

**Trailblazer Elementary**  
**Parent Teacher Organization Bylaws**

**Article 1: Name**

The name of this organization is The Trailblazer Elementary Parent Teacher Organization, known as the TBE PTO, in Highlands Ranch, Colorado.

**Article 2: Objectives**

Section 1. The objectives of the TBE PTO shall be:

- A. To promote the welfare of our students at home, school, and in the community.
- B. To provide effective communication, collaboration, and understanding between the school and the community.
- C. To facilitate funding for appropriate extra educational opportunities, that support the TBE PTO objectives.

Section 2. The objectives of the TBE PTO are promoted through programs, developed through fundraising, committee projects, community events, staff appreciation and spirit events.

Section 3. The organization is organized exclusively for the charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

**Article 3: Guiding Principles**

Section 1. The guiding principles of the TBE PTO shall be:

- A. The organization shall be non-commercial, non-sectarian, and non-partisan.
- B. The organization or members, in their official capacities, shall not endorse a commercial entity or engage in activities not related to promoting the objectives of the organization. This does not, however, prevent the organization from carrying on fundraising activities related to its purpose. Nor, does it prevent a commercial enterprise from sponsoring an activity related to the organization's purpose.
- C. The organization and its members, in their official capacities, shall not, directly or indirectly, participate or intervene in any way, (including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote a substantial part of its activities to attempt to influence legislation by propaganda or otherwise.

**Article 4: Membership**

Section 1. Membership shall consist of the parents, caregivers or guardians of students, faculty, and staff at Trailblazer Elementary School. All executive board members, aka the officers, (President, Vice

President (optional co-VP), Treasurer and Secretary) shall have voting rights and equal privileges in the organization. Membership shall be made available without regard to race, color, creed, religion, sexual orientation, or national origin.

Section 2. No dues shall be required for membership. The organization is exclusively for charitable and educational purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code.

Section 3. Only valid PTO members (see Article 4, Section 1) shall hold executive board positions and standing committee coordinator positions.

#### **Article 5: Leadership Structure**

Section 1. The officers of this organization, who shall be known as the executive board, shall consist of a President, Vice President (optional co-VP), Treasurer, Secretary, and Trailblazer Principal.

Section 2. The organization's leadership shall also consist of Committee Coordinators.

#### **Article 6: Terms of Office**

Section 1. Executive board members shall assume their official duties following the close of the meeting in May and shall serve for a term of two years.

Section 2. No officer shall serve more than three consecutive terms (six total years) in the same role unless no new volunteer(s) step forward to fill a role.

#### **Article 7: Executive Board Selections**

Section 1. Each Spring, the Trailblazer Elementary community shall be notified of the application form and time window for consideration of an officer or committee coordinator role. A committee coordinator role does not need to be voted in.

Section 2. The current officers shall review and slate applicants according to the applicant's interests and the organization's needs. Leadership positions shall be decided without regard to race, color, creed, religion, sexual orientation, or national origin.

Section 3. The executive board and committee coordinator leadership positions are open to all who qualify as a valid PTO member (see Article 4, Section 1).

Section 4. A vacancy occurring in the office of the President shall be filled for the remainder of the term by the Vice President. A vacancy occurring in any other executive board or committee coordinator positions shall be filled by another PTO member for the remainder of the unexpired term.

Section 5. The executive board and standing committee coordinators shall transition responsibilities starting at the May meeting and be finalized by July 1.

## Article 8: Responsibilities of Executive Board Officers

### Section 1. Responsibilities of Executive Board Officers.

#### A. President

- a. Responsible for fulfilling the provisions of said bylaws.
- b. Preside at all general and executive board committee meetings.
- c. Take such action as necessary to fulfill the provisions of all motions passed at meetings.
- d. Maintain open communication with the Principal and Trailblazer staff.
- e. Consult with the officers in the performance of their duties.
- f. Fill standing and special committee coordinators, with the assistance of the executive board, and coordinate their duties.
- g. Be a member ex-officio of all committees.
- h. Assist with the formulation of the annual budget and maintain familiarity with the accounting records. The budget will be approved by the executive board prior to the start of the academic year.
- i. Establish the date, time, and place of all regular meetings of this organization with the assistance of the executive board.
- j. Set the agenda for all general and executive board meetings.
- k. Review monthly financial statements with the Treasurer.
- l. Attend and support other executive board members in their responsibilities. m. Act as a co-owner of the PTO bank account, to sign checks in the absence of the Treasurer.
- n. Attend or delegate a representative to SAC meetings.
- o. Oversee and troubleshoot the use of social media and communication platforms.

#### B. Vice President

- a. Assist the PTO President in the administration of all Trailblazer PTO duties.
- b. Act as a backup at the monthly board meeting, should the president be absent.
- c. Perform the duties of the president, should the president be temporarily unable to act as president.
- d. Be assigned committees to allow for follow up with committee coordinators and be aware of execution and publication of the event.
- e. Be actively involved in pursuing new ideas or avenues that could enrich the current PTO program and follow up with facts to the executive board.
- f. Oversee, organize, and serve as contact for all ongoing fundraisers.

#### C. Secretary

- a. Record, transcribe, and distribute the minutes of all PTO general and executive board meetings and share with Douglas County Foundation.
- b. Keep a current copy of the bylaws, budget, and calendar.
- c. Oversee the production and maintenance of the PTO social media and communication platforms.

- d. Conduct correspondence as directed by the executive board.

e. Prepare and send PTO updates via monthly newsletter.

D. The Treasurer

- a. Receive, deposit, and distribute the funds of the organization.
- b. Be the custodian for the organization of funds.
- c. Maintain an accurate record of all financial transactions by keeping an itemized account of receipts and expenditures.
- d. Present a report on accounts at general meetings. To be shared ahead of time with PTO board.
- e. Pay all bills and other just debts of the organization with available funds.
- f. Prepare the annual budget with the assistance of the executive board. Budget will be approved by the executive board prior to the start of the academic year.
- g. File all pertinent documents in the PTO electronic file.
- h. Two people must verify and sign-off on funds received from a major event. i. Provide Trailblazer staff members with an update of the PTO money they have left to spend, at least twice a school year.
- j. Manage grant documents and oversee Trailblazer staff grants.
- k. Contact accountant to File Tax Return for Organization Exempt from Income Tax.
- l. File Annual Report to Colorado Secretary of State.

Section 2. Additional Duties and Transition:

- A. All officers shall perform the duties prescribed in these bylaws and those assigned from time to time.
- B. Upon the expiration of the term of office, or in a case of resignation, it is the responsibility of the outgoing officers and committee coordinators to fully participate in the effective transition at the conclusion of their term. Each person shall turn over to the succeeding officer all records, books and other materials pertaining to the office.

Section 3. Privileges and Responsibilities of the Executive Board:

- A. May conduct the business of the organization requiring immediate action and report such action taken at the next PTO board meeting.
- B. Shall prepare an annual budget.
- C. Shall make anything purchased for use by the PTO accessible to the PTO and not for personal use.
- D. Shall maintain the right to authorize expenditures up to \$200.00 without approval of the executive board.
- E. Shall obtain a majority vote from the of the executive board for the allocation of non-budgeted funds for a purchase over \$500.00 or event budget.
- F. The outgoing board shall leave the incoming board at least \$10,000 for operating expenses (or an amount agreed upon) in an accessible account.
- G. All officers and committee coordinators and their immediate family shall receive complimentary tickets to any PTO sponsored event of their choosing.

#### Section 4. Executive Board Meetings

- A. A majority of the executive board members shall constitute a quorum.
- B. The executive board shall meet at least once a month during the school year and may call special PTO meetings if necessary. All members of the executive board should attend the monthly meetings.
- C. In order to plan for the following year, the executive board meeting in May shall be a “transition” meeting with both previous and new Board members in attendance. Each member present will have one vote.
- D. Members of the general organization wishing to present any matter of business related to the objectives and policies of the PTO or to make an announcement should contact the President or Principal before the meeting, so the request may be placed on the agenda.

#### **Article 9: Standing Committees and their Responsibilities**

Section 1. Any members of the PTO shall be eligible to serve on any committee(s).

Section 2. The executive board shall create or withdraw such standing committees, as it deems necessary to promote the objectives and carry on the work of the organization. The president, subject to the approval of the other officers of the organization, shall appoint the coordinator(s) of each standing committee. The term of each standing committee coordinator shall be one year. The term may be extended annually based on the approval of the executive board.

Section 3. Coordinators shall attend general PTO meetings and report on the committee activities, as necessary.

Section 4. Coordinators shall keep a written record of the activities of the committee. This record shall include expenditures, contracts, contacts, timelines, and any other pertinent information to the functioning of that committee. These records shall be kept in the PTO Google Drive.

Section 5. All contracts shall be presented and reviewed by the president and one other executive board member. All contracts shall be binding between “Trailblazer Elementary PTO” and the vendor. Once approved, contracts shall be signed by the President.

Section 6. Coordinators maintain the right to authorize expenditures within their allocated budget.

Section 7. Any desired purchases over the committee’s allocated budget must first be approved by the treasurer or president.

Sections 8. The president shall be a member ex-officio of all committees.

Section 9. See Attachment A for standing committees, their responsibilities, and executive board liaisons.

**Article 10: General Meetings**

Section 1. The day, time of day and the place of the general PTO meetings shall be determined by the executive board and published after the first meeting of the year. Meetings shall be open to all members of the PTO.

Section 2. The PTO shall meet at least two times during the school calendar year or as called by the executive board.

Section 3. Executive board and committee coordinators shall be expected to attend all regularly scheduled meetings during the year.

Section 4. Minutes shall be kept by secretary for all PTO meetings.

**Article 11: Bylaw Review and Amendment**

Section 1. The executive board shall review these bylaws every two years. New members of the executive board shall review these bylaws at the beginning of their term.

Section 2. The bylaws may be amended at any board meeting by a two-thirds vote of the executive board members present, provided notice of the proposed amendment shall be given prior to the meeting.

**Article 12: Fiscal Year**

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

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Adopted- DATE

## Attachment A

### Standing Committees

**Hospitality** – Coordinate staff luncheons, conference dinners, snacks for teachers on professional development days. **Executive board liaison- Secretary**

**Spirit Nights** - Book, plan and organize all restaurant fundraiser nights and serve as contact person between restaurants and Trailblazer. **Executive board liaison- Secretary**

**FUN RUN** – Coordinate the Fun Run Fundraiser event. Be available on the day of the event to run and manage the event. Be available on prize day to run and manage prize day. **Executive board liaison President**

**Back to School BBQ** – Coordinate the fall family event (Back to School BBQ). Be available on the day of the event to run and manage the event. **Executive board liaison- President**

**Daddy Daughter Dance** – Coordinate the spring event. Be available on the day of the event to run and manage the event. **Executive board liaison- President**

**Mother Son Event**- Coordinate the event. Be available on the day of the event to run and manage the event. **Executive board liaison -President**

**Community Events**– Coordinate PTO sponsored events throughout the year (including but not limited to); Back to school celebrations (sign gypsies, new kindy welcome bags, PTC casserole nights etc) Holiday Light Contest, 6<sup>th</sup> grade graduation, 5<sup>th</sup> grade Outdoor Ed fundraising, Spring Community building event, assist with any additional general meetings events. **Executive board liaison- President**

**Staff Appreciation Week** – Coordinate Staff Appreciation Week. Be available during Staff Appreciation Week to manage events. **Executive board liaison- VP**

**Garden**- Oversee and care for the Trailblazer garden, co sponsor Garden Club. **Executive board liaison President**

**Box Tops**- Contact person for Box Tops on going fundraiser and track progress to annual goal. **Executive board liaison- Treasurer**

**Spirit Wear**- Coordinate Trailblazer spirit wear and help sell it at school/PTO events. **Executive board liaison- VP**

**Spirit Rock**- Create sign up genius for spirit rock and track spirit rock payments. **Executive board liaison Secretary**

**Sponsorship**- Work with the president to create sponsorship letters and levels for each event, seek out sponsors and serve as main contact at Trailblazer, fulfill sponsor level responsibilities. **Executive board liaison- President and VP**

## **Attachment B**

### **Voting Procedures**

As stated in Article 4 Section 1, all members of the TBE PTO are qualified to serve in an executive board position or on a standing committee. Each executive board members vote counts equally.

Standing committee leadership and members are voluntary and do not need to be voted in.

Nominations for executive board members will be taken in the spring and vetted by nominee's interests and strengths (see Article 1 Section 2). Voting will be conducted during the May board meeting by all in attendance. A second May meeting will occur to begin the transition period of new board members and committee leadership roles. See interest form, ballot, and voting instruction in Google Forms.

## **Attachment C**

### **Grant Guidelines**

All grants shall be submitted to both the Principal and PTO board for approval by vote for amounts over \$250. Grant requests under \$250 shall be submitted to the Principal and President for approval and discussed as an agenda item at next PTO board meeting before approval. Most, if not all, grants shall be approved under \$250 per grade level, per fiscal year, if the item is proven useful to the entire grade and the school will not be procuring same or similar item from district funding in the immediate future. See grant request form Addendum B.

## **Attachment D**

### **Meeting Procedures**

Meetings dates for the upcoming school year shall be posted by the end of May of current school year in School Dude app by office administrative staff. The meetings will be posted on TBE school website calendar as well as the TBE PTO Facebook page, and the outdoor school sign.

The previous meetings minutes, the current meetings agenda, and a treasurer's report will be shared prior to each meeting for member reference prior to meetings.

Each meeting will follow the agenda and be led by the President.



## Trailblazer Elementary PTO Grant Application

PTO Grant applications will be accepted and funded anytime during the year pending approval. Please turn in your application to the PTO mailbox and a PTO Officer will contact you for the application budget spreadsheet.

Requests should meet the following criteria:

1. Requests for certain requests involving real estate are being denied
2. Requests that will not ultimately be supported by the state budget
3. Requests for unrelated activities
4. Requests for certain requests for the following reasons:

Requester	
Contact Info	
Description of Request	
How does this request align with TBE's stated goals?	
Number	
Is a timeline attached?	
Parent Requested	
Class Requested	
Requester Contact	
PTO Approval	
Notes or additional info	