



# BYLAWS OF THE PRAIRIE CROSSING EDUCATIONAL ALLIANCE ADOPTED & REVISED APRIL 25, 2022

## ARTICLE I: NAME

The name of this organization is Prairie Crossing Educational Alliance (PCEA), located at 11605 S Bradbury Ranch Dr., Parker, CO 80134. PCEA is a member of The Foundation for Douglas County Schools, a non-profit 501(c)(3) organization incorporated in the State of Colorado.

## ARTICLE II: STATEMENT OF PURPOSE

PCEA will strive to enhance the school's mission to help families realize their children's social, creative, and intellectual development. These resources will be directed toward educationally focused goals that address the needs of students, staff, parents, and community.

## ARTICLE III: OBJECTIVES

- To provide a structure whereby the community can collaborate for the best interests of the students.
- To broaden the child's school experience through sponsorship of community events, service learning, and enhanced learning opportunities.
- To organize fundraising projects that support the school community.
- To provide opportunities for parents and interested community members to participate in the school.
- To promote PCE and PCEA to the community at large.

## ARTICLE IV: POLICIES

- PCEA's policies shall be developed in accordance with both its stated purpose in Article II and the Foundation's guidelines.
- This organization shall develop its policies with the involvement of all of the Executive
- Officers. In the event the Executive Officers become deadlocked on a policy issue, the matter will be heard by the Principal and/or Vice Principal and put to a quorum vote.

## ARTICLE V: MEMBERSHIP

General membership is open to:

- Parents and guardians of the students enrolled at PCE
- Teachers, staff, and administrators at PCE
- Any interested community members

Each teacher is required to attend a minimum of one PCEA meeting per semester.

There shall be no dues required for membership.

## ARTICLE VI: LEADERSHIP STRUCTURE

The Executive Officers shall consist of the following elected positions:

- President
- Vice President
- Secretary
- Treasurer
- Marketing Manager
- Volunteer Liaison
- Social Media Manager

Elected officers shall not receive compensation for their services.

At least one Executive Officer will attend the annual Foundation meeting.

The PCEA Board will consist of the Executive Officers, Principal, and Assistant Principal.

## ARTICLE VII: OFFICER ELECTIONS AND TERMS OF OFFICE

Executive Officers shall be elected for one-year terms by majority vote of the existing PCEA membership, with the exception of Vice President, who will serve two years.

- The President will serve for one year.
- The Vice President will serve for one year. The following year, the Vice President will automatically move into the role of President.
- The Secretary, Treasurer, Marketing Manager, Volunteer Liaison, and Social Media Manager will each serve a one-year term. Officers electing to continue may do so as incumbents, unless they are challenged, in which case it would go to a general election.

**NOMINATIONS:** Anyone willing to serve on the Board may be nominated by any PCEA member, or by submitting his/her name to the Board.

**GENERAL ELECTION:** The Executive Officer(s) will be selected during any open term by a majority vote of the PCEA membership.

## GENERAL OFFICER INFORMATION:

- Executive Officers shall assume their duties at the completion of the last day of the term in the school year for which a position is open for office. Until the close of the school year, the previous Executive Officers will work with the new Executive Officers to orient and exchange records.
  - A vacancy occurring in an office shall be filled by an interim Officer until the end of the vacating Officer's term, by a majority vote of the remaining members of the Executive Officers. If the role of President becomes vacant, it shall be filled for the remainder of the term by the Vice President. An interim Vice President will then be elected.
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- An Executive Officer may be removed from their position for failing to uphold the duties and ethics of their office based on the recommendation of a Board Member, if that recommendation is approved by a 2/3 majority of the Executive Officers.
  - The Executive Officers shall meet as needed, but at least once per semester and once during the summer prior to the start of the school year to prepare for beginning of school activities.
  - If needed or requested, the Executive Officers will meet with the Principal and Vice Principal to discuss any relevant business.

## ARTICLE VIII: DUTIES OF OFFICERS

Each Executive Officer shall be elected to office by the PCEA membership.

### RESPONSIBILITIES OF THE EXECUTIVE OFFICERS SHALL INCLUDE:

- Determine budgetary goals and priorities for fundraising
- Maintain a working knowledge of PCEA affairs
- Maintain a page on the PCE website, including a calendar of PCEA events
- Volunteer for and assist with PCEA events
- Attend monthly general PCEA meetings

### PRESIDENT

Subject to control of the Board, the President shall have the general supervision of the affairs of the PCEA. The President shall set the agenda for a preside at the meetings of the Board and General meetings. General meeting agendas must be available and provided to the Social Media Manager at least 5 days before the meeting for socialization with the PCE community. In addition, the President shall:

- Serve a one-year term
- Serve as the primary contact to the Principal and Assistant Principal
- Coordinate the work of all of the Executive Officers and committees
- Ensure that all reporting required by the Foundation is accomplished
- Ensure that materials printed and distributed on behalf of PCEA are approved by the Foundation before they are published.
- Ensure that the school community is informed of all pertinent information, which includes providing PCEA information to Kathy Klancic for inclusion in the Blast emails.
- Determine meeting schedule; call special meetings as necessary
- Serve on the School Accountability Committee (SAC) and attend meetings
- Shall have the option of delegation of any of the above duties to other Executive Officers

- In conjunction with the Treasurer
- Prepare a list of grants awarded
- Ensure that proper receipts are provided to individuals and corporations who make cash or in-kind donations to PCEA; a Thank-you letter may serve as proper receipt

## VICE PRESIDENT

The Vice President will take an active role in all PCEA Board and General meetings and preside in the President's absence.

- The Vice President will serve a two-year commitment; one year as Vice President to be followed by one year as President
- Act as an aide to the President in any capacity deemed necessary
- Serve on the School Accountability Committee (SAC) and attend meetings

## SECRETARY

The Secretary will attend Board and General meetings, record the minutes, and document decisions made by the Board. In the absence of the Secretary, the Board shall select another Executive Officer to take notes.

- The Secretary will serve a one-year term
- Send all meeting minutes to the Foundation Finance Manager as required under
- The Foundation guidelines
- Maintain the PCEA page on the PCE website

## TREASURER

The Treasurer is responsible for the PCEA accounting process as dictated by Foundation policy.

- The Treasurer will serve a one-year term
- Work in conjunction with the Foundation Finance Manager and PCE Bookkeeper
- Deposit all funds to the Foundation bank account at Wells Fargo
- Oversees receipts and invoices and submits pay vouchers to the Foundation for vendor payment and reimbursements
- Maintains records detailing PCEA finances, including income and expenditures
- Must reconcile PCEA records against Foundation monthly statements
- The balance at the end of the year must balance with the Foundation end-of-year statement
- Submits district transfer requests between PCEA and PCE
- Reconciles details as agreed between PCEA Executive Officers and the PCE Bookkeeper
- Fundraising: Each year the Board shall set goals based on school improvement plans and identified needs for the use of funds to be raised the following school year
- Act as a financial representative during school fundraiser vendor meetings
- Act as Finance Committee Chair for all fundraisers
- Liaison with the Foundation of credit card machines are required for an event or fundraiser
- Prepare a tentative budget for the school year during the summer prior
- Maintains and periodically updates the Fundraising Guidelines for PCE Teacher and School Grants

## MARKETING MANGER

The Marketing Manager is responsible for all marketing required by PCEA

- Serves a one-year term
- Coordinates PCEA restaurant nights

- Creates fliers, invitations, and event tickets for PCEA-sponsored events
- Ensures fliers are supplied for Thursday folders
- Provides fliers to parents, students, and teachers as needed
- Provides a "Save the Date" one month in advance of major events, followed by reminders one week prior and on the day of the event
- Provides the virtual link for meetings
- Work in conjunction with Social Media Manager
- Artwork for TV at school with announcements

## **VOLUNTEER LIAISON**

The Volunteer Liaison coordinates volunteers needed for PCEA events

- Works with event leads to understand volunteers needed to support events
- Create SignUp Genius to recruit volunteers for events
- Reaches out to Chaparral Student Council to recruit volunteers for events, if needed
- Works in conjunction with PCE Volunteer Coordinator to help recruit additional volunteers as needed
- Follow up and confirm volunteers for events prior to the event

## **SOCIAL MEDIA MANAGER**

The Social Media Manager keeps PCEA active on Social Media and advertises news and events

- Posts PCEA meeting information, events, and general information on both the PCE Facebook page and the Prairie Crossing Elementary Parents (Parker, CO) Facebook page
- Communicates any feedback received by Social Media back to the Board

## **ARTICLE IX: PARLIAMENTARY AUTHORITY**

The rules and procedures contained in the current edition of Robert's Rules of Order Newly Revised shall govern the proceedings of the Prairie Crossing Educational Alliance. Voting by phone or proxy may be instituted as the situation may allow (e.g. emergency appropriation of funds, etc.)

## **ARTICLE X: AMENDMENTS**

These Bylaws may be amended by a 2/3 majority vote of the Executive Officers.

## **ARTICLE XI: COMMITTEES**

The Board may establish standing or ad hoc committees as needed.

## **ARTICLE XII: ROLE OF THE FOUNDATION FOR DOUGLAS COUNTY SCHOOLS**

As described under its own bylaws, the Foundation provides certain services for its chapters such as PCEA. Included in these services are maintaining a bank account for PCEA funds and maintaining records of monetary transactions. PCEA funds deposited in the account will be used only for PCEA-approved expenditures on behalf of Prairie Crossing Elementary.

The organization may be dissolved by a majority vote of the Executive Officers, Principal, and Vice Principal.

- A final financial report should be prepared by the Treasurer and reconciled

against Foundation statements, showing adequate funds to cover any outstanding expenditures.

- Upon dissolution, any remaining funds shall be spent for the benefit of PCE and its students.