University Schools Parent Teacher Organization
UPSTO
Bylaws

Article I- Name

Section 1. The name of this organization shall be the University Schools Parent Teacher Organization or the USPTO.

Section 2. The principle office of the organization shall be located at University Schools in Greeley, Colorado.

Article II-Purpose

Section 1. This organization's primary purpose is to facilitate communication between teachers, parents and the school community.

Section 2. This organization's secondary purpose is to provide financial support for University Schools by providing grants to the teachers to buy educational materials and equipment for the classrooms or to the school for general projects.

Article III-Membership

Section 1. Membership in the USPTO will consist of:

a. Any parent or guardian of a University Schools student.
b. Any teacher employed at University Schools.
c. University Schools Director and principals.

Section 2. Voting rights for members will be established after three (3) consecutive meetings attended. Board members, the Director, principals and one (1) representative per school level (high, middle, elementary) will always have voting rights regardless of meetings attended.

Article IV-Officers and Elections

Section 1. **Officers**. The officers of the USPTO shall be a president, vice president, secretary, treasurer and fundraising coordinator. The Officers will be considered the executive board along with the director, elementary master teacher, middle and high school principals and one (1) representative per school level (high, middle, elementary).

Section 2. **Nominations and Elections**. Elections will be held in April. Nominees shall be presented at the monthly meeting one month prior to the elections. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

Section 3. **Eligibility**. Members are eligible for office if they are members in good standing at least three (3) months prior to the nominations.

Section 4. **Terms of Office**. President, Vice President, Secretary and Fundraising Chair are elected for one year and may serve no more than three (3) consecutive terms in

the same office. The Treasurer will be elected for a three (3) year term. The first year will be training with the outgoing Treasurer, second year will serve alone and the third year will be to train the incoming Treasurer. Each person elected shall hold only one office at a time.

Section 5. **Vacancies.** If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Section 6. **Removal From Office**. Officers can be removed from office with or without cause by a two-thirds vote of those present with voting rights at a regular meeting where previous notice has been given.

Article V-Meetings

Section 1. **Regular Meetings**. The regular meetings of the organization shall be on the fourth Thursday of every month during the school year at 7 pm, or at a time and place determined by the officers one month prior to the regularly scheduled meeting. Meetings held during the summer will be decided by the board as needed.

Section 2. **Distribution of Profits Committee Meetings.** Meetings to determine the distribution of funds for eligible teachers will be held as funds are available at a time and date set by the distribution committee with one month notice prior to set meeting.

Section 3. **Quorum**. The quorum shall be 5 voting members of the organization.

Article VI-Committees

Section 1. **Membership**. Committees may consist of members and board members and teachers, with the president acting as ex officio member of all committees.

Section 2. **Standing Committees**. The following committees shall be held by the organization: Fundraising, Distribution of Profits, Hospitality, Membership. The board may appoint/amend committees as needed.

Article VII-Finances

Section 1. A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present with voting rights.

Section 2. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3. The board shall approve all expenses of the organization.

Section 4. Two authorized signatures shall be required on each check over the amount of $200. Authorized signers shall be the president, treasurer and secretary. At the end of elected terms, minutes stating the new board members must be submitted to the bank for signatures to be updated.

Section 5. The treasurer shall prepare a monthly financial statement to be reviewed by the USPTO board and the Board of Governors.

Section 6. The fiscal year shall follow a calendar year from January to December.

Section 7. The accumulated balance of the organization shall not fall below $5,000 prior to the end of the school year.

Article VIII-Grants

Section 1. Grants will be provided to the University Schools community with money raised through fundraising efforts.

Section 2. Grants will be issued as funds are available at a pre-set meeting determined by the board.

Section 3. The Distribution of Profits Committee will consist of the USPTO board, one administrative representative (director, elementary master teacher, middle/high school principal or representative of school level), and three (3) other members of the organization with voting rights who are not seeking money.

Section 4. Monies obtained from grants can be applied for school use only which will benefit the most number of students.

Section 5. Any monies not requested through a purchase order 30 days after approval will be forfeited back to the USPTO.

Section 6. Extra curricular groups, clubs or individuals seeking grant money will be considered for the grant, as funds are available, if they have shown reasonable fundraising/volunteer efforts to obtain some of the money.

Article IX-Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by postal mail, e-mail or fax. Amendments will be approved by a two-thirds vote of those present with voting rights, assuming a quorum.