

**BY-LAWS  
OF HOMESTEAD ELEMENTARY SCHOOL  
PARENT-TEACHER-COMMUNITY ORGANIZATION**

**ARTICLE I: NAME**

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

**ARTICLE II: PURPOSE**

Section 1. The purpose of the Homestead PTCO shall be to assist in attaining the highest level of education and welfare for the entire student body of Homestead Elementary School through the cooperative efforts of the faculty and staff, the Cherry Creek School District community and the PTCO. This organization shall facilitate effective communication and understanding between the school and community, implement programs to support curricula, provide for student health and safety, encourage student and parent involvement, provide financial support for school programs and equipment and promote strong relations among parents, teachers, community and school officials.

Section 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 CCSD Parents' Council.

Section 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. The Homestead PTCO is not a private foundation.

**ARTICLE III: MEMBERSHIP**

Section 1. General Membership. The general membership shall consist of the parents or guardians of all students enrolled in Homestead Elementary School, the faculty and administrators of this school, and any community member living within the attendance boundaries of this school and who states a desire to participate.

Section 2. Each member present at a PTCO General Meeting shall have one vote. Present is defined as either physically or virtually.

Section 3. No dues are required for membership.

**ARTICLE IV: BOARD MEMBERS**

Section 1. The Board is composed of Officers, a non-voting Administrative Representative, and a

non-voting Teacher Representative when available. The Officers of the Board shall consist of two Presidents, two Vice-Presidents, one Secretary, two Treasurers, one Communications Coordinator, one Community Outreach Coordinator, one Volunteer Coordinator, one Events Coordinator and one Inclusion Coordinator. Some roles can be temporarily added to the Board in order to provide support and continuity during these significant projects; the Board may vote before slating begins to transition any Officer position to a Committee position if warranted and agreed by the Board.

Section 2. All Officers shall be parents or guardians of children enrolled in Homestead Elementary School.

Section 3. As the liaison between the school and the Homestead PTCO, the Administrative Representative shall be a role filled by the Principal of Homestead Elementary or in their absence, an appropriate representative of the school administration. While a Teacher Representative is not required, the Board is encouraged to include a designated Teacher in PTCO Board meetings, if possible.

## **ARTICLE V: DUTIES OF THE OFFICERS**

### Section 1. The Officers

- a. may call special Officer or General Membership Meetings;
- b. may conduct business of the organization requiring immediate action and report such action taken at the next Board meeting;
- c. shall review the By-Laws annually and present them to the general membership for approval in April or May; a vote from the general membership on the By-Laws may take place outside this timeframe under extenuating circumstances;
- d. shall attend as many meetings of the Officers and bi-monthly meetings of the general membership as possible. If an officer must be absent from a meeting, they shall submit a report to another officer to be shared on their behalf; attendance may be physical or virtual;
- e. shall be public representatives of the Homestead PTCO;
- f. a majority (one half plus one) of officers present, physically or virtually, constitutes a quorum;
- g. all board members shall be prepared to work with and/or support other Board members if they seek additional assistance. This support may include but is not limited to: helping promote and/or support any school, community, or fundraising events; contacting potential sponsors; helping to maintain comprehensive sponsorship records; and ensuring sponsorship benefits are fully delivered across all committees, as needed;
- h. shall liaise with and represent at Board Meetings the committee chairpersons affiliated with their Board position, as outlined in the Homestead PTCO Board Structure (see Appendix);
- i. if anyone other than the Officers wants to address the board, Officers shall refer them to the President to be added to the Board Meeting agenda.
- j. if someone comes to any member of the Board and presents an issue, the Board member must then present it to the Board. The Board will discuss and vote on how to proceed in accordance with the existing by-laws and practices and then an appointed Board member will give said person the decision of the Board. The Board discussion and decision will be

- documented in the minutes. The Board's decision will be final;
- k. upon appointment, all board members shall attend a CCSD Parents Council training workshop. CCSD provides workshops a minimum of once per year.

The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

### Section 2. Presidents

- a. shall encompass a two-year commitment for two people, each with a seat on the board; the junior volunteer advances to senior position upon 2nd year of service;
- b. shall call and preside at all in person or virtual Board Meetings and General Membership Meetings and prepare agendas for the same under advisement of the Officers;
- c. serve as the primary contact for the Principal;
- d. shall be an ex-officio member of all committees;
- e. shall attend the Cherry Creek School District Parents' Council meetings; e. shall be the public representative of the Homestead PTCO;
- f. shall attend the Student Accountability Committee meetings and provide a PTCO report;
- g. shall sign checks for authorized disbursements in the absence of the Treasurer;
- h. shall assist the Treasurer in preparing a yearly budget with the cooperation of committee chairs to be submitted for ratification to the General Membership;
- i. shall arrange for an audit of the books to be completed 30 days prior to the parent's council deadline;
- j. shall appoint an examiner not on the current Executive Board and third party observer 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 (thirty) days after completion.
- k. 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;
- l. shall make reasonable efforts to provide representation at school functions.

### Section 3. Vice Presidents (Fundraising)

- a. shall encompass a two-year commitment for two people, each with a seat on the board; the junior volunteer advances to senior position upon 2nd year of service;
- b. shall define which aspects of the assigned responsibilities will be completed by vice presidents or delegated to committee members they oversee;
- c. shall be responsible for the oversight, development, and/or management of our fundraisers (e.g. Homestead Dash and 100% Homestead); committees for each fundraiser may be established so it is not the sole responsibility of the VPs to run each fundraiser;
- d. shall oversee and share the responsibility with the Sponsorship Committee and/or PTCO Board to implement and execute this program, including but not limited to developing or updating promotional sponsorship packets for monetary and in-kind donations and defining the benefits associated with different levels of sponsorship; in conjunction with the PTCO board;
- e. shall help identify and solicit monetary sponsors to support various PTCO events and delegate event-specific in-kind fundraising to event chairpersons if needed; and oversee the

- maintenance and record-keeping related to sponsorships, funds collected, funds allocated, and the fulfillment of benefits;
- f. shall be the internal custodian of all sponsors and liaise with Treasurers, Event Coordinator, Communications Coordinator, and other committee chairs, as appropriate, to ensure sponsorships are properly managed by those respective areas;
  - g. shall be an adjunct committee member for all other PTCO fundraising programs and liaise between those committees and the Board, but not have direct responsibility for fundraising events for which the Board has created and filled committee chair positions which are directly responsible for the development and management of that event;
  - h. shall submit (in April) to the Officers, a schedule of all fundraising activities for the coming school year;
  - i. shall submit by the end of April to the Officers, a report with recommendations for future fundraising.
  - j. shall submit a compilation report to be shared with the school community outlining the money raised over the school year and how the funds were distributed.

#### Section 4. Secretary

- a. shall involve a one-year commitment from one person with one board seat and the option to serve multiple terms;
- b. shall keep a record of all PTCO meetings and type and distribute minutes;
- c. shall send the official minutes from Board meetings to the Presidents at least one week prior to the subsequent Board meeting for circulation to the Board;
- d. shall liaise with the Communications Coordinator-to post the minutes from General Member Meetings to the PTCO website;
- e. shall maintain a notebook which contains all records of proceedings for the above;
- f. shall maintain a current copy of the By-Laws of the Homestead PTCO and CCSD Parents' Council;
- g. shall 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;
- h. shall be available, along with the Communications Coordinator, to assist with authoring and editing official correspondence for the organization, as needed.
- i. shall review and sign monthly bank statements that will be provided to him/her by treasurers.

#### Section 5. Treasurers

- a. shall encompass a two-year commitment for two people, each with a seat on the board; the junior volunteer advances to senior position upon 2nd year of service;
- b. shall receive all money due the organization;
  - i. shall deposit all money into the bank within 24 hours of receipt;
- c. shall keep an accurate record of receipts and expenditures in Quickbooks;
- d. shall work with committee chairs on their events;
  - i. shall work with committee chairs to set up and manage electronic fundraising platforms; upon completion, the Treasurer transfers event income to the PTCO bank account and records the transaction in Quickbooks;
  - ii. shall allocate appropriate portions of sponsorship funds to specific event expenses and

inform committee chairs of their budgets; prepare cash boxes and electronic payment options for events as needed;

- iii. shall report income to fundraising and community event chairpersons;
- e. shall pay out all funds authorized by officer or general members, after receiving a valid receipt;
- f. shall maintain and reconcile the organization's checkbook with bank records, including a double check of reconciliation report by the Senior Treasurer and then reviewed and checked by the Junior Treasurer
- g. Treasurer;
  - i. shall transfer money between accounts when appropriate;
  - ii. shall provide teachers with monthly expenses vs budget reports;
  - iii. shall submit monthly financial information to PTCO for board meetings;
  - iv. shall submit bi-monthly financial information to PTCO for general meetings;
- h. shall submit previous year's financial records for annual review (audit) by the President's appointed examiner, third party observer and incoming treasurer, such records to be submitted in a timely fashion so that the review may be completed 30 days prior to the Parent's Council deadline date;
- i. shall gather teacher budget requests and prepare the annual budget with the assistance of officers and committee chairs for approval by the Officers and ratification by the general membership;
- j. shall file an annual report with the Secretary of State requesting authorization to continue to operate as a Charitable Organization in the State of Colorado.
- k. shall file an annual tax return, regardless of income, as required by the IRS on a timely basis;
- l. upon election the Treasurer shall attend a Treasurer's Workshop. CCSD Parents' Council provides workshops a minimum of once per year;
- m. shall create and submit a copy of documents to CCSD Parents' Council;
  - i. submit a copy of each tax return to CCSD Parents' Council within 30 days of submission to the IRS;
  - ii. submit a copy of the Colorado Charitable Financial Statement;
  - iii. submit a copy of the Annual Budget to the Treasurer of CCSD Parents' Council upon formal approval by the PTCO membership each year;
  - iv. submit a copy of the annual affiliation letter;
  - v. submit a copy of the organization's by-laws;
  - vi. submit a copy of the organization's written policies on the collection of monetary donations;
  - vii. submit a copy of the organization's year-end financial statement;
- n. shall gather and present grant requests to the Board for approval;
- o. shall attend all in-person PTCO events for which cash boxes and/or electronic fundraising platforms have been supplied in order to monitor transactions and count revenue.

## Section 6. Community Outreach Coordinator

- a. shall encompass a two-year commitment for two people in which the junior position (non-board seat) advances to the senior position (board seat) upon 2nd year of service; the junior position shall be slated and voted upon each year as it will advance to the senior position;
- b. shall coordinate and plan community outreach enrichment activities for the benefit of the broader community during the school year in consultation with the Principal (e.g. Homestead

families, sister school, Cherry Creek School District - Winter Wishes, food/turkey/clothing/charity drives;)

- c. shall coordinate lost and found in conjunction with parent-teacher conferences;

#### Section 7. Volunteer Coordinator

- a. shall involve a one-year commitment from one person with one board seat and the option to serve multiple terms;
- b. shall work to recruit volunteers to serve needs of the school, its teachers and students, including:
  - i. all PTCO board officer positions being vacated in a given year,
  - ii. all committee chairs being vacated in a given year and
  - iii. room parents who will help teachers to coordinate volunteers for classroom and grade level needs. .
- c. shall communicate with the Nominating Committee and PTCO Board Officers about vacant positions;
- d. shall present a proposed slate of volunteers for the coming school year at the PTCO General Meeting in the spring, allowing for any questions, concerns or discussion and then presenting the nominee(s) for a public vote of approval.

#### Section 8. Communications Coordinator

- a. shall involve a one-year commitment from one person with one board seat and the option to serve multiple terms;
- b. shall submit PTCO information to the appropriate staff members at Homestead Elementary to be included in the school's newsletters to student families;
- c. shall keep the PTCO website and social media outlets up to date and organized.
- d. shall review content that will be shared to Homestead parents and faculty prior to it being released for brand consistency and accuracy;
- e. shall use social media channels to promote events and PTCO happenings;
- f. shall partner with event chairpersons and board members to promote upcoming school and community events via various communications platforms.

#### Section 9. Garden Coordinator

- a. shall involve a one year commitment from one person with one board seat and the option to serve multiple terms;
- b. shall assess development and maintenance needs, plan and prepare for garden work activities, manage planting schedule, and ensure availability of tools and other necessary material;
- c. shall assist with preparation of grant applications and securing funding;
- d. shall solicit volunteer support and maintain a volunteer schedule.

#### Section 10. Events Coordinator

- a. shall involve a one-year commitment from one person with one board seat and the option to serve multiple terms;
- b. in collaboration with the school Principal, shall research and propose presenter(s) for the annual school-wide enrichment assembly, and liaise with the Principal to ensure the subject matter aligns with school interests and initiatives;
- c. shall be prepared to assist the school Principal with executing the PTCO assembly, which may include but is not be limited to coordinating assembly logistics including budget allowance, booking, and any school-wide communications or promotions that may be needed;
- d. liaising with appropriate staff, teachers and district departments for Risk Management, Audio/Visual, custodial needs, and grade-level scheduling that may be related to the assembly event;
- e. shall provide oversight to the committee chairs of PTCO community events, (excluding outreach events); while the committee chairs of community events maintain ultimate responsibility for their assigned events, the Events Coordinator will share updates on their behalf at PTCO board meetings;
- f. shall communicate with committee chairs to ensure the committee chairs are fulfilling their administrative responsibilities, including but not limited to, liaising with Treasurers on supplier payments, seeking insurance or certifications from CCSD Risk Management, ensuring sponsors are properly recognized at our events, organizing debriefing meetings with event chairpersons shortly after events, and maintaining thorough records that can be shared with successors;
- g. shall make reasonable efforts to be present at events as the board liaison for event chairs.

#### Section 11. Inclusion Coordinator

- a. shall involve a one-year commitment from one person with one board seat and the option to serve multiple terms;
- b. shall be nominated from one or more of the following groups or individuals: the school's PASS committee, school's Inclusive Excellence Committee, and/or the school Principal;
- c. will act as a liaison to committees that have a role in supporting inclusion at Homestead Elementary: Inclusive Excellence Committee and Partnerships for Academically Successful Students (P.A.S.S.) committee;
- d. shall identify and communicate the additional needs of our diverse community to the Executive Board;
- e. shall review content that will be shared to Homestead parents and faculty prior to it being released for accuracy, cultural sensitivity and translation (if required);
- f. shall partner with event chairpersons, VPs, and Presidents to engage families across diverse backgrounds in upcoming school and community events; shall connect families of diverse backgrounds with events and resources.

### **ARTICLE VI: ELECTION OF OFFICERS**

#### Section 1. The Nominating Committee shall consist of the Principal, two (non-President) Board

members and two General members. The members of the Nominating Committee shall elect the Chairperson of the Committee.

Section 2. The Nominating Committee shall slate the voted in candidate for each elected office. The nominee(s) for each office shall be presented to the public at least 14 (fourteen) days prior to voting via the school newsletter, PTCO email or website, and/or the spring PTCO General Meeting.

Section 3. It is recommended that the candidate for President (or one of the Co-Presidents) be a member of the current Executive Board.

Section 4. The election shall be announced publicly and take place in the spring of each school year.

Section 5. Nominations shall be accepted from the electronic nomination form on the condition that the nominee consents.

Section 6. Election shall be by voice or electronic 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 prior to the general meeting by electronic ballot. Voting shall be presented to the public at least 14 (fourteen) days prior to the presentation of the slate.

Section 7. The term of the office for all members of the Executive Board shall commence after voting occurs in the spring of each school year to June 30<sup>th</sup> of the following school year.

Section 8. The voted upon slate shall be included in the invitation to the final PTCO General Meeting one week prior to the meeting date. Voting to approve the slate will occur at the final General Meeting of the school year.

Section 9. All one year positions shall be eligible to serve for two consecutive terms. After two consecutive years, that position will be open for new nominations. Current office holders are eligible for re-nomination along with new nominees for vote.

Section 10. Past and present Board members are not precluded from being nominated to serve multiple terms in various Board positions.

Section 11. 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.

Section 12. Officers can be removed from office with or without cause by a two-thirds vote of those present at a regular meeting where previous notice has been given.

## **ARTICLE VII: VOTING BY ELECTRONIC COMMUNICATION**

Section 1. 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.



Section 2. The board member may vote or demand action not be taken without a meeting by the required response date in like communication.

Section 3. Failure to respond by the time stated in the notice, it will have the same effect as abstaining from voting.

Section 4. The action passes with affirmative vote from the simple majority of the Executive Board.

Section 5. The action must be ratified at the next scheduled meeting and documented in the minutes.

### **ARTICLE VIII: COMMITTEE CHAIRPERSONS**

Section 1. All committee chairpersons shall attend, physically or virtually, as many bi-monthly Board Meetings of the General Membership as needed .

Section 2. Each committee chairperson will, at the completion of their role or at the close of the school year, update the google drive for the committee with all information and documents pertaining to their role to be shared with the incoming chairperson.

Section 3. In the event an Officer or committee chairperson position has either never been filled or is vacated, and there is an immediate need for such a position to be filled, the position shall be filled by a person selected by the current Officers to act on an interim basis.

### **ARTICLE IX: BOARD MEETINGS**

Section 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.

Section 2. Meetings shall be open to all members of the organization and interested community members.

Section 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.

Section 4. 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.

Section 5. Minutes shall be kept at all Board meetings.

### **ARTICLE X: GENERAL MEMBERSHIP MEETINGS**

Section 1. This organization shall have four meetings every school year unless unprecedented circumstances arise and a meeting must be canceled and can not be rescheduled.

Section 2. The quorum is the number of persons present, physically or virtually, at the General Membership. Majority consists of half plus one. 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. When necessary, electronic voting is permitted. Failure to respond by the time stated in the notice will have the same effect as abstaining from voting. The action must be ratified at the next scheduled meeting and documented in the minutes.

Section 3. Meetings shall be open to all members of the organization and interested community members.

Section 4. Minutes shall be kept at all General Membership Meetings. All General Meeting minutes will be posted on the PTCO website.

## **ARTICLE XI: GRANT POLICY**

Section 1. Annually, the Homestead PTCO aims to award grants to faculty members who seek programs or support that will enhance the student experience at Homestead. The number of grants awarded depends on available funds raised through fundraising efforts. If possible, the PTCO will accept grant requests two times per year with one window in the fall and one in the spring. If there are not sufficient funds, we will not open a grant window.

Section 2. Grants must be requested through a PTCO grant application. Grant windows are open for thirty days, at which time the PTCO Board reviews and votes on grant requests before notifying recipients. The PTCO treasurers are responsible for the grant application process. Grant funds must be spent within the same fiscal year. If they are not spent, the funds will stay in the PTCO bank account for later use. Applications address the following four types of requests:

- a. Purchases – for the one time purchase of specific items needed for classroom and extracurricular activities. If the item(s) is not a unique item such as a specific software program or set of books, please submit at least two competitive bids with the application.
- b. Student or Faculty Training Programs – for costs such as tuition, supplies/equipment, refreshments, speakers, etc.
- c. Elective Course Support – for ongoing support of established elective curricula. These funds will generally cover the costs of student materials.
- d. Capital Improvements – for the purchase of permanent fixed building improvements, i.e., blinds, sound systems, security cameras, etc. These applications must include bids that follow the Cherry Creek School District approved bid process.

## **ARTICLE XII: PARLIAMENTARY AUTHORITY**

Section 1. Robert's Rules of Order, latest revision, shall be the authority on parliamentary law for this organization except when in conflict with these By-Laws.

## **ARTICLE XIII: OPERATING PRINCIPLES**

Section 1. The following are operating principles to be followed by this PTCO, as required by the Cherry Creek Schools Parents' Council.

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

TITLE 26, SECTION 4911 of the IRS Code

A Parent Teacher 501(c)(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.

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 a "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 expenditures in support of election activities. No part of the net earnings of the organization shall benefit 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.
- iv. Upon the dissolution of this organization and after paying 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.

- v. The organization is required to have a reserve of funds in order to cover expenses that will be due before funds are raised, (i.e. TA salaries) or money that has been earmarked for a specific purpose such as an ongoing fundraising for computers, playground equipment, etc. The organization can also “prefund” its budget as long as the intent is clearly indicated in the minutes and has been approved by the general population annually. Once the approved reserve has been funded, any additional donations should be spent or any additional fundraisers should be limited until the funds have been allocated and spent.

**ARTICLE XIV: AFFILIATION WITH CCSD PARENTS’ COUNCIL (CHERRY CREEK SCHOOL DISTRICT PARENT TEACHER COMMUNITY COUNCIL, INC.)**

Section 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.

Section 2. An annual Affiliation Letter shall be signed by the President and Treasurer of the PTO/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 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.)

Section 3. The membership fee required by the CCSD Parents’ Council shall be an obligation of this organization.

Section 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.

Section 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.

Section 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.

Section 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 PTO meetings.

Section 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 XV: FISCAL YEAR**

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

#### **ARTICLE XVI: CONFLICT OF INTEREST**

Section 1. The purpose of the conflict of interest policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement, but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 2. 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 meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.\*

#### **ARTICLE XVII: EQUITY/DIVERSITY STATEMENT**

Section 1. The officers, directors, committee members and other persons serving this organization shall be selected entirely on a nondiscriminatory basis with respect to age, sex, race, religion, national origin and sexual orientation.

Section 2. In alignment with the Cherry Creek School District Core Values, the Cherry Creek School District PTO/PTCOs seek to further its commitment to diversity, equity, and inclusion, including diversity on the basis of race, color, ancestry, creed, sex, gender, sexual orientation, religion, national origin, marital status, age, disability or need for special education services, ability and neurodiversity. Through our actions and accountability, we will work to both respect these differences and

acknowledge commonalities that unite our community. From this knowledge we will develop meaningful priorities, including but not limited to the following:

- a. Assessing our beliefs and practices on a consistent basis to ensure inclusiveness and guard against discrimination;
- b. Being inclusive through membership, leadership, programs, partnerships, and communications and in so doing to mirror the diversity of our community.
- c. Communicating with families in our community in languages which they understand;
- d. Proactively engaging a diverse range of voices from members and prospective members, while acknowledging and appreciating individual ideas, knowledge and values that are different from our own;
- e. Working to eliminate practices that promote inequality or inequity;
- f. Engaging in good faith efforts to increase purchases from and contract awards to Historically Underutilized Businesses, as that term is defined by Colorado.

### **ARTICLE XVIII: AMENDMENTS OF THE BY-LAWS**

Section 1. These By-Laws will be reviewed by the Officers at their first meeting of the year.

Section 2. Officers may amend the By-Laws at any time, if necessary, provided a majority of the Officers approve of the revisions, prior to the required majority-vote from the General mMembership.

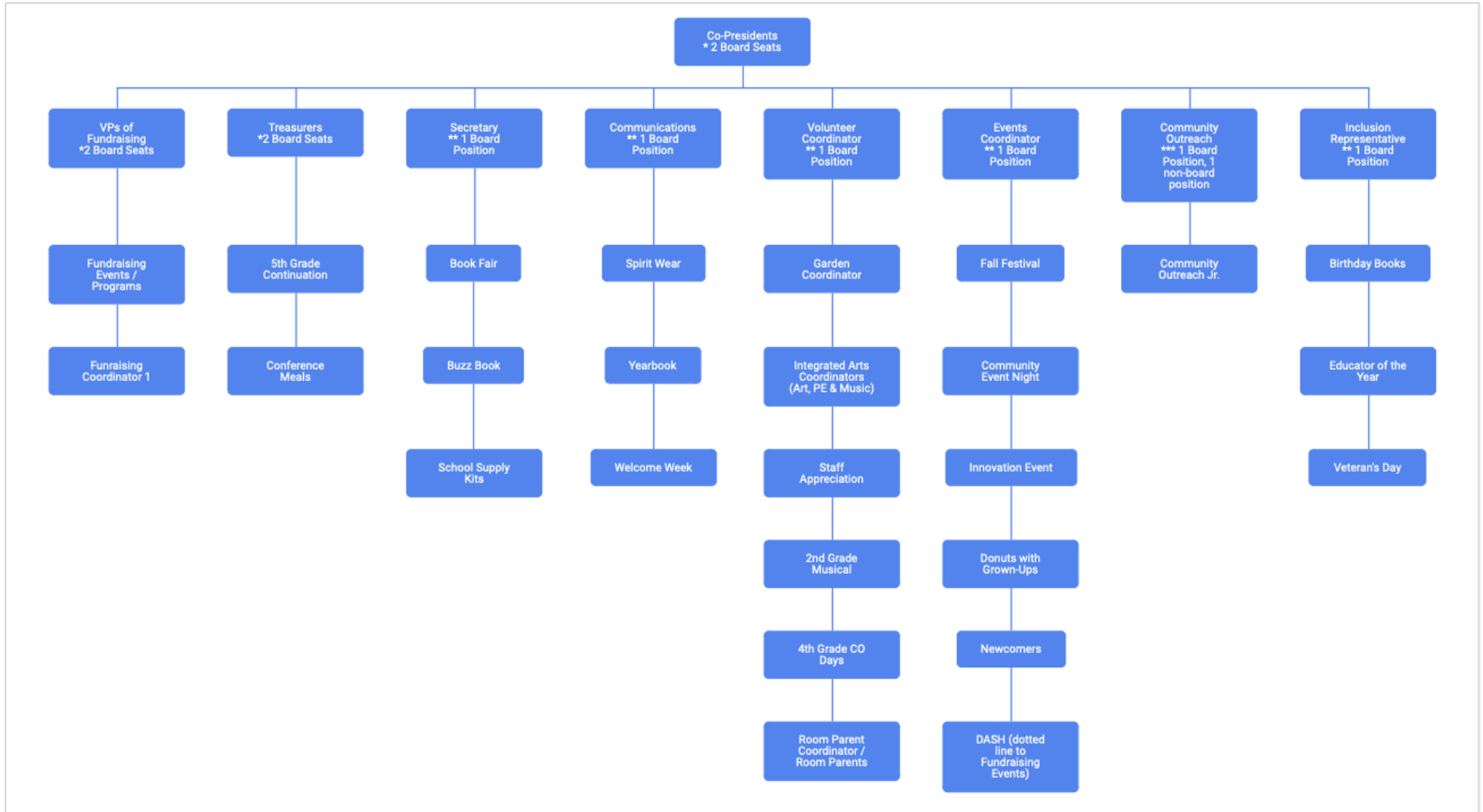
Section 3. These Bylaws may be amended at any general meeting by a majority of the votes of the General members and Board members present and voting, provided that written notice of the proposed amendment(s) shall have been given thirty (30) days prior to the meeting, and have prior approval by the Executive Board.

Original Adoption: May 1984

As Amended: May 1984  
May 1999  
September 2001  
January 2004  
September 2004  
May 2005  
September 2006  
May 2009

May 2010  
September 2012  
November 2014  
April 2016  
November 2016  
April 2017  
April 2018  
April 2019  
April 2020  
July 2020  
January 2021  
April 2021  
April 2022  
April 2023

## HOMESTEAD ELEMENTARY SCHOOL BOARD STRUCTURE - REVISED APRIL 2023



\* 2 Board seats - a 2 year post for 2 people in which the Jr. position advances to the Sr. positions upon 2nd year of service.

\*\* 1 Board seat - 1 year post for 1 person, with option to serve multiple terms

\*\*\* 2 year post for 2 people, in which the jr. volunteer (non-board seat) advances to the sr. position (board seat) upon second year of service

**Refer to PTCO Bylaws for details**