See a Social Security Number? Say Something!
Report Privacy Problems to https://public.resource.org/privacy
Or call the IRS Identity Theft Hotline at 1-800-908-4490

Form **990-EZ**

Department of the Treasury
Internal Revenue Service

Short Form
Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code
(except black lung benefit trust or private foundation)

▶ Sponsoring organizations of donor advised funds, organizations that operate one or more hospital facilities, and certain controlling organizations as defined in section 512(b)(13) must file Form 990 (see instructions) All other organizations with gross receipts less than $200,000 and total assets less than $500,000 at the end of the year may use this form

▶ *The organization may have to use a copy of this return to satisfy state reporting requirements*

OMB No 1545-1150

2011

Open to Public Inspection

A For the 2011 calendar year, or tax year beginning August 01 **, 2011, and ending** July 31 **, 20** 12

B Check if applicable	C Name of organization		D Employer identification number
☐ Address change	Jefferson County Administrators Association		84-0738721
☐ Name change	Number and street (or P O box, if mail is not delivered to street address)	Room/suite	E Telephone number
☐ Initial return	1829 Denver West Drive, Building 27	410	303-982-6839
☐ Terminated	City or town, state or country, and ZIP + 4		F Group Exemption Number ▶
☐ Amended return	Golden, CO 80401		
☐ Application pending			

G Accounting Method: ☑ Cash ☐ Accrual Other (specify) ▶

H Check ▶ ☑ if the organization is **not** required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

I Website: ▶ www.jcaajeffco.org

J Tax-exempt status (check only one) — ☐ 501(c)(3) ☑ 501(c) (5) ◀ (insert no.) ☐ 4947(a)(1) or ☐ 527

K Check ▶ ☐ if the organization is not a section 509(a)(3) supporting organization or a section 527 organization **and** its gross receipts are normally **not** more than $50,000. A Form 990-EZ or Form 990 return is not required though Form 990-N (e-postcard) may be required (see instructions). But if the organization chooses to file a return, be sure to file a complete return.

L Add lines 5b, 6c, and 7b, to line 9 to determine gross receipts. If gross receipts are $200,000 or more, or if total assets (Part II, line 25, column (B) below) are $500,000 or more, file Form 990 instead of Form 990-EZ . . . . . ▶ $ 153,379

SCANNED NOV 0 1 2012

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I.)

Check if the organization used Schedule O to respond to any question in this Part I . . . . ☐

Revenue	1	Contributions, gifts, grants, and similar amounts received			1	6,881
	2	Program service revenue including government fees and contracts			2	4,589
	3	Membership dues and assessments			3	141,890
	4	Investment income			4	20
	5a	Gross amount from sale of assets other than inventory	5a	0		
	b	Less: cost or other basis and sales expenses	5b	0		
	c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)			5c	0
	6	Gaming and fundraising events				
	a	Gross income from gaming (attach Schedule G if greater than $15,000)	6a	0		
	b	Gross income from fundraising events (not including $ 0 of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds $15,000)	6b	0		
	c	Less: direct expenses from gaming and fundraising events	6c	0		
	d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)			6d	0
	7a	Gross sales of inventory, less returns and allowances	7a	0		
	b	Less: cost of goods sold	7b	0		
	c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)			7c	0
	8	Other revenue (describe in Schedule O)			8	0
	9	**Total revenue.** Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 ▶			9	153,379
Expenses	10	Grants and similar amounts paid (list in Schedule O)			10	5,674
	11	Benefits paid to or for members			11	0
	12	Salaries, other compensation, and employee benefits			12	105,442
	13	Professional fees and other payments to independent contractors			13	607
	14	Occupancy, rent, utilities, and maintenance			14	6,130
	15	Printing, publications, postage, and shipping			15	609
	16	Other expenses (describe in Schedule O)			16	35,494
	17	**Total expenses.** Add lines 10 through 16 ▶			17	153,956
Net Assets	18	Excess or (deficit) for the year (Subtract line 17 from line 9)			18	(577)
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)			19	49,239
	20	Other changes in net assets or fund balances (explain in Schedule O)			20	6
	21	Net assets or fund balances at end of year. Combine lines 18 through 20 ▶			21	48,668

RECEIVED
OCT 1 2 2012
OGDEN, UT
IRS-OSC

4

Part II **Balance Sheets.** (see the instructions for Part II.)

Check if the organization used Schedule O to respond to any question in this Part II . . . ☐

		(A) Beginning of year		(B) End of year
22	Cash, savings, and investments	48,711	22	48,492
23	Land and buildings	528	23	176
24	Other assets (describe in Schedule O)	0	24	0
25	**Total assets**	49,239	25	48,668
26	**Total liabilities** (describe in Schedule O)	0	26	0
27	**Net assets or fund balances** (line 27 of column (B) **must** agree with line 21)	49,239	27	48,668

Part III **Statement of Program Service Accomplishments** (see the instructions for Part III.)

Check if the organization used Schedule O to respond to any question in this Part III . . ☐

Expenses (Required for section 501(c)(3) and 501(c)(4) organizations and section 4947(a)(1) trusts, optional for others.)

What is the organization's primary exempt purpose? **Professional Membership Association**

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

28	**Positively impacting the direction of Jefferson County Public Schools, where members are employees through committee service, attending key meetings and hosting issues forums** (Grants $) If this amount includes foreign grants, check here . . . . ▶ ☐	28a	0
29	**Improving quality of life for approximately 550 professional/technical and building administrators in a large public school system through member support functions** (Grants $) If this amount includes foreign grants, check here . . . . ▶ ☐	29a	0
30	**Support approximately 350 members by offering networking and professional development activities and events** (Grants $) If this amount includes foreign grants, check here . . . . ▶ ☐	30a	0
31	Other program services (describe in Schedule O) (Grants $) If this amount includes foreign grants, check here . . . . ▶ ☐	31a	
32	**Total program service expenses** (add lines 28a through 31a) ▶	32	

Part IV **List of Officers, Directors, Trustees, and Key Employees.** List each one even if not compensated. (see the instructions for Part IV.)

Check if the organization used Schedule O to respond to any question in this Part IV . . . ☐

(a) Name and address	(b) Title and average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC) (if not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
See Schedule O				

Part V **Other Information** (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V ☐

			Yes	No
33	Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O	33		✓
34	Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O (see instructions)	34		✓
35a	Did the organization have unrelated business gross income of $1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?	35a		✓
b	If "Yes," to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O	35b		
c	Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III	35c		
36	Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N	36		✓
37a	Enter amount of political expenditures, direct or indirect, as described in the instructions. ▶ 37a			
b	Did the organization file **Form 1120-POL** for this year?	37b		✓
38a	Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee **or** were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?	38a		
b	If "Yes," complete Schedule L, Part II and enter the total amount involved 38b			
39	Section 501(c)(7) organizations. Enter:			
a	Initiation fees and capital contributions included on line 9 39a			
b	Gross receipts, included on line 9, for public use of club facilities 39b			
40a	Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 ▶ ______ ; section 4912 ▶ ______ ; section 4955 ▶ ______			
b	Section 501(c)(3) and 501(c)(4) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I	40b		
c	Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ▶ ______			
d	Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax on line 40c reimbursed by the organization ▶ ______			
e	All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T.	40e		✓

41 List the states with which a copy of this return is filed. ▶

42a The organization's books are in care of ▶ Michael Long (Exec Dir) Telephone no. ▶ 303-982-6839
Located at ▶ 1829 Denver West Drive, Bldg 27, Golden CO ZIP + 4 ▶ 80401

			Yes	No
b	At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	42b		✓
	If "Yes," enter the name of the foreign country: ▶ See the instructions for exceptions and filing requirements for **Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts.**			
c	At any time during the calendar year, did the organization maintain an office outside the U.S.?	42c		✓
	If "Yes," enter the name of the foreign country: ▶			

43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of **Form 1041**—Check here ▶ ☐
and enter the amount of tax-exempt interest received or accrued during the tax year ▶ 43

			Yes	No
44a	Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44a		✓
b	Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44b		✓
c	Did the organization receive any payments for indoor tanning services during the year?	44c		✓
d	If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? *If "No," provide an explanation in Schedule O*	44d		
45a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	45a		✓
45b	Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ (see instructions)	45b		✓

			Yes	No
46	Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I	46		✓

Part VI **Section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts only.** All section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts must answer questions 47–49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI ☐

			Yes	No
47	Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II	47		
48	Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E	48		
49a	Did the organization make any transfers to an exempt non-charitable related organization?	49a		
b	If "Yes," was the related organization a section 527 organization?	49b		

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than $100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and address of each employee paid more than $100,000	(b) Title and average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation

f Total number of other employees paid over $100,000 ▶

51 Complete this table for the organization's five highest compensated independent contractors who each received more than $100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and address of each independent contractor paid more than $100,000	(b) Type of service	(c) Compensation

d Total number of other independent contractors each receiving over $100,000 ▶

52 Did the organization complete Schedule A? **Note**: All section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A ▶ ☐ Yes ☐ No

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge

Sign Here

▶ [signature] 10/4/12
Signature of officer Date

▶ Michael Long, Executive Director
Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check ☐ if self-employed	PTIN
Firm's name ▶			Firm's EIN ▶	
Firm's address ▶			Phone no	

May the IRS discuss this return with the preparer shown above? See instructions ▶ ☐ Yes ☐ No

SCHEDULE C (Form 990 or 990-EZ)

Department of the Treasury Internal Revenue Service

Political Campaign and Lobbying Activities

For Organizations Exempt From Income Tax Under section 501(c) and section 527

► Complete if the organization is described below. ► Attach to Form 990 or Form 990-EZ.
► See separate instructions.

OMB No 1545-0047

2011

Open to Public Inspection

If the organization answered "Yes" to Form 990, Part IV, line 3, or Form 990-EZ, Part V, line 46 (Political Campaign Activities), then

- Section 501(c)(3) organizations. Complete Parts I-A and B Do not complete Part I-C
- Section 501(c) (other than section 501(c)(3)) organizations: Complete Parts I-A and C below. Do not complete Part I-B.
- Section 527 organizations: Complete Part I-A only

If the organization answered "Yes" to Form 990, Part IV, line 4, or Form 990-EZ, Part VI, line 47 (Lobbying Activities), then

- Section 501(c)(3) organizations that have filed Form 5768 (election under section 501(h)): Complete Part II-A. Do not complete Part II-B
- Section 501(c)(3) organizations that have NOT filed Form 5768 (election under section 501(h)). Complete Part II-B Do not complete Part II-A

If the organization answered "Yes" to Form 990, Part IV, line 5 (Proxy Tax) or Form 990-EZ, Part V, line 35c (Proxy Tax), then

- Section 501(c)(4), (5), or (6) organizations. Complete Part III.

Name of organization	Employer identification number
Jefferson County Administrators Association	84-0738721

Part I-A Complete if the organization is exempt under section 501(c) or is a section 527 organization.

1 Provide a description of the organization's direct and indirect political campaign activities in Part IV.

2 Political expenditures . . . ► $ 0

3 Volunteer hours . . . 0

Part I-B Complete if the organization is exempt under section 501(c)(3).

1 Enter the amount of any excise tax incurred by the organization under section 4955 . . . ► $

2 Enter the amount of any excise tax incurred by organization managers under section 4955 . . ► $

3 If the organization incurred a section 4955 tax, did it file Form 4720 for this year? . . . ☐ Yes ☐ No

4a Was a correction made? . . . ☐ Yes ☐ No

b If "Yes," describe in Part IV.

Part I-C Complete if the organization is exempt under section 501(c), except section 501(c)(3).

1 Enter the amount directly expended by the filing organization for section 527 exempt function activities . . . ► $ 0

2 Enter the amount of the filing organization's funds contributed to other organizations for section 527 exempt function activities . . . ► $ 0

3 Total exempt function expenditures. Add lines 1 and 2. Enter here and on Form 1120-POL, line 17b . . . ► $ 0

4 Did the filing organization file **Form 1120-POL** for this year? . . . ☐ Yes ☑ No

5 Enter the names, addresses and employer identification number (EIN) of all section 527 political organizations to which the filing organization made payments. For each organization listed, enter the amount paid from the filing organization's funds. Also enter the amount of political contributions received that were promptly and directly delivered to a separate political organization, such as a separate segregated fund or a political action committee (PAC). If additional space is needed, provide information in Part IV.

	(a) Name	(b) Address	(c) EIN	(d) Amount paid from filing organization's funds If none, enter -0-	(e) Amount of political contributions received and promptly and directly delivered to a separate political organization If none, enter -0-
(1)	n/a				
(2)					
(3)					
(4)					
(5)					
(6)					

Part II-A **Complete if the organization is exempt under section 501(c)(3) and filed Form 5768 (election under section 501(h)).**

A Check ▶ ☐ if the filing organization belongs to an affiliated group (and list in Part IV each affiliated group member's name, address, EIN, expenses, and share of excess lobbying expenditures).

B Check ▶ ☐ if the filing organization checked box A and "limited control" provisions apply.

	Limits on Lobbying Expenditures (The term "expenditures" means amounts paid or incurred.)	(a) Filing organization's totals	(b) Affiliated group totals
1a	Total lobbying expenditures to influence public opinion (grass roots lobbying)		
b	Total lobbying expenditures to influence a legislative body (direct lobbying)		
c	Total lobbying expenditures (add lines 1a and 1b)		
d	Other exempt purpose expenditures		
e	Total exempt purpose expenditures (add lines 1c and 1d)		
f	Lobbying nontaxable amount. Enter the amount from the following table in both columns.		

If the amount on line 1e, column (a) or (b) is:	The lobbying nontaxable amount is:
Not over $500,000	20% of the amount on line 1e.
Over $500,000 but not over $1,000,000	$100,000 plus 15% of the excess over $500,000.
Over $1,000,000 but not over $1,500,000	$175,000 plus 10% of the excess over $1,000,000.
Over $1,500,000 but not over $17,000,000	$225,000 plus 5% of the excess over $1,500,000.
Over $17,000,000	$1,000,000.

		(a)	(b)
g	Grassroots nontaxable amount (enter 25% of line 1f)		
h	Subtract line 1g from line 1a. If zero or less, enter -0-		
i	Subtract line 1f from line 1c. If zero or less, enter -0-		

j If there is an amount other than zero on either line 1h or line 1i, did the organization file Form 4720 reporting section 4911 tax for this year? ☐ Yes ☐ No

4-Year Averaging Period Under Section 501(h)
(Some organizations that made a section 501(h) election do not have to complete all of the five columns below. See the instructions for lines 2a through 2f on page 4.)

Lobbying Expenditures During 4-Year Averaging Period

	Calendar year (or fiscal year beginning in)	(a) 2008	(b) 2009	(c) 2010	(d) 2011	(e) Total
2a	Lobbying nontaxable amount					
b	Lobbying ceiling amount (150% of line 2a, column (e))					
c	Total lobbying expenditures					
d	Grassroots nontaxable amount					
e	Grassroots ceiling amount (150% of line 2d, column (e))					
f	Grassroots lobbying expenditures					

Part II-B Complete if the organization is exempt under section 501(c)(3) and has NOT filed Form 5768 (election under section 501(h)).

For each "Yes" response to lines 1a through 1i below, provide in Part IV a detailed description of the lobbying activity.	(a) Yes	(a) No	(b) Amount
1 During the year, did the filing organization attempt to influence foreign, national, state or local legislation, including any attempt to influence public opinion on a legislative matter or referendum, through the use of:			
a Volunteers?			
b Paid staff or management (include compensation in expenses reported on lines 1c through 1i)?			
c Media advertisements?			
d Mailings to members, legislators, or the public?			
e Publications, or published or broadcast statements?			
f Grants to other organizations for lobbying purposes?			
g Direct contact with legislators, their staffs, government officials, or a legislative body?			
h Rallies, demonstrations, seminars, conventions, speeches, lectures, or any similar means?			
i Other activities?			
j Total. Add lines 1c through 1i			
2a Did the activities in line 1 cause the organization to be not described in section 501(c)(3)?			
b If "Yes," enter the amount of any tax incurred under section 4912			
c If "Yes," enter the amount of any tax incurred by organization managers under section 4912			
d If the filing organization incurred a section 4912 tax, did it file Form 4720 for this year?			

Part III-A Complete if the organization is exempt under section 501(c)(4), section 501(c)(5), or section 501(c)(6).

		Yes	No
1 Were substantially all (90% or more) dues received nondeductible by members?	1		✓
2 Did the organization make only in-house lobbying expenditures of $2,000 or less?	2		✓
3 Did the organization agree to carry over lobbying and political expenditures from the prior year?	3		✓

Part III-B Complete if the organization is exempt under section 501(c)(4), section 501(c)(5), or section 501(c)(6) and if either (a) BOTH Part III-A, lines 1 and 2, are answered "No" OR (b) Part III-A, line 3, is answered "Yes."

1 Dues, assessments and similar amounts from members	1	141,890
2 Section 162(e) nondeductible lobbying and political expenditures **(do not include amounts of political expenses for which the section 527(f) tax was paid).**		
a Current year	2a	5,121
b Carryover from last year	2b	0
c Total	2c	5,121
3 Aggregate amount reported in section 6033(e)(1)(A) notices of nondeductible section 162(e) dues	3	7,094
4 If notices were sent and the amount on line 2c exceeds the amount on line 3, what portion of the excess does the organization agree to carryover to the reasonable estimate of nondeductible lobbying and political expenditure next year?	4	0
5 Taxable amount of lobbying and political expenditures (see instructions)	5	(1,975)

Part IV Supplemental Information

Complete this part to provide the descriptions required for Part I-A, line 1; Part I-B, line 4; Part I-C, line 5; Part II-A; and Part II-B, line 1. Also, complete this part for any additional information.

A portion of dues is paid to retain a lobbyist through our affiliation with CASE and to brief members on legislative matters which may have negative impacts on education and/or their quality of life.

SCHEDULE O (Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

OMB No 1545-0047

2011

Open to Public Inspection

Name of the organization	Employer identification number
Jefferson County Administrators Association	84-0738721

Part 1 Expenses Line 16 - $35,494 details

CASE Affiliation $16,940, Meeting Support $1,006, Lobbying $5,121, Program Expenses $12,427

Part 1 Expenses Line 10 - $5,674 details

Charitable Contributions $4,673.96, Scholarship $1,000.00 to Colorado College (Recipient Katie Wirth)

Part 1 Expenses Line 20 - $6 details

Depreciation Calculation Method Changes and Fraction of Cents Differences

Part 4 Officers, Directors, Trustees & Key Employees

The JCAA Board has 31 directors. Directors are not compensated. All can be reached at 1829 Denver West Drive, Golden Co 80401

President Rod Pugnetti - 6 hours per week

President-Elect Priscilla Straughn and Past President Brady Stroup - 10 hours per month

Cabinet Liaison Peg Kastberg, Central Liaisons Jenelle Vierzbicki & T.Ray, Elementary Liaison Becky Nelsen - 5 hrs per month

Middle Liaison Patty DeLorenzo & Senior Liaison Frank DeAngelis - 5 hours per month

The remaining directors devote 3 hours per month to represent their articulation areas

Alameda - Lisa Nolan, Arvada - Rotating, Arvada West - Tria Dassler, Bear Creek - Kathy Chandler, Chatfield - Karla Hankins Choice - Brad Folsom, Columbine - Jennifer Pennell, Conifer - Christie Frost, Dakota Ridge - Mike Freeman, Evergreen - Kristopher Schuh Golden - Karen Quanbeck, Green Mountain - Beth Bacon, Jefferson - John D'Orazio, Lakewood - Anne Chenoweth, Pomona - Matt Flores Ralston Valley - Martha Tate, Standley Lake - Brendan Feely, Wheat Ridge - Bethany Robinson, Central 1 through 4, Holly Camp, Greg Mortimer, Jim Willis, Angelique Acevedo-Barron.

Michael Long, the Executive Director, is contractor for 1800 hours per year. His base compensation is $61,200 with a 26% allocation for employee paid health insurance and other benefits. There are no expense accounts or deferred compensation payments to the executive director.

BYLAWS OF
THE JEFFERSON COUNTY ADMINISTRATORS ASSOCIATION

ARTICLE 1 (Name, Principal Office)

Section 1. The name of the corporation shall be the Jefferson County Administrators Association ("JCAA" or the "Association").

Section 2. The principal office of the Corporation shall be located at *1829 Denver West Drive, Golden, Colorado 80401.* The Board of Directors may change the principal place of business at any time. The Corporation may also have offices at other places within or outside of Colorado as the Board of Directors may from time to time approve.

ARTICLE II (Statement of Purposes)

The Association shall exist to pursue the following purposes:
A. The Association shall work for continued improvement in employment conditions for administrators in the Jefferson County Public School District at the school building and central services level by unifying the efforts of all educational leaders, influencing the direction of the District, and supporting administrators through representation, networking, and professional growth.
B. The Association shall support all persons in non-administrative, educational leadership and professional positions at the school building and central services level by providing networking and professional growth opportunities.
C. The Association shall strive to provide for and promote the best interest of public education and success for all students.
D. The Association may pursue any other lawful purpose that the Board of Directors may authorize subject to the limitations and restrictions of Colorado law and the Internal Revenue Code upon the activities of non-profit organizations.

ARTICLE III (Membership)

Membership classes, rights and privileges are specified in the association's membership materials. Honorary general membership may be extended to (or revoked from) identified individuals or groups by a majority vote of the JCAA Board of Directors.

ARTICLE IV (Dues and Assessments)

Section 1. Payment Method and Amount Assessed
Dues shall be annually assessed by the JCAA Board of Directors and paid through monthly salary reduction or annually in a single payment due by the anniversary of the membership effective date. Honorary general members are not assessed dues. The JCAA Board of Directors shall annually determine the amounts for each membership class defined in the association's membership materials.

Starting August 2009, Active Emeritus members who have paid their dues for a total of 7 years will automatically become Lifetime Emeritus members and will no longer be required to pay dues to maintain their membership. Starting August 2009, Patron Emeritus members who have paid their dues for a total of 14 years will automatically become Lifetime Emeritus members and will no longer be required to pay dues to maintain their membership. Lifetime Emeritus members are treated as Active Emeritus members in regards to rights and event fees due. Emeritus membership years accumulated prior to August 2009 do not count retroactively toward a Lifetime membership.

Section 2. Membership Effective Dates and Withdrawal Rights

A. Monthly Salary Deduction Method: Memberships shall be effective as of the first of the month following the month the application was received. Members may resign by written notice to the Association at any time during the year. Salary deductions will be discontinued within thirty days of receipt of the written notice of resignation.

B. Annual Payment Method: Memberships shall be effective as of the first day of the month following the month the application was received. A discounted full year's dues (as defined by the JCAA Board of Directors through the membership materials) are payable at the time a member joins JCAA or renews. Annual dues payments are payable each subsequent year on the anniversary of the effective date of membership, unless special arrangements are made. In the event an annual dues payment is late, the effective date remains unchanged. In the event a member resigns and reactivates their membership in the same year, if any event requiring attendance payment occurred before the reactivation date, the renewal date will revert to the original expiration date – otherwise, the renewal date will adjust to the date the renewal occurred. Members may resign by written notice to the Association at any time during the year. No refunds will be granted to members using the annual payment method.

Section 3. Non-Paid Leaves of Absence

Active JCAA members on non-paid leaves must notify the JCAA office if they wish to continue membership during the duration of their leave. For members using the salary deduction method, dues must be regularly paid by cash or check during the leave.

Section 4. Special Assessments

Upon approval by a majority of the voting membership of the Association at an election held for this purpose, the Board of Directors may levy and collect special assessments upon each class of membership.

ARTICLE V (Meetings of Members)

Section 1. Annual Meeting. The annual meeting of the members of the Association shall be held each year on such date as may be fixed by resolution of the Board of Directors during the fourth quarter of the fiscal year. The annual meeting shall be held for the purpose of installing newly elected officers and directors and the transaction of such other business as may properly come before it.

Section 2. Annual Report. By or within six months following the end of each fiscal year, the Board of Directors shall submit to the membership a report of the Associations' activities during the preceding year and the general financial condition of the Association.

Section 3. Special Meetings. Special meetings of the members may be called by resolution of the Board of Directors and shall be called by the Board of Directors or President upon a written demand submitted to the Association office signed by at least 10% of the voting members of the Association and specifying the purpose of the special meeting.

Section 4. Notice of Meetings. Notice of any meetings of members shall be in writing, shall specify the date, time, place and, if a special meeting, the purpose of the meeting and shall be delivered not less than 10 and not more than 50 days before the meeting, personally, by first class or registered mail, pony mail, or by facsimile or other wireless communication.

Section 5. Quorum. One-tenth of those members entitled to vote shall constitute a quorum at any meeting and, if a quorum is present, all acts and resolutions shall be deemed adopted upon a favorable vote of a majority of the votes cast. A member entitled to vote may vote in person or by proxy executed in writing by the member. A form of proxy is attached to these Bylaws as Appendix A.

Section 6. Adjourned Meeting. Any regular or special meeting of the members may be adjourned to another date without further written notice if the date, time and place of the continued meeting is announced before adjournment.

Section 7. Action Without Meeting. Action may be taken without a meeting of the members on any matter subject to a vote of the members if a written ballot is delivered or mailed, by first class or registered mail or pony mail, to every voting member with instructions for return of the ballot to the Association by a date not less than 10 days nor more than 50 days from the date of delivery or mailing.

ARTICLE VI (Board of Directors)
Section 1. Powers and Duties. The business and affairs of the Association shall be managed by the Board of Directors, except as otherwise provided in the Colorado Non-Profit Corporation Act, the Articles of Incorporation or these Bylaws.

Section 2. Number, Qualifications, Term
A. The Association shall be governed by a Board of Directors of not less than 5 nor more than 35 directors. The number of directors, within this range, shall be determined from time to time by resolution of the Board of Directors.
B. Directors must be over the age of 18 and must be general members of the Association.
C. The term of a Director shall be the same as his/her term as an officer or area representative.

Section 3. Appointment. The President, Past President, President-Elect, five level liaisons and each elected Area Representative shall be ex officio members of the Board of Directors.

Section 4. Election, Appointment. Exofficio directors shall be elected or appointed in the manner set forth more fully in Article VIII. New directors shall be installed at the annual meeting of the membership.

Section 5. Vacancies. Vacancies on the Board of Directors shall be filled for the unexpired term of the predecessor in office by appointment of those persons selected in accordance with Section 7 of Article VIII, Vacancies.

Section 6. Chairperson, Conduct of Meetings. The President of the Association shall be chairperson of the Board of Directors during her term as President. The Board of Directors may adopt such rules and regulations for the conduct of its meetings, and the meetings of members, as it may deem proper.

Section 7. Resignation. A director may resign at any time by delivering written notice of resignation to the Association. Such resignation shall be effective when received unless a later date is specified. Resignation as an officer shall be considered resignation as a director as well.

ARTICLE VII (Meetings of Board of Directors)

Section 1. Annual Meeting. The annual meeting of the Board of Directors shall be held during the first quarter of the fiscal year at the call of the President.

Section 2. Regular Meetings. If at the annual meeting of the directors, the date, time and place of periodic regular meetings is announced, no further notice of these regular meetings need be given.

Section 3. Special Meetings. Special meetings of the Board of Directors may be called by the President and shall be called upon written demand of three or more directors.

Section 4. Notice of Meetings, Waiver

A. Except for regular meetings upon a previously announced schedule, notice of the date, time and place of any meeting of the Board of Directors shall be given, either personally or by first class mail, pony mail, or by facsimile or other wireless communication not less than 10 days before the meeting. Neither the business to be transacted nor the purpose of any regular or special meeting need be specified.

B. A director may in writing waive any notice of a meeting before or after the time and date of the meeting stated in the notice. A director's attendance at or participation in a meeting waives notice of that meeting unless, upon arrival at the meeting, and before any business is transacted, the director objects to holding the meeting due to lack of or defective notice and requests such objection be noted in the minutes.

C. Each director shall review the agenda and notify Officers of potential conflicts of interest using the "Report of Potential Conflict of Interest" from the association's Codes of Conduct. Notification shall occur prior to the meeting with the conflict of interest.

Section 5. Action Without Meeting. Any action which might be taken at a meeting of the Board of Directors may be taken without a meeting if a consent in writing, setting forth the action taken is signed by all of the directors. Such action shall be effective upon the last signature.

ARTICLE VIII (Officers)

Section 1. Officers. The officers of the Association shall be a President, President-Elect, Past-President, Secretary/Treasurer, five level liaisons (District Leadership Team Liaison, Central Level Liaison, Elementary Level Liaison, Middle Level Liaison, and Senior Level Liaison).

Section 2. Qualification. An officer, except for the Secretary/Treasurer, shall be a general level member of the Association, in good standing, and support the mission of the Association. The Secretary/Treasurer, may, but need not, at the direction of the Board of Directors, be a member of the Association or may be a full-time employee of the Association. The President-Elect must have served on the Board of Directors prior to being nominated. Appointment of a non-member as an officer shall not itself create any contract rights.

Section 3. Election or Appointment
A. The President-Elect, and level liaison officers for expiring terms are elected by the general level members in May of each year by written ballot. Nominations for Officers will be open to general members and will be made each March or April. Nominees will be contacted by the Nominating Committee to determine their willingness to run for office and to serve if elected. Ballots will be sent to general members not less than 10 working days before the election closes. Installation of new Officers shall take place at the annual meeting of the members. Ballot results will be kept on file for not less than one year.

Section 4. Term of Office
A. The President shall serve for one year and until the successor is duly installed, and shall serve one year before this term as President-Elect and one year after this term as Past-President.
B. Level Liaison officers shall be elected for two year staggered terms and shall serve until their successor is elected and duly installed.
C. The term of office shall begin on the date of the officer's installation following election or appointment.

Section 5. Duties
A. The President shall, subject to the direction and supervision of the Board of Directors:

(i) be the chief executive officer of the Association and have general and active control of its affairs and business and general supervision of its officers, agents, and employees; (ii) perform all roles and responsibilities as outlined in the current Roles and Responsibilities description for President; and (iii) perform all other duties incident to the office of President.

B. The President-Elect shall, subject to the direction and supervision of the Board of Directors: (i) assist the President and shall perform such duties as may be assigned by the President or Board of Directors; (ii) at the request of the President, or in the President's absence or inability or refusal to act, perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions on the President; (iii) shall succeed to the Presidency the year following his/her election as President-Elect; and (iv) perform all roles and responsibilities as outlined in the current Roles and Responsibilities description for President-Elect.

C. The Past-President shall, subject to the direction and supervision of the Board of Directors: (i) serve in the absence of the President and President-Elect; and (ii) perform all roles and responsibilities as outlined in the current Roles and Responsibilities description for Past-President.

D. Level Liaison officers shall, subject to the direction and supervision of the Board of Directors: (i) represent, to the best of their ability, the general opinions and beliefs of their respective constituents in all Association decision-making; (ii) perform all roles and responsibilities as outlined in the current Roles and Responsibilities description for Level Liaisons; and (iii) perform all other duties incident to the office of Level Liaison.

E. The Secretary/Treasurer shall keep the minutes and act as secretary of all meetings of the members and of the Board of Directors. The secretary shall be the custodian of the Association records. The secretary/treasurer shall perform all duties usually incident to the office of secretary/treasurer, those duties specified in these Bylaws, and other duties that may from time to time be assigned by the Board of Directors or the President. The Secretary/Treasurer shall have general supervision over the care and custody of the funds and securities of the Association and shall deposit the same or cause the same to be deposited in the name of the Association in the bank or banks, trust company or trust companies, that the Board of Directors may designate. The treasurer shall keep or cause to be kept full and accurate accounts of all receipts and disbursements of the Association and whenever required by the Board of Directors, shall render or cause to be rendered financial statements of the Association.

Section 6. Resignation. An officer may resign at any time by giving written notice of resignation to the Association. Such notice shall be effective upon the election or appointment of a successor officer, unless an earlier effective date is specified.

Section 7. Vacancies

A. A vacancy in the office of President shall be filled by the President-Elect who shall serve the unexpired portion of the predecessor President's term and the term for which the President-Elect was originally elected.

B. A vacancy in any other office, shall be filled by appointment by the Board of Directors from persons nominated for such vacant office by the Nominating Committee. The

Nominating Committee shall solicit suggestions for appointment from the constituent group of the vacant office.

Section 8. Removal
A. An officer may be removed at any time upon a vote of the membership, with or without cause, except that to be effective the vote for removal must equal or exceed the number of votes that would have been sufficient to elect the officer at an election.
B. Notwithstanding anything in Section 8 A. above, the Board of Directors upon a vote of two-thirds of the members of the Board, may remove any officer who misses two successive meetings of the Board, or three meetings of the Board in any fiscal year.
C. The Secretary/Treasurer may be removed upon the vote of two-thirds of the Board of Directors. Such removal as an officer shall not itself affect any employment contract rights such person may have.

ARTICLE IX (Area Representatives)

Section 1. Representation. Area Representatives shall be selected based upon one representative from each high school articulation area, one representative from the Choice/Charter/Option schools and one central area representative for every 15 to 35 (to be determined by the Board) central administrators. The central area constituents will be subdivided into as many groups as necessary by department or division or by combining smaller departments or divisions, at the discretion of the Board of Directors.

Section 2. Qualification. An Area Representative shall be a general member of the Association, in good standing, and support the mission of the Association.

Section 3. Election. Unless otherwise authorized by the Board of Directors, the Area Representative shall be elected by the general members from the area he/she represents. Conduct of the election is the responsibility of the outgoing Area Representative. Area Representatives for expiring terms must be elected before the annual meeting of the members in the fourth quarter of each fiscal year. Installation of newly elected Area Representatives shall occur at the annual meeting following their election.

Section 4. Term of Office.
A. Area Representatives shall serve a two year term and until their successor has been elected or appointed and duly installed. Terms of Area Representatives shall be staggered so that approximately one half are elected each year.
B. The term of office shall begin on the date of the Area Representative is installation at the annual meeting following their election.

Section 5. Duties. The Area Representative shall, subject to the direction and supervision of the Board of Directors: (i) represent, to the best of their ability, the general opinions and beliefs of their respective constituents in all Association decision making; (ii) perform all roles and responsibilities as outlined in the current Roles and Responsibilities description for Area Representatives; and (iii) perform all other duties incident to the office of Area Representative..

Section 6. Resignation. An Area Representative may resign at any time by giving written notice of resignation to the Association. Such notice shall be effective upon the election or appointment of a successor representative, unless an earlier effective date is specified.

Section 7. Vacancy. A vacancy in the office of Area Representative shall be filled by appointment by the Board of Directors from nominations furnished by the Nominating Committee or the general level members of the Area Representative's area.

Section 8. Removal

A. An Area Representative may be removed upon a vote of two-thirds of the members of the Board of Directors for missing two successive meetings of the Board of Directors or three meetings in any fiscal year.

B. An Area Representative may be removed upon a vote of the general members within an Area Representative's area providing the vote for removal would have been sufficient to elect the representative.

ARTICLE X (Committees)

The Association shall have the following committees:

A. Nominating Committee: The Board of Directors, or a subcommittee appointed by it, and the Executive Director shall serve as the Nominating Committee. Nominations will be solicited from general members.

B. Conflict Support Committee: The JCAA Board of Directors, or a subcommittee appointed by it, and the Executive Director shall serve as the Conflict Support Committee whose duties are outlined in the current Conflict Support Guidelines.

C. Professional Growth Steering Committee: One representative from each articulation area, at least one representative from the JCAA Board of Directors, and the Executive Director shall serve on the Professional Growth Steering Committee. Within budgetary limits, the committee shall be chaired by a paid consultant. This committee shall be the decision-making body for selecting and planning professional growth events for members. The committee is subject to the direction and supervision of the Board of Directors and must follow the current Professional Growth Steering Committee guidelines as then in effect.

D. Ad Hoc Committees: The President or Board of Directors may appoint Ad Hoc Committees and/or Task Force Teams to address specific needs or concerns within the Association.

ARTICLE XI (Association Employees)

Section 1. Appointment, Supervision. The Board of Directors shall employ a salaried executive who shall have the title of Executive Director and whose terms and conditions of initial appointment shall be specified by the Board. The three Presidents are delegated the authority to determine the on-going compensation and other financial and employment conditions of the Executive Director. Verbal and written evaluation of job performance and compensation shall take place in June of every year or more often as needed. All employment agreements shall be reported to the Board of Directors.

Section 2. Duties. The Executive Director shall, subject to the direction and supervision of the President and Board of Directors, (i) be the chief administrative officer of the Association with general responsibility for its day-to-day operations; (ii) perform all roles and responsibilities as outlined in the current job description of the Executive Director; (iii) perform all other duties and responsibilities as may from time to time be assigned by the President and the Board of Directors; (iv) serve as the secretary, treasurer, and registered agent of the Association and serve as secretary to the Board of Directors and standing committees; and (v) be responsible for procuring and directing other professional and non-professional staff of the Association, advising the Board of Directors of such appointments.

ARTICLE XII (Finance)

Section 1. Fiscal Year. The fiscal year of the Association shall be August 1 through July 31.

Section 2. Annual Financial Plan. By the beginning of each fiscal year, the Board of Directors shall adopt a budget for the new fiscal year. The Board of Directors and Executive Director shall adhere to the fiscal management procedures and policies of the Association.

ARTICLE XIII

Section 1. Amendment. The Board of Directors shall have the power to alter, amend, or repeal the Bylaws of the Association at any regular meeting of the Board or at any special meeting called for that purpose, except that all Board members shall be provided written notice of the proposed action not less than thirty (30) days prior to the meeting at which such action is to be considered. A proposal to alter, amend or repeal the Bylaws shall not be effective unless it is approved by a two-thirds majority vote of the elected or appointed directors.

Section 2. Articles. The Articles of Incorporation may be amended upon resolution of the Board of Directors and submission to a vote of the members if approved by a vote of two-thirds of the members present at the meeting. A resolution to amend the Articles may also be submitted to a vote of the members upon the request of one-twentieth of the members entitled to vote on the resolution.

Amended Bylaws Adopted by the JCAA Board of Directors September 28, 2012