

**Lincoln Academy  
Parent-Teacher Organization  
Constitution  
and  
Bylaws**

Revised  
April 2002  
September 2005  
January 2008  
February 2009  
March 2010

**Article I. Name**

The name of this organization shall be Lincoln Academy Parent-Teacher Organization (LAPTO) of Jefferson County, Colorado.

**Article II. Purpose**

The LAPTO has the following objectives:

- A. To foster a sense of community within Lincoln Academy;
- B. To promote clear communication between parents, teachers, and school administrators;
- C. To operate in accordance with policies and practices established by the Lincoln Academy School Charter and the Colorado Department of Education;
- D. To operate exclusively within the meaning of section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future Federal tax code.)

**Article III. Membership**

- A. Membership is open to all parents and legal guardians of Lincoln Academy students and to all staff of Lincoln Academy. All memberships require an annual fee.
- B. Business Partners are honorary members who pay an annual fee. This partnership allows businesses access to in-house publications for advertising.
- C. Members in good standing are defined as families and staff who have paid the annual membership fee.

**Article IV. Officers and Elections**

- A. The elected Officers shall be the President, Vice-President, Secretary, Special Events Coordinator and Treasurer.
- B. New officers shall be nominated in April and elected in May. (All LAPTO members in good standing may vote in the election of the LAPTO Board.) Those interested in running for this election shall indicate their interest to a Nominating Committee, which shall be elected at the March meeting. All nominations shall be indicated to the Nominating Committee at/or before the April LAPTO meeting. No member of the current LAPTO Board may serve on the Nominating Committee. Members of the Nominating Committee shall be members in good standing of the LAPTO. The Nominating Committee is selected in March and shall give its report at the April meeting. Elections will be held in May with the transfer of offices occurring at the end of the school year. The new LAPTO Board shall meet at least twice during the summer.
- C. The term of office shall be for one school year (July 1-June 30). Officers may run for re-election.
- D. A vacancy on the LAPTO Board shall occur when an officer is absent from 2 LAPTO meetings without valid cause, or in the event of a resignation. Any vacancy on the LAPTO Board must be filled within 30 business days. In the event of a vacancy in the office of President, the Vice-President shall assume the role of President. If the

- Vice-President is unable to fulfill the office of President, the remaining LAPTO board members shall appoint an adjunct board member, who is a LAPTO member in good standing, to assist in fulfilling any remaining responsibilities of the LAPTO Board. In the event of a vacancy or resignation in the office of Vice-President, Secretary, Special Events Coordinator, or Treasurer, the office shall be (at the LAPTO Board's discretion) filled in one of the following manners:
- a. The remaining LAPTO Board members shall appoint a qualified member of the LAPTO.
  - b. A special election will be held to fill the vacancy.
- E. A Lincoln Academy PTO officer may not hold office simultaneously while holding office on the Lincoln Academy Board of Directors.
  - F. A Lincoln Academy PTO officer may not hold office while simultaneously in the employment of Lincoln Academy Charter School.
  - G. A Lincoln Academy PTO officer may not hold office while a family member simultaneously holds office on the Lincoln Academy Board of Directors.

#### **Article V. Duties of the Officers**

- A. President
  1. Chairs all LAPTO meetings;
  2. Acts as the official liaison to the Lincoln Academy Board of Directors—reporting to the Lincoln Academy Board of Directors at three board meetings during the school year;
  3. Presents these same reports at LAPTO meetings during these months;
  4. Keeps communication flowing with all parties;
  5. Delegates responsibility;
  6. Sets the agenda for each meeting to prioritize and address the ongoing issues facing the organization;
  7. Makes sure all officers and committees operate within the organization's bylaws and are in compliance with state and federal statutes;
  8. Works toward meeting the objectives and goals of the organization;
  9. Is the designated official to act as secondary signer on the organization's bank accounts;
  10. Must review monthly financial statements.
- B. Vice-President
  1. Acts in the place of the President when necessary;
  2. Is the designated official to act as backup signer on the organization's bank accounts;
  3. Serves as Secretary *pro tem* when the Secretary must miss a meeting.
  4. Assumes other responsibilities as directed by the President.
- C. Secretary
  1. Records, properly documents, and stores the following:
    - a. Agendas
    - b. Minutes
    - c. Meeting attendance
    - d. *PTO News*

- e. Current list of the Lincoln Academy PTO membership
  - f. Financial statements
  - g. Reports to LA Board of Directors
  - h. Constitution and Bylaws
  - i. Standing Rules
  - j. Fundraising Procedure
  - k. Fundraising Plan Forms
2. Submits the following to the Principal's Secretary for publication on the school website:
    - a. Agendas
    - b. Minutes
    - c. *PTO News*
  3. Deals with correspondence of the organization;
  4. Reads the minutes at each meeting if deemed necessary.
- D. Special Events Coordinator
1. Communicates opportunities for volunteerism for LAPTO sponsored events and activities;
  2. Maintains a list of all LAPTO activities and lists of volunteers for those activities;
  3. Coordinates with all event chairpersons;
  4. Maintains procedural and informative documentation of all LAPTO sponsored events.
- E. Treasurer
1. Qualification of the Treasurer includes documented accounting and/or bookkeeping experience.
  2. The Treasurer:
    - a. Accurately records funds collected;
    - b. Sees to the proper distribution of funds for bills the LAPTO Board has approved;
    - c. Monitors the approved budgets of all committees;
    - d. Is the primary signer on the organization's bank account;
    - e. Balances the accounts monthly to the bank statements;
    - f. Provides a monthly financial statement and copies to the members of the LAPTO Board;
    - g. Presents books to CPA for year-end review.
- F. Administrative Liaison
- The school principal or his/her designated representative shall serve as an *ex officio* member of the LAPTO Board.

## **Article VI. LAPTO Board Meetings**

- A. The LAPTO Board shall meet at least one week prior to the general LAPTO meeting to set the agenda for that month's meeting.
- B. Agenda items to be addressed by the LAPTO Board shall be given to a member of the Board no later than the day prior to the LAPTO Board meeting.
- C. Voting:

1. Only LAPTO Board members may participate in a formal vote during a LAPTO Board meeting. A majority is necessary for passage.
2. When a formal vote is not necessary a consensus of present LAPTO Board members may be taken.
3. A quorum for voting purposes is four LAPTO Board members. Absentee voting can occur if a LAPTO Board member has a valid excused absence. Votes need to be called in prior to or during the vote.

#### **Article VII. PTO Meetings**

- A. LAPTO meetings shall take place on the third Tuesday in September, October, November, January, February, and April. Dates for the August, March, and May meetings shall be determined and announced by the LAPTO Board. No regular meetings shall take place in December, June or July.
- B. A quorum shall consist of 12 members and is required for a meeting to be held.
- C. Special meetings may be called by the LAPTO Board to address issues that may arise between regular meetings. The call to these meetings shall be by phone or e-mail to all LAPTO member families.
- D. The fiscal year end for the LAPTO shall be June 30.

#### **Article VIII. Membership Voting**

- A. Discussion of issues requiring a vote is open to all members present at a LAPTO meeting.
- B. Voting for election of officers shall always be by written ballot unless there is only one nominee for the office to be filled. In such case the President may call for a voice vote or declare the nominee elected by acclamation.
- C. The Nominating Committee may conduct voting via absentee ballot on the day of the election.

#### **Article IX. Governing Rules**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order this organization may adopt.

#### **Article X. Amendments**

Proposed amendments to these bylaws shall be published along with the *PTO News* the week prior to the LAPTO meeting. Passage of amendments shall require a 2/3 vote of LAPTO members present at the meeting.