



## **Bamford Elementary PTO Bylaws**

### **Article I – Name**

The Name of the organization shall be Bamford Elementary Parent Teacher Organization (PTO).

### **Article II – Objectives**

The organization exists exclusively as a nonprofit for charitable and educational purposes under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. The organization is dedicated to supporting and augmenting the academic, physical, social and mental education and educational experience of the students at Bamford Elementary by:

- Conducting successful fundraising efforts that will enhance the entire educational experience of students, parents and staff.
- Promoting a community school concept by providing opportunities for students, parents, staff and the community to participate in students' entire educational experiences and successes through academic and enrichment activities and school events.
- Fostering connections between school and home by providing volunteer opportunities.

### **Article III – Policies**

- a) This organization shall be noncommercial, nonsectarian, and nonpartisan.
- b) No endorsement--directly or indirectly--of a commercial or political entity, policy or candidate shall be made by this organization or a member acting in their official capacity.
- c) This organization will not discriminate on the basis of race, color, religion, national origin, ancestry, sex, sexual orientation, marital status, veteran status, age or disability.
- d) The organization shall serve in an advisory capacity to the school administration in matters consistent with the objective of this organization.

### **Article IV –Members**

- a) Membership in this organization shall be automatic for all parents, guardians and educators of Bamford Elementary School.
- b) There are no membership dues.
- c) All members of the organization shall be entitled to vote and hold office.
- d) The principal shall be considered a sitting advisor and is a voting member.
- e) A designated teacher representative should attend meetings as often as possible and serve as liaison between Bamford staff and PTO.

### **Article V – Officers and Elections**

#### **Section 1. Elected Officers**

- a) Each officer will have an approved background check through Poudre School District.

- b) The elected officers of this organization shall be the President, Vice President, Secretary, Treasurer, and up to 15 Members-At-Large, who will each be a Committee Chair for one of the designated committees.
- c) Any elected position can be co-chaired.

## **Section 2. Nominations and Elections**

- a) The consent of each candidate shall be obtained prior to having his/her name placed in nomination.
- b) Nominations for elected positions can be made from the floor of a general membership meeting the month prior to voting, or by submitting a completed nomination form in writing by date determined by PTO Executive Board, no later than fourteen (14) calendar days prior to the Board-designated Board Election General Meeting.
- c) The PTO Board shall pre-publish the slate of proposed nominees for each elected position prior to the Board election general meeting.
- d) Voting shall take place at the April General PTO Meeting.
- e) Voting shall be by voice vote/raised hand if a single Slate of candidates is presented. If more than one person is running for an office, a ballot vote shall be taken. The ballot will be electronically available (sent via email) to each member of the PTO seven (7) days before the April General Meeting. Votes must be cast before the meeting begins.
- f) Ballots are to be counted and announced prior to the end of the meeting.
- g) Election to a position shall be by majority vote of those ballots cast. In the event of a tie, the principal may break the tie.
- h) Results of Election, naming the elected slate and/or elected individuals, will be documented in the meeting minutes of the meeting the election is held.

## **Section 3. Eligibility**

Members are eligible for office if they are members in good standing at least 7 days before the voting slate is presented.

## **Section 4. Term of Office**

- a) Officers shall serve for a term of one year in the position.
- b) A person can hold the same position of office for two (2) consecutive years.
- c) PTO Board Officers will deliver all materials pertaining to their office to their successor upon expiration of term.
- d) Each person shall hold only one office at a time.
- e) Exceptions can be made in special circumstances with Board Approval.

## **Section 5. Vacancies**

- a) If there is a vacancy in the office of President, the Vice President will assume the role of the President.
- b) Vacancies on the Board will be filled by appointment of the President with approval of the Board. The new appointee will serve until the term expires.

## **Section 6. Removal from Office**

- a) Officers can be removed from office with cause by a majority vote of those board members present (assuming a quorum) at a board meeting where 30 days-notice has been given.
- b) Officers can be removed from office with or without cause by principal.

- c) If a general member would like an officer removed, they should contact the President, Vice President and/or Principal.

## **Article VI – Executive Board**

### **Section 1. Membership**

The office of the Executive Board shall be the President, Vice President, Secretary, Treasurer, and Members-at-Large Representatives.

### **Section 2. Duties**

- a) The Executive Board shall transact business between meetings in preparation for the general meeting, create rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills and prepare reports and recommendations to the membership.
- b) The President shall serve as Chairperson of the Board.
- c) Board meetings should be held regularly.
- d) The Executive Board can transact business in person, by phone, email, or virtual communication, including voting on items brought up outside of regular board meetings.
- e) The Executive Board presents a report of plans, projects, activities, budgets, etc. at the general membership meetings.
- f) The Executive Board will participate in major events such as Back to the Pack, Wolf Pack Run & Fitness, Prize Day, and Staff Appreciation Fab Fridays. Other events and tasks will be divided up amongst committees.

## **Article VII – Duties of Officers**

- a) President:
  - i. Preside at all meetings of the organization, including Executive Board meetings.
  - ii. Supervise all affairs of the organization.
  - iii. Member ex-officio of all committees.
  - iv. Coordinate the work of the officers and committees of the organization to accomplish organization's objectives.
  - v. Host all PTO sponsored events and activities, or delegate someone to host event/activity.
  - vi. Oversee PTO information and communications to be distributed, or delegate someone to do so.
  - vii. Serve as an authorized signatory of all PTO checks and an additional overseer of financial matters.
  - viii. Perform other duties as assigned by the organization.
- b) Vice President:
  - i. Preside at organization meetings in the event the president is unable to attend.
  - ii. Attend all meetings of the organization, including Executive Board meetings
  - iii. Assist the president with scheduled activities.
  - iv. Oversee committees of the organization and assist in accomplishing organization's objectives as assigned.
  - v. Serve as an authorized signatory of all PTO checks and an additional overseer of financial matters.
  - vi. Perform other duties as assigned by the organization.
- c) Secretary:
  - i. Preside in the event that the president and vice president cannot attend a meeting.

- ii. Attend all meetings of the organization, including Executive Board meetings.
  - iii. Maintain all records of the organization.
  - iv. Take, record and publish PTO meeting minutes.
  - v. Communicate pertinent PTO information, including upcoming meeting notifications and past meeting summaries/minutes, through email, PTO newsletter, school newsletter, website, handouts or flyers as needed.
  - vi. Coordinate translation of documents if required.
  - vii. Maintain Student directory & PTO volunteer directory.
  - viii. Maintain and provide new student packets throughout the school year.
  - ix. Maintain PTO email and One drive.
  - x. Provide information to PTO Website Coordinator or update website as needed.
  - xi. Serve as an authorized signatory of all PTO checks and an additional overseer of financial matters.
  - xii. Perform other duties as assigned by the organization.
- d) Treasurer:
- i. Attend all meetings of the organization, including Executive Board meetings.
  - ii. Prepare and present the annual budget.
  - iii. Present monthly financial reports to the Executive Board and general membership.
  - iv. Provide copies of bank statements to the Executive Board as requested.
  - v. File annual tax return.
  - vi. Maintain tax-exempt non-profit status by completing all required forms.
  - vii. Maintain yearly insurance.
  - viii. Coordinate cash for fundraising and PTO events, or delegate to a signatory of PTO bank account.
  - ix. Pay bills and monitor the budget.
  - x. Maintain the PTO checkbook.
  - xi. Maintain passive fundraisers (i.e., King Soopers; Amazon Smile, etc.), or delegate to Executive Board member.
  - xii. Serve as an authorized signatory of all PTO checks.
  - xiii. Perform other duties as assigned by the organization.
  - xiv. Complete district forms as necessary (i.e., Authorized Support Organization, etc.)
  - xv. Submit district facilities use forms as needed, or delegate to Executive Board member or Coordinator Chair.
- e) Member(s)-at-Large:
- i. Attend all meetings of the organization in person or virtually, including Executive Board meetings.
  - ii. Act as a Committee Chair for one of the standing Committees.
  - iii. Participate in major events such as Back to the Pack, Wolf Pack Run & Fitness, Prize Day, and Staff Appreciation Fab Fridays.
  - iv. **Recruit and add additional committee members and volunteers based on specific needs.**
  - v. **Communicate and collaborate with other Committee Chairs and necessary school staff members.**

## **Article VIII – Standing Committees**

### **Section 1. Membership**

Committees may consist of members and board members, with the president acting as an ex officio member of all committees.

## Section 2. Committees

- a) Pack Nights & Passive Fundraising Committee
  - i. **Identify and secure potential restaurant sponsors to host Pack Night events. Determine the number and dates of the events.**
  - ii. **Establish fundraising parameters with each business and create marketing materials and distribute information through various channels.**
  - iii. **Maintain a sponsor list to track and collect donations after each event.**
  - iv. **Monitor and maintain other passive fundraisers such as but not limited to Morning Fresh cap collection and King Soopers.**
- b) Room Parent Volunteer Committee
  - i. **Identify, onboard & train new room parents each school year.**
  - ii. **Maintain and provide an updated Room Parent handbook to each volunteer.**
  - iii. **Host a room parent meet and greet event in the PTO room to introduce all volunteers to their available resources and designated budget.**
  - iv. **Maintain a volunteer contact list.**
  - v. **Manage volunteer inquiries and serve as a liaison between the volunteers and staff members.**
- c) Family Night Committee
  - i. Plan and host 2 family nights a school year. For example, but not limited to Glow party and Movie Night.
  - ii. Create detailed event plans that include dates, timelines, supplies, budgets, marketing materials and volunteer needs.
  - iii. Oversee the setup, execution, and breakdown of Family Night events.
  - iv. Manage volunteers and delegate tasks during the events.
  - v. Reserve event space if necessary.
  - vi. Maintain and update event checklists to help with the next year's event planning.
- d) Volunteer Recruiting and Sign-up Genius Committee
  - i. **Provide information about volunteer opportunities, answer questions, and onboard new volunteers at different school events. For example, but not limited to Back to the Pack, new Kindergarten information nights and the room parent meet and greet event.**
  - ii. **Host a parent breakfast on the first day of school to help connect parents with volunteer opportunities.**
  - iii. **Collaborate with other Committee Chairs and school staff members to identify volunteer needs.**
  - iv. **Assist volunteers with district registration.**
  - v. **Create and oversee Sign Up Genius for scheduling volunteers across various school events.**
- e) Book Fair & Read Across America Committee
  - i. **Collaborate with the school Media staff to set dates for Read Across America and book fair, as well as determine the number of fairs to be held per school year.**
  - ii. **Maintain and reference the Bookfair checklist as a guide to coordinate the planning, budget, setup, execution, and breakdown of the fair.**
  - iii. **Coordinate activities for the students such as, but not limited to, Bookmark competitions, March reading calendars and popcorn on Read Across America Day.**

- iv. **Collaborate with the Volunteer Recruiting committee to secure the necessary volunteers.**
- v. **Generate excitement through announcements, marketing, and social media.**
- f) Social Media & Website Committee
  - i. Maintain and monitor Media platforms for comments, messages, and mentions as well as building a social media following.
  - ii. **Post relevant engaging content for current and upcoming events.**
  - iii. **Maintain the ptobamford.com website with current documents, board profiles, calendar changes and relevant material.**
  - iv. **Create marketing material to encourage the use of social media and the website.**
  - v. **Collaborate with the school Social Media staff member to create cohesiveness and expand the number of users.**
- g) Bike to School Days & Field Day Committee
  - i. **Maintain and reference the Bike to School checklist as a guide to coordinate the planning, budget, setup and execution of fall and spring National Bike to School Days.**
  - ii. **Create Marketing material to encourage students, parents, and staff to Participate.**
  - iii. **Collaborate with the Volunteer Recruiting committee and school staff to secure the necessary volunteers for both Bike to School and Field Day events.**
  - iv. **Support the Physical Education teacher with their Field Day event. This may include but is not limited to, securing volunteers and equipment, providing refreshments, setup, and breakdown, and creating and distributing marketing materials.**
- h) Pack Pantry Committee
  - i. Act as a Liaison between the Pack Pantry board and the PTO board to ensure seamless communication and collaboration between two distinct but interconnected boards. Serve as a vital bridge, fostering understanding, sharing information, and facilitating joint efforts to achieve shared goals.
  - ii. **Work with both boards to ensure strategic goals are aligned and complementary. Identify areas where joint efforts can benefit both boards.**
  - iii. **Act as the bridge for budget planning, marketing, social media, and volunteer recruiting for both boards.**
- i) Golf Tournament and Silent Auction Committee
  - i. Maintain and reference the Golf Tournament Handbook to plan, organize and execute the annual golf tournament and silent auction fundraiser.
  - ii. **Coordinate activities for the students such as, but not limited to, the logo contest and sponsor thank you signs.**
  - iii. **Collaborate with the Volunteer Recruiting committee to secure the necessary volunteers.**
  - iv. **Generate excitement through announcements, marketing, and social media.**
  - v. **Identify and secure sponsorships and auction donors to maximize revenue.**
- j) Merchandise Committee
  - i. **Oversee the design and production process for school merchandise such as but not limited to shirts, hats, bags, and other swag items.**
  - ii. **Maintain a comprehensive inventory system, tracking stock levels, forecasting needs and budget planning.**
  - iii. **Collaborate with established merchandise vendors to create an online ordering system and process to fulfill orders efficiently.**

- iv. **Integrate merchandise into other events and fundraisers such as but not limited to, Back to the Pack, back to school nights, book fair, teacher conferences, Wolf Pack Run, field day and family nights.**
  - v. **Coordinate the production of grade level T-shirts, staff T-shirts, volunteer T-shirts and Staff brand your merch events.**
- k) Staff Appreciation Committee
- i. Create a comprehensive annual calendar of staff appreciation activities and events, aligning with different occasions and staff preferences.
  - ii. Delegate tasks out to all PTO Board Members.
  - iii. Manage logistics and recruit volunteers to ensure smooth event execution.
  - iv. Maintain and manage Staff Howl Hearts, Breakroom Appreciation Board, Snack Cart, Staff Fab Fridays, Staff Appreciation week and National Teacher Appreciation week in May.
  - v. Gather feedback from staff to understand their preferences and ensure program effectiveness.
- l) Back to the Pack Committee
- i. **Maintain and reference the Back to Pack checklist as a guide to coordinate the planning, budget, setup, and execution of a fun, engaging Back to the Pack supply drop-off night.**
  - ii. Delegate tasks out to all PTO Board Members.
  - iii. Manage logistics and recruit volunteers to ensure smooth event execution.
  - iv. **Generate excitement through announcements, marketing, and social media.**
  - v. Prepare Friday Folders in advance for each classroom teacher.
  - vi. **Showcase all upcoming PTO events, fundraisers, and projects. Distribute grade level T-shirts, gather consent for PTO and school directory lists and distribute handbooks to new Bamford families.**
  - vii. **Greet and welcome families to a new school year.**
- m) Wolf Pack Run and Fitness Committee
- i. **Maintain and reference the Wolf Pack Run & Fitness checklist as a guide to coordinate the planning, budget, setup, and execution of the fundraising event.**
  - ii. Delegate tasks out to all PTO Board Members.
  - iii. Manage logistics and recruit volunteers to ensure smooth event execution.
  - iv. **Generate excitement through announcements, marketing, and social media.**
  - v. **Coordinate the disbursement of prizes during the pledge period.**
  - vi. **Track and maintain the Pledgestar fundraiser page.**
  - vii. Gather feedback from staff and parents to understand their preferences and ensure an effective fundraiser.
  - viii. **Set the date and timeline for the event at the end of the previous school year and communicate it with families.**
- n) Fundraiser Prize Day Committee
- i. **Maintain and reference the Fundraiser Prize Day checklist as a guide to coordinate the planning, budget, setup, and execution of a fun all-inclusive prize day.**
  - ii. Delegate tasks out to all PTO Board Members.
  - iii. Manage logistics and recruit volunteers to ensure smooth event execution.
  - iv. **Generate excitement through announcements, marketing, and social media.**
  - v. Gather feedback from staff and parents to understand their preferences and ensure an educational fun prize day.

- vi. **Set the date and timeline for the event at the end of the previous school year and communicate it with families.**

### **Section 3. Policies**

- a) The Executive Board may appoint as many standing or special committees as required to fulfill organization's purposes.
- b) The Executive Board shall appoint the Committee Chair upon approval of the principal.
- c) Committee Chairs shall present all plans to the Executive Board; no committee work shall be undertaken without approval of the Executive Board.
- d) Committee Chairs shall keep the organization informed of their committee's progress by working with the Executive Board as needed and presenting/delegating presentation at monthly PTO meetings.
- e) Committee Chairs shall serve for 1 year. A person can hold a chairperson position for as long as desired, as long as the Executive Board deems them capable and in compliance with expectations.
- f) Committee Chairs can be removed from office with or without cause by a majority vote of the PTO general membership.

## **Article IX – General Membership Meetings**

### **Section 1. Regular Meetings**

- a) General meetings shall be held each calendar month of the school year, unless otherwise determined by the Executive Board.
- b) The Executive Board may call special meetings as required.
- c) The President shall prepare the agenda for the general meeting. Anyone wishing to be on the agenda should contact the president at least one week prior to upcoming general meeting.

### **Section 2. Quorum**

The quorum shall consist of a simple majority of the members of the Board. Attendance can be in-person or virtual. Each person shall have one vote.

### **Section 3. Voting**

- a) The privilege of making motions, debating and voting shall be limited to members of the organization.
- b) The President will determine if voting shall be done by voice, hand, paper or electronic means.

## **Article X – Finances**

- a) The fiscal year shall be July 1st -June 30th of each year.
- b) A tentative budget shall be prepared and presented to the general membership and approved by a majority vote in the fall of each school year.
- c) The budget shall be used to guide the activities for the PTO board during the year. Any deviation from the budget must be approved in advance by the PTO board and reported to the general membership.
- d) The Treasurer shall keep accurate records of any disbursements, income and bank account information.
- e) The Treasurer shall prepare a budget statement to be shared at general membership PTO meetings, at least in the beginning and end of each school year.



- f) The Treasurer shall prepare a final financial statement at the end of the school year for review.
- g) The Executive Board will approve all expenses of the organization.
- h) The Executive Board has the authority to disburse funds in accordance with approved budget.
- i) Authorized signers shall be at least the President, Vice President, Treasurer and Secretary.
- j) Signers on the checking accounts shall not be related by birth, family or marriage.
- k) Reimbursement requests shall be submitted to the Committee Chair and/or Executive Board. Invoices/receipts are required.
- l) Personal accounts must be kept separate from the PTO accounts.
- m) Concerning purchases from the PTO Account by the Executive Board, receipts must be submitted to the Treasurer within a timely manner, ideally within one (1) week of purchase.
- n) Reimbursements will be issued after a receipt or invoice are submitted to the Treasurer.

**Article XI – Parliamentary Authority** Robert’s Rules of Orders shall decide all questions of orders not provided in these bylaws.

**Article XII – Amendments** A motion to amend bylaws can be made at any general meeting. Motion will be discussed by Executive Board at the next board meeting and decided by a majority vote of the Executive Board. A final decision will be presented to general membership at the next scheduled general meeting.

**Article XIII – Dissolution** Upon dissolution of the organization, any remaining funds shall be used to pay any outstanding bills and, with membership’s approval, spent for the benefit of Bamford Elementary. If the school is shuttered, any remaining funds shall be given to another 501(c)(3) organization.

**Article XIV – Conflict of Interest** Executive Board Members must act in a way that does not compromise the PTO’s 501(c)(3) status. If there is a potential or actual conflict of interest, Executive Board Members must disclose said interest to the Board. They must recuse themselves from voting on any matter in which a conflict of interest exists.

These bylaws were adopted by the general membership by a majority vote at our PTO General Meeting on May 6th, 2021.

These bylaws were last amended by a majority vote at our PTO General Meeting on January 17, 2023.

These bylaws were last amended by a majority vote at our PTO Board Meeting on June 6, 2023.

These bylaws were last amended by a majority vote at our PTO Board Meeting on March 5, 2024.