BLACK FOREST HILLS ELEMENTARY SCHOOL PARENT TEACHER COMMUNITY ORGANIZATION BYLAWS

Article I: Name*

The name of the organization shall be the Black Forest Hills Elementary Parent Teacher Community Organization, hereafter known as the 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: Purpose*

The purpose of the PTCO shall be to assist in attaining the highest level of education and welfare for the entire student body of Black Forest Hills Elementary through the cooperative efforts of the Faculty and Staff, the Cherry Creek District community and the parents of Black Forest Hills Elementary.

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.

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. The 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 IV: 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 V: 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:
   - A PTCO may 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/PTO.
   - A PTCO/PTO may 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/PTO does not endorse one side or the other.

   A Parent Teacher 501(c)(3) Tax-Exempt Organization is NOT allowed:
   - PTCO/PTO may not 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/PTO can not endorse a candidate.
   - PTCO/PTO may not tell parents to vote for or against a candidate.

- PTCO/PTO may not make campaign contributions.
- PTCO/PTO may not allow PTCO/PTO funds to be used for a candidate's campaign, publish or distribute campaign materials for or against a candidate.
- PTCO/PTO may not use PTCO/PTO official social media, newsletter, websites, email lists, meeting or event to promote or oppose candidates, make statements on behalf of the PTCO/PTO supporting or opposing a candidate.
- The IRS states specifically that contributing to a political campaign fund or making public statements on behalf of the organization violates this provision.

NOTE: 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 Boards, 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 VI: Affiliation with Cherry Creek School District Parent Teacher Community Council, Inc. (CCSD Parents' Council)*

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(s) and Treasurer(s) 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 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(s) 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 PTO meetings (i.e.Treasurer, Secretary, VP Communications, etc.).

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 VII: 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 PTCO/PTOs 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 the State of Colorado.

2.7 Create an equitable and thriving educational environment for every child at Black Forest Hills Elementary.

Article VIII: Membership

General Membership: general membership shall consist of the parents or guardians of all students, the administrators, the faculty and staff of Black Forest Hills Elementary School.

Associate Membership: associate membership shall consist of the students of Black Forest Hills Elementary School and interested members of the community.

Board Membership: members of the Executive Board and the Board of Directors (all other elected or appointed positions) are defined and governed by Articles IX-X.

Membership Dues: there shall be no dues required for membership in the Black Forest Hills Elementary School PTCO.

Article IX: Board Composition

The affairs of the Black Forest Hills Elementary School 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.

1. Composition and Eligibility: The Executive Board must be composed of **at least** three members including one President, one Secretary, one Treasurer. A designated district administrator (e.g. Principal or Assistant Principal) may also be included as part of the Executive Board. The Executive Board may deem other elected, or appointed, positions necessary which may include Co-Presidents, Co-Treasurers, Vice Presidents and other support positions. Executive Board members must be a parent or guardian of a student at Black Forest Hills Elementary. 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 PTCO President can not be the Principal of Black Forest Hills Elementary.*

2. Election, Term, and Term Limits: Executive Board members shall be elected annually (as terms expire) by a majority vote of the General Membership, present at the meeting, in the spring of each school year (March or April is recommended for onboarding and training purposes) and serve a two-year term. Executive Board members shall begin their term and assume their duties on July 1st. This is in correspondence with the beginning of the fiscal year which runs July 1 through June 30 of the following year.

3. Removal: Any Executive Board member may be removed, with cause, by a majority vote of the Executive Board present at the meeting at which a quorum is present, excluding the Executive Board member in question.

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

5. Nominations: The President(s) shall be notified by candidates (or nominees) of their interest in positions for members who have expiring terms. Notifications can be made via email or from the floor at a General Membership meeting, providing a nominee is willing to serve. It is recommended these nominations are provided in February or March as the slate of candidates shall be posted for public view at least 30 days before voting.

Article X: Executive Board Members and Duties

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.

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

President(s)*

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

Meetings & Representation

- Call and preside at all meetings of the organization.
- Serve as ex-officio members of all committees.
- Appoint chairpersons of standing and special committees along with other Executive Board members.
- Attend CCSD Parents' Council general meetings or assign one or more Parents' Council representatives.*
- 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

- Ensure the receipt of the prior year's financial records at the start of the fiscal year (july 1st).
- Be listed as a signer on all bank accounts in addition to the Treasurer.
- Sign checks in the absence of the Treasurer.*
- Review monthly financial statements with the Treasurer.*
- Appoint an examiner, who is not a current board member, to conduct the year-end financial examination.*
- Submit a copy of the above mentioned examination to CCSD Parents' Council no later than thirty days after completion.*

Compliance & Legal Duties

- Sign and submit the annual affiliation letter (with the Treasurer) to CCSD Parents' Council to remain a subordinate under CCSD's 501(c)(3) tax-exempt group.*
- Attend CCSD Parents' Council training in the Fall.*
- Maintain and provide an updated Executive Board contact list to the CCSD Parents' Council.

Internal Operations

- Evaluate PTCO fundraisers, grants, and events, making recommendations for future improvements.
- Organize and manage PTCO mail and correspondence.
- Help promote events via communication channels.
- 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.

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

Treasurer(s)* – Deposit/Disbursement and Bookkeeping Treasurers

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

General Responsibilities

- Attend all Executive Board and General Meetings.
- Sign the affiliation letter for CCSD Parents' Council along with the President(s).*
- Attend CCSD Parents' CouncilLeadership training in the Fall.*
- Receive, deposit, and disburse organization funds as authorized by the Executive Board.
- Maintain accurate records of all financial transactions.*
- Submit monthly financial statements to the Executive Board.*
- Maintain and reconcile the organization's checkbook with bank records.*
- Open/close and properly manage all bank accounts. Must maintain separation of funds received through general fundraising efforts and funds received through a gaming/raffle event.
    - Primary account shall be used as the operational account for funds generated by traditional fundraising events and activities.
    - A secondary account shall be used for funds received under an active gaming or raffle license.
- Submit required quarterly filings pertaining to the gaming/raffle license and associated bank account.

Year-End Financial Review & Records

- Review and approve the prior year's financial records with the President(s) before the fiscal year begins.
- Close the books by June 30 and provide financial records and statements to the incoming Treasurer(s).
- Submit all financial records to the Executive Board for examination before July 15, with review to be completed (and approved by the outgoing President(s)) by August 15th.*
- Provide all necessary documentation to the examiner during the financial review process.

Budgeting & Financial Oversight

- The fiscal year shall begin on July 1st and end on June 30th of the following year.* The prepared budget will coincide with the fiscal year.
- Prepare the Annual Budget, in April, in conjunction with the Budget Committee (if applicable) for approval by the Executive Board.*
- Present the budget for ratification by the General Membership at the final General Meeting of the school year.* The budget shall be posted for public view thirty (30) days prior to approval vote.
- Submit the approved Annual Budget to the CCSD Parents' Council.*

Legal & Tax Filing Responsibilities

- Register the PTCO as a Charitable Organization with the Colorado Secretary of State.*
- File annual reports to maintain the organization's active charitable status.
- File all annual financial statements, tax returns (income and sales tax), and schedules, regardless of income, with The Internal Revenue Service (IRS) and The Colorado Secretary of State*
- Send copies of all filings to the CCSD Parents' Council no later than thirty (30) days after filing.*
- Maintain compliance with all guidelines set by the CCSD Parents' Council for subordinate organizations.

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 Black Forest Hills Elementary School Parent Teacher Community Organization (BFHE PTCO).
- Maintain updated bank signature cards and ensure both Treasurer(s) and President(s) are listed as authorized signers on all bank accounts.
- Provide change, assistance, and documentation for all fundraising activities.
- Ensure all deposits and reimbursements:
    - Are made on a timely basis.

    - Are supported by proper documentation and approval signature - refer to the PTCO's Financial Policies.

Internal Support & Committee Involvement

- Support all PTCO committees as needed and directed by the Presidents(s).
- Attend all PTCO-sponsored events.
- Assist with event publicity as needed.

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).
- Attend CCSD Parents' Council leadership training in the Fall.*
- Record, transcribe, and distribute minutes of all PTCO and Executive Board meetings.*
- 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.*
- Provide the Executive Board listing, including contact information, to CCSD Parents' Council upon election.*
- Keep a current listing of the Executive Board and Committee Chairpersons.

Internal Support & Committee Involvement

- Support all PTCO committees as needed.
- Attend all 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

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. These roles may be selected based on availability of board members and can be voted on by the Executive Board and the community.

Committees and appointed support roles shall be established to assist in the planning, execution, and support of events, programs, and initiatives sponsored by the organization. These roles shall operate under the direction of the Executive Board and shall not hold voting rights at Executive Board meetings unless otherwise specified by the President at the time of election.

These are **NOT** required roles, but may include:

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

Article XI: Meetings*

1. There shall be a minimum of five (5) General Membership meetings from September through May. Written notice of General 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 electronic means available to the organization.

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

3. 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 electronic means available to the organization.

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

5. Minutes shall be kept for all meetings, including meetings reserved for Executive Board members only (i.e. meetings held in June or July to prepare for the upcoming school year).

Article XII: Voter Eligibility and Voting

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

In the event action is required before the next scheduled meeting the Executive Board may take a community vote, without a meeting, by electronic communication (i.e. community vote on how to use additional funds).

- A notice stating the action to be taken and the time by which a response is required must be included in the electronic communication.
- Each member of the Associate Membership, General Membership, and Executive Board may cast one vote electronically before the stated deadline.
- Failure to respond by the time stated in the notice will have the same effect as abstaining from voting.
- The majority vote will decide the action taken by the Executive Board.
- Any action approved pursuant to this section shall have the same force and effect as if adopted at an in-person meeting of the General Membership and shall be recorded in the minutes ratified at the next regular or special meeting of the Executive Board.

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 XIII: Teacher Grant Policies

1. Allocation of funds for teacher grants should be determined in the spring for the following school year and listed as a line item in the budget for community approval. As a general rule of thumb, up to fifteen percent of net proceeds from fundraising efforts, the proceeds of which are not otherwise specifically designated for another purpose, will be used to fund teacher grants for the current year. If the proceeds from a particular fundraising event are explicitly designated for a specific purpose, those net proceeds shall not be included in the calculation of the amount available for teacher requests.

2. 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.

3. The PTCO will award a grant (amounts to be determined annually and voted on via budget approval at first general meeting of each school year) to EACH FULL TIME educator at Black Forest Hills Elementary. 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.

4. The grant submission process is as follows:

    3.1 Complete the grant form.

    3.2 Submit the form to the PTCO by the listed deadline (deadline for each semester). Teacher grant requests should be reviewed by the Principal. Principal recommendations should be taken into consideration but final approval is made by the appropriate grant committee or PTCO Executive Board. The Principal does not have the authority to veto grant requests but may prioritize requests and recommend action and/or outcome.

    3.3 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.

    3.4 Unused funds will be transferred to the PTCO general budget on April 1st.

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 meeting by a majority of the votes of the General Members, 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:	07/01/2011
As Amended:	09/29/2022
	09/01/2023
	09/17/2025
	12/17/2025
	09/16/2026
Last Revised:	10/10/2026

***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.**

_____	_____	_____
Co-President: Ellen Artz	Print	Date
_____	_____	_____
Co-President: Jen Lopez	Print	Date
_____	_____	_____
Secretary: Abbie Maras	Print	Date
_____	_____	_____
Treasurer: Emily Turnquist	Print	Date
_____	_____	_____
VP Communications: Tawnya Jager	Print	Date