



**Erie**  
**Elementary**  
**PTCO**

Parent, Teacher and Community Organization

**Bylaws**

Revised 8/5/2022

## ARTICLE I. NAME

The name of the Parent and Teacher Organization shall be the “Erie Elementary School PTCO” and may also do business as the “Erie Elementary PTCO” or “EES PTCO”.

## ARTICLE II. DESCRIPTION

The Erie Elementary PTCO is a non-profit organization that exists for charitable, educational, scientific and literary purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

## ARTICLE III. PURPOSE

The purpose of the Erie Elementary PTCO shall be to seek and implement resources, both personal and financial, to assist and improve the areas of communication, academic achievement, volunteerism, and the unity of school and community for the benefit of every child at Erie Elementary School in Erie, Colorado (the “School”).

## ARTICLE IV. MEMBERS

### SECTION 4.01 REGULAR MEMBERSHIP

All parents and/or legal guardians of students who are currently enrolled at Erie Elementary and all current faculty and staff of Erie Elementary are Regular Members in the Erie Elementary PTCO. Regular members shall have the right to attend and participate in all meetings and activities of the Erie Elementary PTCO. Regular members have the right to vote and hold office.

### SECTION 4.02 HONORARY MEMBERSHIP

All parents and/or legal guardians of former students, former faculty, former staff, and members of the community shall have the right to participate in the Erie Elementary PTCO as honorary members. Honorary membership may also be extended to other persons by a vote of the membership. Honorary members shall not have the right to vote or hold office.

### SECTION 4.03 DUES

Dues, if any, will be established by the Board of Directors. If dues are charged, a Regular Member must have paid his or her dues at least 14 calendar days before the meeting to be considered a Regular Member in good standing with voting rights. Participation in the Erie Elementary PTCO does not have any required dues.

## SECTION 4.04 COMPENSATION

Regular Members and honorary members shall not receive compensation from the Erie Elementary PTCO.

# ARTICLE V. MEETINGS

## SECTION 5.01 REGULAR MEETINGS

Regular Meetings shall be held to conduct the business of the Erie Elementary PTCO. Regular Meetings shall be held at least every other month during the school year or at the discretion of the Board of Directors at a time and place determined by the Board of Directors. Notice of a cancellation or change to the Regular Meeting time and place due to holiday, school closure or other reason shall be sent to Regular Members at least seven (7) days in advance when possible.

## SECTION 5.02 SPECIAL MEETINGS

Special Meetings may be called by the President, by any two (2) members of the Board of Directors, or five (5) Regular Members submitting a request to the Board of Directors. Notice of a Special Meeting shall be sent to Regular Members at least seven (7) days in advance.

## SECTION 5.03 QUORUM

Six members of the Erie Elementary PTCO voting by being present or in absentee constitutes a quorum for the purpose of voting at a Regular Meeting or Special Meeting.

## SECTION 5.04 VOTING

Each Regular Member in attendance at an Erie Elementary PTCO meeting is eligible to vote, one vote per member. Absentee or proxy votes are allowed.

## ARTICLE VI. BOARD OF DIRECTORS

### SECTION 6.01 GENERAL POWERS AND DUTIES

The affairs, activities and operation of the Erie Elementary PTCO shall be managed by the Board of Directors. The Board of Directors shall transact necessary business during intervals between the Regular Meetings of the Erie Elementary PTCO, and any other business may be referred to it by the membership or these bylaws. Further, the Board of Directors is responsible to develop the Erie Elementary PTCO annual budget, establish and oversee committees to conduct the work of the Erie Elementary PTCO when necessary, establish fundraising programs, approve by majority vote of the Board of Directors non-budgeted expenditures of more than \$100.00. All members of the Board of Directors are expected to be actively involved in the day-to-day operations of the Erie Elementary PTCO, and to respond to Erie Elementary PTCO-related emails and other communications in a timely manner.

### SECTION 6.02 MEMBERSHIP

The Board of Directors shall be composed of the person(s) holding the offices of President, Vice President, Treasurer, Recording Secretary, Corresponding Secretary, Fundraising Coordinator, Equity Coordinator and Volunteer Coordinator. Each person elected shall hold only one office at a time.

### SECTION 6.03 TERM OF OFFICE

The term of each officer shall be one (1) year, beginning on July 1 and ending on June 30 of each year. Officers are elected for one (1) year and may serve no more than two (2) consecutive terms in the same office, provided that if the Nominating Committee is unable to identify a qualified nominee to replace a Director finishing their second term, a Director that has already served two (2) consecutive terms may be nominated to serve an additional one-year term and shall serve only if such nominee received a majority vote in accordance with these Bylaws. Each person elected shall hold only one office at a time.

## SECTION 6.04 MEETINGS

The Board of Directors shall meet monthly during the school year, or at the discretion of the President.

## SECTION 6.05 QUORUM

All members of the Board of Directors constitutes a quorum for the purpose of voting at a Board of Directors meeting in person or in absentee

## SECTION 6.06 VOTING

Approval of the majority of the Board of Directors members voting in person or absentee shall be required for major actions to be taken by the Board of Directors.

## SECTION 6.07 CONFLICT OF INTEREST

The Board of Directors may not at any time include two or more Officers who are members of the same family or household.

## SECTION 6.08 DUTIES OF OFFICERS

The Officers/Board of Directors of the Erie Elementary PTCO shall be President, Vice President, Treasurer, Recording Secretary, Corresponding Secretary, Fundraising Coordinator, Equity Coordinator and Volunteer Coordinator (this shall include any co-Officers elected to share any of the foregoing positions, the "Officers"). Each Officer shall simultaneously serve as a Director. No more than two (2) persons may serve simultaneously as co-Officers occupying the same office, and no person may serve in more than one office at a time. The Board of Directors may create such other offices as it deems necessary and advisable, provided that the Board of Directors must include a sufficient number of Directors to fill each office.

- A. President – The President shall preside at all Regular Meetings, Special Meetings and Board of Directors Meetings, serve as the official representative of the Erie Elementary PTCO.
- B. Vice President – The Vice President shall act as Committee Chair for the Nominating Committee, assist the President, and shall preside at all Regular

Meetings, Special Meetings and Board of Directors Meetings in the absence of the President.

- C. Treasurer — Serve as custodian of Erie Elementary PTCO’s finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, facilitate an annual audit and hold all financial records.
- D. Recording Secretary — Record and distribute the minutes of all Regular Meetings and Board Meetings, prepare agendas for Regular Meetings and Board Meetings, hold historical records for Erie Elementary PTCO and retain all official records of the Erie Elementary PTCO.
- E. Corresponding Secretary – Give all notices as required by these Bylaws, manage communications and marketing for the Erie Elementary PTCO including but not limited to newsletters, email broadcasts, website, Facebook page, bulletin boards, etc.
- F. Fundraising Coordinator – Manage the coordination of Erie Elementary PTCO’s fundraising events and activities, including but not limited to Restaurant Nights, a yearly Jog-a-thon and sponsorships from local businesses. Officer(s) also facilitate communication with Standing and Special Committees established to assist with fundraising efforts.
- G. Equity Coordinator – Oversees matters pertaining to Inclusion, Diversity, Equity and Accessibility (“I.D.E.A”). Fosters programs, events and training that work to eliminate implicit bias, prejudice and misunderstanding within the Erie Elementary Community. The Coordinator shall also work to support the diverse needs of the community, celebrate and destigmatize differences used to marginalize individuals and groups of people on the basis of including but not limited to race/ethnicity, gender, sexual orientation, differing mental, emotional, psychological and physical abilities, Neurodiversity, geographic residence, legal status, cultural heritage, religion, family structures, educational level, languages used and socioeconomic status. The Coordinator shall be granted agency to make decisions and choose appropriate tasks to achieve the goals and objectives of this Office in accordance with the Erie Elementary PTCO’s Mission Statement, Purpose and Values, and with the St. Vrain Valley School District’s Code of Conduct Policy. The Board of Directors shall extend full support to the Officer due to the sensitive nature of the scope of work. The Coordinator shall also help ensure the PTCO is considering I.D.E.A in the conduct of all activities when developing events and programs for the School.

- H. Volunteer Coordinator — Coordinate volunteers for Erie Elementary PTCO events and school activities, collect list of volunteers at the beginning of the year and for special events, ensure that volunteer data is recorded and available to both the Board of Directors and the Principal of the school, work with the Principal, teachers, staff, and Committee Chairs to ensure volunteers are recruited for events and activities, facilitate on-going dialog with classroom representatives as to school, Erie Elementary PTCO and grade activities.

## SECTION 6.09 REMOVAL

An Officer can be removed from office for reasons including but not limited to failure to fulfill his/ her duties, failure to comply with Bylaws, failure to comply with Erie Elementary PTCO's Purpose and Values, after reasonable notice, by a 2/3 vote of the Regular Membership which is in attendance at a Regular Meeting.

## ARTICLE VII. COMMITTEES

### SECTION 7.01 COMMITTEE CHAIRS

- A. Committee Chairs present reports and recommendations at Regular Meetings, Special Meetings or on a monthly basis by email to the Board of Directors.
- B. Selection – Committee Chairs shall be appointed positions. The Board of Directors shall appoint the Committee Chairs.
- C. Term of Position – Committee Chair positions shall be for a one (1) year term, beginning on July 1 and ending on June 30 of each year. Any Regular Member may serve as a Committee Chair. Only one person shall serve in each appointed position unless otherwise decided by the Board of Directors. Each person appointed shall hold only one position at a time unless otherwise decided by the Board of Directors. Committee Chairs are members of Special Committees which they have been appointed to oversee.

### SECTION 7.02 STANDING AND SPECIAL COMMITTEES

- A. Nominating Committee — the Nominating Committee shall be composed of three (3) persons who shall be selected by the Board of Directors. The Vice President shall be the Committee Chair. The Nominating Committee shall carry out its responsibilities, as specified in Article VIII.
  
- B. Equity Committee —The Equity Committee encourages acceptance and inclusion among the students, families, staff and community and upholds the core values of respect, kindness, and empathy. Throughout the school year the committee organizes and sponsors a variety of activities to provide opportunities to learn about implicit bias, different cultures, heritages, traditions and experiences as well as other areas of diversity, including but not limited to race/ethnicity, gender, sexual orientation, differing mental, emotional, psychological and physical abilities, Neurodiversity, geographic residence, legal status, cultural heritage, religion, family structures, educational level, languages used and socioeconomic status.
  
- C. Other Standing Committees — the Board of Directors may establish such other Standing Committees as it deems necessary and advisable. The Board of Directors shall appoint the Committee Chairs of all Standing Committees. The Committee Chair of each Standing Committee shall recruit, with the assistance of the Volunteer Coordinator, the members for his or her Standing Committee. Any Regular Member in good standing may serve as a Committee Chair or member. The Committee Chair shall report the plans and activities of the Standing Committee to the Board of Directors, which must approve all such reports.
  
- D. Special Committees — the Board of Directors may create Special Committees. Special Committees shall be created for a specific time and/or task and shall cease to exist when that time or task has been completed, or on June 30 of each year, whichever comes first. Any Regular Member in good standing may serve as a Committee Chair or member. The Committee Chair shall report the plans and activities of the Special Committee to the Board of Directors, which must approve all such reports.

## ARTICLE VIII. ELECTION



## SECTION 8.01 PROCEDURE

The election of officers shall take place during the May Regular Meeting of the Regular Members each school year. All Regular Members of the Erie Elementary PTCO may participate in the election. The Nominating Committee shall present a slate of candidates for election. Further nominations may be received from the floor. The election of the slate, if non-contested, may be by voice vote or written ballot. Any contested election shall be by written ballot.

## SECTION 8.02 NOMINATING COMMITTEE

The Nominating Committee shall be responsible for receiving all suggestions for persons to serve as Officers. The Nominating Committee shall prepare a slate of Officers to present for election by the Regular Members. The Nominating Committee shall contact all persons who will be nominated to confirm their willingness to serve.

## SECTION 8.03 SELECTION

A majority of the votes cast by Regular Members, excluding Officers, in attendance at the May Regular Meeting shall be necessary for election. Should no person receive a majority of the votes cast, a run-off between the two (2) persons who received the largest number of votes shall be immediately held. Should no person receive a majority of the votes cast at the run-off, the Officers shall exercise voting rights.

## SECTION 8.04 VACANCIES

Any vacancy in office because of death, resignation, removal or inability to serve shall be filled by the Board of Directors for the unexpired portion of the term. However, should a vacancy occur in the office of the President, the Vice President shall immediately assume the office. Should a vacancy occur in the office of Vice President for any reason, including assuming the office of President, the vacancy shall be filled by the Board of Directors for the unexpired portion of the term.

# ARTICLE VIII. FINANCES

## SECTION 9.01 BUDGET

The Board of Directors shall present to the membership at the first Regular Meeting during the school year a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the Erie Elementary PTCO during the year. Any substantial deviation from the budget must be approved in advance by a majority vote of the Regular Members present at a Regular or Special Meeting.

## SECTION 9.02 OBLIGATIONS

The Board of Directors may authorize any Officer or Officers to enter into contracts or agreements for the purchase of materials or services on behalf of the Erie Elementary PTCO. The Officers shall not have the authority, however, to enter into such agreements on behalf of Erie Elementary School or the St. Vrain Valley School District, nor should they hold themselves out as having such authority.

## SECTION 9.03 LOANS

No loans shall be made by the Erie Elementary PTCO to its officers or members.

## SECTION 9.04 COMMERCIAL PAPER

- A. All checks, drafts, or other orders for the payment of money on behalf of the Erie Elementary PTCO shall be signed by two Officers. Any expense over \$100.00 must be approved by the Board of Directors prior to payment. If proper paperwork and signatures are not acquired, the person in request of funds will be held responsible for said expense.
- B. All funds of the Erie Elementary PTCO shall be deposited to the credit of the Erie Elementary PTCO in such banks, trust companies or other depositories as the Board of Directors may select and shall make such disbursements as authorized by the Board of Directors in accordance with the budget adopted by the Regular Members. All deposits and/or disbursements shall be made within a maximum of thirty (30) days from the receipt of the funds and/or orders of payment.

## SECTION 9.05 FINANCIAL REPORT

The Treasurer shall present a financial report at each Regular Meeting of the Erie Elementary PTCO, and shall prepare a final report at the close of the fiscal

year, which commences July 1. The Board of Directors shall have the report and the accounts examined annually by an auditor or an informal audit committee, who, if satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.

## SECTION 9.06 COMPLIANCE

The Treasurer, or other Officer authorized by the Board of Directors, shall maintain compliance with all reporting and licensing requirements as set forth by federal, state and local governments as well as the District's Financial Services Department. These reporting and licensing requirements include, but are not limited to maintaining the Erie Elementary PTCO's 501(c)(3) status, local and state tax licensing, general liability insurance, annual financial reporting, external financial assessment, and annual training.

## SECTION 9.07 AMENDMENTS

The financial policy can be amended by the Board of Directors as they deem necessary.

## ARTICLE X. AMENDMENTS

These bylaws may be altered, amended or repealed and new bylaws may be adopted by a 2/3 majority vote of the Regular Members present at any Regular or Special Meeting.

## ARTICLE XI. AUTHORITY

If any part of these bylaws shall conflict with the decisions, policies or procedures adopted by the St. Vrain Valley School Board, they shall be deemed null and void and the decision of the St. Vrain Valley School Board shall, in all cases, control.