



PTO Bylaws

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MARCH 2020

3590 S. Holly Street, Denver, CO 80237

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Amended and approved on March 10, 2020

Article I — Name

The name of this Parent Teacher Organization is Thomas Jefferson High School Partners (TJHSP) but may commonly be known as TJ PTO. It is not affiliated with any national organization. TJHSP is located at Thomas Jefferson High School 3950 S. Holly Street, Denver, CO 80237.

Article II — Purposes

Section 1. The purposes of this PTO are to:

- a. support and enhance the educational experience at TJHS
 - i. provide opportunities for students through financial support
 - ii. promote community wide activities
- b. foster a stronger school community for students, parents and staff
 - i. enhance communication
 - ii. encourage parent involvement
- c. provide support of school activities through
 - i. fundraising and donations
 - ii. parent volunteers.

Section 2. The TJHSP is a nonprofit entity organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter referred to as Internal Revenue Code).

Article III — Basic Policies

The following are basic policies of TJHSP:

- a. the organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. the organization shall work with the school and community to provide quality education for the children and youth.
- c. the organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools, and the community at large.
- d. no part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the Article on Purposes hereof.
- e. notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted by an organization exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code, or by an organization, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code;
- f. the organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

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Article IV — Membership and Dues

- Section 1.** Membership in TJHSP shall be open, without discrimination, to anyone who believes in and supports the Mission and Purposes of TJHSP. Membership is open to all parents/guardians of TJHS students, staff and community members.
- Section 2.** Membership is available by submitting a completed membership application form with current and correct contact information.
- Section 3.** TJHSP shall accept members at any time. Membership term follows the TJHSP fiscal year of August 1 – July 31, and membership must be renewed annually.
- Section 4.** Each member of the TJHSP whose membership has been active for at least thirty (30) days and is in good standing has one (1) vote.
- Section 5.** Dues are voluntary contributions and are not a requirement for membership.
- Section 6.** A member may be removed for gross misconduct after reasonable notice. Removal may be obtained by a unanimous vote of the Executive Board.

Article V — Officers and Elections

- Section 1.** TJHSP shall maintain an Executive Board that consists of the four (4) elected officers of president, vice president, secretary and treasurer, four (4) appointed at large members (ideally representing each grade), (1) Spirit Store Manager.
- Each office shall have an equal vote.
 - Any elected office may be shared by two members (i.e. co-presidents, co-secretary, etc.) but the office shall only have one vote on any issue.
 - Actions/decisions of the board shall be binding on the TJHSP membership.
- Section 2. Terms of Office**
- Officers shall assume their official duty August 1-July 31 and shall serve for a term of one year or until their successors are elected and assume office.
 - Officers shall be elected in the spring by the month of May when possible.
 - The vote shall be conducted by members present at a meeting called for the purpose of electing officers by which a majority vote shall elect. When there is but one candidate for any office that election may be held by an electronic vote; Proxy votes shall not be allowed.
 - Officers may be elected to serve successive terms. No officer shall serve more than two (2) consecutive terms in the same office. A person who has served in an office for more than one half of a full term shall be deemed to have served a full term in such office.
 - Upon the expiration of the term of office or when individuals cease to hold the position that entitles them to be a member of the board, they shall automatically cease to be a member of the board and shall be relieved of all duties and responsibilities incident to such membership. All records, books, and other materials pertaining to the position shall be turned over to the board and all funds pertaining to the position shall be returned to the treasurer within fourteen (14) days.

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Section 3. Requirements of Elected Officers

- a. Any TJHSP member in good standing may become an officer.
- b. Elected officers must be a parent/guardian of a current TJHS student during their term.
- c. Elected officers must be at least 18 years old and not currently enrolled as a student at Thomas Jefferson High School.
- d. Attendance is required at board meetings. Any absence must be conveyed to the board prior to the required meeting.

Section 4. Officers may be appointed by the elected officers. Appointed officers may serve unlimited terms. Appointed officers of this association shall be:

- a. One (1) Spirit Store Manager
- b. Four (4) At Large members, ideally representing each grade.

Section 5. The Board shall meet a minimum of two (2) times during the fiscal year or at the discretion of the president.

Section 6. Five (5) Executive Board members shall constitute a quorum for the transaction of business in any TJHSP Executive Board meeting.

Section 7. In the president's absence or inability to serve, officers, in their designated order of co-president, vice president or secretary, shall perform the duties of the president.

Section 8. An officer may be removed from office for failure to fulfill the duties of their office or for gross misconduct after reasonable notice. Removal may be obtained by a two-thirds (2/3) vote by the membership present at a meeting called for that specific purpose. Membership must be notified of said meeting using appropriate means and available technology as to ensure appropriate and adequate notice is given. at least seven (7) days in advance.

Section 9. A vacancy occurring in any office, except the office of president, shall be filled for the un-expired term by a majority vote of the Executive Board. In the case a vacancy occurs in the office of president, the vice president shall assume that office.

Article VI — Duties of Officers

Section 1. The president(s) shall:

- a. preside at all meetings of TJHSP and the Executive Board.
- b. serve as an ex-officio member of all committees except the financial review/audit committee.
- c. coordinate the work of the officers and committees of TJHSP in order that the Purposes may be promoted.
- d. ensure TJHSP compliance with the rules, regulations and policies of TJHS and Denver Public Schools.
- e. be one of the signatories on all TJHSP financial accounts. Signers of TJHSP accounts cannot have disbursement authority over school/school district funds.
- f. Shall personally represent TJHSP or appoint a delegate where representation is advisable.
- g. appoint special committees, standing committees and corresponding committee chairs as needed, with the approval of the board.
- h. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the Executive Board.

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Section 2. The vice president(s) shall:

- a. serve as aide(s) to the president.
- b. communicate to the membership and school community on a regular basis to further and promote the Purposes of the TJHSP.
- c. perform the duties of the president in the president's absence or inability to serve.
- d. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors.

Section 3. The secretary(s) shall:

- a. record and make public the minutes of all meetings of the TJHSP.
- b. be prepared to read the records of any previous meetings.
- c. file and maintain all records in accordance with best practice document retention requirements.
- d. have a current approved copy of the bylaws and make them available upon request.
- e. shall retain all official records and documents of TJHSP (e.g. 501c3 certificates).
- f. maintain a current membership list.
- g. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, or the board of directors.

Section 4. The treasurer(s) shall:

- a. have custody of the funds of TJP.
- b. maintain a full account of the funds of TJP.
- c. make disbursements as authorized by the president, or the Executive Board or the membership of TJHSP in accordance with the budget adopted by TJHSP.
- d. be one of the signatories on all TJHSP financial accounts. Signers of TJHSP accounts cannot have disbursement authority over school/school district funds.
- e. maintain the accuracy of the signatories on all financial accounts. When a term ends for a signatory, see that they are removed from the account in a timely manner.
- f. cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to the TJHSP.
- g. provide a financial report to the Executive Board and the membership at each meeting.
- h. provide an annual report of the financial condition of the organization to the membership at the meeting following the financial review/audit.
- i. submit the books annually for a financial review/audit by an auditor or a financial review committee selected by the Executive Board.
- j. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, or the board of directors.

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Article VII — Committees

- Section 1.** The Executive Board may create such standing committees and special committees, as it may deem necessary to promote the purposes and carry on the work of TJHSP. See Addendum B for list of current committees.
- Section 2.** Each committee shall appoint a chair who is accountable to the board. The committee chair and committee members may serve unlimited terms in the same position.
- Section 3.** The chair of each committee shall present a plan of work to the board for approval. No committee work shall be undertaken without the consent of board.
- Section 4.** The chair of each standing committee shall appoint the members of that committee with the approval of the president.

Article VIII — General Business Meetings

- Section 1.** Regular meetings of the TJHSP membership shall be held to conduct the business of TJHSP. Business meetings shall be held at least two (2) times per fiscal year; dates to be set by the Executive Board.
- One meeting shall be held at the beginning of the school year and one shall be held in the spring for the purposes of electing Officers for the next school year.
 - Additional meetings may be called as needed and will be announced using appropriate means and available technology as to ensure appropriate and adequate notice is given.
 - An outline of proposed regular business meetings may be published at the beginning of each school year. Meetings shall be announced at least fifteen (15) days prior to the meeting and proposed agenda topics will be distributed to membership using appropriate means and available technology.
- Section 2.** Special meetings of TJHSP may be called by the president, a majority of the Executive Board, or by five (5) members upon seven (7) days' notice having been given.
- Section 3.** Each TJHSP member in attendance, in good standing and active for at least thirty (30) days is eligible to vote. Proxy votes shall not be allowed.
- Section 4.** Seven (7) members shall constitute a quorum for the transaction of business in any TJHSP business meeting.

Article IX – Electronic Meetings

The Executive Board, standing committees, special committees, and subcommittees are authorized to meet by electronic communications media, so long as all members may participate.

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Article X — Fiscal Year and Financial Responsibilities

- Section 1.** The fiscal year of the TJHSP shall begin on August 1 and end on the following July 31.
- Section 2.** Funds shall be kept in a checking or savings account in the name of Thomas Jefferson High School Partners. All accounts shall have a minimum of three officers that are signers on the accounts. When a term ends for a signatory, they shall be removed from any and all accounts within thirty (30) days.
- Section 3.** The treasurer shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization. All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurer shall reconcile the account(s) activity monthly and report all financial activity as requested by the Board.
- Section 4.** This organization must file a current IRS Form 990 or 990-EZ (gross income as determined by the IRS) or IRS 990-N ([e-Postcard] gross income as determined by the IRS) by the date required by the IRS for filing.
- Section 5.** The board shall arrange a review of its financial records each year by either an internal financial review committee with a minimum of two (2) people selected by the Executive Board or an external review performed by a CPA. A check signatory may not be the auditor or a member of the committee. The financial review must be completed within sixty (60) days of the close of the fiscal year. A report of the completed review will be presented to the board for adoption at the first general board meeting following the completion of the review and a copy will be available to the membership.
- Section 6.** The PTO shall leave a minimum of \$3,000 in the treasury at the end of each fiscal year, enough to cover minimum expenses for the following year.
- Section 7.** Authority to sign contracts is limited to the President, Vice President, Secretary, and Treasurer.
- Section 8.** The Executive Board shall develop and approve a budget by September 1 for the current fiscal year.
- Section 9.** The bylaws should be reviewed every two years.
- Section 10.** All financial transactions shall adhere to guidelines in Addendum A.

Article XI — Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern TJHSP in all cases in which they are applicable and in which they are not in conflict with special rules of order, Articles of Incorporation or these bylaws.

Article XII — Amendments

These bylaws may be amended at any regular membership meeting, or a special meeting called for that purpose, of the TJHSP by a two-thirds (2/3) vote of members present and voting, a quorum having been established, provided the amendments have been provided to the membership at least thirty (30) days prior to the meeting. The Bylaw document may be edited for typos and for clarity without changing content by a vote of the executive board.

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Article XIII — Dissolution

TJHS Partners may dissolve its affairs in the following manner:

- a. notice of a meeting of the membership called to discuss and vote on the issue of dissolution must be provided electronically to all members of the TJHSP at least thirty (30) days before the meeting called for that purpose
- b. a two-thirds (2/3) vote of members present and voting, a quorum having been established, must carry this intent of dissolution. Dissolution is effective immediately if the vote is in the affirmative.
- c. disbursement of funds and assets must be approved by a majority vote of members present and voting at the dissolution meeting. All funds and assets must be distributed within thirty (30) days.
- d. upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the general assets of TJHSP shall revert to the Thomas Jefferson High School Treasurer and the specific activity assets shall revert to the same program funds (e.g. baseball funds revert to the baseball program).

Addendum A - Fundraising and Financial Transaction Guidelines

FUNDRAISING

The funds of TJHS Partners shall be used to further the Purposes specified by these bylaws.

- a. All funds solicited, collected, or raised in the name of TJHSP shall be deposited in the appropriate checking/savings account at the local bank designated and managed by the TJHSP Treasurer and Executive Board.
- b. Outright gifts will be readily accepted.
- c. All TJHSP fundraising proposals must be approved prior to the event by the TJHSP Executive Board and a representative of school administration as needed, and by the general membership, if possible, at a monthly meeting (current, ongoing fundraisers to be grandfathered in). Three to four weeks' notice is preferred so the proposal can be on the monthly meeting agenda.
- d. Proposed fundraisers for the coming school year will be reviewed at or prior to the beginning of each school year to be sure they are still profitable, relevant and chaired.
- e. Fundraising subcommittees shall be formed for the purpose of organizing, running, and managing approved fundraising projects.
 - i. Subcommittee chairpersons will be approved by the board and will report subcommittee business to the Executive Board.
 - ii. Subcommittee budget needs and requests to the board shall be submitted for inclusion in the TJHSP budget for the following school year for specific fundraising activities.
- f. Designated Class funds unused by December 31 of the graduating year will be distributed evenly among the current four class funds.
- g. Solicitation for direct donations (i.e. collection boxes, letters to parents) must be preapproved by the TJHSP Executive Board and the Principal. Cash donations are discouraged; payment by check or electronic payment is preferred.
- h. Non-designated proceeds (i.e. to the general fund) from fundraisers are preferred. If a specific committee has a fundraiser and funds must be designated, a plan is to be submitted, detailing: how much is expected to be earned, what specifically will the designated proceeds be used for and what amount is required, and what to do with any.

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- i. External grants can be designated (usually details are required for the grant) but must be preapproved by the TJHSP Executive Board. The school principal must have awareness of the grant from initial stages and must approve and sign-off on the application. For tax reasons, grants should be payable to the school rather than TJHSP.
- j. All proceeds for ANY fundraising or donations (other than grants) are to be made out to the TJHSP. In-kind donations must be promptly reported to the TJHSP Treasurer.

DESIGNATED OR COMMITTEE FUNDS

Committees will report monthly at the general TJHSP meeting regarding any changes in funds designated to them (earnings or expenditures). Yearly (in April), committees will report to the TJHSP Executive Board and the general membership the amount of designated funds remaining; specific plans for use of those funds and by when; if the funds were more than was needed or are no longer needed; what will be done instead with that money (new plans will again need approval). Any remaining balance to be carried over to the next year must have specific spending plans including amount and date. If no specific plans are produced, the money will revert to being non-designated.

EXPENDITURES

- a. Spending greater than \$500 for unbudgeted expenses must be voted on by the membership, or approval by TJHSP Executive Board in urgent cases. Spending must be in alignment with TJHSP Bylaws and should be for the benefit of the greater TJHS population.
- b. An Executive Board member may authorize expenditures up to \$100 when it is not feasible to call a specific meeting of the Board. A report of these expenditures shall be given at the next regular meeting.
- c. Any money expended for school programs or activities, or advanced or reimbursed to a school sponsor, faculty member, coach, or student must be disbursed through the school treasurer as a gift from TJHS Partners to the school, and then from the school to the appropriate requesting party.
- d. Equipment or supplies purchased by TJHSP for use by the school or a school-related activity or group must be approved by the Principal or his/her representative and must meet DPS specifications prior to purchase if necessary.
- e. Any expenditure for school must be disbursed through the school treasurer as a gift from TJHS Partners, to be used for the purpose specified.
- f. Funds may be dispersed directly to vendors and outside suppliers, to sponsors, students, teachers, coaches, administrators, parents or other TJHSP members for authorized expenses incurred with prior approval of the Executive Board.

REQUESTS FOR FUNDING

Section 1. External Requests

- a. All external requests for TJHSP funding of events, programs, supplies, etc., must be submitted in writing either electronically or by hardcopy delivered to the TJHSP mailbox in the main school office.
- b. All requests and applications must be complete and have required approvals (if necessary), supporting information and documentation to be considered for funding.

Section 2. Class specific Requests

- a. Class specific funds (i.e. those raised by parents and others to support students of a specific graduating class) are to be used only for PTO supported class-only activities (e.g. after-prom and senior sleepout). Requests for these funds must be submitted in writing,

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either electronically or by hardcopy delivered to the TJHSP mailbox in the main school office, from the lead Parent Sponsor of the class.

- b. All requests and applications must be complete and have required approvals (if necessary), supporting information and documentation to be considered for funding.
- c. Class funds unused by December 31 of the graduating year will be distributed evenly among the current four class funds.

Section 3. Grants and Scholarships

- a. Requests for Teacher/Staff grants (i.e. Classroom Grants) must be submitted using the PTO Grant Request Form.
- b. Requests will be reviewed by the Executive Board and approved at the April or May member meeting, or at a special meeting called for the purpose of review should timing require it.
- c. Grants may be requested by TJHS staff for supplemental funding for club activities or supplies that may not be covered completely by club fundraising. Clubs are expected to independently raise funds for the activities or supplies as well as requesting PTO funds.
- d. Grants will be considered on a case by case basis and given due consideration by the Executive Board.
- e. Grants or scholarships for a student or staff to participate in a sanctioned activity may be requested to supplement individual fundraising and will be considered on a case by case basis for individuals where participating in the activity is a financial burden.
 - i. Requests for student scholarships should be submitted through the activity sponsor or a school administrator.
 - ii. Requests for staff grants should be approved by an administrator.

Addendum B - Standing Committees

The following committees have been called by the Board

- a) ArtFest – Manage long time annual fundraiser. Host to 80 artisans and vendors. Connects TJ to the wider community.
- a. Auction – Manage online silent auction including acquisitions and all communications.
- b. Class Sponsors –Coordinate all class fundraising for senior year activities, specifically the after prom celebration.
- c. Hospitality – Organize lunches and events to show appreciation to TJ staff.
- d. Spirit Store – Manage and sell spirit wear at various school events.