

**Bylaws of the Cherry Creek School District**  
**Parent Information Network**  
*Revised March 2015*

**ARTICLE I            NAME**

**The name of the organization shall be the Cherry Creek School District Parent Information Network (PIN).**

**ARTICLE II            MISSION STATEMENT**

*Our mission is to inform, inspire and empower the community through presentations on topics relevant to education, parenting and youth-related issues. PIN provides an opportunity to connect and create a caring community.*

**ARTICLE III           MEMBERSHIP**

**SECTION I            THE MEMBERS SHALL BE:**

- A. The Officers: Chairperson(s), Past Chairperson(s), Treasurer and Secretary.**
- B. Board Members**
- C. PIN Representatives from Cherry Creek School District elementary, middle schools, and high schools and private schools located within the Cherry Creek School District community.**
- D. Members-at-Large**

**SECTION II           APPOINTMENT OF REPRESENTATIVES**

**One or more representatives from Article IV Membership Section I, C is appointed by each school's Parent/Teacher Organization.**

**ARTICLE IV           SELECTION OF OFFICERS AND BOARD MEMBERS**

**SECTION I            OFFICERS**

**The Officers shall be the Chairperson(s), the Immediate Past Chairperson(s), the Secretary and the Treasurer.**

**SECTION II                    SELECTION OF CHAIRPERSONS,  
OFFICERS AND APPOINTED BOARD  
MEMBERS**

- A. In February, the Nominating Committee Chair shall ask for suggestions from the General Membership.**
- B. At the March Board meeting, the Board will approve the slate of Chairpersons, Officers and appointed Board members.**
- C. This slate of nominees shall be presented to the general membership for approval in April.**
- D. The Chairperson(s), Secretary, Treasurer and other Board members shall be appointed annually.**
- E. The suggested term for each officer and board position is two years.**

**SECTION III                ASSUMPTION OF DUTIES**

**The entire Board shall assume their official duties following their announcement at the May General meeting.**

**ARTICLE V                MEETINGS**

**SECTION I                ORGANIZATIONAL MEETINGS**

- A. There shall be regular monthly meetings for the General Membership during the school year from September through May, occurring on the first Tuesday of the month, with exceptions to be made by the Board.**
- B. Anyone in the community is welcome to attend the monthly meetings.**

**ARTICLE VI               FINANCES**

**SECTION I                FEE ASSESSMENT AND ALLOCATION**

- A. There shall be an annual membership fee assessed to each Cherry Creek School District elementary, middle school, and high school and private schools located within the Cherry Creek School District community.**
- B. The Board shall have the authority to allocate the budget for the current year.**

**SECTION II FUNDRAISING**

**There shall be no fund raising projects. PIN can, however, accept donations and grants to fund speakers or activities.**

**ARTICLE VII AMENDMENTS**

**A. These by-laws may be amended by the approval of the Officers and Board. Approval shall require a majority of those present and voting. Revisions must be presented at the next General Meeting.**

**ARTICLE VIII STANDING COMMITTEES**

**SECTION I ESTABLISHING/ABOLISHING A COMMITTEE**

**Standing committees shall be established or dissolved by a vote of the Officers and Board at a Board meeting. The standing committees shall report periodically to the Board and shall be under the supervision of the Chair/Co-Chairs.**

**SECTION II NOMINATING COMMITTEE**

**The purpose of the Nominating Committee will be to recruit the Officers and Board members for the following year, and to present the new Officers and Board nominations to the membership by the April meeting.**

**The Nominating Committee shall be chaired by the Nominating Committee Chair(s). The committee should be composed of 3 to 5 members, selected by the Nominating Committee Chair(s). At least two of the committee members shall be selected from the present Board, and at least one should come from the General Membership. The Chair/Co-Chairs and the PIN Consultant shall be advisors to this committee.**

**PARENT INFORMATION NETWORK (PIN) -- STANDING RULES**  
*(Revised and Amended March 2015)*

**GOALS**

- 1. To provide monthly presentations that furthers PIN's mission.**
- 2. To facilitate support and communication among parents, and between parents and professionals in an informal atmosphere.**
- 3. To make available to parents, tools and resources to support them and their children in various stages of development.**
- 4. To promote an organizational network as a resource for schools and the community, by providing educational programs, information and materials.**

**DUTIES OF THE OFFICERS AND BOARD**

**DUTIES OF THE BOARD**

**The duties of the Board shall be to transact the necessary business of the organization, to adopt a budget for the fiscal year, and to plan for the organization's activities in regard to each job description.**

**SECTION I**

**CHAIRPERSON(S)**

**A. The Chairperson shall preside at all General and Board meetings; oversee Officers and the Board members and their assigned duties; coordinate the business of the organization; serve as liaison between the school district and Board, Community Assets, CAP, and Parents Council; and coordinate SRO presentations for monthly meetings. The chairperson shall be responsible for communicating the business of the organization and assist where needed, especially with annual PIN Brunch held each May.**

## **B. PAST CHAIRPERSON(S)**

**The past Chairperson(s) shall offer experience and guidance to the current Chairperson(s) and the Board and shall serve on the Nominating Committee.**

## **C. TREASURER**

**The Treasurer shall be the custodian of the organization's funds utilizing a bank approved by the Board. The Treasurer shall prepare a budget each year. A Treasurer's Report shall be presented at each Board meeting. There shall be an audit of accounts when so designated by the Board.**

## **D. HOSPITALITY COORDINATOR**

**The Hospitality Coordinator shall be responsible for arranging refreshments at each General monthly meeting at SARC, any special events or meetings, and organizing the year-end brunch. For General meetings, activities shall include coordinating and arranging volunteer contributions of refreshments, beverages and paper goods from PIN Reps. and other attendees. Coffee and tea are provided by SARC. Responsibilities for the year-end May Brunch include booking the meeting room time and location; solicit food and beverages from Board members, PIN Reps. and vendors; coordinate set-up and take-down of the Brunch meeting.**

## **E. COMMUNICATIONS COORDINATOR**

**The Publicity Coordinator shall be responsible for intra-district public relations and advertising of PIN meetings and the Annual Brunch through the means of writing a monthly article/flier for upcoming presentations and send to all schools for publication in newsletters, to the PIN website coordinator, CAP, and other relevant organizations; shall write the monthly recap and send to all schools and the Social Media and Website Specialist; develop a flier and poster of Programming for the year and for the May Brunch; produce and assemble Pin Rep Kits and Programming flier at the beginning of each school year; coordinate all PIN Brunch publicity and assist with website content as needed.**

## **F. WEBSITE COORDINATOR**

**The Media Specialist shall be responsible for maintaining the PIN website to ensure it is current and includes PIN articles,**

**presentation summaries and handouts, and meeting /presentation date. Responsibilities include oversight of all details for recording monthly PIN presentations for podcast upload and information related to the SSS Scholarship, and other information as relevant. Information on the process for each of these activities shall be available in the Media Specialist notebook.**

#### **G. MEMBERSHIP/ PIN LIASION COORDINATOR**

**The Membership/Mentorship Committee shall keep records of attendance at general meetings and special events. Membership shall engage and empower PIN Liaisons to actively participate in the educational and networking opportunities provided. Membership shall maintain and update a database of liaisons and contact information. Provide sign-in sheets for all PIN meetings and take a head count of attendance. Create and maintain name tags for Board Members and liaisons. Membership is responsible for assembling Red Ribbon Week ideas for the community.**

#### **H. CORRESPONDING COORDINATOR**

**The coordinator shall keep a record of the Board meetings and distribute minutes to Board members. The coordinator shall be responsible for writing all thank you notes and purchasing gift cards/gifts to be given to speakers and others, as necessary. The coordinator will keep a monthly data report to include information on attendance at monthly PIN presentations and media usage.**

#### **I. PIN CONSULTANT**

**The Consultant is a member who has had tenure. This person will act as an advisor, liaison and coordinator as needed with community and school district personnel and organizations.**

#### **J. PROGRAM COORDINATOR(S)**

**The Program Coordinator(s) shall be responsible for scheduling, securing, and organizing the speakers and/or programs for the general monthly meetings, special events, and the Annual Brunch. Coordinator(s) shall maintain a list or file of all potential topics and speakers. The Coordinator(s) shall create a yearly calendar of speakers (Sept. to May) that addresses or reflects topics of interest to the community. Communicate speaker's background**

**information to Communications Coordinator so it can be promoted.**

**K. CCSD WELLNESS COORDINATOR**

**The District Wellness Coordinator serves as a liaison and advisor between PIN and CCSD to support effective communication and to provide relevant updates related to the District.**

**L. PIN- SHERRY SHEPARD SARGENT SCHOLARSHIP COORDINATOR(S)**

**The Coordinator(s) shall communicate with high school counselors to identify applicants. Work with the selection committee to choose a recipient. Communicate with recipient to attend annual brunch. The Coordinator shall archive information about previous scholarship recipients.**

**M. DEVELOPMENT COORDINATOR**

**The Coordinator shall seek opportunities to secure financial support to further the goals of the organization.**

**N. SOCIAL MEDIA COORDINATOR**

**The Coordinator shall post photos and update the PIN Facebook page on a regular basis with current and relevant information. Select Community Assets to include and make special reference of.**

**O. MEMBERS-AT-LARGE**

**A Member-at-Large is one or more members of the Board that provides support.**

**By-laws originally adopted: 1980**

**By-laws previously amended: 1996, 2003, 2008, 2015**

**Standing Rules originally adopted: 2015**