

*Original Adoption: 07/01/2011*

*Most Recent Revision: 11/17/2020*

**BYLAWS**  
of the  
**Black Forest Hills Elementary Parent Teacher Community Organization**

**MISSION**  
***GUIDING PRINCIPLES***

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.

- We are committed to ongoing, open communication with school leadership to prioritize and distribute funds raised.
- We strive to provide opportunities for families to connect and build relationships.

**ARTICLE I**  
***NAME\****

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

**ARTICLE II**  
***PURPOSE\****

1. The purpose of the BFHE PTCO shall be to assist in attaining the highest level of education and welfare for the entire student body of Black Forest Hills Elementary School. Through the cooperative efforts of the Cherry Creek School District, the faculty and staff, families, and our community, we shall provide leadership in the areas of fundraising and community--building.
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 the 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 & VOTING PRIVILEGES**

1. GENERAL -- General membership shall consist of the parents or guardians of all students, the administrators, the faculty, and the staff of Black Forest Hills Elementary School.
2. ASSOCIATE -- Associate membership shall consist of the students of Black Forest Hills Elementary School and interested members of the community. Each member present at the meeting shall have one vote. A quorum shall consist of two--thirds of the members present.
3. No dues will be required for membership.

ARTICLE IV  
**ELECTED OFFICERS (Board Members) AND THEIR DUTIES**

1. President/Co--Presidents
  - a) To attend and preside at all meetings of the organization.
  - b) To be a member ex--officio of all committees.
  - c) To attend CCSD Parents' Council general meetings or assign a representative (Parents' Council Representative or Representatives).
  - d) To sign checks in the absence of the Treasurer.
  - e) To appoint an examiner to conduct the year--end financial review of the organization's books.
  - f) To submit an annual affiliation letter to CCSD Parents' Council asking to continue as a subordinate organization under the 501(c)(3) tax exempt group status.\*
  - g) To maintain a copy of the Executive Board listing, including contact information, and provide said list to CCSD Parents' Council upon election of new officers.\*
  - h) To register the organization as a Charitable Organization in the State of Colorado with the Secretary of State.\*
  - i) To file annual reports with the secretary of State requesting authorization to continue to operate as a Charitable Organization in the State of Colorado.\*
  - j) To attend a minimum of one CCSD Parents' Council Leadership Workshop upon election.\*
  - k) 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, as available.
  - l) To evaluate fundraisers and PTCO sponsored events. Make recommendations to the Executive Board regarding changes for the following school year.
  - m) To help in the organization and disbursement of the mail.
  - n) To attend all PTCO sponsored events.
  - o) To support all PTCO committees as needed; working closely with or serving as the Volunteer Coordinator to ensure all Committee Chairs are filled and duties are completed as assigned.
  - p) To oversee certain committees as designated by the Executive Board:
    - i) Contact Committee Chairs before Executive Board and General Meetings to determine

the status of their committees.

- ii) Remind Committee Chairs to attend General Meetings or share information/updates on their behalf.
- iii) Assist Committee Chairs in the publicity of their programs/events.

## 2. Vice--President(s)

- a) To attend all Executive Committee and General Meetings.
- b) To preside in the absence of the Presidents.
- c) To serve as coordinator(s)/chair(s) of PTCO sponsored events/programs, if necessary.
- d) To attend all PTCO sponsored events.
- e) To support all PTCO committees as needed.
- f) To oversee certain committees as designated by the Executive Board:
  - i) Contact Committee Chairs before Executive Board and General Meetings to determine the status of their committees.
  - ii) Remind Committee Chairs to attend General Meetings or share information/updates on their behalf.
  - iii) Assist Committee Chairs in the publicity of their programs/events.

## 3. Vice--President Communications

- a) To attend all Executive Committee and General Meetings.
- b) To preside in the absence of the President(s) and VP(s).
- c) To act as the communication liaison between the school, PTCO and community by means identified as, but not limited to:
  - i) Creation and distribution of the weekly email/newsletter.
  - ii) Creation and distribution of the monthly calendar/newsletter.
  - iii) Maintenance of PTCO and related websites.
  - iv) Annual maintenance of data from school enrollment records to PTCO database
- d) To attend all PTCO sponsored events.
- e) To support all PTCO committees as needed.
- f) To oversee certain committees as designated by the Executive Board:
  - i) Contact Committee Chairs before Executive Board and General Meetings to determine the status of their committees.
  - ii) Remind Committee Chairs to attend General Meetings or share information/updates on their behalf.
  - iii) Assist Committee Chairs in the publicity of their programs/events.

## 4. Bookkeeping Treasurer

- a) To attend all Executive Committee and General Meetings.
- b) To maintain accurate records of all financial transactions.\*
- c) To submit monthly financial statements to the Board.
- d) To receive, deposit and disburse the funds of the organization, as authorized by the Executive Board.
- e) To submit all financial records for year--end financial review, to be completed during summer months, after annual closing of books.

i) To provide all necessary information for the examiner when a review is requested by

the President(s), and to attend related meetings as needed.

- f) To close books by June 30th, and provide books and year--end financial statement to the incoming Treasurer(s).
  - i) These must be examined and approved by the out--going President(s).
- g) To prepare the annual Budget in conjunction with and for approval by the Executive Board and ratification by the General Membership.\*
- h) To submit a copy of the Annual Budget to the Treasurer of CCSD Parents' Council upon formal approval by the PTCO membership.\*
- i) To attend a minimum of one CCSD Parents' Council Treasurer's Workshop upon election.\*
- j) To maintain and reconcile the organization's checkbook with bank records.
- k) To file annual financial statements/tax returns and schedules with the Internal Revenue Service and the Colorado Secretary of State.\*
- l) To send copies of each filing to the Treasurer of CCSD Parents' Council no later than 30 (thirty) days after such filing.\*
- m) To maintain records of all receipts and expenditures of PTCO money and maintain funds in federally insured checking or interest bearing accounts in the name of Black Forest Hills Elementary Parent Teacher Community Organization (BFHE PTCO).
  - i) The Treasurer(s) and the President(s) shall be authorized signers on the checking account.
  - n) To be present or arrange for a substitute from the Executive Board at all fund raising activities, to aid and work closely with Chair people of each fundraiser to ensure accurate record keeping and provide change at fundraising activities.
  - o) To comply with the guidelines for Treasurers that are set by CCSD Parents' Council.
  - p) To attend all PTCO sponsored events.
  - q) To support all PTCO committees as needed.
  - r) To oversee certain committees as designated by the Executive Board:
    - i) Contact Committee Chairs before Executive Board and General Meetings to determine the status of their committees.
    - ii) Remind Committee Chairs to attend General Meetings or share information/updates on their behalf.
    - iii) Assist Committee Chairs in the publicity of their programs/events.

#### 5. Disbursement Treasurer\*

- a) To attend all Executive Committee and General Meetings.
- b) To receive and keep accurate records of all receipts and expenditures of PTCO money and maintain funds in federally insured checking or interest bearing accounts in the name of Black Forest Hills Elementary Parent Teacher Community Organization (BFHE PTCO).
  - i) The Treasurer(s) and the President(s) shall be authorized signers on the checking account.
- c) To be present or arrange for a substitute from the Executive Board at all fund raising activities, to aid and work closely with Chair people of each fundraiser to ensure accurate record keeping and provide change at fundraising activities.
- d) To document outgoing money for all PTCO programs and events, via checkbook.
- e) To insure all reimbursements have adequate receipts and approval signatures as required in

Handling Money Guidelines as set by the Executive Committee.

- f) To reimburse monies and make payments as needed on a timely basis.
- g) To comply with the guidelines for Treasurers that are set by CCSD Parents' Council.
- h) To attend all PTCO sponsored events.
- i) To support all PTCO committees as needed.
- j) To oversee certain committees as designated by the Executive Board:
  - i) Contact Committee Chairs before Executive Board and General Meetings to determine the status of their committees.
  - ii) Remind Committee Chairs to attend General Meetings or share information/updates on their behalf.
  - iii) Assist Committee Chairs in the publicity of their programs/events.

#### 6. Deposit Treasurer\*

- a) To attend all Executive Committee and General Meetings.
- b) To receive and keep accurate records of all receipts and expenditures of PTCO money and maintain funds in federally insured checking or interest bearing accounts in the name of Black Forest Hills Elementary Parent Teacher Community Organization (BFHE PTCO).
  - i) The Treasurer(s) and the President(s) shall be authorized signers on the checking account.
- c) To maintain proper signature cards at all banking facilities.
- d) To be present or arrange for a substitute from the Executive Board at all fund raising activities, to aid and work closely with Chair people of each fundraiser to ensure accurate record keeping, to be responsible for collecting, counting and depositing all money and to provide change at fundraising activities.
- e) To deposit and document incoming money related to all PTCO programs and events.
- f) To ensure all deposits have adequate documentation as required in Money Guidelines as set by the Executive Committee.
- g) To deposit monies as needed on a timely basis, in accordance with Financial Guidelines.
- h) To comply with the guidelines for Treasurers that are set by CCSD Parents' Council.
- i) To attend all PTCO sponsored events.
- j) To support all PTCO committees as needed.
- k) To oversee certain committees as designated by the Executive Board:
  - i) Contact Committee Chairs before Executive Board and General Meetings to determine the status of their committees.
  - ii) Remind Committee Chairs to attend General Meetings or share information/updates on their behalf.
  - iii) Assist Committee Chairs in the publicity of their programs/events.

#### 7. Secretary

- a) To attend all Executive Board and General Meetings.
- b) To record, transcribe and distribute the minutes of all meetings.
- c) To provide a copy of the minutes at the following general meeting, to maintain hard copies of all minutes, and to make hard copies available at each meeting.
- d) To conduct correspondence as directed by the Executive Board. This includes but is not limited to: thank you notes and acknowledgements of life events such as births, deaths, marriage, etc.

of key school community members.

- e) To handle all incoming and outgoing correspondence as needed by the PTCO.
- f) To keep a current copy of the Organization's Bylaws.\*
- g) To attend all PTCO sponsored events.
- h) To support all PTCO committees as needed.
- i) To oversee certain committees as designated by the Executive Board:
  - i) Contact Committee Chairs before Executive Board and General Meetings to determine the status of their committees.
  - ii) Remind Committee Chairs to attend General Meetings or share information/updates on their behalf.
  - iii) Assist Committee Chairs in the publicity of their programs/events.

#### 9) Past President

- a) To attend all Executive Board and General Meetings.
- b) To provide feedback, training, and information as necessary.
- c) To attend all PTCO sponsored events.
- d) To support all PTCO committees as needed.
- e) To oversee certain committees as designated by the Executive Board:
  - i) Contact Committee Chairs before Executive Board and General Meetings to determine the status of their committees.
  - ii) Remind Committee Chairs to attend General Meetings or share information/updates on their behalf.
  - iii) Assist Committee Chairs in the publicity of their programs/events.

#### 10) Committee Chairs

- a) To attend all General Meetings whenever possible.
  - i) Committee Chairs should plan to attend General Meetings the month *before* their event/program, the month *of* their event/program, and the month *after* their event/program.
- b) To report on the progress of their committee in person or via phone/email.
- c) To keep a record of their activities throughout the school year.
- d) To make a final written report of all applicable information (contacts, processes, forms, passwords, etc) to their successor and the Executive Board upon completion of their term.

## ARTICLE V

### ***ELECTION OF OFFICERS/EXECUTIVE BOARD MEMBERS***

- 1) The election shall take place in the spring of each school year.
- 2) Nominations shall be accepted from the floor at a General Meeting on the condition that the nominee consents. Executive Board and General members may nominate candidates to the committee. The slate of candidates for each office shall be presented at least 30 (thirty) days prior to voting.



- 3) 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 ballot.
- 4) The term of the office for all members of the Executive Board shall be from July 1 to June 30.
- 5) No officer shall be eligible to serve in the same office for more than two consecutive years, unless agreed upon by the Board.
- 6) 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.
2. Executive Board members who have chosen online learning/homeschooling IN the Cherry Creek School District, such as Options or Elevations, ARE able to hold a board position, with the exceptions of: President, Treasurer, or any board position that is an authorized signatory for the PTCO/PTO bank account. If an in-district remote/homeschool parent/guardian would like to hold any other Executive Board position, the current Executive Board and School Principal must be in agreement.\*
3. It is recommended that a member of the Executive Board should not also serve concurrently as a member of the Executive Board of the CCSD Parents' Council.
4. In the event that an emergency precludes convening a General Meeting, the Executive Board is authorized to act on behalf of the organization.

**ARTICLE VII**  
***MEETINGS***

- 1) General meetings shall be open to all members of the organization.
  - a) Meetings shall be held monthly during the school year.
  - b) Meeting dates for the entire year shall be published at the start of each school year.
- 2) Special meetings of the Executive Board may be called by the President(s) or the Principal with a five--day notice.
- 3) A joint meeting of the outgoing and incoming Executive Boards shall be held at the last regular

meeting of each school year.

- 4) 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.
- 5) Minutes shall be kept at all general membership meetings. See Article IV, Section 7) Secretary for complete information regarding meeting minutes.

## 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 fundraising activities related to its purpose. Similarly, it does not prevent a commercial enterprise from sponsoring an activity related to the organization's purpose.
- 2) No substantial part of the activities of the organization shall involve attempts to influence legislation or other political activities. The organization shall not participate in, on behalf of or in opposition to, any campaign for a candidate for political office. This does not prohibit the distribution of non--partisan materials or the holding of non--partisan candidate forums.
- 3) No part of the net earnings of the organization shall benefit 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 CCSD Parents' Council.
- 2) An annual affirmation letter shall be submitted by the President of the PTCO to 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.

- 3) A copy of the bylaws, including certain provisions required by the CCSD Parents' Council, shall be forwarded to 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.
- 4) Copies of all annually required financial filings to the Internal Revenue Service and the Secretary of State (State of Colorado) shall be submitted to CCSD Parents' Council Treasurer within 30 days of filing.
- 5) 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 CCSD Parents' Council.
- 6) 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. The membership fee required by CCSD Parents' Council should be an obligation of this organization.
- 7) As a subordinate organization of CCSD Parents' Council, this group is obligated to operate in accordance with the prescribed rules of CCSD Parents' Council and Operating Principles in Article VII of these Bylaws. Failure to comply with these provisions could result in withdrawal by CCSD Parents' Council of the charter of this organization.

#### ARTICLE X ***FISCAL YEAR\****

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

#### ARTICLE XI ***QUORUM AND VOTER ELIGIBILITY***

The Executive Board members and 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 meeting shall constitute a quorum. Unless otherwise required in the Bylaws, a majority vote shall decide all matters at the meeting.

ARTICLE XII  
**AMENDMENTS\***

- 1) The President(s) and/or Executive Board will review these Bylaws annually.
- 2) These Bylaws may be amended at any general meeting by a majority of the votes of the Executive Board members and the general membership present and voting, not too exceed once per school year.
- 3) Bingo / Raffle License
  - a) Upon meeting the requirement of existence, it will be the responsibility of the Bookkeeping Treasurer or designee to obtain and maintain the bingo/raffle license for the school. The Bookkeeping Treasurer must also ensure that all reports regarding any fundraising activities are filed to the State in a timely manner.