

Black Forest Hills Elementary PTCO

Bylaws

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Revised 9/21/2022
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Revised 9/26/25
Revised 10/31/25
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Article I: Name*

The name of this organization shall be the Black Forest Hills Elementary Parent Teacher Community Organization (PTCO).

Article II: Mission Statement

In partnership with families, school staff, and our community, the mission of the Black Forest Hills Elementary PTCO is to garner resources to enhance student learning and achievement and to instill a sense of community in our school and neighborhood.

Article III: Guiding Principles

The PTCO operates according to the following guiding principles:

1. Collaboration: We are committed to ongoing, open communication with school leadership to prioritize and distribute funds raised.
2. Community Building: We strive to provide opportunities for families to connect and build relationships.
3. Educational Support: We seek to find enrichment and provide support that works to the educational benefit of all students.

Article IV: Operating Principles*

The following are the operating principles to be followed by this PTO/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.
3. 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.
 - 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.
4. 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).
5. 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 V: 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 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 to the CCSD Parents' Council. (A signature
3. received via a FAX or electronic document is deemed acceptable.)
4. The membership fee required by the CCSD Parents' Council shall be an obligation of this organization.

5. 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.
6. Further, when amendments are made to the Bylaws, a copy of the amended Bylaws shall be submitted to the CCSD Parents' Council Treasurer.
7. 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.
8. 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.
9. 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 are assigned to attend and report during regular PTO meetings.
10. 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.
11. Failure to comply with these provisions could result in withdrawal by the CCSD
12. Parents' Council of the charter of this organization and removal of all affiliate benefits.

Article V: Equity and Inclusion Statement*

The Black Forest Hills Elementary PTCO believes that every student deserves access to a high-quality education and an inclusive school environment that respects and values diversity.

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 PTO/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.create an equitable and thriving educational environment for every child at Black Forest Hills Elementary.

Article VI: Purpose*

1. The purpose of the PTO shall be to assist in attaining the highest level of education and welfare for the entire student body of (school name) through the cooperative efforts of the Faculty and Staff, the Cherry Creek District community and the parents.
2. This PTO 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 PTO 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 VIII: Membership

Section 1: General Membership

General membership shall consist of:

- Parents or guardians of all students
- Administrators
- Faculty and staff of Black Forest Hills Elementary School

Section 2: Associate Membership

Associate membership shall consist of:

- Interested members of the community

Section 3: Board Membership

Members of the Board of Directors and Executive Board are defined and governed by Articles V–VII.

Section 4: Dues

There shall be no dues required for membership in the BFHE PTCO.

Article IX: Board Composition

1. The Executive Board shall be composed of the elected officers and a designated district administrator (e.g. Principal or assistant principal).
2. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Article VII: Board of Directors (Elected Officers) and Their Duties

Note: Any role may be held by one or two individuals (co-officers).

Section 1: President

The duties of the **President** shall include:

Meetings & Representation

- Preside at all meetings of the organization.
- Be a member ex-officio of all committees.
- Attend CCSD Parents' Council meetings or assign a representative.
- Attend all PTCO-sponsored events and district functions where school representatives are invited or honored (e.g., luncheons, roundtables, volunteer/teacher award events).

Financial Responsibilities

- Sign checks in the absence of the Treasurer.
- Review monthly financial statements with the Treasurer.
- Appoint an independent examiner (not a current board member) to conduct a year-end financial review.
- Submit financial review to the CCSD Parents' Council Treasurer within 30 days of completion.
- Ensure the receipt of prior year's financial records at the start of the school year.

Compliance & Legal Duties

- File the annual affiliation letter (with the Treasurer) to remain a subordinate under CCSD's 501(c)(3) tax-exempt group.
- Maintain and provide an updated Executive Board contact list to the CCSD Parents' Council.
Register the PTCO as a Charitable Organization with the Colorado Secretary of State.
- File annual reports to maintain the organization's active charitable status.
- Attend a minimum of one CCSD Parents' Council Leadership Workshop upon election.

Internal Operations

- Evaluate PTCO fundraisers, grants, and events, making recommendations for future improvements.
- Organize and manage PTCO mail and correspondence.
- Support all PTCO committees; serve as or support the **Volunteer Coordinator**.
- Ensure Committee Chairs are recruited, supported, and completing their roles.
 - Contact Chairs before meetings for updates.
Remind Chairs to attend or send updates for General Meetings.
 - Help promote events via communication channels.

Communication (if no VP of Communication is designated)

- Assign and delegate communication responsibilities as needed, including:
 - News for school-wide newsletters.
 - Website and social media updates.
 - PTCO email and Gmail account management.
 - Maintenance of PTCO contact/database info.

Records Management (if no VP of Communication is designated)

- Maintain a digital copy of:
 - All bylaws and governing documents
 - Executive Board contact list
 - Committee assignments and reports
- Share all relevant records with new board members annually.
- Ensure website is updated with public documents, including:
 - Meeting agendas and minutes
 - Financial summaries
 - Event information

Section 2: Treasurer(s) – Deposit and Disbursement Treasurers

The duties of the **Treasurer(s)** shall include:

General Responsibilities

- Attend all Executive Board and General Meetings.

- Maintain accurate records of all financial transactions. *
- Submit monthly financial statements to the Executive Board.
- Receive, deposit, and disburse organization funds as authorized by the Executive Board.
- Maintain and reconcile the organization's checkbook with bank records.

Year-End Financial Review & Records

- Review and approve the prior year's financial records with the Co-Presidents before the school year begins.
- Close the books by June 30 and provide financial records and statements to the incoming Treasurer(s).
- Submit all financial records for year-end financial review to the Executive Board before July 15.
- Ensure the review is completed and approved by August 15 by the outgoing President(s).
- Provide all necessary documentation to the examiner during the financial review process.

Budgeting & Financial Oversight

- Prepare the Annual Budget in April, in collaboration with the Executive Board.
- Present the budget for ratification by the General Membership at the final General Meeting of the school year.
- Submit the approved Annual Budget to the CCSD Parents' Council Treasurer. *
- Sign the CCSD Parents' Council Affiliation Letter with the Co-Presidents.

Legal & Tax Filing Responsibilities

- File required financial statements/tax returns annually with:
 - The Internal Revenue Service (IRS)
 - The Colorado Secretary of State
- Send copies of all filings to the CCSD Parents' Council Treasurer within 30 days of submission. *
- Maintain compliance with all guidelines set by the CCSD Parents' Council for subordinate organizations. *
- Attend at least one CCSD Parents' Council Treasurer's Workshop upon election. *

Financial Transactions

- Maintain records of all PTCO receipts and expenditures.
- Ensure all funds are held in federally insured checking or interest-bearing accounts in the name of the BFHE PTCO.
- Ensure both Treasurer(s) and President(s) are listed as authorized signers on all accounts.
- Maintain updated bank signature cards.
- Provide change, assistance, and documentation for all fundraising activities.

- Ensure all deposits and reimbursements:
 - Are supported by proper documentation and approval signatures.
Follow the PTCO's Financial Guidelines and Handling Money Guidelines (See Exhibit 1).
 - Are made on a timely basis.

Internal Support & Committee Involvement

- Support all PTCO committees as needed.
- Attend all PTCO-sponsored events.
(See Article VIII, Section 5 regarding PTCO-sponsored events.)
- Oversee committees as designated by the Executive Board:
 - Contact Committee Chairs before Executive Board and General Meetings to obtain status updates.
 - Remind Chairs to attend General Meetings or send updates.
 - Assist with event publicity as needed.

Section 3: Secretary *

The duties of the **Secretary** shall include:

Meeting Management

- Attend all Executive Board and General Meetings.
- Serve as Parliamentarian (ensuring meetings follow procedural rules).
- Record, transcribe, and distribute minutes of all meetings within 72 hours.
- Send digital copies of the minutes to the VP of Communications within 72 hours for:
 - Posting to the PTCO Google Drive and website
 - Making hard copies available at subsequent meetings

Correspondence

- Conduct official correspondence as directed by the Executive Board. This may include:
 - Thank you notes
 - Acknowledgements of significant life events (e.g., births, deaths, marriages) affecting school community members
- Manage all incoming and outgoing correspondence on behalf of the PTCO.

Records Maintenance

- Maintain a current digital and/or hard copy of the organization's Bylaws. *

Internal Support & Committee Involvement

- Support all PTCO committees as needed.

- Attend all PTCO-sponsored events.
(See Article VIII, Section 5 regarding PTCO-sponsored events.)
- Oversee committees as designated by the Executive Board:
 - Contact Committee Chairs before meetings for status updates.
 - Remind Chairs to attend or provide updates at General Meetings.
 - Assist Committee Chairs in publicizing their programs and events.

Section 4: Additional Roles

Roles that are selected based on availability of board members, can be voted on by board and community. *These are **NOT** required roles.*

- Vice President(s)
- VP of Communications
- VP of Fundraising
- Volunteer Coordinator

Article VIII: Meetings*

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. *
2. Meetings shall be open to all members of the organization and interested community members.*
3. Special meetings of the Executive or General Board may be called by the President(s) or the Principal with a five-day notice, through print and electronic means available

Article IX: Parliamentary Authority*

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

Article X: 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, and have prior approval by the Executive Board.

Original Adoption: MM/DD/YYYY

As Amended: MM/DD/YYYY

Article XI : Teacher Grant Policies

1. Grants must be awarded in time for the grant to be used within the fiscal period that it was raised. It is important to give teachers enough lead time to use funds that have been approved. It is recommended that all grants be finalized, approved and funded by March 31st of each school year. Any unused grant money will return to the general budget and a use will be agreed upon by the executive board and general membership.
2. The PTCO will award a grant of (amounts as determined annually by voted on and approved budget) to EACH FULL time educator at BFHE. These teacher grants may be used for purchases that enhance the classroom experience for ALL students. These include, but are not limited to: posters, markers, books, games, supplies, goodies for a treasure box.
3. The grant submission process is as follows:
 - a. Complete the grant form
 - b. Submit the form to the PTCO by one of the deadlines.
 - c. If your request is approved by the principal and executive board it will be ordered for you by the PTCO and delivered to your grade level team. You will be notified of the timing for delivery.
 - d. Unused funds will be transferred to the PTCO general budget on April 1.

***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.**