

Bylaws
of
Littleton Public Schools
PTO Presidents Council
January 10, 1994
Revised February 9, 1999
Revised April 11, 2006

Article I—Name

The name of this organization shall be the PTO Presidents Council (PPC), Littleton Public Schools, Arapahoe County, Colorado.

Article II—Objectives

Section 2.01. Communication: Sharing and dissemination of timely district information to each building for its school community.

Section 2.02. Information Sharing: Networking between building PTO Presidents to share, support, and enhance PTO programs and leadership.

Section 2.03. Linkage: Providing opportunities for free exchange of ideas between PTO Presidents and district personnel.

Section 2.04. Training: Offering workshops to enhance PTO Presidents program planning and leadership skills.

Article III—Membership

Membership consists of elected PTO Presidents from each building.

Article IV—Participation

Section 4.01. Attendance: PTO Presidents or their designated representatives are expected to attend. In the event a building PTO President cannot attend, his/her designee assumes full membership in his/her stead.

Section 4.02. Guests: Visitors are not meeting participants unless included on the agenda. Visitors may request or be invited to be included on a future agenda within an appropriate time limit.

Article V—Policy

This organization shall be noncommercial, nonsectarian, nonpartisan, and nonpolitical. It shall not endorse a commercial enterprise or political candidates. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any other purpose than the regular work of the organization.

Article VI—Meetings

Section 6.01. Meetings: Regularly scheduled meetings will be held monthly during the school year at the Education Services Center.

Section 6.02. Agenda: Meeting agenda are designed to meet the needs of the group. They are determined by the PPC President and the Communications Director. All agenda items, handouts, and speakers must be approved in advance. Agenda will be posted 24 hours in advance in the lobby of the Education Services Center, 5776 S. Crocker Street, Littleton, Colorado 80120.

Section 6.03. Decisions: The PPC makes decisions using a consensus of the members in attendance. The PPC is not a policy-making body.

Article VII—Officers

Section 7.01a. The PPC President and the PPC Vice President are elected from the membership, by the membership. Only the PPC Vice President is elected each year. That person makes a two-year commitment. He/she serves as the PPC Vice President for one year and as the PPC President the second year.

Section 7.01.b. The PPC Treasurer is elected by the membership but need not be from the membership. This person makes a one-year commitment with the option to run for office again.

Section 7.02. Nomination Process: Nominees for the PPC Vice President and the PPC Treasurer are solicited via an interest survey to the entire membership in the spring.

Section 7.03. Election Process: Ballots are distributed to the membership, collected, counted, and the names announced at the last meeting of the school year.

Section 7.04. Resignations and Vacancies: In the event that the PPC President cannot fulfill his/her term, the PPC Vice President will fill that position and a new PPC Vice President will be appointed by the membership. In the event that the PPC Vice President cannot fulfill his/her term, a replacement will be appointed by the membership. In the event that the PPC Treasurer cannot fulfill his/her term, a replacement will be appointed by the membership.

Section 7.05. Communications Director: This position is appointed by district administration and serves as the district representative on PPC. Duties for this position include agenda preparation, assembling handouts and district information, monthly mailings, facilitating meetings, and other duties which enhance PPC objectives.

Section 7.06. PPC President: This person has previously served one year as the PPC Vice President. Duties for this office include agenda preparation; facilitating monthly meetings; responding to the needs of the membership; and other duties which enhance PPC objectives. This person is a signer on the PPC bank account. This person may be asked to represent PPC on other district committees.

Section 7.07. PPC Vice President: This position is elected annually. Duties include coordination of PPC projects, monthly meeting minutes, and assisting the PPC President in any duties which enhance PPC objectives. This person is a signer on the PPC bank account. This person may be asked to represent PPC on other district committees.

Section 7.08. PPC Treasurer: This position is elected annually. Duties include attending the annual PTO Treasurers' Training Session; compiling individual PTO treasurer's reports into one combined form for the PPC Joint Form 990 tax return; billing and collecting accounting fees from individual PTOs; handling banking duties for the PPC; providing a monthly treasurer's report; being a signer on the PPC bank account, and assisting the PPC President in any duties which enhance PPC objectives.

Section 7.09. Board of Education Liaison: This position is appointed by the Board of Education and serves as the primary two-way communication channel between the PPC and the Board of Education. The Board liaison is not a meeting participant unless included on the agenda.

Section 7.10. PPC Advisory Council: This council may be formed at the pleasure of the PPC. Outgoing PTO Presidents eligible to serve as, but not elected as the PPC Vice President may serve on the PPC Advisory Council. PPC Advisory Council members shall:

- * Not have voting rights for the PPC Council.
- * Serve a one-year term only.
- * Participate in PPC monthly meetings only when recognized by the PPC President.
- * Record the minutes of the PPC meeting when the PPC Vice President is absent or unable.
- * Represent the PPC at district meetings or special events when requested by the PPC President.

The PPC may request the PPC Advisory Council to research a special topic and report back to the Council in a timely manner.

Section 7.11. PPC Subcommittee. This subcommittee may be formed at the pleasure of the PPC. This subcommittee is to include a PPC member from elementary, a PPC member from middle school, a PPC member from high school, and an elected PPC officer, all of whom have agreed to serve in an advisory capacity on behalf of the PPC for a one-year term.

Article IX—Amendments

These bylaws may be amended at any regular meeting by a majority vote of the members present, provided notice of the proposed amendment is given in writing to the membership and the officers two weeks prior to such meeting.

