

Summary of Changes to CoCS Bylaws - 2026

Bylaws Committee: Ginger Skoog (CoCS/CHS), Amanda Collison (CoCS/Parker-McCarthy), Ashley Cakounes (SouthRow)

Overall - Reformatted the entire document for easier navigation

Article I. Name - No notable change

Article II. Purpose & Mission - Added more detail about CoCS "motivations" and emphasis on collaboration between PTOs

Article III. Policies - Section added to provide context for structure of CoCS as a non-profit and overarching themes for the way business should be conducted. Biggest thing here is the addition of the idea of **Standing Rules**. Includes:

*General Policies, Collaboration, Focus, No Personal Benefit, **Standing Rules***

Standing Rules are a separate document that contains further elaboration and details on the policies and procedures for CoCS. The idea is that the Bylaws are where we summarize that a requirement for the organization exists, and the standing rule would detail how that requirement will be executed and maintained. In practice, the threshold for changing a standing rule will be lower than that of a change to the Bylaws to allow for it to be kept up to date as the organization evolves day-to-day. For example, the Bylaws would be where we detail that officers are elected and that a vote is held once a year, but the Standing Rules would detail which meeting it would occur at and the process of executing the elections.

Article IV. Membership - Outlines eligible parties, the requirements those parties must meet to remain members and the privileges members are given to provide input into CoCS business. Includes:

Eligibility, Dues & Filings, Membership Entitlements

Article V – Executive Board - Overview of who will oversee CoCS, and how those offices will be filled, tasked, maintained, and if needed replaced. Of note here is the non-traditional succession plan, in **Officer Duties**.

Includes:

*Executive Board Duties, Executive Board Meetings, Executive Board Officers, **Officer Duties**, Term & Transition, Vacancies*

Officer Duties are pretty straight-forward, but traditionally CoCS has functioned slightly differently than traditional organizations. Our VPs are focused on Committees, and our Secretary has functioned more like the assistant to the President. In that way, the Secretary role has been the person to functionally take over in the President's absence.

Article VI. Board Nominations & Elections - Describes the details and mechanics of selecting, and electing the Board, as well as process to displace an officer should the need arise. Includes:

Eligibility, Nominations, Schedule, Quorum, Voting, Removal From Office

Article VII. Committees - Overview of the kinds of groups that are formed to perform specific CoCS business, who can participate and what permissions they have. Includes:

Standing Committees, Special Committees, Committee Member Term, Committee Authority

Article VIII. Meetings & Voting - Details types of meetings that are scheduled to report and discuss CoCS business, and how the members will vote on any decisions that need to be made. Includes:

General Meetings, Special Meetings, Quorum, Voting

Article IX. Tax Exempt Status & Fiscal Year - Confirms that CoCS is a Tax Exempt non-profit charity, and the fiscal year dates for tax form filing.

Fiscal Year Dates need to be confirmed with Courtney

Article X. Funding & Budgets - Describes the requirements for tracking & handling of funds (both income & expenses). Includes:

*Funding Sources, Budget, **Distributions & Operational Expenses**, Reserve Funds*

Distributions & Operational Expenses is where the "Photo Money" process is referenced, but we have updated it to reference a generic "Earmarked" fundraiser that will be designated/updated in the Standing Rules.

Financial Audit requirement is included for transparency, with details in the Standing Rules for how that happens and who is responsible.

Article XI. Parliamentary Authority - Designates Roberts Rules as the guide for Parliamentary processes that CoCS will use.

Article XII. Conflict of Interest Policy - Standard COI policy from PTO today that says that all members and officers should confirm that they do not have a conflict of interest with the organization. Includes:

Definitions, Procedures, Records of Proceedings, Compensation, Annual Statements, Periodic Reviews, Use of Outside Experts

Article XIII. Dissolution of the Organization - Provides guidance on how the organization can be closed, and what happens to any funds in that event. Includes:

Voting and Notice, Final Funds Disbursement

Article XIV – Bylaws Amendments - Describes how adjustments to these rules can be made Includes:

Timing, Bylaws Committee, Notice & Acceptance