

**BYLAWS OF THE  
ASPEN CROSSING ELEMENTARY SCHOOL  
PARENT-TEACHER-COMMUNITY ORGANIZATION**

Original Adoption: 10/2005  
As Amended: 1/2008, 9/2009, 8/2012

**ARTICLE I  
NAME**

The name of the organization shall be the Aspen Crossing Elementary School Parent-Teacher Community Organization, hereinafter referred to as PTCO. The Aspen Crossing PTCO is a non-profit organization.

**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 Aspen Crossing Elementary School through the cooperative efforts of the Faculty and Staff, the Cherry Creek District Community and the parents.
2. This PTCO is a constituent organization of and is organized under the authority granted by the Cherry Creek School District Parent-Teacher-Community Council, Inc., otherwise known as 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**

1. The membership shall be the parents and/or guardians of all students enrolled in Aspen Crossing Elementary School and the administrators and faculty of the school.
2. No dues will be required for membership.

**ARTICLE IV  
ELECTED OFFICIALS 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, the Nominating Committee and representatives.
  - d. 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 Parent's Council no later than 30 (thirty) days after completion.
  - e. Review monthly financial statements with the Treasurer.
  - f. To attend a minimum of one CCSD Parents' Council Leadership Workshop upon Election.
  - g. 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.
  - h. To review and approve all publications, printed and via PTCO Manager
2. Duties Vice President(s) of Fundraising Events
  - a. To attend all Executive Committee meetings and general meetings.
  - b. To organize the Nominating Committee each year.
  - c. To appoint chairpersons of Standing and Special Committees supporting Fund Raising.
  - d. To ensure that all chairpersons for Fund Raising Committees perform their duties satisfactorily.
  - e. To assist in the preparation of the PTCO budget.
  - f. To produce a quarterly PTCO letter to the community. All publications are provided to the school principal for his/her approval prior to being distributed..
3. Duties of Vice President(s) of Community Events:
  - a. To attend all Executive Committee meetings and general meetings.
  - b. To serve, or appoint a person to serve, on the Aspen Crossing Elementary School Accountability Council.
  - c. To appoint chairpersons of Standing and Special Committees supporting Community Events.
  - d. To ensure that all chairpersons for Community Events Committees perform their duties satisfactorily.
  - e. To assist in the preparation of the PTCO budget.
  - f. To serve as Parliamentarian.
4. Duties of Vice President(s) of Service Events:
  - a. To attend all Executive Committee meetings of the Organization.
  - b. To attend, or appoint a person to attend, District Parent Council Meetings.
  - c. To appoint chairpersons of Standing and Special Committees supporting Service Events.
  - d. To ensure that all chairpersons for Service Event Committees perform their duties satisfactorily.
  - e. To assist in the preparation of the PTCO budget.
  - f. To determine any Parent Programs for the general meeting or other time in the school year.
5. Duties of Vice President- Principal
  - a. To attend all Executive Committee and general meetings.
  - b. To act as liaison between the school and the PTCO and to keep the PTCO aware of the school events.
  - c. To assist in the preparation of the PTCO budget.
  - d. To review and approve all publications.

6. Duties of the Secretary
  - a. To attend all Executive Committee and general meetings.
  - b. To record, transcribe and distribute the minutes of all PTCO and Executive Board meetings.
  - c. To distribute Executive Committee minutes at the following general meeting.
  - d. To conduct correspondence as directed by the Executive Committee.
  - e. To keep a current copy of the PTCO Bylaws and any standing rules.
  - f. To maintain all PTCO files and distribute mail.
  - g. To prepare the agenda, and post in the first school newsletter of the month.
  - h. To provide a copy of the Executive Board listing, including contact information (Name, Address, Phone, and E-Mail address of each) to the CCSD Parents' Council upon election.
  - i. To submit a monthly letter in the first school newsletter of each month detailing the community events of the month
7. Duties of the Treasurer
  - a. To attend all Executive Committee and general meetings.
  - b. To review previous year's financial records with the Executive Committee prior to the start of the school year.
  - c. To file annual reports with the Secretary of State requesting authorization to continue to operate as a Charitable Organization in the State of Colorado.
  - d. 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.
  - e. To register the organization as a Charitable Organization in the State of Colorado with the Secretary of State.
  - f. To submit a monthly Financial Statement to the Executive Committee for ratification.
  - g. To present approved monthly financial statements at the following general meeting.
  - h. To receive and keep accurate records of all receipts and expenditures of the PTCO money and to maintain funds in federally insured checking or interest bearing accounts in the name of Aspen Crossing Elementary School Parent-Teacher Organization.
  - i. To be present or arrange for a substitute at all fund raising activities, to aid and work closely with the Chairpersons of each fund raiser to ensure accurate record keeping, to be responsible for collecting, counting and depositing all money and to provide change at fund raising activities.
  - j. To prepare the annual budget with the Executive Committee for approval by the 2<sup>nd</sup> general meeting of the school year.
  - k. To provide all necessary information to the Auditor whenever the Vice President Principal requests an audit and to attend audit meetings as required.
  - l. To close books by June 30<sup>th</sup>, and provide books and end of year financial statement to the incoming Treasurer(s). These must be reviewed and approved by the out-going Vice Presidents.
  - m. To provide a copy of Form 990, when necessary, to the Internal Revenue Service and to the Treasurers of Parent-Teacher-Community Council, Inc. as set forth in Article X, Section 3 of the Bylaws.
  - n. To comply with all other guidelines for Treasurers that are set by the Cherry Creek District Parent Council.
  - o. To attend a minimum of one CCSD Parents' Council Treasurer's Workshop upon election.
  - p. Be responsible for saving designated funds to be carried over to the next fiscal year, the amount to be determined by the Executive Board before the expiration of its term, but no less than \$500.
8. Duties of the Staff Liaisons
  - a. To attend all Executive Committee and general meetings.
  - b. To act as liaison between the school and the PTCO and to keep the PTCO & Staff Members aware of the school / PTCO events.
  - c. To assist in the preparation of the PTCO budget.

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

1. A Nominating Committee shall be appointed by the Vice President(s) of Fundraising, and shall consist of five (5) members. At least one (1) of these members shall be from the Executive Committee, one (1) shall be the school principal and three (3) shall come from the organization at large. The Vice President(s) of Fundraising shall not serve as a member of the Nominating Committee.
2. The Nominating Committee shall nominate a candidate for each elected office. It is acceptable to have co-leadership in any position, as recommended by the Nominating Committee, on an annual basis.
3. The slate of candidates and date and time of the election shall be announced and published in the school newsletter at least three (3) weeks prior to the election meeting.
4. The election shall take place in April of each school year.
5. Additional nominations, by the membership at large, shall be accepted from the floor at the April meeting, on the condition that the nominee consents to serve.
6. 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 written ballot and by plurality of those present and voting.
7. The term of office for all Executive Committee members shall be for two years, From July 1 to June 30. The incoming and outgoing board shall meet together in May and June for a transitional period.
8. No officer shall be eligible to serve in the same office for more than two (2) consecutive years, unless there is no replacement.
9. In the event a vacancy should occur among the elected officers, the Vice President of Fundraising shall call a meeting of the Executive Committee within thirty (30) days to appoint a new officer(s) to complete the unfinished term.

#### **ARTICLE VI BOARD COMPOSITION**

1. The Executive Committee shall consist of the President, Vice President(s) of Fundraising, Vice President(s) of Community Events, Vice President(s) of Service Events, Vice President Principal, Secretary (ies), Staff Liaisons, and Treasurer(s). Each individual serving in a position shall have one vote in the decision making process.
2. The school principal(s) shall automatically serve as a Vice President.
3. The Board of Directors shall consist of the Executive Committee, the Chairperson of the Standing Committees and other Committee Chairpersons.
4. Two individuals, upon approval of the Executive Committee, may share any of the above elected positions.
5. The Executive Board and the General Meeting must approve all events, activities and programs before they become operational.
6. In the event that an emergency precludes convening a general meeting, the Executive Committee is authorized to act on behalf of the organization as long as there is a minimum of five members voting in favor of the issue.

7. Decision-making will be based upon a consensus model. Decision making at Aspen Crossing Elementary is done through consensus. The definition of consensus is: We have arrived at consensus when all points of view have been heard, and the will of the group has been communicated. Consensus is defined when the group has come to a decision that all can live with and support.

#### **ARTICLE VII MEETINGS**

1. Regular meetings of the membership shall be held during the school year. The meeting dates for the entire year should 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. The Executive Committee shall determine the day, time of day and place of the organization's meeting.
4. The organization shall meet at least five times during the school calendar year or as called by the Executive Committee.
5. Special meetings of the Executive or General Board may be called by any board member with a five-day notice, through print and electronic means available to the organization.
6. There shall be an annual meeting in April when new officers shall be elected.
7. Minutes shall be kept at all general membership meetings.

#### **ARTICLE VIII BOARD OF DIRECTORS**

1. Duties of the Board of Directors
  - a. To attend all general meetings.
  - b. To report on the progress of their committee when called upon at meetings.
  - c. To keep a record of their activities throughout the school year.
  - d. To make a final report at the end of their term that will be presented to their successor.
  - e. To keep all pertinent documentation in a binder or folder to be given to their successor.

#### **ARTICLE IX STANDING COMMITTEES**

1. The Executive Committee, at its discretion, may authorize the following committees and any other such committees as deemed appropriate:
  - a. Parents Council
  - b. Parent Information Network
  - c. Legislative Network
  - d. Volunteers
  - e. Hospitality/Staff Appreciation
  - f. Assemblies
  - g. School Directory
  - h. Health & Safety
  - i. Newcomers
  - j. Family Fun Nights/Community Events
  - k. Spirit Wear
  - l. Emergency Phone Tree
  - m. Yearbook

#### **ARTICLE X OPERATING PRINCIPLES**

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

1. The organization shall promote the goal of a quality education and support for the general welfare of all students at Aspen Crossing Elementary School by working with the faculty and staff, the Cherry Creek School District Community and the students.
2. 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.
3. No substantial part of the activities of the organization shall involve attempts to influence legislation or other political activities. This 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 distributions of non-partisan materials or the holding of non-partisan candidate forums.
4. 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.
5. 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 XI AFFILIATION WITH CCSD Parents' Council (CHERRY CREEK SCHOOL DISTRICT PARENT-TEACHER-COMMUNITY COUNCIL, INC.)**

1. This organization is organized under the authority of the School Creek School District Parent-Teacher-Community Council, Inc., and it is chartered as a subordinate organization in accordance with the rules prescribed by the Council.
2. A copy of the Bylaws, including certain provision required by the Council, shall be forwarded to the Council upon adoption. Further, when amendments are made to the Bylaws, a copy of the amended Bylaws shall be submitted to the Council.
3. If a form 990 is required to be filed with the Internal Revenue Service, a copy of such forms shall be submitted to the Treasurer of the Council when filed.
4. 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 Council
5. 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 XII  
FINANCES**

1. The fiscal year for the PTCO shall be from July 1 to June 30.
2. The PTCO financial accounts shall be audited by an impartial committee outside of the Executive Committee at the end of the fiscal year, prior to being passed on to the newly elected Treasurer(s).
3. The out-going Executive Committee must retain at least \$500.00 in the account for the working expenses of the in-coming Executive Committee.
4. The Executive Committee shall prepare the annual budget for approval by the 2<sup>nd</sup> general meeting of the school year. Input from the general membership shall be solicited prior to the budget meeting.
5. PTCO funds, outside the line item budget, may be requested by staff members through a grant process each year.
  - a. The Executive Board shall consider and approve all grant requests, as well as longer-term needs of the school, and shall provide notification to the full PTCO.
  - b. The PTCO may, at any meeting, consider emergency, one-time funding requests from staff members.
6. Reimbursement for expenditures shall take place within 60 days of the event.

**ARTICLE XIII  
QUORUM, 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 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 1) fully disclose the nature of the interest and 2) 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 meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.
3. Voting by Electronic Communication
  - a. The Executive Board may take action, 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 XIV  
AMMENDMENTS**

1. These Bylaws may be amended at any general membership meeting by a majority vote of the members present and voting provided that written notice of the proposed amendment shall have been given three (3) weeks prior to the meeting, and have prior approval by the Executive Board.
2. The Executive Board, at its first meeting of the year, will review the bylaws. Bylaws will be presented for approval at the general meeting in September.
3. Copies must be sent to Parent Council for any bylaws that have been amended, for their records.

**ARTICLE XV  
PARLIAMENTARY AUTHORITY**

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