

BYLAWS OF THE
TIMBER TRAIL PTO
Adopted and Revised June 2023

Article 1 - Name

The name of this organization is the Timber Trail PTO 690 W. Castle Pines Parkway, Castle Pines, CO 80108. The Timber Trail PTO a 501 © (3) non-profit organization.

Article 2 - Objectives

The objectives of the PTO shall be:

- to promote the welfare of Timber Trail Elementary students, and the community;
- to provide effective communication and understanding between Timber Trail Elementary School and the community;
- to facilitate the funding of appropriate activities that support PTO objectives.

Article 3 - Membership

Section 1 - General Membership shall consist of the parents or guardians of students, the faculty, and the staff of Timber Trail Elementary. All general members shall have voting rights and equal privileges in the organization.

Section 2 - Voting shall take place in person at the TTE PTO meetings.

Section 3 - No dues shall be required for membership.

Article 4 - Leadership Structure

Section 1 - The Executive Committee shall consist of the following officers: Two Co-Presidents, the school principal, volunteer coordinator, community events chairperson, web site content & communication manager, secretary and treasurer.

Section 2 - The Executive Committee may change the names and responsibilities of the positions to fit the needs of the upcoming school year. The changes must be voted on by the Board of Directors.

Section 3 - The Board of Directors shall consist of the Executive Committee, the chairs of the standing committees, and the faculty representative.

Article 5 - Terms of Office

Section 1 - The term of office for all Board of Directors members shall be for one year, from May 30 to June 1 or until their successor is elected.

Section 2 - The treasurer may serve three consecutive terms in office. Officers may run for a consecutive term in the same position, and in the case where there is not a nominee for a position, and the current officer, if interested, may remain in office for a third term if the nominating committee allows. This does not apply for the school representatives and principal.

Section 3 - A person elected by a majority of the Board of Directors shall fill a vacancy in any elected position for the duration of the term. In the case of vacancy in the position of Co-President, the remaining Co-President shall serve alone until a new Co-president is elected and installed.

Article 6 - Officer Elections

Section 1 - A nominating committee shall be appointed by the Board of Directors, and shall consist of two Board members, one faculty member, and two members-at-large. The Co-presidents shall not serve as a member of the nominating committee. The proposed slate will be reviewed with the principal before the individuals are asked to serve. No candidate will be nominated if they have not given consent to serve.

Section 2 - The slate of the candidates and the date and time of the election shall be announced 15 days prior to the April nomination meeting. Alternative nominations shall be accepted from the floor at the April meeting, on the conditions that a nominee is present and consents to serve.

Section 3 - Alternative nominees from the floor shall be required to meet with the nominating committee prior to being presented for a vote at the May PTO meeting.

Section 4 - The election shall take place in person at the May PTO meeting. All nominees must be present. The election shall be by voice vote if there is only one nominee for an office. If more than one candidate is nominated for an office, the election shall be by a plurality of those present and voting, by a written ballot. A two-thirds majority vote is required for installation of a nominee.

Section 5 - Vacancies shall be filled as provided for in Article 5, Section 3.

Article 7 - Duties of Officers

Section 1 - The President & Co-President shall preside at all meetings of the TTE PTO and the Board of Directors; shall appoint standing committee chairs, subject to the approval of the Executive Committee; shall be members ex-officio of all committees except the nominating committee; shall coordinate the work of the officers and committees of the PTO; shall formulate the agenda for the Board of Directors

meetings and shall arrange an annual meeting of the Board of Directors, taking place in June. The Co-Presidents shall also serve on the Board of the Timber Trail PTO. The Co-Presidents preside over the Board and may at any time retire a member of the Board for not supporting the objectives of the PTO or the decisions of the Board of Directors. This retirement shall require a two-thirds board majority vote.

Section 2- The secretary shall record minutes of all TTE PTO meetings; shall distribute meeting minutes to Board members within seven days of a meeting; shall distribute a summary of the meeting minutes to Timber Trail Elementary parents through timbertrailparents.org, the TTE PTO web site; shall conduct correspondence as directed by the Board of Directors; shall keep a current copy of the PTO bylaws; and shall keep a current list of the Board of Directors.

Section 4 - The treasurer shall receive, deposit, and disburse the funds of the TTE PTO; shall maintain full and accurate records of all financial transactions; shall submit a monthly financial statement to the Board of Directors; shall turn over financial records to the incoming treasurer prior to the June board meeting; shall prepare the annual budget with the Executive Committee for approval by the Board of Directors. They shall serve as the TTE PTO contact to the DCEF.

Section 5 - Volunteer Coordinator - Recruits, manages, and trains volunteers for TTE PTO run events and recognizes volunteers throughout the year and at the end of the year volunteer appreciation brunch; plans and coordinates volunteer appreciation brunch.

*Section 6 -*Communication & Web site Manager - Manages web site content for timbertrailparents.org; interfaces with Inventissoft Solutions when new capabilities need to be added to the site; manages the Virtual Thursday Folder program; develops and sends e-mails to the school body and timbertrailparents.org. Manages the e-mail account. Before each school year begins, the web site manager will identify content to be updated on timbertrailparents.org and have the site ready for the school year to begin by the Meet & Greet. Content managed includes but is not limited to:

- Executive committee and board positions
- Key dates
- Registration information
- Parents' Bulletin Board
- TTE PTO programs and activities content
- Teachers' Favorite Things

Section 7- Community Events will oversee all Community Events chairpersons and will produce TTE PTO events including by not limited to the Back to School Bash, Community Service Opportunities, Dining for Dollars, and the School Dance.

Section 8 - All officers shall perform the duties, prescribed in these bylaws, in the parliamentary authority adopted by the TTE PTO and those delegated or

assigned. Upon the expiration of the term of office or in the case of resignation, it is the responsibility of outgoing members of the Board of Directors to fully participate in an effective transition at the conclusion of their term. Each officer shall turn over to the succeeding officer all records, books and other materials pertaining to the office, and shall return to the treasurer, without delay, all funds pertaining to the office. From the conclusion of the election at the May meeting until the June board meeting, all newly elected officer will meet with their successors for a general orientation to the office.

Article 8 - Meetings

Section 1 - Meeting times will be the second Monday of the month except in the cases of holidays and breaks. Meetings will be held at 9:00 am in the library.

Section 2 - The TTE PTO shall meet at least five times during the school calendar year or as called by the Executive Committee. The Board of Directors shall meet as deemed necessary prior to the regular TTE PTO meetings.

Section 3 - At least 3 days notice shall be given for a change of meeting date. Special meetings of the TTE PTO may be called by the Co-presidents or by a majority of the Board.

Section 4 - Meetings shall be open to all members of the organization.

Section 5 - Members of the Board shall attend all regularly scheduled meetings during the year and may not be absent from more than three meetings. Failure to comply may constitute a vacancy. Exceptions to the policy may be appealed to Executive Committee.

Section 6 - Minutes shall be kept at all membership meetings by the secretary and shall be posted to the PTO website

Section 7 - Meeting Norms:

- Start and end meeting on time
- Set agenda - prepare and distribute prior to meeting
- Be efficient with time
- Display considerate and courteous behavior
- Be organized
- Be open to new ideas and contributions
- Address Q & A pre-submissions monthly
- Agree to disagree on specific topics where necessary

Section 8 - The general membership present at a meeting shall constitute a quorum.

Article 9 - Committees

Section 1 - The standing committees shall be Staff Appreciation, Community Events, Classbook/Yearbook, Battle of the Books, Timberwolf Trot or Fundraising, Square One Art, Social Media, and Room Parents. The Board of Directors may create additional necessary standing committees.

Section 2 - The Co-Presidents with the approval of the Executive Committee shall appoint the chairs of the standing committees. Chairmanships may be shared jointly by two.

Section 3 - The Executive Committee shall create ad hoc committees when necessary to carry on the work of the TTE PTO.

Section 4 - Chairs are strongly urged to attend all TTE PTO board meetings whenever possible and will serve a one-year term or more as prescribed for the Executive Committee. Chairs are required to report on the progress of their committee when called upon at meetings and must keep a record of the activities throughout the year. All chairs will be asked to make a final, written report at the end of their term to be presented to their successor, with a copy to the Executive Committee.

Article 10 - Bylaw Review and Amendment

Section 1 - The Board of Directors shall review these bylaws each year at the June board meeting.

Section 2 - These bylaws may be amended at any general meeting by a two-thirds vote of the members present, provided that notice of the proposed amendment shall have been given thirty days prior to the meeting.

Section 3 - A revision committee may be instructed to present a revised set of bylaws for acceptance by a two-thirds vote of the members present at a general meeting.

Article 11 - Fiscal Year

The fiscal year shall begin on May 30 and end on June 1 of the following year.

Article 12 - The Timber Trail Education Alliance

Section 1 - The Timber Trail PTO will direct the majority of the fundraising activities of the PTO.

Section 2 - Resources generated by the PTO on behalf of the Alliance will be deposited within 7 calendar days to the Alliance bank account.

Section 3 - By the first day of school in any school year, the TTEA must have a bank account balance of no more than 50% of projected annual expenses.

Section 4 - The PTO retains the right and power to raise additional funds outside the restrictions of the Alliance bylaws. Those funds may be deposited only in the PTO bank account.