

**BYLAWS OF THE
WILDCAT MOUNTAIN ELEMENTARY SCHOOL
PARENT TEACHER ORGANIZATION**

Article 1 Name

The name of this organization is the Wildcat Mountain Elementary School Parent Teacher Organization (WME PTO). The WME PTO Address shall be 6585 Lionshead Parkway, Littleton, CO 80124. The WME PTO is a non-profit organization.

Article 2 Objectives

The objectives of the WME PTO shall be:

- to promote the welfare of children in the home, Wildcat Mountain Elementary School, and the community;
- to bring into closer relation the home and Wildcat Mountain Elementary School; that parents and teachers may cooperate intelligently in the education of children;
- to provide effective communication and understanding between Wildcat Mountain Elementary School and the community;
- to facilitate the funding of appropriate activities that support the WME PTO objectives.

Article 3 Membership

Section 1. Eligibility

Membership in the PTO shall be open to all parents or legal guardians of students currently enrolled at the school and to all current school staff. No dues shall be required for membership. All members shall adhere to all school, district, and state rules and regulations when acting on behalf of the WME PTO.

Section 2. Community Participants

Community members, alumni, and other supporters may participate in PTO activities and committees but shall not be considered voting members.

Article 4 Voting Rights

Section 1. Voting Members

Voting rights of the Organization shall be limited to parents or legal guardians of students currently enrolled at the school and to current school staff. Eligibility to vote shall require attendance at a minimum of one (1) PTO meeting within the preceding three hundred sixty-five (365) days.

Section 2. One Vote Per Member

Each voting member shall be entitled to one (1) vote on matters presented for a vote.

Section 3. Matters Subject to Vote

Voting members may vote on:

- Election of officers
- Approval of the annual budget

- Amendments to the bylaws
- Other internal PTO matters as presented by the Board of directors that are consistent with the PTO's purpose and do not infringe upon school or district authority.

Article 5 Leadership Structure

Section 1. Executive Committee

The Executive Committee shall consist of the President, Secretary, and Treasurer, and shall act on behalf of the Board between meetings, subject to ratification by the Board. The Principal and a Teacher Representative shall serve as ex officio, non-voting members of the Executive Committee.

Section 2. Board of Directors

The Board of Directors shall consist of the Executive Committee of the organization and up to six (6) at-large directors and no less than two (2). The goal is to have four (4) at-large directors.

At-large directors shall be nominated by the Executive Committee and shall be subject to ratification by a majority vote of the voting members present at a general membership meeting.

All nominees for at-large director positions shall be parents or legal guardians of students currently enrolled at the school who are not members of the Executive Committee.

The Principal and a Teacher Representative shall serve as ex officio, non-voting members of the Board.

Article 6 Terms of Office

Section 1. Executive Committee Terms

All Executive Committee members shall serve a term of two (2) years, ideally from June 1 to May 30, or until their successor is elected.

Section 2. Board Member Terms

All at-large members of the board shall serve a term of one (1) year from the date of ratification by the membership. Ideally this is from 15 Sept to 14 Sept the following year.

Section 3. Term Limits and Exceptions

No Executive Committee member may serve more than two (2) consecutive terms in the same office, except the principal of the school or his/her representative. An individual who has served the maximum number of consecutive terms in an office shall be eligible to serve in that same office again after a one-year break in service. If no qualified candidate is available, the membership may approve an additional (1) one year term by a ($\frac{3}{4}$) three- fourths vote.

Section 4. Vacancy

A person elected by a majority of the Board of Directors shall fill a vacancy in any elected position for the duration of the term. In the case of vacancy in the position on the executive committee, the board will appoint an interim president until the next spring semester election.

Section 5. Removal from Office

Executive Committee Members can be removed from office with cause, by a two-thirds vote of those present at a board regular meeting where previous notice has been given. Notice should be no less than 14 days. Cause includes failure to perform duties, violation of conflict-of-interest policy, or conduct harmful to the organization.

Article 7 Executive Committee Elections

Section 1. Nominations and Election Notice

The slate of candidates and the date and time of the election shall be announced (30) thirty days prior to the election meeting. Nominations shall be accepted from the floor, on the condition that the nominee is present and consents to serve. Nominations from the floor shall be made at a spring semester meeting.

Section 2. Election Procedure

The election shall take place in a spring semester meeting each school year. Election shall be by voice vote if there is only one nominee for an office. If more than one candidate is nominated for an office, the election shall be by a plurality of those present and voting, by a written ballot.

Section 3. Vacancies

Vacancies shall be filled as provided for in Article 6, Section 4.

Article 8 Duties of The Executive Committee

Section 1. President

The president shall preside at all meetings of the PTO and of the Board of Directors; shall appoint standing committee chairs, subject to the approval of the Executive Committee; shall be a member ex-officio of all committees; shall coordinate the work of the officers and committees of the PTO; shall formulate the agenda for the Board of Directors meetings; shall appoint an internal audit committee, or an independent auditor, for an audit of the treasurer's books at the end of the term; and, shall arrange a monthly meeting of the Board of Directors.

Section 2. Secretary

The secretary shall record minutes of all PTO meetings; shall distribute meeting minutes to Board members within 14 days of a meeting; shall distribute meeting minutes to Wildcat Mountain School parents through school publication; shall conduct correspondence as directed by the Board of Directors; shall keep a current copy of the PTO Bylaws; and, shall keep a current list of the Board of Directors.

Section 3. Treasurer

The treasurer shall receive, deposit, and disburse the funds of the PTO; shall maintain full and accurate records of all financial transactions; shall submit a monthly financial statement to the Board of Directors; shall submit financial records for audit by the Audit Committee or by an independent auditor, as required and requested; shall maintain signatures on the bank signature card; shall turn over financial records to the incoming treasurer prior to

the July Board meeting; shall prepare the annual budget with the Executive Committee for approval by the Board of Directors; and, prepare or be responsible for the preparation of Form 990 to be filed in a timely fashion with the Internal Revenue Service.

Section 4. Executive Committee Duties and Transition

All Executive Committee members shall perform the duties prescribed in these bylaws in the parliamentary authority adopted by the PTO, and those assigned from time to time. Upon the expiration of the term of office or in case of resignation. Each officer shall turn over to the succeeding officer all records, books, and other materials pertaining to the office. Between the conclusion of the election meeting until the first Board meeting of the new school year, all newly elected officers will meet with their successors for a general orientation to the office.

Article 9 Conflict of Interest

Section 1. No officer, director, or voting member shall use their position for personal or private gain. In the event of a conflict of interest, or the appearance of a conflict of interest, the Executive Committee shall adhere to the WME PTO Conflict of Interest Standing Rules and Policies. All officers and directors shall annually disclose potential conflicts of interest in writing.

Article 10 Meetings

Section 1.

The day, time of day, and the place of the PTO's meetings shall be determined by the Executive Committee and published (30) thirty days in advance. Meetings of the Board shall be open to all members of the PTO.

Section 2.

The Executive Committee shall meet at least three times during the school calendar year or as called by the Executive Committee. The Board of Directors shall meet monthly.

Section 3.

Seven days notice shall be given for a change of meeting date. Special meetings of The PTO may be called by the president or by a majority of the Board.

Section 4.

General Board Meetings shall be open to all members of the organization.

Section 5.

Members of the Board shall attend all regularly scheduled meetings during the Year. The executive committee can, by majority vote, remove board members who miss more than 3 meetings in a row.

Section 6.

Minutes shall be kept for all membership meetings by the secretary.

Section 7.

For executive committee votes, a majority of voting members is a quorum. For board meetings, a majority of the board is a quorum. For general member votes, a quorum shall consist of a majority of the Board of Directors and at least five (5) additional voting members.

Article 11 Committees**Section 1.**

The Standing Committees shall be: Communications, Yearbook, Room Parent Coordinator, Sponsorship Coordinators, Family Events, Fun Run, Book Fair, Community Kickbacks, SPARK, Community Connections, Hospitality, Garden, and Care Closet. The Board of Directors may create additional necessary Standing Committees.

Section 2.

The president with the approval of the board of directors shall appoint the chairs of the standing committees. Chairmanships may be shared jointly by multiple individuals.

Section 3.

The board of directors shall create ad hoc committees when necessary to carry on the work of the PTO.

Section 4.

Chairs are strongly urged to attend all PTO Board meetings whenever possible, and will serve a one year term from date of appointment. Chairs are required to report on the progress of their committee when called upon at meetings and must keep a record of their activities throughout the year. All chairs will be asked to make a final, written report at the end of their term to be presented to their successor, with a copy to the board of directors.

Article 12 Finances**Section 1.**

All members shall adhere to the WME PTO Financial Operating Procedures Standing Rules and Policies when acting on behalf of the WME PTO.

Article 13 Bylaw Review and Amendment**Section 1.**

The Board of Directors shall review these bylaws each year at the first meeting of the school year.

Section 2.

These bylaws may be amended at any general meeting by a two-thirds vote of the voting eligible members present at a general membership meeting, provided that notice of the proposed amendment shall have been given (30) thirty days prior to the meeting.

Article 14 Parliamentary Authority

Section 1.

The latest revision of Robert's Rules of Order shall be the authority on parliamentary law, except when in conflict with these bylaws.

Article 15 Fiscal Year

Section 1.

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

Article 16 Indemnification

Section 1.

To the fullest extent permitted by the laws of the State of Colorado, the WME PTO shall indemnify any current or former officer, director, committee chair, employee, or volunteer of the organization against expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred in connection with any proceeding arising out of their service to the organization, provided that such individual acted in good faith and in a manner reasonably believed to be in the best interests of the WME PTO.

Section 2.

Indemnification shall not apply in cases of gross negligence, willful misconduct, or knowing violation of the law.

Section 3.

The organization may purchase and maintain insurance, including directors and officers liability insurance, to support this indemnification obligation.

Revised/Reviewed and adopted by the Wildcat Mountain Elementary School Parent Teacher Organization on Date: February 2026