

# Coyote Hills Elementary School PARENT-TEACHER COMMUNITY ORGANIZATION

Our mission is to acquire and allocate resources that provide our students with educational opportunities, where **imagination** and **innovation** are encouraged, where students learn with **passion**, the **arts** and **healthy lifestyles** are emphasized and **student achievement** is our first priority.

## **Coyote Hills PTCO Guiding Principles**

CHPTCO will follow these guiding principles in decision-making regarding the allocation of resources:

- To **provide** leadership in academic resources through technology
- To **support** the arts and healthy lifestyle programs
- To **create** well rounded students through the exposure of external programs
- To **encourage** parent partnerships and community involvement.

## ARTICLE I

### *NAME\**

The name of this organization shall be the Coyote Hills Elementary School Parent-Teacher Community Organization (PTCO).

## ARTICLE II

### *PURPOSE\**

1. The purpose of the PTCO shall be to assist in attaining the highest level of education and welfare for the entire student body of Coyote Hills Elementary School through the cooperative efforts of the Faculty and Staff, the Cherry Creek District community and the parents and to promote the welfare of the students; to provide effective communication and understanding between the school and the community.
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 Parent's 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 Coyote Hills Elementary School.
2. No dues will be required for membership.

**ARTICLE IV**  
***ELECTED OFFICERS AND THEIR DUTIES***

- 1) **President/Co-Presidents**
  - a) To call and preside at all meetings of the organization.
  - b) To be a member ex-officio of all committees.
  - c) To work with the Executive Board to appoint chairpersons of Standing and Special Committees and representatives.
  - d) To attend CCSD Parents' Council general meetings or assign a representative (Parents' Council Representative or Representatives).
  - e) To Sign checks in the absence of the Treasurer.
  - f) To review monthly financial statements with the Treasurer.
  - g) To appoint an examiner not on the current Executive Board to conduct the year-end financial examination of the organization's book. To submit a copy of the examination to the Treasurer of CCSD Parents' Council no later than 30 days after completion. \*
  - h) To submit an annual affiliation letter to the CCSD Parents' Council asking to continue as a subordinate organization under the 501(c)(3) tax exempt group status.\*
  - i) To attend a minimum of one CCSD Parents' Council Leadership Workshop upon election.\*
  - j) To the best of your ability, 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.
  - k) Evaluate fundraisers and PTCO sponsored events. Make recommendations to the Executive Committee regarding changes for the following school year.
  - l) To preside over Grant Requests Committee as they are submitted.
  - m) Support all PTCO committees as needed. To work closely with or serve as the Volunteer Coordinator to insure all committee positions are filled and duties completed as assigned.
  - n) To help in the organization and disbursement of the mail.
  - o) To attend all PTCO events to the best of your ability.
  
- 2) **First Vice President**
  - a) To preside in the absence of the President(s).
  - b) Serve as chair/co-chair of at least one school committee.
  - c) To attend all PTCO sponsored events to the best of your ability.
  
- 3) **Second - Fifth Vice Presidents**
  - a) To preside in the absence of the President/s and the First Vice President.
  - b) Serve as chair/co-chair of at least one school committee.
  - c) Attend all PTCO sponsored events to the best of your ability.

First-Fifth Vice Presidents will each be responsible for one of the following which will be chosen by each VP or directed by Co-Presidents.

- a) File annual bingo paperwork with the State. (Requires being bingo certified)

- b) Oversee our Free Money Programs (box tops, milk caps, snapbooster, grocery cards, Earning 4 Learning).
  - c) Two people to represent the school at SAC/DAC (counts as committee chair requirement)
  - d) Primary person responsible for keeping the PTCO bulletin board up-to-date and posted flyers current
  - e) Primary person responsible for keeping the PTCO Facebook page updated
- 4) Treasurer/Bookkeeper
- a) To maintain accurate records of all financial transactions.\*
  - b) To submit monthly financial statements to the Board.
  - c) To distribute approved monthly financial statements at the following general meeting.
  - d) To submit financial records for examination by July 15 to Executive Board review to be completed by August 15).\*
  - e) To prepare the Annual Budget in conjunction with the Co-Presidents for approval by the Executive Board and ratification by the General Membership.\*
  - f) To submit a copy of the Annual Budget to the Treasurer of CCSD Parents' Council upon formal approval by the PTCO membership.\*
  - g) To attend a minimum of one CCSD Parents' Council Treasurer's Workshop upon election. \*
  - h) To maintain and reconcile the organization's checkbook(s) with bank records.
  - i) To register the organization as a Charitable Organization in the State of Colorado with the Secretary of State.\*
  - j) To file all annual financial statements/tax returns and schedules with the Internal Revenue Service and the Colorado Secretary of State. \*
  - k) To send copies of each filing to the Treasurer of the CCSD Parents' Council no later than 30 (thirty) days after such filing. \*
  - l) 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 Coyote Hills Elementary School Parent Teacher Organization.
    - i) The Treasurer(s) and the President(s) shall be authorized signers on the checking account, as well as a designated administrative person upon approval by the Board.
  - m) 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.
  - n) To comply with the guidelines for Treasurers that is set by the Cherry Creek District Parent Council.
  - o) Attend all PTCO sponsored events to the best of your ability.
- 5) Disbursement Treasurer
- a) To receive and keep accurate records of all expenditures of PTCO funds.
    - i) The Treasurer(s) and the President(s) shall be authorized signers on the checking account, as well as a designated administrative person upon approval by the Board.
  - b) 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.
- c) To handle all the money that is out-going within all PTCO programs and events.
  - d) To insure all reimbursements have adequate receipts and approval signatures as required in the Money Handling Guidelines as set by the Executive Committee.
  - e) To reimburse monies and make payments as needed on a timely basis.
  - f) To comply with the guidelines for Treasurers that is set by the Cherry Creek District Parent Council.
  - g) Support all PTCO committees as needed.
  - h) Attend all PTCO sponsored events to the best of your ability.
  - i) Serve as chair/co-chair of at least one school committee.
- 6) Deposit Treasurer
- a) To receive and keep accurate records of all receipts and deposits of PTCO money and maintain funds in federally insured checking or interest bearing accounts in the name of Coyote Hills Elementary School Parent Teacher Organization. The Treasurer(s) and the President(s) shall be authorized signers on the checking account, as well as a designated administrative person upon approval by the Board.
  - b) To maintain proper signature cards at all banking facilities.
  - 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, to be responsible for collecting, counting and depositing all money and to provide change at fundraising activities.
  - d) To handle all the money that is incoming within all PTCO programs and events.
  - e) To insure all deposits have adequate documentation as required in Cash Handling Guidelines as set by the Executive Committee.
  - f) To deposit monies as needed on a timely basis. (Timely deposit will be determined by Executive Committee.)
  - g) To comply with the guidelines for Treasurers that is set by the Cherry Creek District Parent Council
  - h) Attend all PTCO sponsored events to the best of your ability.
  - i) Support all PTCO committees as needed.
  - j) Serve as chair/co-chair of at least one school committee.
- 7) Recording Secretary
- a) To record, transcribe, and distribute the minutes of all Organization meetings.\*
  - b) To post a hard copy of the Executive Committee minutes at the following general meeting.
  - c) To maintain and keep current a copy of the Bylaws.\*
  - d) To maintain a current listing of the Executive Board and the Committee Chairpersons and a list of all youth organizations sponsored by the PTCO.
    - i) To provide a copy of the Executive Board listing, including contact information (Name, Address, Phone\* e-Mail Address of each) to the CCSD Parents' Council upon election.\*
  - e) To maintain all PTCO files and records
  - f) Serve as chair/co-chair of at least one school committee.
  - g) Attend all PTCO sponsored events to best of your ability.

- 8) Corresponding Secretary
  - a) To act as Recording Secretary in their absence.
  - b) To conduct correspondence as directed by the Organization.
  - c) To handle all outgoing communications as needed by the PTCO.
  - d) To manage incoming and outgoing email in a timely manner.
  - e) Serve as chair/co-chair of at least one school committee.
  - f) Attend all PTCO sponsored events to the best of your ability.
  
- 9) Past President
  - a) To Support all PTCO board members and committees as needed.
  
- 10) Parliamentarian/Historian
  - a) Responsible for knowing and being the resource for all financial policies, bylaws and procedures.
  - b) Provide board/school history when needed.
  - c) Must have been at Coyote for 5+ years, served on the Executive Board for 4+ years and served on 4+ events/committees.
  - d) Serve as chair/co-chair of at least one school committee.
  - e) Attend all PTCO sponsored events to the best of your ability.
  
- 11) Committee Chairs
  - g) To attend general meetings whenever possible.
  - h) To report on the progress of their committee when called upon at meetings
  - i) To keep a record of their activities throughout the school year.
  - j) To make final written report at the end of their term that will be presented to their successor with a copy to the Executive Committee.
  - k) To follow the procedures for handling PTCO funds as prescribed by the Cash Handling Procedures.

**ARTICLE V**  
***ELECTION OF OFFICERS***

- 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.
- 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<sup>st</sup> to June 30<sup>th</sup>.
- 7) No officer shall be eligible to serve in the same office for more than two consecutive years, with the exception of Treasurer/Recordkeeper and the Corresponding Secretary.

Those two positions may server up to four years.

- 5) 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. 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.
3. 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) Regular bi-monthly meetings of the membership shall be held during the school year. The meeting dates for the entire year shall 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 to the organization.\*
- 4) The Executive Board shall hold a regular monthly meeting in addition to the bi-monthly general meetings.
- 5) A joint meeting of the outgoing and incoming Boards shall be held at the last regular meeting of each school year.
- 6) 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.
- 7) Minutes shall be kept at all general membership meetings.

**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 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 501c (3) Tax-Exempt Organization IS Allowed:
  - i) To participate in political activities and supporting or influencing legislation, such as a school budget issue or a referendum
  - ii) 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
  - iii) To have a speaker come and present information for or against proposed legislation.
  - b) A Parent Teacher 501 c (3) Tax Exempt Organization is NOT allowed:
    - i) To expend monies to have a candidate running for election as a speaker at a meeting, or to endorse a political candidate.
    - ii) To expend as "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 expenditure in support of election activities.
- 3) 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).
- 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 the CCSD Parents' Council.

- 2) An annual affirmation letter shall be submitted 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 501(c)(3) status with the Internal Revenue Service. (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/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 the CCSD Parents' Council should be an obligation of this organization.
- 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 X**

### ***FISCAL YEAR\****

The fiscal year shall begin on July 1<sup>st</sup> and end on June 30<sup>th</sup> of the following year.

## **ARTICLE XI**

### ***QUORUM AND VOTER ELIGIBILITY AND VOTING***

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. The President shall vote only in the event of a tie vote.

- 1) **Conflict of Interest:** 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. 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. The minutes of the meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval. \*
- 2) **Voting by Electronic Communication**
  - a) The Executive Board may take action, without a meeting, by electronic communication if action is required before the next schedule 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 XII AMENDMENTS\***

- 1) The Executive Board at its first meeting of the year will review Bylaws.
- 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: 07/01/2006  
As Amended: 05/17/2008  
08/16/2012  
05/11/2015

(Add dates as amendments are made. If prior dates are unavailable, start with the earliest version available, and then add amendment dates from that point)

## **ARTICLE XIII BINGO/RAFFLE LICENSE**

- 1) A board member will be designated by the President(s) to be responsible for holding and maintaining the bingo/raffle license for the PTCO.
- 2) The Bookkeeping Treasurer is responsible for completing all reports regarding any fund raising activities and filing the quarterly reports with the State in a timely manner.

\* Indicates articles or sections required by the Cherry Creek School District Parent Teacher Community Council, Inc.