

Cherry Creek High School Parent-Teacher-Community Organization

Standing Rules

Adopted, January 15, 1981
Amended, May 20, 1982
Amended, March 20, 1984
Amended, April 11, 1985
Amended, April 10, 1986
Amended, August 11, 1988
Amended, January 1991
Amended, September 1993
Amended, August 1995
Amended, March 4, 1999
Amended, April 11, 2002
Amended, April 12, 2005
Amended, May 8, 2007
Reviewed May 8, 2008
Amended, May 2011
Amended, May 2013
Amended, November 2014
Amended March 2017
Amended February 2020
Amended March 31, 2022

1. The Standing Rules may be revised by a majority vote of those cast.
2. The Executive Board of the PTCO shall be composed of the elected officers: President(s), President- Elect(s), Secretary, Treasurer, Treasurer-Elect, Vice President of Fundraising, Vice President of Fundraising-Elect, and a designated member of the administrative staff of CCHS.

A. Duties of the President(s):

1. Shall 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 Parents Council Training Workshop.
5. Shall oversee the grants approval process.
6. Shall sign checks for the authorized disbursements in the absence of the Treasurer.
7. 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.
8. 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.
9. Shall communicate the PTCO Grants results to the community after funds are allocated
Shall review monthly budget and sign off on expenditures.
10. 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.

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 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.
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.

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.

3. Standing Committees: PTCO members shall assume the following Standing Committee

Chairmanships: 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.

A. **After Prom Chairperson or Co-Chairs:** After Prom chairs are responsible for organizing, promoting, and implementing the CCHS After Prom event. The event follows the prom and is intended to be a safe, fun place for the kids to enjoy. The intent is for the event to be free to the students. Co-Chairs are responsible for:

- 1) Hosting a kickoff meeting that will include: CCHS Principal, CCHS Director of Activities, and a designee from the board who is in their second year on the board.
- 2) Co-Chairs are responsible for recruiting and managing volunteers and sub-committee co-chairs such as decorations, food, social media and donations.
- 3) Maintaining the After Prom budget as set out by the Executive Board. Ensuring all contracts are appropriately reviewed and reimbursements follow PTCO request and approval processes.
- 4) Working with the Treasurer and Vice President of Fundraising (who are responsible for securing and releasing PTCO After Prom funds on a timely basis).
- 5) Coordinating After Prom aspects with the Student Senate and the Creek Activities office.
- 6) Updating After Prom guidelines and processes as needed.

B. **Board of Education Representative(s):** Shall attend all District Board of Education meetings and report back at the PTCO general meetings.

C. **Lunch Hour with the Principal Coordinator(s):** Works with the Principal's assistant to schedule monthly Lunch Hour with the Principal meetings and provide snacks at the meetings.

D. **Digital Membership Coordinator:** Shall attend Membership Toolkit training and coordinate directory creation and publication. Track and drive toolkit membership. Coordinate with VP of Fundraising to implement digital sponsorship. .

E. **Freshman/New Parent Welcome Chairperson:**

- 1) Shall coordinate the Freshman Parent Welcome Reception held during freshman check-in, usually the Thursday before school starts: this might include having PTCO handouts, will work in conjunction with registrars and/or main office on refreshments and set-up.
- 2) Shall work with the administration to plan a New Parent Welcome for families who are new to CCHS and will greet parents and answer questions prior to the meeting.

F. **Staff Appreciation Coordinator(s):** Shall organize volunteers to support staff appreciation events throughout the school year. Committee chair(s) are responsible for managing assigned budget and should provide a detailed event plan to Executive Board each month.

G. **CCHS Educator of the Year Coordinator:** Shall serve on the CCHS committee to select the Teacher(s) of the Year at Creek and will be and will be responsible for arranging for photographs to be taken of the winner(s) and a scrapbook for the winner(s), as well. Shall oversee any school events if necessary.

H. **Social Media Coordinator(s):** Shall maintain the PTCO social media account(s) with updates and current information.

4. 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.

5. If there is a balance after PTCO expenses, additional grant applications will be considered by the Executive Committee for distribution to the CCHS faculty and/or departments.
6. The PTCO will not promote sales from outside organizations. No substantial part of the activities of the organization shall involve attempts to influence legislation or other political activities.