

# Meiklejohn Elementary PTA Bylaws

## 11/13/2018

### \* Article I — Name

The name of this association is the Meiklejohn Elementary PTA Parent Teacher Association (PTA), Arvada, Colorado. It is a local PTA/PTSA organized under the authority of Colorado Congress of Parents and Teachers (Colorado PTA), a branch of the National Congress of Parents and Teachers (National PTA).

### \* Article II — Purposes<sup>1</sup>

**Section 1. Objectives.** The purpose or purposes (Objects) which the corporation will hereafter pursue are:

- a. to promote the welfare of children and youth in home, school, places of worship and throughout the community;
- b. to raise the standards of home life;
- c. to advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth;
- d. to promote the collaboration and engagement of families and educators in the education of children and youth;
- e. to engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and
- f. to advocate for fiscal responsibility regarding public tax dollars in public education funding.

**Section 2. Awareness.** The purposes of the PTA are promoted through advocacy and education in collaboration with parents, families, teachers, educators, students, and the public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic-principles set forth in Article III.

**Section 3. Federal Status.** The association is 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 (referred to as Internal Revenue Code).

### \* Article III —PRINCIPLES<sup>1</sup>

The following are basic principles of PTA:

- a. The association shall be noncommercial, nonsectarian, and nonpartisan.
- b. The association shall work to engage and empower children, families, and educators within schools and communities to provide quality education for all children and youth, and shall seek to participate in the decision-making process by influencing school policy and advocating for children's issues, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- c. The association shall work to promote the health and welfare of children and youth and shall seek to promote collaboration, among families, schools, and the community at large.
- d. Commitment to inclusiveness and equity, knowledge of PTA, and professional expertise shall be guiding principles for service in PTA.

### \*Article IV – Operational Requirements<sup>2</sup>

**Section 1. Net Earnings.** No part of the net earnings of the association shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons except that the association 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 Article II hereof.

**Section 2. Exempt Activities.** Notwithstanding any other provision of these articles to the contrary, in no event shall the association carry on any other activities which are not permitted to be carried on (i) by an association exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code or (ii) by an association, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code.

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- Section 3. **Political Activities.** The association or its 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.
- Section 4. **Dissolution.** Upon the dissolution of this association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or associations that have established their tax-exempt status under Section 501 (c)(3) of the Internal Revenue Code and whose purposes are in accordance with those of National PTA.

**\* Article V — Relationship with National PTA and Colorado PTA**

- Section 1.** This local PTA/PTSA shall be organized and chartered under the authority of the Colorado PTA in the area in which this local PTA/PTSA functions, in conformity with such rules and regulations, as the Colorado PTA may in its bylaws prescribe. The Colorado PTA shall issue to this local PTA/PTSA an appropriate charter evidencing the due organization and good standing of this local PTA/PTSA.
- Section 2.** This local PTA/PTSA shall adopt such bylaws for the governance of the association. Such bylaws shall not be in conflict with National PTA bylaws, Colorado PTA bylaws, or Colorado nonprofit corporate laws and are subject to review by the Colorado PTA Bylaws Committee.
- Section 3.** The charter of a local PTA/PTSA shall be subject to withdrawal and the status of the local PTA/PTSA shall be subject to termination under the circumstances provided in the Colorado PTA bylaws.
- Section 4.** This local PTA/PTSA is obligated, upon withdrawal of its charter by the Colorado PTA:
- a. To yield up and surrender all of its books and records and all of its assets and property to the Colorado PTA or to such agency as may be designated by the Colorado PTA, or to another local PTA/PTSA organized under the authority of the Colorado PTA;
  - b. To cease and desist from the further use of any name that implies association with the National PTA or the Colorado PTA or status as a constituent association of the National PTA; and
  - c. To carry out promptly, under the supervision and direction of the Colorado PTA, all proceedings necessary or desirable for the purpose of dissolving this PTA/PTSA.
- Section 5.** Delinquent status — Failure to remit membership dues by the end of the Colorado PTA fiscal year (June 30) shall result in the association being declared “delinquent”. Delinquent units will be ineligible for all Colorado PTA sponsored activities, materials, and services until such time as dues are paid. Continued delinquency may result in withdrawal of the charter under the procedure outlined in the Article on Dissolution.
- Section 6.** Provisional status — The following may constitute cause for a unit to be placed on provisional status. Failure to correct violations within timelines set by the Colorado PTA may result in withdrawal of the charter:
- a. failure to comply with Internal Revenue Service (IRS) regulations;
  - b. violation of the purposes or principles of PTA; and
  - c. violation of unit, Colorado PTA, or National PTA bylaws. Each constituent association (council or local unit) shall include in its bylaws provisions required by Colorado PTA as are identified therein by an asterisk (\*);
- Section 7.** Good Standing — Colorado PTA requires the following to be a unit in good standing:
- a. remits the state and national portion of the dues and membership reports through the Colorado PTA to reach the state office by dates established by Colorado PTA;
  - b. has bylaws approved according to the procedures of Colorado PTA;
  - c. purchases directors/officers, liability and bonding insurance coverage. Should insurance not be purchased through Colorado PTA, proof of insurance is required to be submitted to Colorado PTA;
  - d. submits a complete officer’s list as requested by Colorado PTA;
  - e. submits a copy of its annual financial review/audit report;
  - f. submits a copy of required IRS Form i.e. 990, 990-EZ, or 990-N (as required to file a tax return;)

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- g. registers with the Colorado Secretary of State office for the Colorado Charitable Solicitations Act (if required); and
- h. meets other criteria as may be prescribed by the Colorado PTA (as necessitated by state statute, IRS regulations, etc.)

**Article VI — Membership and Dues**

- \*Section 1.** Every individual who is a member of this local PTA/PTSA is, by virtue of that fact, a member of the National PTA and of the Colorado PTA by which this local PTA/PTSA is chartered, and is entitled to all the benefits of such membership.
- \*Section 2.** Membership in PTA shall be open, without discrimination, to anyone who believes in and supports the Mission, Purposes, and Principles of National PTA.
- \*Section 3.** Each member of this local PTA/PTSA shall pay annual dues to this association. The amount of such dues shall include the portion payable to the Colorado PTA (the “state portion”) and the portion payable to National PTA (the “national portion”). Dues for the local unit portion shall be determined by the membership at any regular membership meeting or a special meeting called for that purpose.<sup>3 4</sup> The total amount of each member’s dues shall be \$10.
- \*Section 4.** Each local PTA/PTSA shall accept members at any time. A planned membership campaign shall be conducted throughout the year.
- \*Section 5.** The state and national portions of the dues paid by each member of a local PTA/PTSA shall be set aside and remitted to the Colorado PTA according to established procedure.

**Article VII — Officers and Election**

- \*Section 1.** Each elected officer of this PTA/PTSA shall be a member of this PTA/PTSA and be at least eighteen (18) years of age.
- \*Section 2.** Officers and their election:
  - a. the elected officers of this association shall be president, one (1) or more vice president(s), a secretary and a treasurer;
  - b. officers shall be elected in the month of March;
  - c. the vote shall be conducted by ballot and a majority vote shall elect. When there is but one candidate for any office that election may be held by voice vote;
  - d. no officer shall serve more than two (2) consecutive terms in the same office; and
  - e. 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.
- Section 3.** Appointed officers:
  - a. appointed officers of this association shall be (list):
    - i. The principal, who shall serve an unlimited term as vice president’
    - ii. One teacher representative to be nominated by teaching staff and who shall serve a term of two (2) years.
  - b. appointed officers may serve unlimited terms.
- Section 4.** Officers shall assume their official duty July 1 and shall serve for a term of two (2) year(s) or until their successors are elected and assume office.
- Section 5.** In the president’s absence or inability to serve, officers, in their designated order vice president 1, vice president 2, secretary shall perform the duties of the president.
- Section 6.** Nominating committee — There shall be a nominating committee composed of three (3) members who shall be elected by the board of directors of this local PTA/PTSA at least two (2) months prior to the election of officers.
  - \*a. The nominating committee shall:
    - (1) elect a chair;
    - (2) nominate one (1) eligible person for each office to be filled and report its nominees at the regular membership meeting at least thirty (30) days prior to the election.
  - b. Additional nominations may be made from the floor at the election meeting; and
  - \*c. Only those individuals who are current members of a local PTA/PTSA and who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

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**Section 7.** Vacancy — 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 board of directors. In the case a vacancy occurs in the office of president, the vice president 1 shall assume office.

### Article VIII — Duties of Officers

- Section 1.** The president shall:
- a. preside at all meetings of this local PTA/PTSA, board of directors;
  - \*b. serve as an ex-officio member of all committees except the nominating committee and the financial review/audit committee;
  - c. coordinate the work of the officers and committees of this local PTA/PTSA in order that the purposes may be promoted;
  - d. appoint standing and special committee chairs with the approval of the board of directors, with the exception of the nominating and financial review/audit committees chairmen;
  - e. appoint special committees, as needed, with the approval of board of directors.
  - \*f. appoint the PTA/PTSA liaison to the school's accountability committee, with the approval of board of directors.
  - \*g. sign all contracts; and
  - h. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the board of directors.
- Section 3.** The vice president(s) shall:
- a. serve as aide(s) to the president;
  - b. perform the duties of the president in the president's absence or inability to serve; and
  - c. 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 4.** The secretary shall:
- \*a. record the minutes of all meetings of the Meiklejohn Elementary PTA, board of directors;
  - b. be prepared to read the records of any previous meetings;
  - \*c. file and maintain all records in accordance with document retention requirements;
  - d. have a current approved copy of the bylaws;
  - e. maintain a current membership list; and
  - f. 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 5.** The treasurer shall:
- \*a. have custody of the funds of this local PTA/PTSA;
  - \*b. maintain a full account of the funds of this local PTA/PTSA;
  - \*c. in accordance with the budget adopted by a vote of the members of this PTA/PTSA make disbursements as authorized by the president, the board of directors or the membership of this local PTA/PTSA.
  - \*d. be one of the signatories on all PTA accounts. Signers of PTA accounts cannot have disbursement authority over school/school district funds, nor shall two (2) signatories reside in the same household or be related;
  - \*e. cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to the Meiklejohn Elementary PTA;
  - \*f. provide a financial report to the board of directors and the membership at each meeting;
  - \*g. provide an annual report of the financial condition of the association to the membership at the meeting following the financial review/audit;
  - \*h. submit the books annually for a financial review/audit by an auditor or a financial review committee selected by the board of directors. A check signatory may not be the auditor or a member of the committee. The financial review must be completed within thirty (30) days of the close of the fiscal year. A report of the completed review will be presented to the board of directors for adoption at the first general board meeting

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- following the completion of the review, and a copy will be submitted to the Colorado PTA; and
- \*i. 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.

### Article IX — Board of Directors

- \*Section 1. The affairs of the Meiklejohn Elementary PTA shall be managed by the board of directors in the intervals between local PTA/PTSA general membership meetings. The board of directors shall take no action in conflict with these bylaws or any action taken by the membership.
- \*Section 2. Each board member shall be a member of this local PTA/PTSA. All board members must be at least eighteen (18) years of age.
- \*Section 3. A PTA/PTSA member shall not serve as a voting member of the local unit's board of directors while serving as a paid employee of, or under contract to, that unit.
- Section 4. The members of the board shall be:
  - a. elected officers;
  - b. appointed officers;
  - c. standing committee chairs; and
  - d. the president may appoint a parliamentarian, subject to approval of the board of directors of this local PTA/PTSA.
- Section 5. Duties of the board shall be to:
  - a. carry out necessary business;
  - b. create standing and special committees;
  - c. create a report at the regular membership meetings of this local PTA/PTSA;
  - \*d. present an annual budget prepared by the finance committee, to be approved by the membership; and
  - e. approve bills to be paid within the limits of the approved or amended budget.
- \*Section 6. The Board shall choose a process by which to perform the required annual financial review. Acceptable processes include either an internal financial review performed by a minimum of two (2) people who were not signatories on the account during the fiscal year being examined/reviewed, or an external review performed by a CPA. A report of the completed review will be presented for adoption at the first board meeting following the completion of the financial review or audit, and a copy will be submitted to the Colorado PTA.
- \*Section 7. If any member of the board of directors shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the board with a two-thirds (2/3) vote by the board of directors.
- \*Section 8. Regular meetings of the board of directors shall be held with the date and time to be fixed by the board at its first meeting of the year.
- \*Section 9. Special meetings of the board of directors may be called by the president or when requested by three (3) board members upon a minimum of five (5) days' written notice to each member of the board.
- \*Section 10. At all meetings of the board of directors, a majority of the members of the board shall constitute a quorum for the transaction of business.
- \*Section 11. 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 president and all funds pertaining to the position shall be returned to the treasurer within fourteen (14) days.

### Article XI — Committees

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- \*Section 1.** Only members of this local PTA/PTSA shall be eligible to serve in any elected or appointed positions.
- Section 2.** The standing committees of this local PTA/PTSA are:
  - \*a. Nominating Committee
  - \*b. Finance Committee
  - \*c. Membership Committee
  - d. Advocacy
  - e. Ways and Means
  - f. Volunteer
- Section 3.** The board of directors may create such standing committees and special committees, as it may deem necessary to promote the purposes of PTA and carry on the work of this local PTA/PTSA.
- Section 4.** Committee chairs shall be appointed or reappointed at the beginning of each administration for term that corresponds to that of the officers. Committee chairs may serve unlimited terms in the same position.
- Section 5.** The chair of each committee shall present a plan of work to the board of directors for approval. No committee work shall be undertaken without the consent of the board of directors.
- Section 6.** The chair of each standing committee shall appoint the members of that committee with the approval of the president.

### **Article XII — General Membership Meetings**

- \*Section 1.** Regular meetings of this local PTA/PTSA shall be held at least four (4) times per year; dates to be set by the board of directors at the first regular meeting of the year, unless otherwise provided by this local PTA/PTSA or the board of directors. A minimum of seven (7) days' notice shall be given to the membership of any change of date.
- \*Section 2.** Special meetings of this local PTA/PTSA may be called by the president, a majority of the board of directors, or by three (3) members upon a minimum of five (5) days' notice having been given.
- \*Section 3.** The election meeting shall be held in March.
- \*Section 4.** Three percent (3%) of current membership shall constitute a quorum for the transaction of business in any meeting of this local PTA/PTSA.
- \*Section 5.** There shall be no proxy voting.

### **\*Article XIII – Electronic Meetings and Communications**

- Section 1.** This local unit PTA/PTSA, Board of Directors, all committees, and subcommittees of this PTA/PTSA shall be authorized to meet by telephone conference or through other electronic communications media so long as all members can simultaneously hear each other and participate during the meeting.
- Section 2.** Unless members indicate otherwise to the local unit PTA/PTSA president, all communications required in these bylaws, including meeting notices, may be sent electronically.
- Section 3.** Electronic meetings are considered special meetings for purposes of notice and quorum.

### **Article XIV— Council Membership**

- \*Section 1.** Jefferson County Council — each member unit shall be entitled to representation on the voting body by its president or alternate, and by three (3) delegates or alternates selected by the unit according to its own procedure. All delegates and alternates shall be members of the member unit.
- Section 2.** Delegate Selection. Delegates and their alternates shall be appointed by the board of directors at the first meeting of the new fiscal year.

### **Article XV — PTA Conventions**



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- \*Section 1.** Colorado PTA convention — This local PTA/PTSA shall be entitled to be represented by five (5) delegates or alternates for the first hundred (100) members or fraction thereof plus one (1) delegate or alternate for each additional one hundred (100) members or fraction thereof in good standing as shown on the books of the Colorado PTA as of the second dues reporting date of the fiscal year. Units not reporting members by the second dues reporting date will be authorized delegates upon receipt of dues payment.
- a. All representatives to the Colorado PTA convention must be members of this local PTA/PTSA.
  - b. Delegates and their alternates shall be appointed by the board of directors in March. Once the delegates and alternates have been selected according to your local unit bylaws, the president has the authority to fill any vacancies on the list. In the event, the president does not attend convention; the president may designate another officer to approve any on-site substitutions.
- \*Section 2.** National PTA convention — Meiklejohn Elementary PTA shall submit names of delegates to attend the National PTA Convention to the Colorado PTA office. Delegates shall attend National PTA Convention as delegates of the Colorado PTA but nametag and registration will include the local PTA name.
- a. All representatives to the National PTA convention must be members of this local PTA/PTSA.
  - b. Delegates and their alternates shall be appointed by the board of directors in January.

### **Article XVI — Fiscal Year and Financial Responsibilities**

- \*Section 1.** The fiscal year of the Meiklejohn Elementary PTA shall begin on July 1 and end on the following June 30.
- \*Section 2.** This local PTA/PTSA 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 association, including, specifically, the number of its members, the dues collected from its members, and the amounts of dues remitted to the Colorado PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Colorado PTA or, where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA.
- \*Section 3.** This association must file the current IRS Form 990, 990-EZ, or 990-N by the date required by the IRS for filing. (Type of form is determined by the unit's gross income as per the IRS regulations). This local unit must submit to the Colorado PTA office a copy of this filing.
- \*Section 4.** All accounts of this PTA/PTSA require two (2) signatures for all disbursements and withdrawals. All accounts shall have a minimum of three (3) signers on the accounts.

### **\* Article XVII — Parliamentary Authority**

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

### **\* Article XVIII — Amendments**

- Section 1.** These bylaws may be amended at any regular membership meeting, or a special meeting called for that purpose, of the Meiklejohn Elementary PTA 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.
- Section 2.** The board of directors by a majority vote may authorize the committee on bylaws to submit a revised set of bylaws as a substitute for the existing bylaws.
- Section 3.** Submission of amendments or revised bylaws for approval by the Colorado PTA shall be in accordance with the bylaws or regulations of the Colorado PTA.

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**Section 4.** The adoption of an amendment to any required provisions of the National PTA and the Colorado PTA shall serve automatically and without requirement of further action by the constituent association, the Meiklejohn Elementary PTA. The constituent association (local unit) shall promptly incorporate such amendments in their respective bylaws.

### \* Article XIX — Dissolution

**Section 1.** A local PTA/PTSA, under the supervision and direction of the Colorado PTA, shall dissolve its affairs in the following manner:

- a. notice, by electronic and hard copy letter, of pending dissolution must be given to the Colorado PTA at least forty-five (45) days before the meeting of the membership is held to discuss and vote on the dissolution issue.
- b. notice of the meeting of the membership must be mailed to all members of the unit and the Colorado PTA at least thirty (30) days before the meeting. A representative of the Colorado PTA, designated by the appropriate Colorado PTA Region Director, must be present. A two-thirds (2/3) ballot vote of members present and voting, a quorum being present, must carry this intent of dissolution. Dissolution is effective immediately if vote is in the affirmative.
- c. upon dissolution, the Colorado PTA office must receive within 30 days of the dissolution vote:
  - (1) an electronic and hard copy letter giving details of the vote to dissolve, and a detailed accounting of the disbursements of funds;
  - (2) a copy of the final IRS Form 990, 990-EZ, or 990-N and the original IRS Employer Identification number (EIN);
  - (3) charter, all Colorado PTA and National PTA materials, current bylaws and standing rules, and minutes, budget, and all financial books of account and records;
- d. 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 two (2) weeks according to the Article on Basic Purposes;
- e. upon the dissolution of this association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or associations that have established their tax-exempt status under Section 501 (c) (3) of the Internal Revenue Code and whose purposes are in accordance with those of National PTA; and
- f. no PTA/PTSA money may be used by a new or existing school association or deposited in school accounts.

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<sup>1</sup> National PTA Bylaws Article IV, Section 3.

<sup>2</sup> National PTA Bylaws Article XIV.

<sup>3</sup> See the Article on Amendments. Dues changes are required to have previous notice and a two-thirds (2/3) vote.

<sup>4</sup> If individual breakdown of dues (national, state, and/or local) is included in bylaws be aware that any change to such dues, at any level, will result in submission of bylaws for approval.



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**Signature/Date Page**

Reviewed by PTA/PTSA President: \_\_\_\_\_ Date: \_\_\_\_\_  
Melissa Brilino 11/13/2018

CHECK ALL THAT IS APPLICABLE:

COMPLETE SET OF BYLAWS FOR APPROVAL EVERY THREE YEARS.

AMENDMENTS TO THESE BYLAWS OR A COMPLETELY REVISED SET OF BYLAWS WERE PRESENTED TO THE GENERAL MEMBERSHIP ON 9/11/2018 AND ADOPTED BY THE GENERAL MEMBERSHIP ON 11/13/2018.

AMENDMENTS ONLY (SUBMITTED BETWEEN THREE YEAR APPROVAL – JUST AMENDMENTS ARE SENT TO COLORADO PTA).

\_\_\_\_\_  
Melissa Brilino, President

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11/13/2018

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Cindy Scheich, Secretary

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11/13/2018

Submitted to Colorado PTA for approval on 12/6/2018

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Signature/Date Page


Reviewed by PTA/PTSA President:  Date: 11/13/2018  
Melissa Brillino

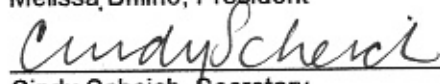
CHECK ALL THAT IS APPLICABLE:

COMPLETE SET OF BYLAWS FOR APPROVAL EVERY THREE YEARS.

AMENDMENTS TO THESE BYLAWS OR A COMPLETELY REVISED SET OF BYLAWS WERE PRESENTED TO THE GENERAL MEMBERSHIP ON 9/11/2018 AND ADOPTED BY THE GENERAL MEMBERSHIP ON 11/13/2018.

AMENDMENTS ONLY (SUBMITTED BETWEEN THREE YEAR APPROVAL - JUST AMENDMENTS ARE SENT TO COLORADO PTA).

 11/13/2018  
Melissa Brillino, President

 11/13/2018  
Cindy Scheich, Secretary

Submitted to Colorado PTA for approval on 12/6/2018