Altitude Elementary School PTO Bylaws

Altitude Elementary School Parent, Teacher, Community Organization

Cherry Creek School District Parent Teacher Community Organization-Altitude Elementary School PTO Bylaws Dated May 21, 2018 as amended (July 1, 2023).

ARTICLE I

ORGANIZATION NAME

The name of the organization shall be the Cherry Creek School District Parent Teacher Community Organization-Altitude Elementary School PTO, hereafter referred to as any of the following: the PTCO (or PTO), the organization, or the Corporation.

ARTICLE II

PURPOSE

1. The purpose of the PTCO shall be to assist in attaining the highest level of education and welfare for the entire student body of Altitude Elementary School through the cooperative efforts of the faculty and staff, the Cherry Creek School District community, and the parents.

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 or PC.

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 (the Code). This organization is not a private foundation. The PTCO, as a corporation, may carry on any other lawful activity consistent with its Articles of Incorporation, these Bylaws, the Code, and the Colorado Revised Nonprofit Corporation Act (the Act).

ARTICLE III

MEMBERSHIP

1. General Membership – General membership shall consist of the parents or guardians of the students, the administrators, and the staff of Altitude Elementary School.

2. Associate Membership – Associate membership shall consist of the students of Altitude Elementary School and interested members of the community.

3. No dues shall be required for membership.

ARTICLE IV

ELECTED OFFICERS

Unless otherwise noted below, see **Appendix A Suggested Duties and Responsibilities** for a detailed listing of suggested job descriptions for each of these roles. The following roles are considered voting positions on the Executive Board (the terms "Board" and "Executive Board" are interchangeable).

- President/Co-President - **see Article V 9.**
- Vice President/Co-Vice President
- Vice President(s) of Fundraising and Sponsorships
- Vice President(s) of Events
- Vice President of Communications
- Secretary - **see Article V 10.**
- Treasurer/Co-Treasurer - **see Article V 11.**

Additional voting and/or non-voting members of the Board may be elected at the discretion of the Board. Examples include: Parents' Council representative, PIN-Parent Information Network representative, spirit night coordinator, committee chair, transition officer, past president, members at large, etc.

ARTICLE V

EXECUTIVE BOARD

1. General Powers The affairs of the PTCO shall be managed by its Executive Board. The Executive Board shall have all powers of a board of directors as set forth in the Colorado Revised Nonprofit Corporation Act, the Articles of Incorporation, and these Bylaws, and shall direct the business, activities, and affairs of the PTCO.

2. Number, Composition, and Eligibility The Executive Board shall consist of at least three (3) members, including one (1) President, one (1) Secretary, one (1) Treasurer, and such other elected or appointed positions as the Executive Board may deem desirable, including Co-President(s), Vice President(s), Co-Secretaries, Co-Treasurers, or other support positions. Executive Board members should be a parent or guardian of a student at Altitude Elementary School. Each Executive Board member from separate households shall have one vote. If needed a community member or school personnel can serve in an executive board member position, however, the President(s) or Treasurer(s) cannot be the Principal.

3. Election, Term, and Term Limits Executive Board members shall be elected annually by the General Membership in the spring of each school year and serve an initial one-year term. The term of office shall run from July 1 through June 30, and Executive Board members shall assume their official duties at the beginning of the fiscal year. No Executive Board member shall serve in the same office for more than two (2) consecutive years, unless as voted on by majority vote of the Executive Board, excluding the Executive Board member in question, and General Membership.

4. Creation of Additional Positions New Executive Board positions may be created and filled at any meeting of the Executive Board. Any Executive Board member elected or appointed to a position shall have authority and perform the duties prescribed from time to time by the Executive Board.

5. Removal Any Executive Board member may be removed, with cause, by a majority vote of the Executive Board present at a meeting at which a quorum is present, excluding the Executive Board member in question, whenever in the judgment of the Executive Board, the best interests of the PTCO would be served thereby.

6. Vacancies Whenever a vacancy occurs on the Executive Board or in any office by reason of death, resignation, incapacity, removal, disqualification, or otherwise, the President(s) shall call a meeting of the Executive Board within thirty (30) days to fill the vacancy by majority vote of the Executive Board members present at a meeting at which a quorum is present. The person appointed shall serve for the unexpired portion of the term.

7. Nominations The Executive Board shall nominate a candidate for each elected office, and the slate of candidates shall be presented at least thirty (30) days before approved by the General Membership. Nominations shall also be accepted from the floor at a General Membership meeting, provided the nominee consents to serve. In the event voting is conducted electronically, nominations shall likewise be accepted through the electronic voting process in a manner established by the Executive Board, provided the nominee consents to serve.

8. Quorum A majority of the Executive Board members serving the PTCO at the time notice of an Executive Board meeting is given shall constitute a quorum for the transaction of business. If less than a majority of the Executive Board is present, a majority of the Executive Board members present may adjourn and reconvene the meeting from time to time without further notice.

9. President/Co-President Duties The President(s) shall call and preside at all meetings of the PTCO; serve as ex-officio members of all committees; work with the Executive Board to appoint chairpersons of special committees; attend CCSD Parents' Council general meetings or assign one or more Parents' Council representatives; sign checks in the absence of the Treasurer; review monthly financial statements with the Treasurer; appoint an examiner who is not on the current Executive Board to conduct the year-end financial examination and submit a copy of the examination to CCSD Parents' Council no later than thirty (30) days after completion; sign and submit the annual affiliation letter to CCSD Parents' Council; attend CCSD Parents' Council Leadership Training in the Fall; and, to the best of their ability, attend District functions where individuals from the school are invited or honored.

10. Secretary/Co-Secretary Duties The Secretary shall record, transcribe, and distribute the minutes of all PTCO and Executive Board meetings; maintain and keep current a copy of the Bylaws; handle incoming and outgoing correspondence as needed by the PTCO; maintain a current listing of the Executive Board and Committee chairpersons; provide the Executive Board listing, including contact information, to CCSD Parents' Council upon election; and attend CCSD Parents' Council Leadership Training in the Fall.

11. Treasurer/Co-Treasurer Duties The Treasurer(s) shall receive, deposit, and disburse funds of the PTCO as authorized by the Executive Board; maintain accurate records of all financial transactions; submit monthly financial statements to the Executive Board; submit financial records for examination by July 15, with review to be completed by August 15; sign the affiliation letter for CCSD Parents' Council along with the President; prepare the Annual Budget in conjunction with the President(s) for approval by the Executive Board and ratification by the General Membership; submit a copy of the approved Annual Budget to the CCSD Parents' Council; attend CCSD Parents' Council Leadership Training in the Fall; maintain and reconcile the PTCO's checkbook with bank records; register the PTCO as a Charitable Organization with the Colorado Secretary of State; file all annual financial statements, tax returns (income and sales tax), and schedules, regardless of income, with the Internal Revenue Service and the Colorado Secretary of State; and send copies of each filing to the CCSD Parents' Council no later than thirty (30) days after filing.

ARTICLE VI

MEETINGS

1. Executive Board Meetings There shall be regular monthly Board meetings from July through June. Non-Board members may be invited to a Board meeting as needed. However, confidential Board discussions are limited to individuals who have been elected or appointed to Board positions. Meetings may also be held by telephone, video conference, or other means of communication permitted by the Act or these Bylaws. Minutes shall be kept at all meetings.

2. General Membership Meetings There shall be a minimum of three (3) General Membership meetings from September through May. The Board may provide by resolution the time for holding additional General Membership meetings, with notice to be given as set forth herein. General Membership meetings shall be held at Altitude Elementary School, unless the Board establishes another place for the meeting by vote of the Board. Meetings may also be held by telephone, video conference, or other means of communication. Minutes shall be kept at all meetings, Meetings shall be open to all members of the PTCO and interested community members.

3. Special Meetings Special meetings of the Executive Board or General Membership may be called by the President(s) or the Principal upon five (5) days' notice through print and/or electronic means available to the PTCO. Notice of any Special Meeting shall state the purpose or purposes of the meeting. Special Meetings shall be held at Altitude Elementary School, unless the Executive Board establishes another place for the meeting by vote of the Executive Board, and may also be held by telephone, video conference, or other means of communication permitted by the Act or these Bylaws. Minutes shall be kept at all meetings.

4. Notice of General Meetings Written notice of General Membership meeting dates for the entire year should be advertised before the beginning of the school year, but no less than thirty (30) days before the meeting, through print and/or electronic means available to the PTCO. Notice may be delivered in person, by regular mail, by electronic mail, posted on the PTCO website, or by any other form of communication permitted by the Act or these Bylaws. Unless otherwise expressly provided herein, all notices shall be given as provided in the Act. If unforeseen circumstances (such as a snow day) cause the need for a meeting date to be changed,

written notice shall be provided no less than five (5) days before the rescheduled meeting, through print and/or electronic means available to the PTCO.

5. Members of the Board shall attend (virtually or in-person) all regularly scheduled Executive Board meetings during the year to the best of their ability. Failure to comply may constitute a vacancy as voted on by the Board.

6. Budget, Bylaws, agendas, etc. may be distributed in-person or electronically (e.g. via email, social media, newsletters, school/PTCO website, etc.).

ARTICLE VII

COMMITTEES

1. Authority to Establish Roles The Executive Board shall have the authority to create, appoint, and dissolve committees and support roles as necessary to fulfill the mission of the PTCO and address the evolving needs of the school community.

2. Purpose and Function Committees and appointed support roles shall be established to assist in the planning, execution, and support of events, programs, and initiatives sponsored by the PTCO. Separate committee roles shall operate under the direction of the Executive Board and shall not hold voting rights at Executive Board meetings unless otherwise specified in the Bylaws.

ARTICLE VIII

QUORUM, VOTER ELIGIBILITY AND VOTING

1. Quorum The General Membership and Board members present at any meeting shall be entitled to vote for the purpose of transacting the business of the PTCO. All eligible voters at a meeting shall constitute a quorum. Unless otherwise required in the Bylaws, a majority vote shall decide all matters at the meeting. The President shall vote only in the event of a tie vote.

2. Voting and Executive Board Eligibility As a PTCO, both General Members and Associate Members may vote and may serve on the Executive Board.

3. Conflict of Interest The PTCO has adopted a Conflict of Interest Policy attached to these Bylaws; **See Appendix B Conflict of Interest Policy.**

4. Voting by Electronic Communication

a. The Executive Board may take action, without 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 Board.

b. Each Board member may cast a vote electronically or may object to taking action without a meeting by submitting a response through the same or a similar electronic communication before the stated deadline.

c. Failure to respond by the time stated in the notice will have the same effect as abstaining from voting.

d. Unless otherwise required by these Bylaws, action taken without a meeting shall be approved upon the affirmative vote of a majority of the members of the Executive Board.

e. Any action approved pursuant to this Section shall have the same force and effect as if adopted at an in-person meeting of the Executive Board.

f. Nothing in this Section shall limit the authority of the Executive Board to consider and vote on matters at an in-person meeting or at a meeting conducted by authorized electronic means.

ARTICLE IX

FINANCES

1. A tentative budget shall be drafted in spring for the following school year and approved by a majority vote of the members present prior to the start of the new fiscal year.

2. The Treasurer shall keep accurate records of any disbursements, income, and bank account information.

3. The Board shall approve all expenses of the organization.

4. See **Appendix C Financial Policies** for a detailed description of Board adopted financial policies.

ARTICLE X

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 Parents' Council).

1. The organization shall not engage in or endorse any commercial activities. This does not, however, prevent the organization from carrying on fundraising activities related to its purpose. Nor does it prevent a commercial enterprise from sponsoring an activity related to the organization's purpose.

2. TITLE 26, SECTION 4911 of the IRS Code

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

● The PTCO can advocate about issues affecting students, schools, education or safety however the advocacy needs to be careful it does not become disguised as an endorsement or opposition campaign.

● A Board member may act personally and NOT on behalf of the PTCO to support or advocate for a campaign view point but the distinction needs to clearly be made that the individual is

acting in their personal capacity and NOT in their capacity as a board member of the PTCO.

● The PTCO can invite all candidates from both sides of a campaign or initiative to speak at a meeting as long as both sides of an issue / all individuals are allowed and invited to participate and that the PTCO does not endorse one side or the other.

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

● The PTCO cannot participate in political activity including directly or indirectly. This includes directly or indirectly participating or intervening in a political campaign on behalf of or in opposition to a candidate for public office. This applies to state, federal and local elections. This means a PTCO cannot endorse a candidate;

● The PTCO may not tell parents to vote for or against a candidate

● The PTCO may not make campaign contributions

● The PTCO may not allow PTCO funds to be used for a candidate's campaign, publish or distribute campaign materials for or against a candidate

● The PTCO may not use PTCO official social media, newsletter, websites, email lists, meetings or events to promote or oppose candidates, make statements on behalf of the PTCO supporting or opposing a candidate

● The IRS states specifically that contributing to a political campaign fund or making public statements in support of or opposition to a candidate on behalf of the organization violates this provision.

● The IRS says the central Parent Organization must maintain general supervision over subordinates as it relates to monitoring compliance with the above.

3. No part of the net earnings of the organization shall inure to the benefit of its members, Executive Board, or other private persons. The organization may carry on only those activities permitted under the Internal

Revenue Code, Section 501(c)(3)

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 XI

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 and Treasurer 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 or electronic 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 required 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 XII

EQUITY/DIVERSITY STATEMENT

1. The officers, directors, committee members and other persons serving this organization shall be selected entirely on a nondiscriminatory basis with respect to age, sex, race, religion, national origin and sexual orientation.

2. In alignment with the Cherry Creek School District Core Values, the Cherry Creek School District PTCOs seek to further its commitment to diversity, equity, and inclusion, including diversity on the basis of race, color, ancestry, creed, sex, gender, sexual orientation, religion, national origin, marital status, age, disability, or need for special education services, ability and neurodiversity. Through our actions and accountability, we will work to both respect these differences and acknowledge commonalities that unite our community. From this knowledge we will develop meaningful priorities, including but not limited to the following:

2.1 Assessing our beliefs and practices on a consistent basis to ensure inclusiveness and guard against discrimination;

2.2 Being inclusive through membership, leadership, programs, partnerships, and communications and in so doing to mirror the diversity of our community;

2.3 Communicating with families in our community in languages which they understand;

2.4 Proactively engaging a diverse range of voices from members and prospective members, while acknowledging and appreciating individual ideas, knowledge and values that are different from our own;

2.5 Working to eliminate practices that promote inequality or inequity;

2.6 Engaging in good faith efforts to increase purchases from and contract awards to Historically Underutilized Businesses, as that term is defined by Colorado.

ARTICLE XIII

FISCAL YEAR

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

ARTICLE XIV

PARLIAMENTARY AUTHORITY

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

ARTICLE XV

AMENDMENTS

1. Bylaws shall be reviewed by the Board annually.

2. These Bylaws may be amended at any General Membership meeting by a majority of the votes of the General members and Board members present and voting, provided that written notice of the proposed amendment(s) shall have been posted or provided thirty (30) days prior to the meeting, and have prior approval by the Board.

Original Adoption: 5/21/2018
As Amended: 11/1/2020
7/1/2023
11/XX/2026