by the Board; they may form their necessary committees in turn.

3. Additional committees, special or standing, shall be appointed or rescinded by the President as the Boltz Parent Teacher Organization or the Board of Directors shall deem necessary.
4. The Chairpersons of all the Standing Committees shall present plans of work to the Board, and no committee work shall be undertaken without approval by the Board.
5. Chairpersons shall serve a one (1) year term of office.

ARTICLE X: Fiscal Year

The fiscal year of the Boltz PTO shall begin on July 1 and end on June 30.

ARTICLE XI: PARLIAMENTARY AUTHORITY

All questions of order not provided by these bylaws shall be decided by Robert's Rules of Order.

ARTICLE XII: AMENDMENTS

These bylaws may be amended at any General Membership Meeting of the organization by a two-thirds (2/3) vote of the members present and voting, provided notice of the proposed amendments was given at a previous meeting or by written notice to each member at least one (1) week prior to a General Membership Meeting.

Approved by Boltz PTO membership, October 12, 2010