# Buffalo Trail Parent Teacher Community Organization (PTCO) Bylaws

**CHERRY CREEK SCHOOL DISTRICT PARENT TEACHER COMMUNITY COUNCIL, INC.**
**Buffalo Trail PTCO BY-LAWS Dated October 11, 2007 as amended September 6, 2018.**

## ARTICLE I

***NAME****

The name of the organization shall be the Cherry Creek School District Parent Teacher Community Council, Inc. Buffalo Trail *PTCO,* hereafter known as the *PTCO*.

## 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 Buffalo Trail through the cooperative efforts of the Faculty and Staff, the Cherry Creek 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.

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***

1. GENERAL – General membership shall consist of the parents or guardians of students, the administrators, the faculty and the staff of Buffalo Trail.

2. ASSOCIATE – Associate membership shall consist of the students of Buffalo Trail and interested members of the community.

3. No dues shall be required for membership.

## ARTICLE IV

***ELECTED OFFICERS AND THEIR DUTIES***

1. President/Co-Presidents
    a. To call and preside at all meetings of the organization.
    b. To be a member *ex-officio* of all committees.
    c. To work with the Executive Board to appoint chairpersons of Standing and Special Committees, the Nominating Committee and representatives.
    d. To attend CCSD Parents' Council general meetings or assign a representative (Parents' Council Representative or Representatives).
    e. To sign checks in addition to the Treasurer.
    f. Review monthly financial statements with the Treasurer. (Brought to executive meeting)
    g. To appoint an examiner to conduct the year-end financial examination of the organization's book. *
    h. To 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. *

*Indicates articles or sections required by the Cherry Creek School District Parent Teacher Community Council, Inc. Modifications may be made to adapt to each PTO's/PTCO's specific desires as long as the basic philosophy and intent remains.

i. To attend a minimum of one CCSD Parents' Council Leadership Workshop upon election. *
j. To the best of your ability, to attend District functions where individuals from your school are invited and/or honored, including the Area Director luncheon(s), Exceptional Volunteer of the Year event, Open Forum roundtable discussions and the Teacher of the Year banquet.

2. First Vice President (This position is held by the Principal)
   a. To preside in the absence of the President(s).
   b. To act as the Parliamentarian.

3. Second Vice President
   a. To preside in the absence of the President(s) and the First Vice President.
   b. To keep the PTO/PTCO aware of school events.
   c. To oversee designated committees and operations.

4. Secretary/Secretaries
   a. To record, transcribe and distribute the minutes of all PTCO meetings.
   b. To maintain and keep current a copy of the Bylaws. *
   c. To handle all incoming and outgoing correspondence as needed by the PTCO.
   d. To maintain a current listing of the Executive Board and the Committee Chairpersons.
   e. To provide a copy of the Executive Board listing, including contact information (Name, Address, Phone, and E-Mail Address of each) to the CCSD Parents' Council upon election. *

5. Treasurer/Treasurers
   a. To receive, deposit and disburse the funds of the organization, as authorized by the Executive Board.
   b. To maintain accurate records of all financial transactions. *
   c. To submit monthly financial statements to the Board.
   d. To submit financial records for examination by July 15 to Executive Board (review to be completed by August 15).
   e. To prepare the Annual Budget in conjunction with the Budget Committee for approval by the Executive Board and ratification by the General Membership. *
   f. To submit a copy of the Annual Budget to the Treasurer of CCSD Parents' Council upon formal approval by the PTCO membership. *
   g. To attend a minimum of one CCSD Parents' Council Treasurer's Workshop upon election. *
   h. To maintain and reconcile the organization's checkbook with bank records.
   i. To register the organization as a Charitable Organization in the State of Colorado with the Secretary of State. *
   j. To file all annual financial statements/tax returns and schedules, regardless of income, with the Internal Revenue Service and the Colorado Secretary of State. *
   k. To send copies of each filing to the Treasurer of the CCSD Parents' Council no later than 30 (thirty) days after such filing. *

6. Fundraising Chair
   a. Research and present all fundraising requests to the Executive Board for approval.
   b. Attends all board meetings and general meetings.

c. Organizes and schedules all fundraisers for the school year that are approved by the Board.
d. Handles correspondence with fundraising organization; including contracts, fees, deliveries, solicitations.
e. Follows the procedures set forth by the organization on handling monies.

# ARTICLE V
## *ELECTION OF OFFICERS*

1. The Nominating Committee shall consist of the Principal, two Board members and two General members. The members of the Nominating Committee shall elect the Chairperson of the Committee.

2. The Nominating Committee shall nominate a candidate for each elected office. The slate of candidates for each office shall be presented at least 1 week prior to voting. Nominees for President and Treasurer shall be of current board or committee with prior experience of the PTCO working body. In the event there is no nominee or candidate to fulfill the position(s) from the current PTCO board nor committee, open nominations will be accepted by the nominating committee.

3. The election shall take place in the spring of each school year for the following year's board. Voting may take place in person, via email or other electronic means (ie. Zoom, Microsoft Teams or another virtual meeting place).

4. Nominations shall be accepted from the floor at a general meeting (in person or via electronic means if in-person meetings are not possible) on the condition that the nominee consents.

5. 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 meeting by a written or electronic ballot.

6. The term of the office for all members of the Executive Board shall be from July 1st to June 30th.

7. No officer shall be eligible to serve in the same office for more than two consecutive years unless there is no nominate or candidate to fulfill the position and the current member is willing to be re-elected for another term.

8. In the event a vacancy should occur among the elected officers, the President(s) should call a meeting of the Executive Board within 30 (thirty) days to appoint a new officer to finish the unexpired term.

# ARTICLE VI
## *BOARD COMPOSITION*

1. The Executive Board shall be composed of the elected officers, a designated district administrator (i.e. Principal or assistant principal) and the immediate Past President.

# ARTICLE VII
## *MEETINGS*

1. Regular monthly meetings of the membership shall be held during the school year. The meeting dates for the entire year shall be published before the beginning of the school year.

2. Meetings may be held virtually or in-person off school grounds if in-person meetings on school grounds are not possible due to district or state guidelines.

3. Meetings shall be open to all members of the organization and interested community members.

4. Special meetings of the Executive Board may be called by the President(s) or the Principal with a five-day notice or an electronic vote via email may be requested, given opportunity for questions to be asked and answered before vote required.

5. A joint meeting of the outgoing and incoming Boards shall be held at the last regular meeting of each school year.

6. Members of the Board 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 Board.

7. Minutes shall be kept at all general membership meetings.

8. Meeting minutes, budget, bylaws, policies and other documents may be distributed electronically via email, social media or newsletters.

# 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 Parents' Council).

1. 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.

2.

*TITLE 26, SECTION 4911 of the IRS Code*

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

- To participate in political activities and supporting or influencing legislation, such as a school budget issue or a referendum.
- 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.
- 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:

- To expend monies to have a candidate running for election as a speaker at a meeting, or to endorse a political candidate.

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- 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 five percent (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 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 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 PTO/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 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.

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8. As a subordinate organization of the CCSD Parents' Council, this group is obligated to operate in accordance with the prescribed rules of the CCSD Parents' Council and the Operating Principles in Article VII of these Bylaws. Failure to comply with these provisions could result in withdrawal by the CCSD Parents' Council of the charter of this organization.

## ARTICLE X

### *FISCAL YEAR**

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

## ARTICLE XI

### *QUORUM AND VOTER ELIGIBILITY*

The General Membership and Board Members present at any meeting shall be entitled to vote for the purpose of transacting the business of the organization. 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.

## ARTICLE XII

### *AMENDMENTS**

1. Bylaws shall be reviewed by the Board annually.

2. These Bylaws may be amended at any general 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 given thirty (30) days prior to the meeting.

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| Original Adoption: | 10/11/2007 |
| As Amended: | 10/11/2007 |
| As Amended: | 5/9/2012 |
| As Amended: | 5/8/2017 |
| As Amended: | 10/11/2017 |
| As Amended: | 9/6/2018 |
| As Amended: | 10/7/2020 |
| As Amended: | 5/12/2021 |

(Add dates as amendments are made. If prior dates are unavailable, start with the earliest version available, then add amendment dates from that point.)

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