



**Colorado Chapter (COSPRA)
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 COSPRA. 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: COSPRA advocates for effective public relations practices that support student achievement. 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 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 COSPR members who have been active members for 10 years or more before leaving the field. This membership is only available through COSPR 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 COSPR Executive Committee. Honorary Lifetime Members do not have voting privileges.

ARTICLE IV. REVENUE

SECTION A. SOURCE

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.

The membership year runs from September 1 through August 31. Dues will remain the same for members who join later in the membership year. Members who pay by September 30 each year will remain in good standing, eligible to vote and to hold office.

SECTION B. FISCAL YEAR

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

ARTICLE V. 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 VI. OFFICERS AND DUTIES

Officers and their duties shall be:

SECTION A. PRESIDENT

The President shall be the executive director of the Chapter and shall preside at meetings of the Chapter and Executive Committee. The President shall approve disbursements. The President shall maintain communication with NSPRA through the NSPRA Southwest Regional Vice President and the national office. The President shall be a member of NSPRA.

SECTION B. PRESIDENT-ELECT

The President-elect shall perform all duties of the President in the event of the inability of the President to act. The President-elect shall be a member of NSPRA.

SECTION C. SECRETARY

The Secretary shall record and distribute meeting minutes to the membership. The Secretary shall oversee the association's Web site. The Secretary shall be a member of NSPRA.

SECTION D. TREASURER

The Treasurer shall keep records of funds and provide financial statements at least once a year to the membership, and shall disburse Chapter funds as approved by the President. The Treasurer shall maintain membership records. The Treasurer shall be a member of NSPRA.

SECTION E. PAST-PRESIDENT

The Past-President shall serve on the Executive Committee. The Past-President shall 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

As voting members of the Executive Committee, Vice Presidents at Large shall serve at the pleasure of the President and represent all COSPRA members. The President will define the focus area for each Vice President at Large.

ARTICLE VII. 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, Secretary and Treasurer.
2. Election Meeting. Officers of the Chapter shall be elected at the Chapter meeting following the submission of the slate of candidates. The election of officers shall be prior to May 1 and reported to NSPRA by May 1.

SECTION D. TERM OF OFFICE

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

SECTION E. REELECTION

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 or electronic, 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 on May 1. The previous year's President-elect shall assume the Presidency on May 1.

ARTICLE VIII. 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 IX. EXECUTIVE COMMITTEE

SECTION A. COMPOSITION

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 of the chapter, the Regional Vice Presidents, and COSPRA members who are elected officers of NSPRA shall serve ex-officio.

SECTION B. MEETINGS

The Executive Committee shall meet at least four times per year and on call of the President.

SECTION C. AUTHORITY

The Executive Committee shall be the governing body of the Chapter and shall take such action as needed for the Chapter.

SECTION D. QUORUM

A majority of the Executive Committee, in-person or via conference call, shall constitute a quorum.

ARTICLE X. 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 XI. 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 XII. 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