



BYLAWS OF THE CHALLENGE TO EXCELLENCE PARENT VOLUNTEER ASSOCIATION

Revised: Nov 15, 2022

Article I: Name

The name of this organization is Challenge to Excellence Parent Volunteer Association, (heretofore to be called “PVA”), The address shall be 16995 Carlson Drive, Parker, CO 80134. This organization is a non-profit organization that exists for charitable and community building purposes.

Article II: Mission

Section 1. The purpose of the PVA is to promote and encourage fundraising and community building events to enhance students’ educational experience. The PVA shall adhere to the administrative activities and policies of Challenge to Excellence Charter School.

Section 2. The PVA will engage in planning and executing community events and fundraisers approved by school administration, that are dedicated to offering the school and students’ educational and social opportunities that are not available through school budget allocations.

Section 3. All persons attending PVA meetings or any functions sponsored by the PVA, in any manner, are subject to the regulations set forth within these bylaws.

Article III: Members

Section 1. Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. Any teacher or non-teaching staff member employed at the school may be a member and shall have voting rights.

Section 2. Any member who does not uphold the policies or subscribe to these bylaws can have membership and/or voting rights revoked.

Article IV: Officers and Elections

Section 1. Officers. The officers shall be the Principal or their designee, President, Vice President, Secretary, Treasurer and Communications Chair. The appendix contains detailed definitions of officer roles and responsibilities.

- a. **President.** The President shall preside over meetings of the organization and Executive Board, serve as the primary contact for the principal, or principal designee, represent the organization at meetings outside the organization, serve as an ex officio member of all committees, and coordinate the work of all the officers and committees so that the purpose of the organization is served.
- b. **Vice President.** The Vice President shall assist the President and carry out the President’s duties in his or her absence or inability to serve.

- c. **Secretary.** The Secretary shall keep all records of the organization, take and record minutes, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, and any other necessary supplies, and brings them to meetings
- d. **Treasurer.** The Treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and request the payout funds in accordance with the approval of the Executive Board. They will review a monthly financial statement and reconcile any discrepancies. They will present a budget based on the prior year's events as well as a full report at the end of the year.
- e. **Communications Chair.** The communications chair shall be responsible for the PVA Press and social media such as PVA website and PVA Event Communications Guide. They will review the website and update as needed (with a minimum of a quarterly review).

Section 2. Nominations and Elections. Elections will be held during April of each school year for the following year. Nominations are solicited at the regularly scheduled March meeting. Each nominee shall be allowed to submit a brief statement regarding his or her desire and qualifications for the nominated office. A ballot is distributed to all parents via e-mail. The Executive Board counts and records the vote prior to the May meeting where the new officers are announced. During the May general meeting the officers transition to ensure continuity between the academic years.

Section 3. Eligibility. Members are eligible for office if they have attended at least one PVA General Meeting and volunteered in at least one PVA Event. Only members in good standing will be allowed to be elected as an officer or serve as a committee chair. Board members should be dedicated to the enrichment of the school experience of the students and be willing to commit to PVA activities. Board members are to refrain from running for another committee at the same time to ensure equal opportunity, negate conflict of interest and limit bias.

Section 4. Terms of Office. Officers are elected for one (1) year terms with the exception of the Vice President who becomes president the following year, thus serving a two-year term. Upon serving two (2) consecutive terms in a position, an officer must step down from that position for a term of at least one (1) year. If no candidate for the position is available, an officer may serve additional terms or return before one (1) year, with a unanimous vote from the Executive Board. Each person shall hold only one office at a time. At the conclusion of their terms, Officers shall remain as an advisor to their successors for a period of no less than 3 months.

Section 5. Vacancies. If there is a vacancy in the Office of the President, the Vice President will become the President. At the next regularly scheduled meeting, a new Vice President will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting, be it in person or remote.

Section 6. Removal from Office. Officers can be removed from office without cause by a two-thirds majority of those present (assuming a quorum) at a regular meeting where previous notice has been given at least five (5) days prior. Additionally, committee members may be removed without cause by the Chair of the committee and/or a majority vote of the C2E PVA Executive board, at any time. Officers will be removed from office immediately when cause is determined.

Article V: Executive Board

Section 1. Membership. The Executive Board shall consist of the officers and principal, or designee. Each member has one vote.

Section 2. Duties. The duties of the Executive Board shall be to establish meeting times and locations, participate in all meetings, transact business between meetings in preparation for the general meeting, create standing rules and policies, create and support standing and temporary committees, prepare and submit a budget to membership, approve variances to the budget, approve committee budgets, approve event proposals and planning sheets, and prepare reports and recommendations to the membership.

Section 3. Contracts. All contracts shall be signed by at least one member of the Executive Board.

Section 4. Meetings. The Executive Board will meet a minimum of twice per year, once prior to the school year beginning to approve committee budgets and calendars and again prior to the end of the school year to determine status for the current year and begin transition planning for the following academic year. Special meetings may be scheduled when warranted.

Section 5. Quorum. Three members of the Executive Board will constitute a quorum of the committee.

Article VI: Meetings

Section 1. Regular Meetings. PVA shall meet a minimum of five (5) times per academic year, one of these being the annual meeting in August or September and the End of the Year meeting in May to approve the election of the new board members. Other regular meetings may be scheduled according to the PVA calendar needs. PVA Regular meetings may be scheduled on a day and time determined by the incoming PVA board. The meeting schedule will be published in May of the preceding academic year and posted to the school website. The annual meeting will be held in September. The annual meeting is required for all chairpersons and is for coordinating plans for the year. Postings of meeting dates 24 hours prior to actual meetings are Colorado Law. The End of the Year meeting will be held in May in order to approve the incoming board and the following year's PVA Calendar.

Section 2. Special Meetings. Special meetings may be called by the President, any two members of the Executive Board, or five general members submitting a written request to the Secretary. Previous notice of the special meeting shall be sent to chairpersons and members at least five days prior to the meeting.

Section 3. Quorum. The quorum shall be two-thirds of the members present from the organization.

Section 4. Voting. A simple majority vote of the membership present at General Meetings is required for passage of any voting issue. Alternative voting methods by phone, email, Zoom, other video conferencing or other means may be utilized as deemed necessary by the President, Vice President and Principal or Principal designee.

Article VII: Committees

Section 1. Leadership. All PVA event committees will have a minimum of one chairperson and an alternate (if deemed necessary). All members are eligible to be event chairpersons. Members who are interested in becoming a chairperson shall meet with either the President or Vice President to better understand the roles and responsibilities of the position.

Section 2. Membership. All PVA members are eligible to be a committee member. Volunteers are solicited at the beginning of the year via the online and in-school C2E registration process as well as periodically throughout the year.

Section 3. Duties. The PVA will consist of multiple committees responsible for scheduling events, determining and maintaining a budget, obtaining administrative approval via appropriate channels and executing events. PVA events or fundraisers shall be approved by the school administration. A more detailed description of chairperson duties are listed in the Appendix.

Section 4. Committees. The Executive Board will create committees as deemed necessary and/or assign members to any ad hoc positions as deemed necessary. These committees are either Enrichment (non-income producing) or Fundraising (income producing). See appendix G. for Homeroom Teacher Coordinator.

Article VIII: Finances

Section 1. A tentative budget shall be drafted for each school year and approved by a quorum of the Executive Board. The budget shall be presented during a regular meeting.

Section 2. The PVA shall retain a minimum of \$5,000 in the organization's bank accounts.

Section 3. The Executive Board shall approve all expenses of the organization.

Section 4. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 5. PVA funds shall be used for programs, events and items, which directly benefit the students of the school; with the exception of staff appreciation events.

Section 6. The treasurer shall prepare a financial statement at the end of the year to be reviewed by the board and membership of the PVA.

Section 7. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

Section 8. The fiscal year shall coordinate with the school year.

Section 9. The PVA is authorized to carry over funds for the following fiscal year as recommended by the Executive Board. The annual carry-over amount will not exceed \$10,000.

Article IX: Parliamentary Authority

Robert's Rules of Order shall govern meetings when they are not in conflict with the PVA bylaws.

Article X: Standing Rules

Standing rules may be approved by the Executive Board, and the Secretary shall keep a record of the standing rules for future reference.

Article XI: Dissolution

The organization may be dissolved with previous notice (14 calendar days) with a two-thirds vote of those present at the meeting, assuming a quorum.

Article XII: Amendments

These bylaws may be altered, amended, or repealed by a vote of a majority of the members present at a special meeting called for that purpose and where a quorum is present. Proposed changes will be reviewed, endorsed and submitted for consideration to the Membership by the Executive Committee and the Principal of the school. Changes become effective upon approval by the Principal. Bylaws must be reviewed by the Executive Board a minimum of every three (3) academic years.

Article XIII: Conflict of Interest Policy

Section 1. Purpose

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. Definitions

- a. **Interested Person.** Any director, principal officer, or member of a committee with Executive Board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
- b. **Financial Interest.** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - i. An ownership or investment interest in any entity with which the organization has a transaction or arrangement;
 - ii. A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement; or
 - iii. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement. "Compensation" includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Section 3b, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Section 3. Procedures

- a. **Duty to Disclose.** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with Executive Board-delegated powers who are considering the proposed transaction or arrangement.
- b. **Determining Whether a Conflict of Interest Exists.** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Executive Board or

Committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide whether a conflict of interest exists.

c. Procedures for Addressing the Conflict of Interest.

- i. An interested person may make a presentation at the executive board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- ii. The Chairperson of the Executive Board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- iii. After exercising due diligence, the Executive Board or committee shall determine whether the organization can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- iv. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Executive Board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement

d. Violations of the Conflict of Interest Policy.

- i. If the executive board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- ii. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Executive Board or Committee determines that the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 4. Records of Proceedings.

The minutes of the Executive Board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest; the nature of the financial interest; any action taken to determine whether a conflict of interest was present; and the governing boards or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement; the content of the discussion; including any alternatives to the proposed transaction or arrangement; and a record of any votes taken in connection with the proceedings.

Section 5. Compensation.

- a. A voting member of the executive board who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the Executive Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Section 6. Periodic Reviews.

To ensure that the organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted.

Section 7. Use of Outside Experts.

When conducting the periodic reviews as provided for in Section 6, the organization may, but need not, use outside advisers. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring that periodic reviews are conducted.

Appendix

Appendix A. President Duties

Typical Duties:

- Set Meeting Dates/Times/Locations
- Decide on how to manage email accounts and assign management of official PVA Google email to each officer throughout the school calendar year
- Collect Event Date/Times/Locations for the following year for the Master Calendar by May 10th
- Recruit/Interview Chairs to be staffed prior to the start of school year
- Meet with Administration to understand/confirm school procedures and any changes
- Approve Event Planning Sheets and submit for administration approval at least 30 days prior to event
- Approve budget projections
- Meet with committees and event chairs to assist them with planning of events and be a resource to them during the entire process
- Approve committee flyers and newsletter inputs
- Confirm PVA Press submissions were appropriately submitted on time for publication
- Ensure Committee Post Event Budgets are submitted after each event to PVA
- PVA Membership email distributions
- Create/Distribute “Letter from the Board” bi-monthly or quarterly with input to PVA Press Newsletter
 - Work with the Communications Chair to ensure PVA communications are completed
- Review Financial Report in May
- Prepare Master Event Calendar with Vice President for following school year and send to Principal for approval of all events and/or proposals with suggested dates by May 15th
- When possible represent PVA at monthly School Accountability Committee (SAC) meetings and Governing Council meetings throughout the year
- Prepare Presentations, handouts, and materials for, at a minimum:
 - School Registration-work with school communications representatives to ensure appropriate questions are included during the registration process
 - PVA Kick-off Meeting

Meeting Preparation:

- Submit any changes regarding agenda to Secretary prior to the meeting
- Notify Secretary of any individuals needing to be present at meeting one week prior to actual meeting

During the Meeting:

- Host the meeting following the agenda and utilizing Robert’s Rules as appropriate
 - Have the VP host the last two meetings of the year to prepare VP for next year’s meetings.
- Discuss any issues/resolutions and track upcoming events

Appendix B. Vice President Duties

Typical Duties:

- Functions as President’s Co-Chair
- Collect Committee Event Date/Times/Locations for Master Calendar
 - Vice President assists President to compile master calendar and checks for conflicts
- Meet with Administration to understand/confirm School Procedures
- Monitor budget projections
- Monitor budget monthly
- Assist PVA President with any presentations

Meeting Prep:

- Verify agenda with other executives before meeting
- Notify Secretary of any individuals needing to present at meeting one week prior to actual meeting

During Meetings:

- Host the last two meetings of the year with the President following the agenda and utilizing Robert’s Rules as appropriate to prepare for the next school year
- Discuss any issues/resolutions and upcoming events

Appendix C. Secretary Duties

Meeting Prep:

- Create agenda, then email to Executive Board for review and edit a minimum of one week prior to actual meeting
 - Post approved agenda to the PVA drive transparency section or otherwise post to the school's website at a minimum of 24 hours prior to the meeting
- Notify and invite individuals needing to be present at meeting one week prior to actual meeting
- Update PVA Google Drive forms quarterly and check yearly
- Disseminate previous meetings minutes to Executive Board for review 24 hours prior to scheduled meeting
- Maintain and print sign-in sheet for scheduled meeting, including Zoom and other video conferencing

During the Meeting:

- Distribute the sign-in sheet
- Distribute the copies of the previous meeting minutes to each table if desired (meeting minutes and agendas are posted on the transparency section of the website)
- Secretary's Report: Ask for comments on the previous meeting's minutes, record motion to approve and second
- Record the meeting minutes for each committee following the meeting template (capturing action items and referenced goals and end results)
- Collect and update the sign-in sheet

Post Meeting:

- Within 72 hours, draft meeting minutes and distribute to Executive Board for review and comments
- Finalize meeting minutes to distribute to post on the PVA drive, send to Administration and/or Communications Chair to post if assistance is needed
- Record meeting attendance from sign-in sheet, so we can determine which committees have representation at the meetings including Zoom and other video conferencing
 - Provide attendance to the school for recording of volunteer hours

Appendix D. Treasurer Duties

Typical Duties:

- Work with the School Office Manager (SOM) to ensure all treasury duties are completed appropriately
 - Request bank statements from the SOM for reconciliation by the third of each month
 - Work with SOM to issue reimbursement, to make purchases on behalf of chairs, or for other PVA business, and to reconcile any discrepancies found when reconciling accounts
- Be a resource for committees and event chairs
 - help them prepare budgets as necessary
 - create PayPal buttons or other means of digital wallet services for event payments and ensure they are posted to and removed from the appropriate sites on time
 - work with the SOM to provide cash boxes for events when appropriate-verify cash in and cash out and communicate with SOM to ensure funds are deposited in a timely manner
 - provide appropriate reporting in a timely manner to committees/chairs after close of registrations
 - review and confirm the final budgets from each committee/event are accurate
- Prepare an annual budget for approval by the Executive Board by no later than August of the current school year
- Be responsible for maintaining and reconciling of the PVA accounts and keeping correct and accurate records of all the deposits and withdrawals
- Ensure best accounting practices and good internal controls are used by committee chairs and executive staff
- Report to the PVA Board at each regular meeting
- Prepare monthly financial reports concerning the finances of the PVA and reports as may be requested by the school Principal/President and/or PVA Board
- Be responsible for providing approval for all expenditures and ensuring that all reimbursements are paid by check via the School Office Manager, with receipts, invoices or otherwise appropriate documentation and done in accordance with school policies
- Manage PVA PayPal Account and all other digital wallet services utilized and make transfers to the appropriate PVA bank account after each event
- Work with Communications Chair to post PayPal Buttons or other approved payment options to the website as needed
- Train the incoming PVA Board Treasurer for next year's duties and share electronic data and passwords

Meeting Prep:

- Create brief presentation to discuss financial updates that occurred since last meeting

During Meeting:

- Discuss any issues/resolutions as they pertain to financials

Appendix E. Communications Chair Duties

Typical Duties:

- Responsible for collecting information for the PVA Press, PVA Website, and PVA Facebook page from Executive Board and Committee Chairs
- Notify Executive Board and Committee Chairs of any guideline changes
- Notify Executive Board and Committee Chairs of any timeline or date changes
- Adhere to guidelines set for the PVA Press, PVA Website, and PVA Event Communications page
- Submit PVA Press to the school administration by deadlines or as needed
 - Utilize PVA Event Communications Guide and other documents to create communications including the newsletter, email blasts, website updates, etc.
- Send updates to school's communication coordinator as needed or requested
- Manage the PVA Website including updating at a minimum of quarterly
 - Assist treasurer with posting PayPal buttons
 - Assist all officers in posting necessary information to website
- Trains the coming PVA Board for next year's duties and shares electronic data and passwords
- Attend the annual meeting scheduled for September of each school year
- Recommend event dates for next school year to the President and Vice President

Appendix F. Committee Chair Duties

Responsibilities:

- Review the PVA By-laws listed on the PVA Website
- Recommend event dates for next school year to the President and Vice President by April 15th
- Attendance by you or your alternate(s) to PVA meetings prior to and immediately following your event to give updates on goals, event results and discuss issues

Planning the Event:

- Submit an Event Planning Sheet to the PVA President around 45 days prior to the event
- Obtain list of volunteers from a PVA officer or the school's Volunteer Coordinator if desired
- Create a Sign-Up Genius link or submit a list of volunteers needed along with dates, times, and specific duties to the Communications Chair
- Schedule a planning meeting with co-chair and volunteers. Advise PVA Executive Board of meeting date and time so that it may be added to the PVA calendar, website, and Social Media outlets
- Documents from past years' events are available through the PVA Board upon request

Advertising the Event:

- Provide input for the PVA Press, PVA Website and the schools social media outlets to advertise your event and request volunteers
- Create an event flier to be sent to the PVA Executive Board for approval. All fliers **must** include the PVA Branding Logo. Fliers will be used in the PVA Press, the PVA bulletin board, and uploaded on the PVA Website
- Submit PVA Event Communications Guide at a minimum of 30 days prior to the event. This will be used for all communications including but not limited to social media posts, email blasts, marquee board and electronic sign notifications
- Submissions have been requested per school administration to remain in word format (not PDF) so that it can be edited if necessary. You will be notified if changes have been requested
- Adhere to Challenge to Excellence privacy policy when posting photographs of students
- When forwarding information via email use the BCC for listing email addresses

Budget:

- Complete Committee Budget Spreadsheet as listed on PVA Website and submit it with the event planning sheet
- Discuss your budget with PVA Treasurer and Executive Board to ensure your planning is comprehensive and budget goals can be met

- Submit Expense Reimbursement form within 14 days of the event with receipts or invoices to the Treasurer. Submissions can be electronic and there is a folder located at the C2E front desk for hard copies
 - See ByLaws for rules on reimbursement (no cash purchases, tax exemption certificates, etc.)
- If a cash box is requested, count it prior to the event and sign off on the balance provided and count it after the event and sign off on the amount in the returned locked cash box. Ensure locked cash box is returned to a designated safe and locked location

Post Event:

- Complete Post-Event Document as listed on PVA Website with Co-Chair to be submitted to the Executive Board within 14 days of the event
- Work with PVA Board to send thank-you notes within one week of the event to all volunteers who assisted you. Also include vendors and other sponsors. Please limit the list to those volunteers who dedicated a significant contribution to the event
- Submit Photos to the Yearbook Staff via email or other means determined by PVA and/or Yearbook Staff Member
- Update Committee Budget Spreadsheet with actual income and expense and submit to the Treasurer to reconcile with the Master Budget within 14 days of the event
- Forward planning and information documents to PVA Officers to be placed on the website/drive for future use

Appendix G. Homeroom Teacher Coordinator

Typical Duties:

- Liaison between the PVA and homeroom parents
- Lead all Kindergarten-8th Grade Homeroom Committee Parents
- Support parents with classroom holiday parties and school events
- Write thank you notes, involve teachers and students (ie. donations from community or parents)
- Coordinate with designee on teacher and staff birthdays
- Help organize the Silent Auction gift baskets from classrooms and the teacher silent auction items