

BYLAWS
Cherry Creek School District
Parent Teacher Community Council, Inc.
Cherokee Trail High School PTCO/PTO Bylaws

ARTICLE I. NAME*

The name of the organization shall be the Cherry Creek School District Parent Teacher Community Council, Inc. Cherokee Trail High School Parent Teacher Community Organization (PTCO), hereafter known as the PTO/PTCO. Its address shall be the same as Cherokee Trail High School, 25901 Arapahoe Road, Aurora, Colorado, 80016.

ARTICLE II. PURPOSE*

Section 1. The purpose of the Cherokee Trail PTCO shall be to assist in attaining the highest level of education and welfare for the entire student body of Cherokee Trail High School through the cooperative efforts of the Faculty and Staff, the Cherry Creek School District community and the parents. The PTCO shall also work to further the Cherokee Trail Mission statement: "Our actions will ignite the genius and nurture the goodness within us all."

Section 2. This PTCO is a subordinate organization of and is organized under authority granted by the Cherry Creek School District Parent Teacher Community Council, Inc., otherwise known as CCSD Parents' Council.

Section 3. This PTCO is organized solely for charitable, scientific, literary or educational purposes as defined in Section 501(c)(3) of the Internal Revenue Code. This organization is not a private foundation.

ARTICLE III. MEMBERSHIP

Section 1. General: General membership shall consist of the parents or guardians of students, the administrators, the faculty and the staff of Cherokee Trail High School.

Section 2. Associate: Associate membership shall consist of students of Cherokee Trail High School and interested members of the community.

Section 3. No dues shall be required for membership.

ARTICLE IV. ELECTED OFFICERS AND THEIR DUTIES

Section 1. The elected officers shall be President, President-Elect, Vice President of Fund Raising, Vice President of Hospitality, Secretaries, Treasurers, Volunteer Coordinators, and their Co-Officers (i.e. Co Vice President of Fund Raising). The elective officers shall serve for a term of one year not to exceed two years in the same position. These officers shall constitute the Executive Committee.

Section 2. Non-elective officers shall be Vice-President, a position filled by a designated district administrator (i.e. Principal or Assistant Principal) and the immediate past president.

Section 3. The Executive Committee shall be responsible for maintaining harmony in the operation of the PTCO. It shall fill vacancies in offices as they occur, and it shall have power and authority over the affairs of the PTCO in the interim between general meetings.

Section 4. Duties of the President/Co-President

- a) Develop an annual budget with the Treasurer. Submit to Executive Committee for approval, no later than September 30.
- b) Call and preside at all meetings of the organization.
- c) Appoint standing and special committee chairpersons and representatives with the assistance of the Executive Committee.
- d) Serve as an ex-officio member of all committees.
- e) Sign checks for authorized disbursements in the absence of the Treasurer.
- f) Attend all CCSD Parent Council general meetings or assign a representative.
- g) Be a liaison to School Administrators.
- h) Consult with the officers in the performance of their duties and instruct his/her successor concerning the duties of the office.
- i) Review all materials to be released for publication regarding the PTCO.
- j) Appoint an examiner not on the Executive Committee to conduct the year-end financial examination of the organization's book. Submit a copy of the examination to the Treasurer of CCSD Parents Council no later than 30 days after completion of the financial examination.*
- k) Co-sign with the Treasurer and submit an annual affiliation letter to the CCSD Parents' Council asking to continue as a subordinate organization under the 501(c)(3) tax exempt group status.*
- l) Have administrator access to PTO Manager/Volunteer Builder/GroupVine, or any other electronic communication system utilized by PTCO.
- m) Oversee the PTCO forms and promotional materials that are to be submitted to the school administrator responsible for student check in.
- n) Attend a minimum of one CCSD Parents' Council Leadership Workshop upon election.*
- o) Co-chair the annual bylaw review committee of the PTCO with the President-Elect.
- p) Instruct their successor concerning the duties of the office.

Section 5. Duties of the President-Elect

- a) Serve as PTCO President the following year. Shadow the President as needed if no Co-President.
- b) Learn the duties of the PTCO President and serve on any committees as assigned.
- c) Perform the duties of the President in the absence of or at the request of the President.
- d) Attend Parent Council meetings when possible.
- e) Co-chair the annual bylaw review committee of the PTCO with the President.
- f) Serve as parliamentarian as needed.
- g) Be a liaison to school administrators in absence of the President and Co-President.
- h) Instruct their successor concerning the duties of the office.

Section 6. Duties of the Vice-President

- a) Coordinate activities to gain community involvement with the assistance of the Executive Committee.

- b) Be responsible for communicating relative school and district information to the Executive Committee, personally or through a liaison.
- c) Preside at meetings in the absence of the President(s) and the President-Elect.
- d) Act as the Advisory/Parliamentarian in the Absence of the President(s) and the President-Elect.
- e) Keep the PTO/PTCO aware of school events.

Section 7. Duties of the Co Vice-President(s) of Fund Raising

- a) Support and oversee fundraising activity chairpersons and events.
- b) Investigate potential fundraising opportunities.
- c) Coordinate with Treasurer to develop yearly PTCO budget.
- d) Report to the Executive Committee about all fundraising activities.
- e) Instruct their successor concerning the duties of the office.

Section 8. Duties of the Vice-President(s) of Hospitality

- a) Manage each hospitality event.
- b) Coordinate with President and Treasurer to develop hospitality budget.
- c) Report to the Executive Committee about all hospitality events.
- d) Instruct their successor concerning the duties of the office.

Section 9. Duties of the Secretary/Secretaries

- a) Record, transcribe and distribute the minutes of all PTO/PTCO General and Executive Committee meetings.*
- b) Maintain and keep current a copy of the Bylaws.*
- c) Take attendance at all PTCO meetings.
- d) Provide a copy of the Executive Committee including contact information (name, address, phone, email) to the CCSD Parents' Council upon the Committee's election.*
- e) Handle written and electronic correspondence as needed. All correspondence is to be reviewed by President before it is mailed or sent electronically.
- f) Have administrator access level to PTO Manager/Volunteer Builder/Group Vine or other electronic communication system(s) utilized by PTCO.
- g) Instruct their successor concerning the duties of the office.

Section 10. Duties of the Treasurer(s)

- a) Prepare the Annual Budget for approval by the Executive Committee and ratification by the General Membership.*
- b) Maintain accurate records of all financial transactions. Receive and deposit all funds of the PTCO.*
- c) Sign affiliation letter along with President(s) for CCSD Parents Council.*
- d) Sign checks and disburse funds as directed by the PTCO President(s) and Executive Committee. All requests over \$500 shall be Executive Committee approved. Two signatures are required for on all Check Request Forms prior to the disbursement of the corresponding funds. The checkbook shall be left in the possession of another Executive Committee member in the absence of the Treasurer and co-signer.
- e) The Co-Treasurer will review the monthly bank statement. In the absence of a Co-Treasurer, the president or their designee will conduct the review.

- f) Maintain records of receipts and disbursements.
- g) Maintain and reconcile the organization's checkbook with bank records.
- h) Provide a written financial report at Executive Committee Meetings, including copies of monthly bank statements for all accounts.
- i) Submit financial records for examination by July 15 to Executive Committee.*
- j) Present an annual financial statement by August 1 which may be accompanied by a review of the accounts if requested by the Executive Committee.
- k) Prepare or be responsible for preparation of 990N to be filed by November 15 with the Internal Revenue Service. If gross receipts exceed \$250,000, prepare Form 990EZ.
- l) Submit a copy of the Annual Budget to the Treasurer of CCSD Parents' Council upon formal approval by the PTCO membership.*
- m) Attend a minimum of one CCSD Parents' Council Treasurer's Workshop upon election.*
- n) Send copies of each filing to the Treasurer of the CCSD Parents' Council no later than 30 days after such filing.*
- o) Register the organization as a Charitable Organization in the State of Colorado with the Secretary of State.*
- p) File annual financial statements/tax returns and schedules, regardless of income, with the Internal Revenue Service and the Colorado Secretary of State.*
- q) Instruct their successor concerning the duties of the office.

Section 11. Duties of the Volunteer Coordinator(s)

- a) Have administrator access level to PTO Manager/Volunteer Builder/Group Vine or other electronic communication system(s) utilized by PTCO.
- b) Coordinate with project and program chairpersons to recruit volunteers.
- c) Recruit Project Chairperson(s) as needed and present them for approval to the Executive Committee.
- d) Maintain electronic volunteer database.
- e) Coordinate with event chairpersons to provide volunteer manpower.

Section 12: Duties of Project Chairpersons

- a) Prepare and present written project concept, goals and budget to the Executive Committee for approval.
- b) Attend Executive Committee and General Membership meetings for the purpose of providing a project report/update.
- c) Execute project as approved, enlisting support from supervising Executive Committee member.
- d) Maintain all project documentation,
- e) Present event evaluation and project documentation to Executive Committee following the completion of the project.

ARTICLE V. ELECTIONS & VACANCIES

Section 1. Elections

- a) The election shall take place in the spring of each school year with this schedule: nominations in March; post slate of officers in April; elect new Executive Committee in May.

- b) 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 at a general membership meeting by a written ballot.
- c) The term of the office for all members of the Executive Committee shall be from July 1 to June 30.
- d) No officer shall be eligible to serve in the same office for more than two consecutive years, unless no volunteers to be elected for each specific position then said specific positions may be held by the same person the following year as long as a vote has been taken by a majority of members present at a regularly scheduled meeting shall constitute a quorum.
- e) In the event a vacancy should occur among the elected officers, the President(s) should call a meeting of the Executive Committee within 30 days to appoint a new officer to finish the unexpired term.

Section 2. Vacancies

- a) In the permanent absence of the President, the President-Elect shall become President. If no President-Elect, then duties of the position will be shared as needed by the PTCO Executive Committee.
- b) A vacancy in any other position shall be filled for the unexpired term by a person elected by a majority of the Executive Committee. In the event a position cannot be filled, the duties of the position will be shared, as needed, by the PTCO Executive Committee.

ARTICLE VI. MEETINGS

Section 1. Regular meetings of the membership shall be held during the school year. The meeting dates for the entire year should be advertised before the beginning of the school year, but no less than 30 days prior to the meeting, through print and electronic means available to the organization.*

Section 2. Meetings shall be open to all members of the organization and interested community members.*

Section 3. Special meetings of the Executive Committee may be called by the President(s) or the Principal with a five-day notice, through print and electronic means available to the organization.*

Section 4. The General Membership present at any meeting shall be entitled to vote for the purpose of transacting the business of the organization. All eligible voters at a General Membership meeting shall constitute a quorum. Unless otherwise required in the Bylaws, a majority vote shall decide all matters at the General Membership meeting. Two thirds of the executive committee members constitute a quorum of the Executive Committee. A simple majority decides all matters unless otherwise stated in bylaws.

Section 5. Conflict of Interest

Whenever a member or officer has a financial or personal interest in any matter coming before the Executive Committee or General Membership, the affected person shall a) fully disclose the nature of the interest, and b) withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested members determine that it is in the best interest of the organization to do

so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

Section 6. Voting by Electronic Communication

- a) The Executive Committee may take action outside a meeting by electronic communication if action is required before the next scheduled meeting. A notice stating the action to be taken and the time by which a response is required must be included in the electronic communication to each member of the Committee. The Executive Committee will be allowed to conduct a voice vote or discuss immediate issues through telecommunications.
- b) An Executive Committee member may demand action not be taken without a meeting by the required response date in like communication.
- c) Failure to respond by the time stated in the notice will have the same effect as abstaining from voting.
- d) The action passes with affirmative vote from the simple majority of the Executive Committee. The action must be ratified at the next scheduled meeting and documented in the minutes.

Section 7. Members of the Executive Committee shall attend all regularly scheduled meetings during the year and may not be absent from more than three meetings. Failure to comply may constitute a vacancy. Exceptions to this policy may be appealed to the Executive Committee.

Section 8. Minutes shall be kept at all General Membership, Executive Committee, and Special meetings.

Section 9. A joint meeting of the outgoing and incoming Executive Committees shall be held at the last regular meeting of the school year.

Section 10. A 24-hour advance notice must be given for an emergency meeting of the Executive Committee. The notice shall include: the nature of the matter to be considered; any relevant information available, the location and time of the meeting; and the manner by which casting votes will be accepted. A quorum of the Executive Committee is required either in person or by conference call. Results of the vote shall be presented at the next Executive Committee meeting.

Section 11. Any PTCO member may submit a written request for a special meeting to the Executive Committee through the President(s). Such request should provide reason(s) for the intended meeting. A meeting shall be called with the approval of a majority of the Executive Committee.

ARTICLE VII. COMMITTEES & REPRESENTATIVES

Section 1. Standing Committees

The Standing Committees shall be established by the Executive Committee as needed to carry on the work of the PTCO (i.e., After Prom, fund raising, hospitality and volunteers).

Section 2. Special Committees

Special Committees may be created as the need arises and shall cease to exist when the purpose for which they were created has been accomplished.

Section 3. All Standing Committees, Special Committees and Representatives shall report directly to the President(s) and shall present oral reports at General Membership meetings at the request of the President(s).

ARTICLE VIII. OPERATING PRINCIPLES*

The following are the operating principles to be followed by this PTCO, as required by the Cherry Creek School District Parent-Teacher-Community Council, Inc. (CCSD Parent's Council).

1. The organization shall promote the goal of quality education and support for the general welfare of all students at Cherokee Trail High School by working with the faculty and staff, the Cherry Creek School District community and the students.
2. The organization shall not engage in or endorse any commercial activities. This does not, however, prevent the organization from carrying on fund raising activities related to its purpose. Nor does it prevent a commercial enterprise from sponsoring an activity related to the organization's purpose.
3. Title 26, Section 4911 of the IRS Code

A Parent Teacher 501(c)(3) Tax-Exempt Organization is allowed:

- a) To participate in political activities and supporting or influencing legislation, such as a school budget issue or a referendum.
- b) To participate in activities to influence legislation that may be considered as directly connected to the "survival" of the organization, such as a referendum supporting education.
- c) To have a speaker come and present information for or against proposed legislation.

A Parent Teacher 501(c)(3) Tax-Exempt Organization is not allowed:

- a) To expend to have a candidate running for election as a speaker at a meeting, or to endorse a political candidate.
 - b) To expend a "substantial" amount of their funds on activities to influence legislation. A conservative rule of thumb is that the PTCO spend no more than 5% of its annual expenditures in support of election activities.
3. No part of the net earnings of the organization shall inure to the benefit of its members, directors, officers or other private persons. The organization shall not carry on any activities not permitted to be carried on by an organization exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code.
 4. Upon the dissolution of this organization and after paying for the debts of the organization, the remaining assets shall be distributed to one or more non-profit organizations which are tax-exempt under section 501 (c)(3) of the Internal Revenue Code.

ARTICLE IX. AFFILIATION WITH CCSD PARENTS' COUNCIL (CHERRY CREEK SCHOOL DISTRICT PARENT TEACHER COMMUNITY COUNCIL, INC.)*

1. This organization is structured under the authority of the Cherry Creek School District Parent Teacher Community Council, Inc. (CCSD Parents' Council) and is chartered as a subordinate organization in accordance with the rules prescribed by the CCSD Parents' Council.
2. An annual Affiliation Letter shall be signed by the President of the PTCO to the CCSD Parents' Council President affirming their continuation as a subordinate organization under the CCSD Parents' Council Tax Exempt 501(c)(3) status with the Internal Revenue Service. A copy of the document with the original or facsimile signature shall be provided to the CCSD Parents' Council. (A signature received via a FAX document is deemed acceptable.)
3. The membership fee required by the CCSD Parents' Council shall be an obligation of this organization.
4. A copy of the bylaws, including certain provisions required by the CCSD Parents' Council, shall be forwarded to the CCSD Parents' Council Treasurer upon adoption. Further, when amendments are made to the Bylaws, a copy of the amended Bylaws shall be submitted to the CCSD Parents' Council Treasurer.
5. Copies of all annually required financial filings to the Internal Revenue Service and the Secretary of State (State of Colorado) shall be submitted to the Treasurer of the CCSD Parents' Council within 30 days of filing.
6. Permanent books and records shall be maintained with sufficient detail to adequately reflect all sources of income and nature of expenditures. Such books and records will be made available for inspection, at reasonable times, upon request of an authorized representative of the CCSD Parents' Council.
7. The President (or Co-Presidents) of this organization shall be a member/members of the CCSD Parents' Council. If the President(s) are unable to attend regular Parents' Council meetings, it is recommended that one or more Parents' Council representatives be assigned to attend and report during regular PTCO meetings.
8. As a subordinate organization of the CCSD Parents' Council, this group is obligated to operate in accordance with provisions required by the CCSD Parents' Council and the Operating Principles outlined in these Bylaws, and is subject to investigation, mediation and decisions of the Parents' Council Executive Board, as deemed necessary to uphold the Purpose of this organization and protect its tax status. Failure to comply with these provisions could result in withdrawal by the CCSD Parents' Council of the charter of this organization and removal of all affiliate benefits.

ARTICLE X. FINANCES

Section 1. An annual budget will be developed by the President(s) and the Treasurer. The annual budget shall be presented to the Executive Committee for approval and presented at the first General Meeting of the year, no later than September 30.

Section 2. The outgoing Executive Committee will retain a capital reserve account with a minimum balance of \$3,500 to insure adequate operating and start-up capital for the subsequent school year. A minimum balance of \$2,000 will be maintained in this account throughout the school year.

Section 3. The annual budget may be revised with approval by the Executive Committee and ratified by the General Membership.

Section 4. Any expenditure up to but not exceeding \$1,000 that is not in the current budget may be approved by the Executive Committee without further approval of the General Membership. Any amount over \$1,000 not specifically stated in the budget shall be voted upon the next General Membership meeting.

Section 5. An annual examination of the financial records will be performed at the end of each school year.

Section 6. Check Requests Forms are required for all reimbursements and fund requests. Deposit Notice will be completed for all deposits. Two signatures are required for on all Check Request Forms prior to the disbursement of the corresponding funds.

ARTICLE XI. FISCAL YEAR*

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

ARTICLE XII. AMENDMENTS*

Section 1. Bylaws shall be reviewed by the Executive Committee annually.

Section 2. These bylaws may be amended at any General Membership meeting by a majority of the votes of the General Membership present and voting, provided that written notice of the proposed amendment(s) shall have been given 30 days prior to the meeting and have prior approval by the Executive Committee.

ARTICLE XIII. PARLIMENTARY 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.

*Indicates articles or sections required by the Cherry Creek School District Parent-Teacher-Community Council, Inc.

Revised: 02/01/1989
08/24/1995
01/15/1997
03/18/1998
02/15/1999
04/18/2001
05/31/2002 (version 6.1a, reformatted 9/17/02)
05/14/2008
10/08/2010
09/23/2011
10/08/2012
02/01/2013
05/16/2016

11/6/2018