



Colorado Chapter Bylaws (COSPR) National School Public Relations Association By-Laws ARTICLE

I. NAME

The name of this organization shall be the Colorado Chapter of the National School Public Relations Association. It shall be known as the Colorado School Public Relations Association, or COSPR. The geographical jurisdiction of the Colorado Chapter shall encompass the States of Colorado and Wyoming. The Colorado chapter consists of four regions: Metro Denver, Southern, Northern and Western.

ARTICLE II. PURPOSE AND GOALS

SECTION A. PURPOSE

MISSION: COSPR advocates for effective public relations practices that support student achievement by:

- Promoting effective public relations practices
- Providing professional development and opportunities for strategic collaboration for its members
- Encouraging the exchange of successful school public relations programs, techniques and messaging through a variety of discourse opportunities that include, but are not limited to, regional and statewide events, website, social media, and the chapter email distribution listserv

Our mission is to create an atmosphere of mutual trust and understanding by leading, serving and engaging the public in support of Colorado and Wyoming public education.

ORGANIZATION: The Chapter is organized and shall be operated exclusively for charitable, scientific and educational purposes, as may qualify it as exempt from federal income tax under section 501 (C)(3) of the Internal Revenue Code of 1954, or any corresponding provision of any future United States Internal Revenue law.

SECTION B. GOALS

Goals will be established regularly by the Executive Committee to support the mission.

SECTION C. PROHIBITED ACTIVITIES

No part of the earnings of the Chapter shall inure to the benefit of, or be distributable to, its directors, 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 these bylaws, except as provided in Section 501(H) of the Internal Revenue Code of 1954, or any corresponding provision of any



future United States Internal Revenue Law. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of campaign statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of these bylaws, the organization shall not carry on any other activities not permitted to be carried on (A) by a corporation exempt from Federal Income Tax under section 501(C)(3) of the Internal Revenue Code of 1954, or the corresponding provision of any future United States Internal Revenue Law, or (B) by a corporation, contributions to which are deductible under Section 170(C)(2) of the Internal Revenue Code of 1954, or the corresponding provision of any future United States Internal Revenue Law. Upon dissolution of the corporation, the Executive Committee shall, after paying or making provision for the payment of all the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(C)(3) of the Internal Revenue Code of 1954, or the corresponding provision of any future United States Internal Revenue Law, as the Executive Committee shall determine.

ARTICLE III. MEMBERSHIP

SECTION A. CLASSIFICATION

Active membership in the Colorado Chapter of the National School Public Relations Association (COSPR) is open to persons who are committed to furthering the mission of COSPR. COSPR members are encouraged, but not required, to hold membership in the National School Public Relations Association.

Membership in COSPR shall be defined as follows:

Individual Member – A person who has responsibilities in educational public relations and whose dues are paid for the membership year. These members have the right to vote and to hold office.

Institutional Member – Any school district or association, organization, business or industry with educational emphasis which pays the institutional dues. An institutional membership allows the institution to designate an unlimited number of individual members so long as they are affiliated with the member institution. These members have the right to vote and to hold office.

Emeritus Member – Former COSPR members who have retired from active work in school public relations, but who are committed to furthering the mission of COSPR. Emeritus members may be nominated by any member of the Association and are designated by a majority vote of the COSPR Executive Committee. Emeritus members have the right to vote but not hold office.



Honorary Lifetime Member – Restricted to COSPRA members who have been active members for 10 years or more before leaving the field. This membership is only available through COSPRA and is designated as a result of outstanding performance. Honorary Lifetime Members may be nominated by any member of the Association, and are designated by a majority vote of the COSPRA Executive Committee. Honorary Lifetime Members do not have voting privileges.

Section B. TERMINATION OF MEMBERSHIP

Any member, who for any reason, ceases to be a member of the Chapter, or is dropped from the Chapter’s rolls for non-payment of dues, shall cease to be a member of the Chapter and shall be dropped from the Chapter rolls.

Section C. NON-DISCRIMINATION

The Chapter shall, in all deliberations and procedures, subscribe to a policy of non-discrimination on the basis of race, creed, religion, disability, sex, age, color, national origin, sexual identity or sexual preference.

Section D. MEMBERSHIP DUES

Annual Dues for members shall be set by a majority vote of the Executive Committee and shall remain in effect until changed in the same manner. Individual and institutional members who pay by September 30 of each year will remain in good standing, eligible to vote and hold office and will receive COSPRA member benefits.

Membership renewal will begin the last week of August and extend through September 30 of each year.

SECTION E. FISCAL YEAR

The fiscal year shall be from September 1 through August 31.

ARTICLE IV. COMPENSATION AND/OR REIMBURSEMENT OF EXPENSES TO MEMBERS AND BOARD MEMBERS

COSPRA shall be responsible for expenses incurred by/on behalf of current elected board members to maintain membership in the National School Public Relations Association during their time in office (if not paid for by the board member’s employer).

It shall be considered a conflict of interest to reimburse members of COSPRA (or their districts/organizations) for the use of the member’s/member’s staff’s time, talent or services to the chapter. All reimbursement to members shall be limited to actual expenses incurred in providing such service to the chapter and requires approval of the Board of such expenditure prior to incurring the expense.

Expenses incurred by members of the Board while performing the normal duties of their office shall be the responsibility of the Board member or their employer. Any reimbursement to Board



members to cover any other expenses incurred on behalf of the organization shall require prior approval of the Board.

Regional vice presidents will receive an annual allotment, as decided by the Executive Committee, to facilitate quarterly regional membership meetings.

ARTICLE V: SCHOLARSHIPS

SECTION A: COSPRA shall provide four scholarships annually to encourage professional development and growth amongst COSPRA membership, as well as recognition for high quality communication in public education.

- Accreditation (APR) Candidate Scholarship - The Accreditation (APR) Candidate Scholarship recognizes a COSPRA member who demonstrates a strong commitment to continually improve his or her knowledge, skills and abilities in public relations to benefit the organization he/she works for, other COSPRA members and the greater public education community. This is a self-nominating award. The member chosen for the APR recognition receives some funds to offset the cost of applying for Accreditation.
- Professional Development Scholarship - The Professional Development Scholarship recognizes a COSPRA member who demonstrates a strong commitment to continually improve his/her skills to benefit his/her organization and the public education community. This is a self-nominating award. The member chosen for this award receives a free registration to the upcoming NSPRA seminar.
- Rookie of the Year Award - The Rookie of the Year Award recognizes an outstanding COSPRA member who exhibits a creative, dedicated and professional approach to school communications, and has not been employed in school public relations for more than 36 months at the time of the application deadline. COSPRA members can self-nominate or nominate others for this award.
- Communicator of the Year Award - As the most prestigious and enduring award of the Colorado School Public Relations Association, the Communicator of the Year Award recognizes the public relations best practices of people and organizations whose work supports Colorado public education. COSPRA members must nominate others for this award.

ARTICLE VI. CHAPTER MEETINGS

SECTION A. REGULAR MEETINGS

At least one regular meeting of the Chapter shall be held during each fiscal year.

SECTION B. SPECIAL MEETINGS

Special meetings shall be upon call of the Executive Committee, by one week's written notice.

SECTION C. ANNUAL MEETING

The Annual Meeting may be incorporated along with the regular Chapter meeting.



SECTION D. QUORUM

Business may be transacted by a majority vote of members either present at an official state meeting or received via electronic mail.

ARTICLE VII – Officers

Officers of the chapter shall be elected at the spring annual meeting and shall be reported to the national office by May 15. Four of the six elected officers must be members of NSPRA – president, president-elect, vice president, and the secretary/treasurer. NSPRA dues for the president, president-elect, vice president, and the secretary/treasurer will be paid for by COSPPRA, if the member elected to the position is not a current NSPRA member and the member’s district cannot pay association dues. To ensure representation at the national seminar, the chapter shall pay the President’s, or President’s designee, national dues and seminar registration – providing that person’s district does not pay association dues and the funds are available. Special circumstances requiring expenditures in excess of dues and seminar registration must be approved by the Board.

Newly elected officers shall take office July 1. The term of office shall be for one year. No elected officer shall serve in the same capacity for more than two consecutive terms. The Board officers and their duties shall be:

1. President – shall be the executive director of the Chapter and shall preside at meetings of the chapter and the Executive Committee; shall appoint, with agreement of the elected officers, the chairpersons of all standing and special committees; shall be actively involved in the planning of the two conferences each year; shall maintain communication with NSPRA through the NSPRA Southwest Regional Vice President and the national office.
2. President-Elect - shall perform all duties of the President in the event of the inability of the President to act.
3. Vice President- Membership and Event Support - shall perform all duties of the President/President-Elect in the event of the inability of the President/President Elect to act and shall assist in promoting and organizing chapter events and promoting/maintaining membership solicitations for the chapter. The person filling this position is encouraged to fulfill four years on the Board, progressing to President Elect, President and then Past President before ending his or her service.
4. Secretary/Treasurer shall record and distribute meeting minutes to the membership and maintain the records of funds, financial statements, disbursements, and membership records. The Secretary shall oversee the association’s website. The Secretary/Treasurer shall be a member of NSPRA.

Section E. PAST PRESIDENT



The Past-President shall serve on the Executive Committee. The Past-President shall serve as counsel to the President and be a member of NSPRA.

SECTION G. REGIONAL VICE PRESIDENTS

As voting members of the Executive Committee, Regional Vice Presidents shall assess the needs of members within the representative region (Metro Denver, Southern, Northern and Western) and serve as a liaison to the COSPRA President. Regional Vice Presidents shall establish regional meeting schedules and programs and publicize meetings to regional members and the Executive Committee. At each meeting of the Executive Committee, they shall provide regional updates. The Secretary will then send those regional updates out to the full membership. Regional Vice Presidents will recruit new COSPRA members from their respective regions.

SECTION H. VICE PRESIDENTS AT LARGE

Vice President at Large - Events & Awards - shall serve at the pleasure of the President and represent all COSPRA members to coordinate chapter events and the annual awards celebration. The position is a voting member of the Executive Committee and supported by committee chairs at their discretion.

One additional member of the executive committee shall be elected to serve with duties assigned by the President for the benefit of the Chapter.

ARTICLE VIII. ELECTIONS

SECTION A. NOMINATING COMMITTEE

A nominating committee named by the President shall submit a slate of candidates at a spring meeting.

SECTION B. NOMINATIONS

Voting is not limited to the committee's slate; nominations from the floor are in order. Nominees must be present or have given consent for their names to be placed before the Chapter as candidates.

SECTION C. ELECTION

1. Officers to be elected are President, President-elect, Vice-President, and Secretary/Treasurer.
2. Election Meeting. Officers of the Chapter shall be elected at the spring Chapter meeting following the submission of the slate of candidates. The election of officers shall be reported to NSPRA by May 15.

SECTION D. TERM OF OFFICE

The term of office for the President, President-elect, and Vice-President shall be for one year. Secretary/Treasurer shall be for a two-year term.

SECTION E. RE-ELECTION



No elected officer shall serve in the same capacity for more than two consecutive terms.

SECTION F. VACANCIES

1. Vacancy in presidency. A vacancy in the Presidency shall be filled by the President-elect.
2. Vacancy in other offices. Vacancies in other offices shall be filled by appointment by the Executive Committee.

SECTION G. VOTING

Elections shall be by ballot, either paper, electronic, or in person, except in the case of but one nominee for an office, when election may be via voice. Majority vote shall elect.

SECTION H. ASSUMPTION OF DUTIES

Newly-elected and appointed officers shall take office upon election and timely transfer of duties between current and new officers.

SECTION I. REMOVAL OF OFFICERS

Any elected official may be removed with or without cause at any time by the governing body of the executive committee of COSPR for failure to fulfill the duties of the role by a majority vote of the COSPR executive committee. Additionally, any elected official who misses three (3) unexcused regular meetings during any twelve (12) month period shall be removed automatically from membership of the Board. However, the removal shall not be final until the Board shall consider the removal at a later regular meeting. At that time two-thirds of the members present, excluding the removed member, may vote to override the automatic removal at a later regular meeting. The resulting vacancy will be filled by the executive committee.

Article VIII – EXECUTIVE COMMITTEE

The governing body of the chapter shall be the Executive Committee. It shall consist of the elected officers of the chapter, the immediate past President, two elected VP-at-large, and four Regional VP's. The President may appoint three additional members to serve as Wise Counsels representing areas of interest to COSPR. COSPR members who are elected officers of NSPR shall serve ex-officio.

The Executive Committee shall be responsible for all policy decisions affecting the chapter's operation. It shall carry out all directives as voted by the chapter membership.

The Executive Committee shall appoint a nominating committee that will include the immediate past President, the current President, and three appointees of the President. At the annual meeting, the nominating committee will present a recommended slate of officers. The Executive Committee will solicit interest in holding office from its membership. Any member may be nominated from the floor for any office by another member.

Standing or temporary committees may be appointed by the President with the concurrence of the Executive Board. Standing committee chairs are appointed by the President and shall/may serve on the Executive Committee.



Under direction of the Executive Committee, the Chapter shall satisfy the requirements to maintain tax exempt status for the chapter.

ARTICLE X. APPOINTMENTS

SECTION A. REGIONAL VICE PRESIDENTS

The President shall appoint the four Regional Vice Presidents to a one-year term. There are no term limits for Regional Vice Presidents.

SECTION B. VICE PRESIDENTS AT LARGE

The President may appoint up to two Vice Presidents at Large to a one-year term. There are no term limits for Vice Presidents at Large.

ARTICLE XI. COMMITTEES AND DUTIES

SECTION A. STANDING COMMITTEES

The President shall appoint the chairman of all standing and special committees and shall approve the selection of committee members made by the chairman.

SECTION B. REPORTS OF COMMITTEES

Committees shall report to the Chapter at a meeting upon completion of their duties, or at the request of the President.

ARTICLE XII. AUTHORITY OF PROCEDURE

The parliamentary writings of Henry M. Robert shall apply on all questions of parliamentary law and procedure as specified in these Bylaws or the Standing Rules.

ARTICLE XIII. AMENDMENT

SECTION A. NOTICE

At least 14 days' notice, in writing, shall be given of any proposed amendment; a copy of the proposed amendment shall accompany the notice.

SECTION B. VOTE

These Bylaws may be amended by 2/3 vote of the membership present either at an official state meeting or received via electronic mail.

SECTION C. APPROVAL

After chapter approval, all amendments shall be submitted to the Executive Board of the National School Public Relations Association for approval before they become effective.

ADOPTED: March 21, 1986

AMENDED: November 17, 1989

AMENDED: September 21, 1990



AMENDED: April 21, 1995
AMENDED: October 27, 1995
AMENDED: September 22, 1998
AMENDED: May 17, 2002
AMENDED: August 27, 2004
AMENDED: May 5, 2006
AMENDED: February 15, 2008
AMENDED: June 4, 2019