

**BY-LAWS
OF
THE STEM MAGNET LAB
SCHOOL PARENT-TEACHER
ORGANIZATION**

ARTICLE I – DEFINITIONS

Section A. By-Laws – As used in this document, the term “By-Laws” shall refer to this document, the By-Laws of the STEM Magnet Lab School Parent-Teacher Organization.

Section B. Organization – As used in this document, the term “Organization” shall refer to the STEM Magnet Lab School Parent-Teacher Organization, operating as an associated group of STEM Magnet Lab School.

Section C. Officer – As used in this document, the term “Officer” shall refer to a member of the Executive Board or Leadership Team.

Section D. Executive Board – As used in this document, the term “Executive Board” shall refer to the governing body of the Organization. The Executive Board shall be further defined in Article VI below.

Section E. Leadership Team – As used in this document, the term “Leadership Team” shall refer to Officers that are not members of the Executive Board. The Leadership Team shall be further defined in Article VII below.

Section F. School- As used in this document, the term “School” shall refer to the STEM Magnet Lab School.

Section G. District – As used in this document, the term “District” shall refer to the School District 12 of Adams County, Colorado.

ARTICLE II – MISSION OF ORGANIZATION

Section A. The mission of the Organization shall be:

To build and support the STEM Lab community of Students, Teachers, Parents and Families, Staff and Business Partners through fundraising and community events to develop and enhance the education of STEM Lab students.

Section B. As an associated group of the School, this organization is created exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code or corresponding section of any future Federal Tax Code to support the School’s operations and is organized as a non-profit legal entity independent from the District and maintains its own bank account independent from the District.

ARTICLE III – MEMBERSHIP

Section A. Membership in this organization shall be made available to any STEM Lab parent, guardian, teacher or staff member. Each member may cast one (1) vote.

ARTICLE IV – GENERAL BUSINESS OF THE ORGANIZATION

Section A. The fiscal year for the Organization shall be July 1 – June 30.

Section B. The Organization shall be governed by an Executive Board, the powers of which are outlined in Article VI below.

Section C. The Organization is an associated group of the School and thus is not entitled to use the School's tax exempt number for expenditures and the School's tax identification number for fund-raising. As an associated group of the School, the Organization is subject to any filing requirements of the Internal Revenue Service and of the Colorado Department of Revenue pertaining only to the Organization.

Section D. As an associated group of the School, all business of the Organization, including but not limited to activities, fund-raising and expenditures, is not required to follow but shall endeavor to be in accordance with the policies of the School and the District. The Organization shall be authorized to use the school name and/or logo at the discretion of the School Principal or Principal Designee only if the group demonstrates compliance with all provision of District policy.

Section E. All business of the Organization is not required to but shall endeavor to be overseen by and conducted at the discretion of the Principal or principal designee of the School. The School principal shall not be responsible for monitoring compliance by the Organization with the financial procedures or with the Organization's compliance with its by-laws.

Section F. All business of the Organization shall be conducted at Executive Board and/or Organization meetings as further described in Article V below.

Section G. All funds acquired by the Organization shall be held in a PTO bank account and distributed by the Treasurer as approved by the Executive Board and/or PTO.

Section H. All acquired funds and expenditures shall be reported to the School and the District's Chief Financial Officer biannually at the end of the calendar year (December 31) and fiscal year (June 30) by way of a current copy of the Organization's budget.

ARTICLE V- ORGANIZATION MEETINGS

Section A. Meetings of the Organization shall be held at the discretion of the Executive Board. Special meetings may be called by the Executive Board upon three (3) days written notice to the Organization.

Section B. The privilege of making motions, debating and voting shall be limited to members of the Organization. Proxy voting shall not be allowed.

Section C. Agenda issues may be presented by any member of the Organization two (2) weeks before a scheduled meeting.

Section D. The following annual events shall take place at the following meetings during the school year:

1. The proposed budget shall be presented and voted upon at the final Organization meeting of the school year.
2. An end-of the year financial report shall be presented at the final Organization meeting of the school year.
3. The election of Officers for the following school year shall take place as further described in Article VII. ~~This shall occur at the final Organization meeting of the school year.~~ This shall occur prior to the last day of school. An additional meeting specifically to announce officers for the following year should be scheduled in May either the second or third full week

ARTICLE VI – EXECUTIVE BOARD

Section A. The Executive Board shall consist of the President, Vice President, Treasurer, Secretary, and Fundraising Chair, ~~and Events Chair.~~

Section B. The Executive Board may add board positions at its discretion and must provide a written job description for each additional position.

Section C. The Executive Board shall:

1. Transact business between regular meetings of the Organization and other such business referred to it by the Organization.
2. Prepare an annual budget and submit it to the Organization for approval.
3. Authorize the payment of petty cash expenses (via debit card, PayPal and/or check) within the limits of the budget adopted by the Organization, as long as such expenses do not exceed \$100.00 per item (Article IV Section G). Any action under this sub-item shall be ratified at the next meeting of the Organization. A 10% overage is allowed for budgeted items to compensate for sales tax/shipping expenses. Any budgeted item with an overage greater than 10% will be returned to the Executive Board for re-evaluation.
4. The Executive Board may approve expenditures/grants (not part of the approved budget) \$500.00 or less without approval from the Organization. Any action under this sub-item shall be ratified at the next meeting of the Organization. Funding requests in excess of \$500.00 will be presented to the Organization for approval at the next Organization meeting.
5. The President and Vice President will oversee the election of officers on an alternating yearly basis based upon the elections. The President will oversee elections during even numbered years with the Vice President overseeing election during odd numbered years
6. Fill any mid-term vacancies of office by appointment for the remainder of the term.
7. Present the most current month's income and expense report at meetings of the Organization.

Section D. The Executive Board is subject to the orders of the Organization, and none of its actions shall conflict with action taken by the Organization.

Section E. The Executive Board shall meet at least once per month during the school year unless otherwise ordered by the Executive Board. All members of the Organization are welcome at Executive Board meetings upon three (3) days' notice to the Executive Board. The privilege of making motions, debating and voting shall be limited to members of the Executive Board. The Executive Board reserves the right to ask any visitor to leave in order to facilitate candid discussion.

Section F. All members of the Executive Board shall attend the majority of the meetings of the Organization and of the Executive Board.

Section G. All members of the Executive Board shall inform the Principal or Principal Designee and President of all Organization newsletters, flyers, and notices prior to distribution.

Section H. All members of the Executive Board shall perform such other duties as may be delegated to him/her beyond the written duties outlined in Article VIII below.

Section I. The Executive Board may use email as a means of voting in those unusual situations deemed necessary by the Board. All discussion regarding the pros and cons of each situation shall be allowed via email prior to voting on said situations.

Section J. The Executive Board must approve all events and seek approval of the events by the Principal or Principal designee.

ARTICLE VII – OFFICERS AND ELECTION

Section A. Each Officer shall be a member of the Organization.

Section B. The members of the Executive Board shall be: President, Vice President, Treasurer, Secretary, and Fundraising Chair, **and Events Chair**. Executive Board members may only hold one Executive Board position.

Section C. Additional Leadership positions in support of STEM LAB PTO events shall be on a volunteer basis these shall be: Events Coordinator, Assistant Fundraising Coordinator, Assistant Treasurer, Grocery Store Card Coordinator, Dine-Out Coordinator, Box Tops Coordinator, Teacher Appreciation Coordinator, Volunteer Coordinator, Communications/PR Coordinator, and any other positions created by the Executive Board. Positions may be shared at the discretion of the Organization.

Section D. The Executive Board shall facilitate the nomination of potential Officers by the

Organization for the subsequent school ~~year with the announcement of new Officers at the final meeting of the Organization.~~ year with announcement of new officers for the following year no later than the last school day of the year

Section E. ~~The election of Officers shall be held by voting prior to the final meeting of the Organization. Two weeks (14) days advance notice shall be given to the Organization. Final results of the voting will be presented at the final meeting of the school year.~~ The election of officers shall be held by voting prior to the end of the school year during the month April and May of each year. The organization will inform members of the community:

- a. Positions that are open for the upcoming elections and the length of the term of these positions
- b. Timeline for candidates to express interest in open positions and submit the necessary: photo, brief written narrative of why they are seeking the positions with a minimum of 14 days for submission
- c. Results of the Executive Board officers election will be shared at a special meeting scheduled in May
- d. Voting for Executive Board Officers will be open for a minimum of one week.

Section F. ~~Officers shall serve for a term of one (1) year, beginning July 1st.~~ Executive Board Officers shall serve for a term of length of two (2) years, beginning July 1st. The two years will rotate between the five (5) Executive Board positions. The President, Secretary and Treasurer will be elected for the two year term during odd years and the Vice President and Fundraising chair will be elected for the two year term during even years. If an Officer fails to perform their duties or if they abuse their position, a replacement may be appointed by the Executive Board for the remainder of the term.

Section G. A vacancy occurring in any office shall be filled for the unexpired term pursuant to Article VI, Section C (6) above.

ARTICLE VIII – DUTIES OF EXECUTIVE BOARD

Section A. Email Communication

Each member of the Executive Board will have a PTO email address. This email address will need to be relinquished at the end of ~~each school year end~~ their term, to the next member who holds that office. PTO email must be monitored in a timely manner.

Section B. The President shall:

1. ~~Have at least one (1) year of prior experience as a member of the Executive Board.~~
2. Ensure the PTO mission is carried out throughout the school year.
3. Plan and preside at all meetings of the Organization.

4. Coordinate and support the work of the Executive Board and the Leadership Team.
5. Establish all meeting dates and times for the year with the Principal.
6. Provide updates and calendar items for the monthly PTO newsletter.
7. ~~Manage the annual election process.~~ Manage the election during even numbered years
8. Promote communication with and support of staff and teachers throughout the school year.

Section C. The Vice President shall:

1. Perform the duties of the President in his/her absence.
2. Assist the President in all duties.
3. Support the work of the Executive Board and the Leadership Team.
4. Perform other duties as assigned by the President.
5. Manage the election during odd number years

Section D. The Treasurer shall:

1. Ensure the finances of the PTO and act as custodian of all funds raised by the Organization.
2. Prepare an annual budget for approval by the Executive Board and the Organization.
3. Prepare financial reports and present at each Organization meeting.
4. Prepare an end-of year financial report to be presented at the final Organization meeting of the school year.
5. Maintain accurate accounts of income and expenditures.
6. Write all checks, pay all bills and make any other approved disbursements.
7. Aid in counting and making deposits of monies received after fundraising activities and other events.
8. Perform monthly bank reconciliation with Assistant Treasurer.
9. File required annual Federal Tax documents and Charitable Solicitations Act documents with State of Colorado.
10. Submit financials at the end of each semester to the Principal for submittal to the district.

Section E. The Secretary shall:

1. Print and distribute agendas for all PTO meetings.
2. Keep minutes of all meetings. Ensure the minutes of all meetings are documented, distributed, and maintained.
3. File and maintain all records including the By-Laws.
4. Coordinate with the President to distribute a monthly PTO newsletter.
5. Ensure that reminders for all meetings are distributed.

Section F. The Fundraising Chair shall:

1. Coordinate all fundraising events of the Organization.
2. Gather fundraising ideas and present to the Executive Board for feedback and approval.
3. Ensure monetary and in-kind donations are raised in support of the PTO planned activities and budget requirements.
4. Coordinate all fundraising materials for distribution, including but not limited to, flyers

and brochures.

5. Oversee Box Tops, Dine-Out, and Grocery Store Card Coordinator,
6. Assist Treasurer in counting and documenting monies raised for each event.
7. Set up and oversee committees as necessary.

~~Section G. The Events Chair shall:~~

- ~~1. Plan and coordinate school-wide family events including the Trunk-or-Treat and the Carnival.~~
- ~~2. Coordinate all event materials for distribution, including but not limited to, flyers and brochures.~~
- ~~3. Implement all event activities from start to finish.~~
- ~~4. Work closely with the Volunteer Coordinator to ensure sufficient staffing for each event.~~
- ~~5. Set up and oversee an events committee as necessary.~~

ARTICLE IX – DUTIES OF LEADERSHIP TEAM- Each year additional leadership opportunities are available to support the Organization. Interested applicants for the following positions will indicate their interest to one of the five members of the Executive board. The Executive board will make appointments for the open coordinators, the term length for the leadership positions will be one (1) year. The positions are: Events Coordinator, Assistant Treasurer, Volunteer Coordinator, Assistant Fundraising ~~Chair~~ Coordinator, Communications/PR Coordinator, Grocery Store Card Coordinator, Dine-Out coordinator, Box Tops Coordinator, and Teacher Appreciation Coordinator,

Section A. The Events ~~Chair~~ Coordinator shall:

1. Plan and coordinate school-wide family events including the Trunk-or-Treat and the Carnival.
2. Coordinate all event materials for distribution, including but not limited to, flyers and brochures.
3. Implement all event activities from start to finish.
4. Work closely with the Volunteer Coordinator to ensure sufficient staffing for each event.
5. Set up and oversee an events committee as necessary.

Section B. The Assistant Treasurer shall:

1. Check the reports and budgets prepared by the Treasurer to ensure their accuracy.
2. Perform monthly bank reconciliation with the Treasurer.
3. Assist in the counting of funds collected at fundraising and other events.
4. Perform other duties as assigned by the Treasurer.

Section C. The Volunteer Coordinator shall:

1. Coordinate with the Fundraising Chair and Events Chair to ensure sufficient volunteers at PTO events.
2. Coordinate childcare for Organization meetings.

Section D. The Assistant Fundraising ~~Chair~~ Coordinator shall:

1. Perform the duties of the Fundraising Chair in his/her absence.
2. Assist the Fundraising Chair in all duties.
3. Assist Treasurer in counting and documenting monies raised for each event.
4. Oversee committees as assigned by the Fundraising Chair.
5. Perform other duties as assigned by the Fundraising Chair.

Section E. The Communications/PR Coordinator shall:

1. Be available to Executive Board and Leadership Team in a timely manner since communications may need to be made without delay.
2. Keep the PTO website updated.
3. Update the PTO Facebook page.
4. Keep parents and school staff informed of PTO events. This may be via email, flyers, signs, etc.
5. Send out surveys if needed.

Section F. The ~~King Soopers Card~~ Grocery Store Card Coordinator shall:

1. Promote and coordinate the sale and distribution of King Soopers and Safeway gift cards.
2. Keep a record of the transactions and submit it to the Treasurer and Fundraising Chair as requested.

Section G. The Dine-Out Coordinator shall:

1. Organize monthly Dine-Outs with local restaurants where a portion of the proceeds the restaurant makes from the Dine-Out returns to the PTO.
2. Organizing Dine-Outs will include: 1) contacting restaurants and agreeing on a date/time, percentage, and other requirements; 2) creating flyers/signs to promote the events; and 3) manage all correspondence between the participating restaurants and the PTO.
3. Keep a record of the profits from the Dine-Outs and submit it to the Treasurer and/or Fundraising Chair as requested.

Section H. The Box Tops Coordinator shall:

1. Coordinate the collection of Box Tops and Milk Caps for Moolala.
2. Operate the Box Tops store on a monthly basis.
3. Ensure Box Tops and Milk Caps for Moolala are submitted in a timely manner to receive our redemption.
4. Keep a record of the profits from Box Tops and Milk Caps for Moolala and submit it to the Treasurer and/or Fundraising Chair as requested.

Section I. The Teacher Appreciation Coordinator shall:

1. Coordinate meals for teachers during parent-teacher conferences.
2. Coordinate the teacher appreciation week activities.

ARTICLE X – DUTIES OF SCHOOL REPRESENTATIVES

Section A. The district staff, including the principal or principal designee, teachers and support staff, shall not be signors and/or officers of the Organization, but will take an active

role as Advisors to the Executive Board and Organization regarding the School.

Section B. The Principal shall appoint a principal designee to work directly with the Executive Board, the Principal designee will

1. Appoint staff members to the Advisor Board as outlined above.
2. Review all Organization activities.
3. Review all Organization fund-raising.
4. Review all Organization expenditures.
5. Communicate as necessary the business of the Organization to the District, which may include copies of the bi-annual budgets.
6. Approve candidates elected or appointed to the Executive Board or Leadership Team. If necessary, remove Officers who neglect or abuse their position.

Section C. The Teacher Representative(s) shall:

1. Act as liaison between the staff and the Executive Board.
2. Communicate with the staff regarding teacher appreciation activities including lunches, breakfast and teacher appreciation week.
3. Send emails to the staff regarding funding request due dates, special events and fund raising activities.

ARTICLE XI – FUNDS ACQUISITION AND DISTRIBUTION

Section A. As an associated group of the School, fund-raising activities are not required to but shall endeavor to be executed in accordance with the policies and procedures of the School and the District.

Section B. All funds acquired by the Organization shall be allocated according to an annual budget prepared by the Treasurer. It shall be approved by the Executive Board and the Organization. Funding requests made by School staff and teachers shall be approved by the Executive Board and Organization, if needed.

Section C. All Fundraising activities shall be overseen by the Fundraising Chair and approved by the Executive Board.

Section D. The Executive Board may distribute funds as outlined in the annual budget approved by the Organization, and in accordance with Article VI, Section C(3) and (4).

Section E. Any funds allocated in the annual budget for a purpose that becomes obsolete may be reallocated by the Executive Board for another use, provided the Executive Board follows the procedures regarding expenditures outlined in these By-laws.

Section F. All funds collected must be counted with two Executive Board members present and reconciled by another member who does not have check signing authority. Funds will be accounted for and signed off by those two board members. If the Treasurer is not available, funds

will be given to the main office to be locked in the school safe.

ARTICLE XII- AMENDMENTS TO BY-LAWS

Section A. All proposed amendments to the current By-Laws shall be submitted in writing to the Organization for approval.

1. Section B. The By-Laws shall be amended by a majority vote ~~at any meeting~~ of the Organization, any proposed changes to the Organization Bylaws will be submitted to the Principal Designee no later than the last day of January for administrative input on proposed changes. Proposed changes to the Organization Bylaws will be voted on at the Organization meetings in March or April or at any other regularly scheduled meeting of each year provided the Organization is in compliance with Article XII, Section A above.

These By-Laws were approved by the Organization on the day of ~~2016~~-2017.

Monica Von Hoff, President

Tracy Telling, Principal

STEM Magnet Lab School Parent-Teacher Organization STEM Magnet Lab School