

Ponderosa Theatre Parents Bylaws

Article I - Name

The name of the organization shall be Ponderosa Theatre Parents (PTP).

Article II - Purpose

The group is organized for the purpose of supporting the Ponderosa Theatre Company (PTC) at Ponderosa High School (PHS). We will provide support to the PTC through a variety of means, including fundraising, grant writing, marketing/advertising, production support, and concessions. We will strive to be positive role models and mentors to students at all times. Our Mission, "Empower the Students. Support the Program. Fill the Seats." PTP is a chapter of the Douglas County Education Foundation (DCEF).

Article III - Members

- A. **Members** - Eligible members are a parent, guardian, or grandparent of any student at PHS, or any 8th grade student registered to attend PHS the following year. Members must pay annual dues, which allows them a voice and a vote at all general meetings. The PTC Director has a voice without vote in matters of the PTP.
- B. **Fees** - The Board sets membership fees. Members must pay membership fees prior to receiving voting rights. Below is a breakdown of the PTP Membership levels:

Annual - \$30, this Annual Membership level gives you the right to:

- Voting rights at all the General Meetings
- Meeting agendas and minutes
- A Ponderosa Theatre Car Decal

Bronze - \$100, this Annual Membership includes all of these great benefits:

- Choice of a PTP Shirt, 2 Additional Tickets (Play or Musical) or a Yard Sign
- A Ponderosa Theatre Car Decal
- Two (2) Adult priced tickets to your show of choice (can split them up between shows)
- Voting rights at all the General Meetings
- Meeting agendas and minutes
- Your name in all Playbills and on the Patron Plaque displayed in the theatre

Silver - \$250, this Annual Membership includes all of these great benefits:

- Choice of a PTP Shirt, 2 Additional Tickets (Play or Musical) or a Yard Sign.

- A Ponderosa Theatre Car Decal
- Four (4) Adult priced tickets to your show of choice (can split them up between shows)
- Voting rights at all the General Meetings
- Meeting agendas and minutes
- Your name in all the Playbills and on the Patron Plaque displayed in the theatre

Gold - \$500, this Annual Membership includes all of these great benefits:

- Choice of a PTP Shirt, 2 Additional Tickets (Play or Musical) or a Yard Sign
- A Ponderosa Theatre Car Decal
- Eight (8) Adult priced tickets to your show of choice (can split them up between shows)
- Voting rights at all the General Meetings
- Meeting agendas and minutes
- Your name in all the Playbills and on the Patron Plaque displayed in the theatre

Platinum - \$1,000, this Annual Membership includes all of these great benefits:

- Choice of a PTP Shirt, 2 Additional Tickets (Play or Musical) or a Yard Sign
- A Ponderosa Theatre Car Decal
- Sixteen (16) Adult priced tickets to your show of choice (can split them up between shows)
- Voting rights at all the General Meetings
- Meeting agendas and minutes
- Your name in all the Playbills and on the Patron Plaque displayed in the theatre

Article IV - Officers and Elections

- A. **Officers** - There shall be five (5) officers: President, Vice President, Secretary, Treasurer, and Communications.
- B. **Nomination of Officers** - Will be taken from the floor at the February general meeting.
- C. **Election of Officers** - Elections of the officers are held at the April general meeting. If more than one person is running for an office, a ballot vote shall be taken, otherwise officers are elected by a simple majority vote by show of hands. The PTC Director, who does not vote, will handle additional votes made by proxy through electronic media.
- D. **Officer Term Limits** - Individuals may serve up to three consecutive one-year terms in the same office. Individuals may not serve in more than one office at a time.
- E. **Vacancy** - A vacancy in any office shall be filled for the unexpired term by a person elected by a simple majority of the members of the Board.

- F. **Resignation** - Any officer may resign by giving written notice to the President or Secretary. The resignation of any officer shall take effect upon receipt of notice, or at such time as stated in the notice.
- G. **Removal** - Any officer may be removed from office by two-thirds majority of the voting members of the general membership in attendance at a general meeting, with or without cause.

Article V - Board

- A. **Membership** - The Board shall consist of the officers and the PTC Director.
- B. **Duties** - The Board shall be responsible for transacting business between general meetings, creating standing rules and policies, creating standing and/or temporary committees, supporting the Treasurer in maintaining accurate records of income and expenses, approving routine expenses, and preparing reports and recommendations to the members.
- C. **Meetings** - Regular meetings of the Board shall be held the week before the general meetings. Special meetings can be called with three (3) days notice to all Board members.
- D. **Quorum** - Attendance of three-fifths makes a quorum for Board meetings.
- E. **Position descriptions** -
 - 1. President -
 - a. Prepares agenda for Board and general meetings and distributes in advance to the Board for review/edits.
 - b. Presides of Board, general and special meetings.
 - c. Reviews and ensures that general meeting agendas are available at least two days prior to the general meeting.
 - d. Serves as primary contact for PTC Director and public.
 - e. Coordinates the work of the officers and any committee chairs, so that the purpose of the organization is served.
 - f. Assures the group is in compliance with the Bylaws and any DCEF requirements.
 - 2. Vice President -
 - a. Assumes the duties of the President in his/her absence.
 - b. Assumes the duties of the President in the event of a resignation, until a successor is elected.
 - c. Investigates and pursues grants.
 - d. Schedules spirit nights.
 - e. Investigates theatre upgrade quotes asked upon by PTC Director.

- f. Assures the group is in compliance with the Bylaws and any DCEF requirements.
3. Treasurer -
- a. Serves as primary contact to DCEF on all financial matters of the organization.
 - b. Receives all funds of the organization.
 - c. Responsible for paying out funds, all of which must be approved by the Board.
 - d. Keeps an accurate record of receipts and expenditures.
 - e. Presents a financial report at every general meeting.
 - f. Provides a full financial report at the end of the fiscal year.
 - g. The out-going Treasurer will orient the new Treasurer to processes and ensure that year-end disbursements are made and books are balanced by July 31st.
 - h. Assures the group is in compliance with the Bylaws and any DCEF requirements.
4. Secretary -
- a. Takes minutes at all Board, general, and special meetings.
 - b. Send minutes to the President for review and approval.
 - c. Distributes minutes during Board and general meetings.
 - d. Keeps an official record of all minutes and Bylaws.
 - e. Assures the group is in compliance with the Bylaws and any DCEF requirements.
5. Communications -
- a. Sends out all email communication from the Board.
 - b. Maintains social media accounts.
 - c. Submits show information to the Town of Parker for advertisement.
 - d. Assures the group is in compliance with the Bylaws and any DCEF requirements.

Article VI - Meetings

- A. **General Meetings** - Meetings will be held on the first Tuesday of the month at 6:00 p.m., unless members vote to change it at the first general meeting of the year.
- B. **Board Meetings** - Meetings will be monthly, except December. At the first meeting of each school year, the Board will set their meeting schedule for the year.

- C. **Special Meetings** - The President, and any two members of the Board, or five (5) members submitting a written request to the Secretary or President may call a special meeting. A special meeting requires three days notice via electronic means.
- D. **Quorum** - Attendance of three-fifths of the Board plus one (1) member makes a quorum for any meeting.

Article VII - Governance of Meetings

- A. **Parliamentary Authority** - This organization uses a modified form of Robert's Rules of Order to govern meetings of the members and Board.
- B. **Time Agendas** - An agenda with time limits will be available in advance of all meetings. In order to stay on time, every effort will be made to stay on-task. If any member wishes to address the Board or the members on an item that will require more than 5 minutes, he/she must request time on the agenda prior to the meeting. These requests must be made to the President at least three (3) days in advance of the general meeting.
- C. **Unscheduled Visitors** - Unscheduled visitors may address the Board or the members on any topic related to the purpose of the organization for up to three (3) minutes during an open forum at the end of the meeting. The President reserves the right to limit the number of unscheduled visitors per meeting.
- D. **Compliance with Colorado's Open Meeting Law** - All meetings shall be open to the public with meeting time and location provided in compliance with Colorado's open meeting law (C.R.S. 24-6-402). Additionally, minutes of any meeting shall be open to public inspection in accordance with Colorado's open meeting law (C.R.S. 24-6-402).

Article VIII - Committees

Standing or temporary committees may be established at any time, for any purpose.

Article IX - Coordinators

Coordinators are needed for the following, but not limited to, Concessions, Ticketing and Memberships.

Article X - Finances

- A. Fiscal year shall be August 1st - July 31st.
- B. The Treasurer shall keep accurate records of all income, expenditures, and bank account information.
- C. Prior approval of the Board is required for all expenses. Expenses incurred without Board approval may not be reimbursed.
- D. The treasurer shall ensure compliance with all financial rules established by the DCEF.

- E. To improve efficiency and effectiveness, monies may be collected through PTP and disbursed to PTC for program needs as deemed appropriate.
- F. For expenditures over \$500, two motion approvals are needed prior to purchasing.
- G. A carry-over fund of at least \$2,000 is required at the end of the fiscal year for summer and early fall costs that may be incurred before PTP annual membership fees are available.
- H. Upon dissolution of the organization, any remaining funds should be used to settle any outstanding bills. Once the expenses of the organization are finalized, all remaining funds shall be given to PTC for use in the theatre department.

Article XI - Scholarships

Scholarships will be considered for those in need of financial help, upon request, for ThesCon and/or production participation fees.

Article XII - Dissolution

The organization may be dissolved with a two-thirds vote of all eligible members present at a meeting, as long as previous notice of the meeting was provided.

Article XIII - Amendments to Bylaws

- A. The Board shall conduct an annual review of the Bylaws each summer to ensure that policies and procedures are understood and are still appropriate. If necessary, amendments will be drafted and presented to the members at the first scheduled general meeting of the new school year.
- B. These Bylaws may be amended with a two-third vote of all eligible members present at a meeting.
- C. Bylaws will be posted on the PTP section of the PTC website.

Bylaws established August, 2013.

Revised August, 2014.

Further revised September, 2015.

Further revised January 13, 2016.

Further revised February 1, 2018.

Further revised March 5, 2024.

Kristin Grayner
President, Ponderosa Theatre Parents
March 5, 2024