



Parent Teacher Community Organization Bylaws

Reviewed October 2022

Article I: Name

The name of the organization shall be Running Creek Elementary Parent Teacher Community Organization (PTCO). Its address shall be the same as Running Creek Elementary School, 900 South Elbert St, P.O. Box 550, Elizabeth, CO 80107. The PTCO is a non-profit organization.

Article II: Purpose

Section 1.

The purpose of this organization shall be to promote the educational, social, and community welfare of the students of Running Creek Elementary School and to promote understanding among the parents, teachers, community members, and school officials.

Section 2.

This PTCO is organized solely for charitable, scientific, literacy, or educational purposes as defined in Section (501) (c)(3) of the Internal Revenue Code.

Article III: Policies

Section 1.

The policies of this organization shall be developed through conferences, committees, and projects.

Section 2.

The organization shall cooperate with the school to support the improvement of education in ways that will not interfere with the administration of the school.

Article IV: Membership

Section 1.

General membership of the organization shall consist of parents or guardians of students, the administration, the faculty, and the staff of Running Creek Elementary School.

Section 2.

Associate membership shall consist of students of Running Creek Elementary School and interested members of the community.

Section 3.

No dues shall be required for membership.

Section 4:

Voting privileges shall be extended to all members eighteen years of age and older who have attended at least two (2) meetings.

Article V: Executive Board

Section 1:

- a. The elected officers of this organization (Executive Board) shall be a President, a Vice President, a Secretary, a Treasurer, Social Media Coordinator, and a Volunteer Coordinator.
- b. At the final meeting of the school year, new officers shall be elected by ballot and installed.
- c. Officers shall assume their position after the final meeting of the school year and shall serve for a term of one year or until their successors are elected.



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Section 2.

A vacancy occurring in an office shall be filled by appointment of the Executive Board until the next regularly scheduled meeting when it can be voted on by the membership.

Section 3.

Any Board member who misses three (3) PTCO meetings may be subject to review by the general membership.

Section 4.

- a. Duties of President
 - i. Shall preside over and conduct all regular PTCO meetings.
 - ii. Shall see that officers perform their duties
 - iii. Shall appoint special committees with the approval of the membership, and coordinate their activities.
 - iv. Shall assist the treasurer with the preparation of the budget.
 - v. Shall be an ex-officio member of all committees.
 - vi. Shall meet with the principal of Running Creek Elementary to maintain open communications between the school and the PTCO
 - vii. Shall formulate the agenda for General Board meetings.
 - viii. Shall keep the PTCO aware of school events.
- b. Duties of Vice President
 - i. Shall assist the President in all duties
 - ii. Shall assume responsibility if the President resigns
- c. Secretary
 - i. Shall transcribe and distribute the minutes of all PTCO meetings. Minutes are to include a list of all in attendance at each meeting.
 - ii. Shall provide copies of the minutes for the membership.
 - iii. Shall handle all official correspondence of the PTCO.
- d. Treasurer
 - i. Shall be custodian of the funds and keep an itemized account of all expenditures and receipts.
 - ii. Shall participate in annual budget planning.
 - iii. Shall prepare a financial summary for each meeting.
- e. Volunteer Coordinator
 - i. Shall maintain a list of all volunteers
 - ii. Shall coordinate volunteers for PTCO events
 - iii. Shall encourage membership and participation.

Article VI: Elections and Nominations of Officers

- a. Notice of upcoming nominations and election of officers will be posted in Jag Tracks prior to the elections.
- b. Nominations may be made in writing prior to the election, or may be made from the floor during the meeting.
- c. Only those persons who have consented to serve if elected shall be eligible for nomination.

Section 2.

Officers shall be elected by ballot.