

SHAMROCK SPRINGS ELEMENTARY PTO BYLAWS

Westfield, IN

Article I:

The name of the organization is the Shamrock Springs Elementary Parent Teacher Organization (PTO), Westfield, Indiana.

Article II: Articles of Organization

The articles of organization of a local PTO include A) the bylaws of such organization, and B) the certificate of incorporation recorded under the name of Shamrock Springs Elementary PTO.

Article III: Purpose

Section 1: Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code. The objectives of the organization are:

- a. To promote the welfare of the children and youth in home, school, and community;
- b. To raise the standards of home life;
- c. To secure adequate laws for the care and protection of children and youth;
- d. To bring into close relation the home and the school; that parents and teachers may cooperate intelligently in the education of children and youth;
- e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantage in physical, mental, and social education.

Section 2: The objectives of the organization are promoted through educational programs directed toward parents, teachers, and the general public; are developed through conferences, meetings, projects, and programs, and are governed by the basic policies set forth in these bylaws.

Article IV: Basic Policies

The following are basic policies of this organization:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, 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 the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- b. The name of this organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interests or for any purpose not appropriately related to promotion of the objectives of the organization.
- c. The organization shall work with the school to provide quality education for all children and youth and shall seek to participate in the decision making process establishing school policies, recognizing that the legal responsibility to make decisions has been delegated by the people to Boards of Education.
- d. The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization in such matters shall make no commitments that bind the organization.
- e. Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes. Allocation of remaining funds to be determined by a majority vote of the Executive Board members.

Article V: Membership

- Section 1. Membership in this PTO shall automatically be made to any certified staff member and / or any parent or legal guardian who has a child attending this school.
- Section 2. Membership in this PTO shall be made available without regard to race, color, creed or national origin.
- Section 3. The PTO shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.
- Section 4. Members of the PTO shall be eligible to participate in business meetings or to serve in any of its elective or appointive positions. Members in good standing as of March 15 will be eligible to vote at the annual meeting.

Article VI: Officers and Their Elections

- Section 1. Each officer of the PTO shall be a member of the PTO.
- a. The officers of this organization shall consist of a president, vice-president, secretary, and treasurer.
 - b. Officers will be elected in the month of May, by verbal majority vote of members present. A quorum of officers is required. In case of a tie, a secret ballot will be held immediately by same members present with a quorum of same officers.
- Section 2. Officers and Elections
- a. Officers will assume their duties at the close of the school year and shall serve for a term of one school year.
 - b. A person shall not be eligible to serve more than two (2) consecutive terms in the same office.
- Section 3. Nominating Committee
- a. There shall be a nominating committee composed of five members. It shall consist of an outgoing Board member, two willing staff members who are in good standing and two willing committee chairpersons selected by random drawing. If more than two staff members wish to serve on this committee they will also be selected by random drawing. In the event a staff member is not available, a willing parent member shall be selected by random drawing to serve in substitution. The principal will serve on this committee as an ex-official non-voting member. Committee will be formed at March regular meeting.
 - b. Random drawing is defined as all eligible and willing person's names will be put in a hopper and drawn.
 - c. The committee will choose a chairperson from among its ranks.
 - d. The nominating committee shall nominate an eligible member for each office and report the slate at the April regular meeting.
 - e. In order to be considered eligible a nominee must be an active member in good standing of the PTO. "Active" is defined as having regular attendance at meetings in order to understand the functions of the organization, being a committee chairperson or being committee member.
 - f. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to office.

Article VI: Officers and Their Elections (continued)

Section 4. Vacancies

- a. A vacancy occurring in any office shall be filled by a member elected by a majority of the Executive Committee. In case of a vacancy in the office of president, the vice president shall become president, and notice will be given of election of a new vice president, according to Article VI, Section 3.

Article VII: Duties of Officers

Section 1. In order to be eligible to be nominated for the office of president, one must be a current member of the Executive Board (President, Vice President, Secretary, or Treasurer). The president shall preside at all meetings of the PTO and of the executive committee; shall perform such duties as prescribed in these bylaws or assigned to him/her by the organization or by the Executive Committee; shall be a member ex-officio of all committees, and coordinate the work of the officers and committees of the organization.

Section 2. The vice president shall act as aide and supporter of the president and shall in the absence of the president perform the duties of that office. The vice president will be in charge of all public relations for the organization.

Section 3. The secretary shall record the minutes of all meetings of the organization and of all executive committee meetings, shall have a current copy of the bylaws, shall maintain a membership list, and shall perform such other duties delegated to him/her. A copy of the minutes of each meeting will be placed in the school office for public viewing. The secretary shall present an outline of the current month's meeting and will hold a roster book to be signed by attending members of each meeting.

Section 4. The treasurer shall have custody of the funds of the organization, shall keep a full and accurate account of the receipts and expenditures; shall make disbursements as authorized by the president, executive committee, or organization. The treasurer shall present a financial statement at every meeting of the PTO and shall make a full report at the annual meeting in May. The treasurer shall be responsible for the maintenance of such books and records. The treasurer's accounts shall be examined annually by an auditor or auditing committee who, satisfied the treasurer's report is correct, shall file applicable forms with the IRS in order to preserve the PTO's standing as a non-profit fund raising organization.

Section 5. All officers shall perform the duties outlined in the bylaws and those assigned from time to time. All officers are held accountable to the organization and their school by the principal of said school. Upon expiration of the term of office in the case of resignation, each officer shall turn over to the president, without delay, all records, books, and other materials pertaining to the office and shall return to the treasurer, without delay, all funds pertaining to the office.

Article VIII: Executive Committee

Section 1. The committee shall consist of the officers of the PTO, the chairpersons of standing committees, and the principal of the school. The members shall serve until the election and qualification of their successors. At least one teacher shall represent certified staff members at all executive committee meetings.

Section 2. The duties of the Executive Committee are:

- a. To transact necessary business in the intervals between organization meetings, and such other business as referred to by the organization.
- b. To create special and standing committees.
- c. To approve the plans of work for the standing committees.
- d. To present a report at the regular meetings of the organization.
- e. To appoint an auditor or auditing committee at least two weeks prior to the annual meeting to audit the treasurer's accounts.
- f. To prepare and submit for adoption a budget for the year.
- g. To approve routine bills within the limit of the budget.

Section 3. Routine meetings of the Executive Committee shall be held during the year. A majority of the Executive Board members shall constitute a quorum. Special meetings of the committee may be called by the president or by a majority of the members of the committee.

Section 4. Any executive officer who does not uphold the bylaws and integrity of the organization or is unable to carry out the duties of their office, is subject to removal from office. This shall be done with the discretion and advisement of the school principal and administration of this school system.

Article IX: Meetings

Section 1. At least five (5) meetings of the general assembly shall be held during the school year. Three days notice shall be given of a change of meeting date.

Section 2. Special meeting of the organization may be called by the president or Executive Board. Three (3) days' notice shall be given for such a meeting.

Section 3. The annual meeting will be in May.

Section 4. A majority of the executive board members shall constitute a quorum for the transaction of business in any meeting of the PTO.

Section 5. The privilege of holding office, introducing motions, debating and voting shall be limited to the members of the PTO.

Article X: Standing and Special Committees

Section 1. Only members of the PTO shall be eligible to serve in any elective or appointive position.

Section 2. The executive committee may create standing committees as it deems necessary to promote the objects and to carry on the work of the organization. The term of each chairperson is one (1) year.

Section 3. The chairperson of each committee shall prepare a plan of work for the executive committee's approval. No work shall be undertaken until approved by the executive committee. The chairperson of each committee shall present an outline report of their accomplishments to the executive committee at the annual meeting.

Section 4. The power to form special committees and appoint their members rests with the organization and the executive committee.

Article XI: Fiscal Year

The fiscal year of this organization shall begin July 1 and end on the following June 30.

Article XII: Parliamentary Authority

“Robert’s Rules of Order” shall govern the organization in all cases, which they are applicable and in which they are not in conflict with these bylaws.

Article XIII: Amendments

Section 1.

- a. These bylaws may be amended at any regular meeting of the PTO provided: that notice of the amendments has been given at lest thirty (30) days prior to the meeting at which the amendment is voted upon; that a quorum has been established; and the amendment receives 2/3 vote for acceptance by the members present and voting.
- b. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote of the organization or by a 2/3 vote of the executive committee.
- c. Inspection of these bylaws shall take place every three (3) years from this year (1994) for possible amendments.
- d. Any amendment shall become effective immediately upon satisfaction of requirements in Article XIII, Section 1, letter a.