

**Cherry Creek High School
Parent-Teacher-Community Organization
Bylaws**

**Adopted October 14, 1993
Amended March 4, 1999
Amended April 11, 2002
Amended April 12, 2005
Reviewed May 8, 2007
Reviewed May 8, 2008
Reviewed May 2011
Amended November 1, 2014
Amended March 1, 2017
Amended February 4, 2020
Amended March 31, 2022
Amended March 28, 2023
Amended May, 2023
Amended March 2024**

**ARTICLE 1
NAME**

The name of this organization shall be the Cherry Creek School District Parent-Teacher-Community Council Inc., Cherry Creek High School PTCO, hereafter called CCHS PTCO.

**ARTICLE II
PURPOSE**

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

This PTCO is a constituent organization of and is organized under authority granted by the Cherry Creek School District Parent-Teacher-Community Council, Inc., hereafter 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.

**ARTICLE III
MEMBERSHIP**

General Membership shall consist of the parents or guardians of students, the administrators, the faculty, and the staff of Cherry Creek High School.

Associate membership shall consist of the students of Cherry Creek High School and interested members of the community.

No dues shall be required for membership.

ARTICLE IV

A. Duties of the President(s):

1. Shall plan and preside over all PTCO and Executive Board meetings.
2. Shall be a member ex officio of all Standing Committees.
3. Shall be a member of the Cherry Creek Parents' Council.
4. Shall attend the Parents Council Training Workshop.
5. Shall oversee the grants approval process and communicate the awards results to the community.
6. Shall review monthly budget and sign off on expenditures.
7. Shall appoint an examiner to conduct the year-end financial examination of the organization's records.
8. Shall sign checks for the authorized disbursements in the absence of the Treasurer.
9. Shall appoint such special committees as deemed necessary, keeping in mind the purpose of the organization as being one of close cooperation with faculty members, students, and administration.
10. Shall be the Bylaws Review Chairman to review Bylaws and Standing Rules and submit recommended changes to the PTCO for action and shall be sure that each PTCO member has a current copy.
11. Shall provide oversight (i.e., sign after prom contract, review approved expenses from treasurer) and direction to the After Prom Committee as needed or requested. This may include attending After Prom committee meetings periodically to check-in and provide PTCO presence.
12. Shall manage and monitor all standing committees, which are responsible to the President(s).
13. Shall invite all committee chairs to attend at least one Executive Board meeting.
14. Submit an annual affiliation letter to the CCSD Parents' Council, asking to continue as a subordinate organization under the 501(c)(3) tax exempt status, if appropriate.

B. Duties of the President-Elect(s):

1. Shall serve as President(s)-Elect.
2. Shall perform the duties of the President in his or her absence.
3. Shall assist the President(s) and perform such tasks as designated by the President.
4. Shall review and submit PTCO parent volunteer forms and plan for the student check-in for the next school year (in August).
5. Shall work with the treasurer and treasurer-elect to formulate the budget for the

- following school year.
6. Shall set up PTCO meeting dates and locations for the following school year.
 7. Shall coordinate year-end Volunteer Appreciation event with the principal's office.
 8. Shall work with administration to help promote and manage Future Bruin Day change to Night each year, which is an open house for middle school students and parents to learn more about Creek in an informal setting.
 9. Shall speak at 8th Grade Parent Night.
 10. Shall participate in the After Prom Committee as needed or requested. This may include attending After Prom committee meetings periodically to check-in and provide PTCO presence. **Shall act as the Liaison between the Executive Board and AfterProm committee. Duties include: attending meetings of the Afterprom committee, communicating the committee's progress and challenges to the Executive Board.**
 11. Shall be the Co-chair (s)of the Nominating Committee- Shall serve as Election Chairman and shall conduct the PTCO elections in accordance with the Bylaws. The Chair(s) shall also solicit names of volunteers through electronic emails to the high school, middle schools and other sources and shall submit this list to the new Executive Board. If possible, there should be representatives from different middle schools.
 12. Shall attend the Parents Council Training. .

C. Duties of the Secretary:

1. Shall keep a record of all the meetings of the PTCO and Executive Board and shall distribute copies to the appropriate members.
2. Shall maintain a current listing of the Executive Board and the Committee Chairpersons.
3. Shall email General Meeting Minutes to the Activities Office to be posted.
4. Shall act as Parliamentarian.
5. Shall conduct the correspondence of the PTCO.
6. Shall keep an up-to-date copy of the PTCO Bylaws and Standing Rules.
7. Shall call an annual meeting with the Executive Board to review the Bylaws in the fall or winter. Bylaws will be presented for approval at the General PTCO meeting in the spring, in an effort to avoid budget and slate meetings. (Standing Rules can be revised annually as necessary and voted on by the Executive Board.)

D. Duties of the Treasurer:

1. Must attend a minimum of one CCSD Parents' Council Treasurer's Workshops.
2. Shall receive and deposit all money for PTCO and reconcile the checkbook with the bank record. Reconciliation should be done within the next month and presented at the next Board meeting.
3. Shall keep records of receipts and expenditures.
4. Shall manage the grants request process.
5. Shall sign checks and disburse funds as directed by the PTCO.
6. Shall report all deposits and expenditures at each Executive Board meeting since the previous meeting along with an update of the budget.
7. Shall provide budget updates at each General PTCO meeting along with an update.
8. Shall submit to the PTCO a budget at the May General meeting and a year-end report at the May General meeting. Treasurer's books shall be completed and backed up by July 30. The outgoing Treasurer shall serve as an Assistant Treasurer until the start of

- the new year.
- 9. Shall submit financial records for audit by September 15 of each year.
- 10. Shall prepare and submit the annual tax return in accordance with IRS requirements.
A copy shall be submitted to the treasurer of Parents' Council according to the bylaws and the PTCO President.
- 11. Prepare for and submit to Parents' Council a year-end financial statement.
- 12. Submit the annually required Colorado non-profit organization report form.
- 13. Shall begin training the incoming Treasurer no later than February.
- 14. Shall have all checks over \$1,000 signed by one other executive board member as well as by himself/herself.
- 15. Shall be responsible for maintaining electronic and paper current and historical accounting records (for 7 years).
- 16. Shall assist the After Prom chairs in managing the After Prom budget.

E. Duties of the Treasurer-Elect:

- 1. Shall conduct the year-end review of the PTCO financial records. To submit a copy of the examination to the Treasurer of the CCSD Parents' Council no later than 30 days after completion.
- 2. Shall work with the treasurer and presidents-elect to formulate the budget for the following year.

F. Duties of the Vice President of Fundraising:

- 1. Coordinate efforts to obtain the necessary funds to complete the goals of the PTCO.
 - a. Solicit and secure donations to the PTCO via fundraising efforts and sponsorships.
- 2. Manage all aspects of the "Friends of PTCO" fundraising and communications.
- 3. Supervise and support all general board positions which include fundraising tasks.
- 4. Promote/communicate to the community how the approved grants by the Executive Board were distributed.
- 5. Coordinate with the After Prom Chairs as to not duplicate business solicitation between PTCO and After Prom Committee.
- 6. Advise the Executive Board regarding the viability of other potential fundraising ventures to help the PTCO achieve all fiscal goals.
- 7. Coordinate with Digital Membership Chair as needed to support digital sponsors

G. Duties of Vice President of Fundraising-Elect

- 1. Shall help the Vice President of Fundraising solicit and secure donations to the PTCO via fundraising efforts and sponsorships.

H. Duties of the Communications Officer

- 1. Shall create and disseminate all PTCO activity communication.
- 2. Shall coordinate with the Social Media Coordinator.
- 3. Shall coordinate with the Digital Membership Coordinator.
- 4. Shall coordinate with the Activities Office to publish information in Week at Creek.
- 5. Shall create and maintain a schedule and calendar for PTCO communications.
- 6. Shall sit on the AfterProm committee.

2. Standing Committees: PTCO members shall assume the Standing Committee

Chairmanships as set forth in the Standing Rules. The term of chairmanship shall be limited to two years in one position unless no other volunteer is available or interested in the position. Other committees may be formed at the discretion of the President and/or the Executive Board.

1. All committee chairs are obliged to, and all members are encouraged to support PTCO functions. This includes but is not limited to the following:
 2. General PTCO Meeting Attendance: Committee chairs' attendance is required at every general PTCO meeting to keep PTCO members informed about the committees' progress and to answer members' questions. Committee members' attendance at general PTCO meetings is requested.
 3. Committee chairs and members must submit reimbursement requests or check requests using the current form no later than June 1 of each year. Reimbursement requests submitted after June 1 cannot be approved.
 4. Committee chairs must regularly communicate with the PTCO President(s) and provide regular updates about committee work.
 5. Support special meetings and encourage others to do so.
- B. All committee chairs are obliged to, and all members are encouraged to support PTCO functions. This includes but is not limited to the following:
- Attend general meetings.
 - Communicate regularly with the PTCO President(s) and update them about any committee work.
 - Support special meetings and encourage others to do so.
 - Submit reimbursement requests/check requests using current form no later than June 1 of each year.
3. All committee chairs are obliged to, and all members are encouraged to support PTCO functions. This includes but is not limited to the following:
- Attend general meetings.
 - Communicate regularly with the PTCO President(s) and update them about any committee work.
 - Support special meetings and encourage others to do so.
 - Submit reimbursement requests or check requests using current form no later than June 1 of each year.
 - Create and maintain records in a Google account to be transitioned to new incoming officers.
 - Upon invitation, attend at least 1 Executive Board meeting to report on committee progress.

President(s)-Elect

- A. To regularly attend Exec Board and General PTCO meetings.
- B. Perform duties as requested by the Presidents.
- C. Shall serve as chairs of the Nominating Committee.

Secretary

- A. To regularly attend Exec Board and General PTCO meetings.

- B. To maintain and keep current a copy of the Bylaws.
- C. To take minutes at Exec Board and General PTCO meetings (or find a replacement).
- D. To audit board member and committee chair positions for gmail account names and password; to create Gmail accounts for board member and committee chair positions, as needed; and provide the account names and passwords to the board members and committee chairs who will use them.
- E. To create and maintain a Google document that contains the account names and passwords for PTCO social media accounts and board and committee chairs' Gmail accounts.

Treasurer

- A. To regularly attend Exec Board and General PTCO meetings.
- B. To maintain accurate records of all financial transactions.
- C. To prepare the Annual Budget in conjunction with the Budget Committee for approval by the Executive Board and ratification by the General Membership.
- D. To submit a copy of the Annual Budget to the Treasurer of CCSD Parents' Council upon formal approval by the PTCO membership.
- E. To register the organization as a Charitable Organization in the State of Colorado with the Secretary of State.
- F. To attend a minimum of one CCSD Parents' Council Treasurer's Workshop upon election.
- G. To file annual financial statements/tax returns and schedules with the Internal Revenue Service and the Colorado Secretary of State.
- H. To send copies of each filing to the Treasurer of the CCSD Parents' Council no later than 30 (thirty) days after such filing.

Treasurer-Elect

Vice President of Fundraising

- A. To regularly attend Exec Board and General PTCO meetings.
- B. Coordinate efforts to obtain the necessary funds to complete the goals of the PTCO.
- C. Manage all aspects of the "Friends of PTCO" fundraising and communications.
- D. Supervise and support all board positions which include fundraising tasks.
- E. Promote/communicate to the community how the approved grants by the Executive Board were distributed.
- F. the Executive Board regarding the viability of other potential fundraising ventures to help the PTCO achieve all fiscal goals.

Vice President of Fundraising-Elect

Executive Board

- A. The Executive Board shall be composed of the elected officers: President(s), President(s)-Elect, Secretary, and Treasurer, Treasurer-Elect, VP of Fundraising, VP of Fundraising-Elect, and a designated CCHS administrator.
- B. The Executive Board shall be entrusted with the administrative authority and responsibility to carry out the purpose of the CCHS PTCO. Six (6) Executive board members shall constitute a quorum.
- C. Committee Chairmen for the standing Committees, as listed and described in the Cherry Creek High School Parent-Teacher-Community Organization Standing Rules, shall be appointed by the Executive Board with every effort to have equal representation from the four (4) grade levels.

ARTICLE V **ELECTION OF OFFICERS**

The Nominating Committee shall be chaired by the Incoming Presidents and include the current President(s). Other committee members may be appointed to represent the feeder middle schools.

The Nominating Committee shall nominate a candidate for the offices of President(s)-Elect, Secretary, Treasurer-Elect, Vice President of Fundraising, and Vice President of Fundraising-Elect.

The election shall take place in May of each school year. Reasonable efforts shall be made to post the slate 30 days prior to the May meeting.

Nominations shall be accepted from the floor at a General Meeting on the condition that the nominee consents to the nomination.

Election shall be by voice vote if there is only one (1) nominee for an office. If more than one (1) 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.

The newly elected officers shall be introduced at the last PTCO General Meeting of the school year. The term of office for all members of the Executive Board shall be from July 1 to June 30.

Elected officers shall be eligible to serve in the same office, unless another volunteer is interested in the position, with the exception of the treasurer, who is limited to a two-year term (including one year as treasurer-elect).

Removal from Office-Officers may be removed from office by two-thirds (2/3) vote of the Executive Board.

Reasons for removal include the following:

- Failure to perform the duties of the office
- Missing more than three (3) meetings during the term of office
- Failure to uphold fiduciary responsibilities of the office
- Conviction of a felony.

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

ARTICLE VI **MEETINGS**

At least four (4) General 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, but no less than 30 days prior to the meeting via print and electronic methods available to the organization.

General Meetings shall be open to all members of the organization.

Executive Board meetings shall be held monthly during the school year, except for December OR at least 9 meetings from August - May.

Attendance of Executive Board meetings is restricted to Executive Board members and invitees only.

Special meetings of the Executive Board or General may be called by the President or the Principal within five (5) days' notice via print and electronic methods available to the organization.

A joint meeting of the outgoing and incoming Executive Boards shall be held at the last regular Executive Committee meeting (May) of each school year.

Minutes shall be kept at all General and Executive Board meetings.

Vote on the final PTCO budget will be held at the May General Meeting. Reasonable efforts shall be made to post the budget 30 days prior to the meeting.

ARTICLE VII **OPERATING PRINCIPLES**

The following are the operating principles to be followed by the Cherry Creek High School Parent-Teacher Community Organization, as required by the Cherry Creek School District Parent-Teacher-Community Council, Inc.

The organization shall promote the goal of a quality education and support for the general welfare of all students at Cherry Creek High School by working with the faculty and staff, the Cherry Creek School District community, and the students.

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.

No substantial part of the activities of the organization shall involve attempts to influence legislation or other political activities. The organization shall not participate, on behalf of or in opposition to, in 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.

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 shall not carry on any activities not permitted to be carried on by an organization exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code.

The organization will only consider giving donations to new PTCO's that feed into CCHS directly.

CCHS is required to file an annual report with the Secretary of State requesting authorization to continue to operate as a Charitable Organization in the State of Colorado. 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 VIII

AFFILIATIONS WITH CHERRY CREEK SCHOOL DISTRICT PARENT-TEACHER COMMUNITY COUNCIL, INC

The Cherry Creek High School Parent-Teacher-Community Organization is organized under the authority of the Cherry Creek School District Parent-Teacher-Community Council, Inc. and is chartered as a subordinate PTCO in accordance with the rules prescribed by Parents' Council.

A copy of the Bylaws, including certain provisions required by Parents' Council, shall be forwarded to Parents' Council Treasurer upon adoption. Further, when amendments are made to the Bylaws, a copy of the amended Bylaws shall be submitted to Parents' Council Record Keeper.

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.

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 Parents' Council.

The President(s) or the President-Elect(s) of this organization shall be member(s) of Parents' Council. It is recommended that a President, President-Elect, or a representative from the Executive Board attend each Parents' Council meeting and report back pertinent information to the Executive Board. The membership fee required by Parents' Council shall be an obligation of this organization.

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.

An annual Affiliation Letter shall be signed by the President of the PTCO to the CCSD Parents' Council President affirming their continuation as a subordinate organization under the CCSD Parents' Council Tax Exempt 501c3 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.)

ARTICLE IX **FISCAL YEAR**

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

ARTICLE X **VOTER ELIGIBILITY AND VOTING**

1. 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.
2. Conflict of Interest
 - A. Whenever a member or officer has a financial or personal interest in any matter coming before the Executive Board or general board, the affected person shall a) fully disclose the nature of the interest and b) withdraw from discussion, lobbying, and voting on the matter.

- B. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested members determine that it is in the best interest of the organization to do so.
- C. The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.
- 3. In-person and electronic voting: each officer shall be entitled to one (1) vote except that co-chairs have one (1) vote between them.
- 4. Voting by Electronic Communication
 - A. The Executive Board may act, 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. The board member may vote, or demand action not be taken without a meeting by the required response date in like communication.
 - C. Failure to respond by the time stated in the notice will have the same effect as abstaining from voting.
 - D. The action passes with affirmative vote from the simple majority of the Executive Board.
 - E. The action must be ratified at the next scheduled meeting and documented in the minutes.

ARTICLE XI PARLIAMENTARY PROCEDURE

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

ARTICLE XII AMENDMENT

Bylaws will be reviewed by the Executive Board by February. Bylaws will be presented for approval at the last General Meeting.

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.**

Standing Rules can be revised annually as necessary and voted on by the Executive Board.

The proposed amendment(s) shall have been posted thirty (30) days prior to the meeting.

Original Adoption: 10/14/1993
As Amended: 03/04/1995
04/11/2002

04/12/2005
11/01/2014
03/01/2017
01/17/2020
03/31/2022
03/28/2023
05/2023
3/2024