

GRANDVIEW PARENT-TEACHER-COMMUNITY ORGANIZATION BY-LAWS

ARTICLE I

NAME

The name of the organization shall be the
Grandview Parent-Teacher-Community Organization (PTCO).

The Grandview PTCO organization was initially established under the name of Grandview Educational Community Organization (GECO). As of December 2005, it will henceforth be referred to as the Grandview Parent-Teacher-Community Organization (Grandview PTCO).

ARTICLE II

PURPOSE

- A. The purpose of the PTCO shall be to assist in the implementation of Grandview High School's Mission Statement: *To inspire academic achievement, responsible citizenship and individual development in a supportive environment.* In furtherance thereof, the PTCO shall assist in attaining the highest level of education for and welfare of the entire student body of Grandview through the cooperative efforts of the faculty and staff, the Cherry Creek School District community and the Educational Community Organization.
- B. This PTCO is a constituent organization of and is organized under authority granted by the Cherry Creek School District Parent-Teacher-Community Council, Inc. (Council).
- C. This PTCO is organized solely for charitable, scientific, literary or educational purposes as defined in section 501(c) (3) of the Internal Revenue Code.

ARTICLE III

MEMBERSHIP

- A. General: General Membership shall consist of the parents or guardians of students, the administrators, the faculty, and the staff of Grandview High School.
- B. Associate: Associate Membership shall consist of students of Grandview High School and interested members of the community.
- C. No dues shall be required for membership.

ARTICLE IV

ELECTED OFFICERS AND THEIR DUTIES

A. President (or Co-Presidents)

1. Call and preside at all meetings of the organization.
2. Be an ex-officio member of all committees.
3. Work with the Executive Board to appoint chairpersons of standing and special committees, the nominating committee and representatives.
4. Attend District Council Meetings.
5. Serve as a check co-signer when needed.
6. Appoint an auditor to conduct the year-end financial audit of the organization's books.
7. Serve as Decision Making Liaison.

B. First Vice President

1. Preside in the absence of the President(s).
2. Serve as the Parliamentarian.
3. Serve as the Accountability Liaison.

C. Second Vice President

1. Preside in the absence of the President(s) and the First Vice President.
2. Keep the PTCO aware of school events.
3. Serve as the Booster Committee Liaison.

D. Secretary

1. Record, transcribe and distribute the minutes of all PTCO meetings.
2. Maintain and keep current a copy of the bylaws.
3. Responsible for all incoming and outgoing correspondence as required by the PTCO.
4. Maintain a current listing of the Executive Board and the Committee Chairpersons.

E. Treasurer

1. Receive, deposit, and disburse the funds of the organization, as authorized by the Executive Board.
2. Maintain accurate records of all financial transactions.
3. Submit monthly financial statements to the Board.
4. Submit books and records for examination by July 15 (examination to be completed by July 31st).
5. Prepare the annual budget in conjunction with the Budget Committee for approval by the Executive Board and ratification by the General Membership.
6. Maintain and reconcile the organization's checkbook with bank records.
7. Prepare, or be responsible for the preparation of, a Form 990 to be filed in a timely manner with the Internal Revenue Service when gross receipts exceed \$25,000.

ARTICLE V

ELECTION OF OFFICERS

- A. A Nominating Committee will be established consisting of the Principal, two Board members, and two General members. The Chairperson of the Committee shall be elected by the members of the Nominating Committee.
- B. The Nominating Committee shall nominate a candidate for each elected office. A list of candidates for each office shall be presented at a general PTCO meeting at least thirty (30) days prior to voting. Candidates shall run as individuals.
- C. The election shall take place at a general meeting in the spring of each school year.
- D. Nominations shall be accepted from the floor at a general meeting on the condition that the nominee consents to the nomination.
- E. 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 vote shall be by written ballot and the election shall be by a plurality of those present.
- F. The term of the office for all members of the Executive Board shall be from July 1 to June 30.
- G. No officer shall be eligible to serve in the same office for more than two consecutive years.
- H. In the event a vacancy should occur among the elected officers, the President(s) shall call a meeting of the Executive Board within thirty (30) days to appoint a new officer to finish the unexpired term.

ARTICLE VI

BOARD COMPOSITION

- A. The Executive Board shall be composed of the elected officers, a designated administrator and the immediate past President.

ARTICLE VII

MEETINGS

- A. Regular monthly 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.
- B. Meetings shall be open to all members of the organization.
- C. Special meetings of the Executive Board may be called by the President(s) or the Principal with at least a five day notice.

- D. A joint meeting of the outgoing and incoming Boards shall be held at the last regular meeting of each school year.
- E. 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.
- F. Minutes shall be kept at all general membership meetings.
- G. The Executive Board will be allowed to conduct a voice vote or discuss immediate issues through telecommunications as long as a quorum is reached. The following forms of telecommunications are approved: e-mail, fax, telephone, and voice mail.
- H. Twenty-four (24) hour advance notice must be given for an emergency meeting of the Executive Board. The notice shall include: the nature of the matter to be considered; any relevant information available; the place and time of the meeting; and the telephone or fax number or e-mail address for casting votes. Such notice may be given in person or by telephone; unless it can be verified that such notice was received, an e-mail notice or message left on an answering machine is not sufficient notice. A quorum of the Executive Board must have received notice in order for the meeting to take place. The twenty-four (24) hour notice period shall begin to run at the time a quorum has received notice. If possible, such notice shall be posted at the offices of Grandview High School and on the Grandview High School web site.
- I. Emergency meetings may be held in person, by telecommunications, or a combination thereof. If available telephone conferencing may be used. Any time prior to the time of the meeting, board members may cast their votes through a telecommunication system. At the time of the meeting, discussion may be held, after which those members present shall vote and the presiding officer shall tally the votes cast through telecommunications. Any member who is not present but who received notice, and did not cast a vote shall be tallied as "abstain."
- J. Results of the vote shall be posted in the GECO office and shall be presented at the next Executive Board meeting.

ARTICLE VIII

OPERATING PRINCIPLES

- A. 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.
 - 1. The organization shall promote the goal of a quality education and support for the general welfare of all students at Grandview High 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 conducting fund raising activities pursuant to its purpose statement. 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. 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 nonpartisan candidate forums.
4. No part of the net earnings of the organization shall inure to the benefit of its members, 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.
6. An expenditure up to, but not exceeding \$500 may be approved by the Executive Board without further approval of the general members.
7. All PTCO checks must be co-signed by a PTCO treasurer and one of the following: co-president, the other treasurer, or the Grandview business manager. The GECCO checkbook shall be left in the possession of another signer in the absence of both treasurers.
8. The Executive Board will maintain records and documents for a period of three (3) years, including general meeting minutes, executive board meeting minutes, monthly treasurer reports, financial statements, and tax returns (three years from date of filing).

ARTICLE IX

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

- A. This organization is organized under the authority of the Cherry Creek School District Parent-Teacher-Community Council, Inc. and is chartered as a constituent PTCO in accordance with the rules prescribed by the Council.
- B. A copy of the bylaws, including certain provisions 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.
- C. If a form 990 is required to be filed with the Internal Revenue Service, a copy of such form shall be submitted to the Treasurer of the Council when filed.
- D. 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.

- E. The President (or Co-Presidents) of this organization shall be a member of the Council, along with two appointed parent representatives. The membership fee required by the Council shall be an obligation of this organization.
- F. As a constituent organization of the Council, this organization is obligated to operate in accordance with the prescribed rules of the Council and the Operating Principles of Article VIII of these Bylaws. Failure to comply with these provisions could result in withdrawal by the 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 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.

ARTICLE XII

PARLIAMENTARY AUTHORITY

A current edition of Robert's Rules of Order shall be the authority on parliamentary law, except when in conflict with these bylaws.

ARTICLE XIII

AMENDMENTS

- A. Bylaws will be reviewed by the Executive Board at its first meeting of the year. Bylaws will be presented for approval at the general meeting in September.
- B. 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.