

# **Bylaws – DSST: Stapleton Science and Tech Parents (STP)**

## **Article I: Name**

Section 1. This organization shall be named “Science and Tech Parents,” also known as “STP.”

## **Article II: Purpose**

Section 1. The purpose of this organization shall be:

- A. To promote and coordinate parent volunteer activities.
- B. To provide a forum for families to ask questions and share information.
- C. To build the community through events and programs.
- D. To raise and disperse funds to support students, staff and family activities at DSST-Stapleton.
- E. To elect a non-voting member to the DSST Public Schools Board of Directors.

## **Article III: Authority**

STP was created at the request of the Board of Directors of the Denver School of Science and Technology (DSST) Public Schools and derives its authority from DSST Public Schools. DSST Public Schools views STP-Stapleton as a valuable asset towards the goal of educating its students and invites input from STP regarding decisions it makes and values the volunteer resources it provides. However, as an entity within the structure of DSST, STP-Stapleton may not obligate DSST Public Schools to any expense without prior authorization from the STP budget committee process nor may it take any action that contravenes the stated mission, philosophy, policies, code of conduct or bylaws of DSST Public Schools as determined by the Campus Director and the DSST Public Schools Board of Directors.

## **Article IV: Members**

Section 1. All faculty, staff and parents and/or guardians of students at DSST: Stapleton shall be considered members of STP and shall be welcome to participate in any or all meetings and other activities. There shall be no qualifications, payments or requirements associated with this membership. Every member shall have one vote on any question brought before the group at any STP meeting he or she attends. Only members present at any given meeting have a vote, non-present members may not vote.

Section 2. Associate members shall include any interested community members and all students at DSST-Stapleton. There shall be no qualification, payments or requirements associated with this membership. Every member shall have the right to speak on any question brought before the group at any STP meeting he or she attends, however, associate members will not be voting members of STP.

## **Article V: Officers**

Section 1. Eligibility. Any parent member of STP shall be eligible for election to the STP Board.

Section 2. Offices. The following offices shall constitute the STP Board: STP Chair, STP Chair-elect, Secretary and Treasurer.

Section 3. Presiding order. In the absence of the Chair, the Chair-elect shall preside over meetings. When both presiding officers are absent, the Treasurer then the Secretary shall step into that role.

## **Article VI: Elections**

Section 1. Time. Elections shall be held in the spring of each year, completed by the May meeting.

Section 2. Procedure.

- A. Elections shall take place in this order: Chair-Elect, Secretary then Treasurer. The non-voting board member Representative to the DSST Public Schools Board of Directors shall then be elected at the first meeting.
- B. Nomination. The Chair shall take nomination for each office from the floor to include with nominees from the nomination committee. Any member may nominate himself/herself or any other member. A nominee who wishes to decline should do so as his or her name is proposed.
- C. A member must be present to be nominated unless he or she submits a letter by fax, email, mail or hand-delivery to any STP officer before the election for that office begins, authorizing the nomination and indicating a willingness to serve if elected.
- D. Nomination committee, lead by the chair-elect shall form at the first of the year to recruit members for leadership positions of the STP executive board and standing committees. A Slate of nominees shall be posted 14 days before the election meeting.
- E. Nominees shall introduce themselves, state their qualifications and reasons for wishing to serve. The Chair shall then call for a vote for each nominee and shall announce the result of the vote.
- F. No absentee votes or voting by proxy shall be permitted.

Section 3. Terms of office. Newly elected officers shall assume office at the end of the school year.

- A. The Chair-elect shall be elected in the Spring for a preparatory term of one year as Chair-elect and shall then serve a term of one year as Chair. No limit exists to the number of non-consecutive terms a chair may serve.

B. The Secretary and Treasurer shall be elected to serve a term of one year with no limit to the number of terms.

### **Article VII: Vacancies**

Section 1. In the event of a vacancy on the STP Board, the vacancy shall be filled by an election as in Article VI, Section 2, at an STP business meeting within two months after the vacancy occurs.

Section 2. Resignation, Termination and Absences. Resignation from the Board must be in writing and received by a member of the executive board. A Board member shall be dropped for excess absences from the Board if s/he has three unexcused absences from meetings in a year. A Board member may be removed for other reasons by a majority vote of the remaining Board members.

### **Article VIII: Duties of Officers**

Section 1. Chair. The Chair shall, if present, preside over all meetings of the Executive Committee (Board) and of the group as a whole. The chair shall be an ex-officio member of all committees and lead the executive committee in planning the school year meetings the summer preceding the school year.

Section 2. Chair-Elect. The Chair-elect shall, in the absence or disability of the Chairman, perform the duties of the Chair. While in the preparatory year, the chair-elect will lead the nomination committee. The chair-elect shall also be a member of the budget committee.

Section 3. Secretary. The Secretary shall take notes during planning meetings and business meetings of STP. The Secretary will prepare the agendas for the group meetings and serve as the communication resource for STP committees. The agendas will be posted one week prior to the business meetings. He or she shall record the minutes of the business meetings and post minutes.

Section 4. Treasurer. The Treasurer shall make a report at each business meeting. The Treasurer shall chair the budget committee, assist in the preparation of the budget, help develop fundraising plans and make financial information available to members.

### **Article IX: Representative to the Board**

Section 1. Parent Representative to the DSST Public Schools Board of Directors. The Parent Representative to the DSST Board shall serve as a non-voting member of that board. He or she shall attend the regular meetings of the DSST Board with all the duties and privileges of membership other than voting; shall bring to the Board's attention any concerns or questions STP members wish conveyed and shall report the response of

the Board to STP. Agenda space will be allocated when needed. This representative shall be elected in the fall of each year for that school year, no limit exists on the number of terms.

### **Article X: Meetings**

Section 1. Time and place. The regular meetings of STP shall be held during the school year. The meeting schedule is to be established during summer planning and published in September of each year on the website (months may be skipped with a consensus of the STP Board). The agenda for each meeting shall be prepared by the secretary and available one week before business meetings.

### **Article XI: Amendments**

These Bylaws may be amended at any regular meeting of STP by a vote of two thirds of those present, provided that the wording of the proposed amendment has been given in the call to the meeting (agenda).

### **Article XII: Parliamentary Authority**

Section 1. The committee shall try to run in a consensus manner; votes will be taken for elections, budget ratification and other issues where consensus is not met.

Section 2. If this organization ceases to exist, any funds shall go to DSST Public Schools.

*Bylaws amended March 13<sup>th</sup>, 2014 by vote of the STP.*