

CLAY MIDDLE SCHOOL PARENT TEACHER ORGANIZATION

CONSTITUTION AND BYLAWS (Revised February 2020)

ARTICLE I-NAME

- Section 1 The name of this organization shall be Clay Middle School Parent Teacher Organization. The organization shall be commonly known as Clay Middle School PTO, and referred to in these by-laws as PTO.
- Section 2 The office will always be located in Hamilton County, City of Carmel, Indiana.

ARTICLE II-OBJECTIVES

- Section 1 The Clay Middle School PTO shall have as its objectives: to bring together Parents and teachers to promote the welfare of the children, school and community; to establish a close working relationship with each other, to cultivate fellowship among the organization members; and to contribute to the highest possible standards of the home and the school.
- Section 2 This organization shall not seek to direct the technical activities of the school, nor to control school policies.
- Section 3 This organization may not propose the adoption or rejection of legislation, or the election or defeat of any candidate for public office.

ARTICLE III-MEMBERS

- Section 1 The parents and or guardians of each child enrolled in Clay Middle School, faculty members, and administration shall be considered as members. Annual dues, if collected, are optional and payable any time during the school year, and shall be used for operating expenses of the Clay PTO.

ARTICLE IV-OFFICERS

- Section 1 The elected officers of this organization shall be a President, Vice President, Secretary, Treasurer and Communications Chair. These officers shall perform the duties prescribed by these by-laws and the parliamentary authority adopted by the organization. These officers, along with the immediate past president shall constitute the Executive Board of this PTO.
- Section 2 No officer shall hold an Executive Board position for more than three (3) consecutive years without prior approval. This shall not include vacancies filled by Executive Board appointment.
- Section 4 Officers shall be elected by acclamation, or by a majority vote of members present at a general PTO meeting.
- Section 5 Officers shall assume their duties at the close of the school year with the exception of the Treasurer, who shall receive all financial records no later than July 31st.
- Section 6 Any vacancy in any office or Chairperson position shall be filled by Executive Board appointment for the remaining term.

ARTICLE V-DUTIES OF OFFICERS, GENERAL BOARD MEMBERS AND PRINCIPAL

The **President** shall:

- 1.1 Prepare an agenda and preside at all member, Executive Board and PTO meetings.
- 1.2 Serve on the Carmel Clay Coordinating Council Committee by attending their bi-monthly meetings and submitting a report on Clay Middle School activities, if required.
- 1.3 Be authorized to sign checks in the absence of the Treasurer.
- 1.4 Coordinate all committee activities and general Board Members' duties.
- 1.5 Supply copies of pertinent information to Principal, Vice Principals and Faculty representative.

The **Vice President** shall:

- 2.1 Work closely with the President. Prepare an agenda and chair monthly PTO board meetings if the President is unable to attend.
- 2.2 Serve on the Coordinating Council, and submit the Clay Middle School report at the meeting, if the President is unable to attend, if required.
- 2.3 At the end of the Vice Presidency term meet with the Principal and the Activities/Athletic Director of the school prior to the May Carmel Clay Coordinating Meeting to plan the PTO calendar for the following school year.
- 2.4 Work with Treasurer to monitor expenditures and understand budget. Vice President is responsible for filling the Treasurer role upon vacancy by Treasurer.

The **Treasurer** shall:

- 3.1 Administer all funds of the PTO.
- 3.2 Submit monthly reports at the PTO Meetings.
- 3.3 Withdraw funds from depository account using the signature of the Treasurer or the President.
- 3.4 Prepare a year-end report at the end of June.
- 3.5 Employ outside auditor (Certified Public Accountant) to prepare the form 990 annually.
- 3.6 File necessary government forms annually.
- 3.7 Work with Executive Board to develop an annual PTO budget.

The **Communications Chair** shall:

- 4.1 Attend Executive Board meetings to gather content.
- 4.2 Update social media accounts.
- 4.3 Provide website support, review, and upkeep
- 4.4 Responsible for data collection for emails and volunteer interests.
- 4.5 Put together and disseminate Clay PTO newsletter.

The **Secretary** shall:

- 5.1 Record the minutes at each Executive Board and PTO meeting.
- 5.2 Prepare and distribute copies of minutes to all Board members so that they may read them prior to the opening of the PTO meeting. These minutes will be posted on the internet, at school and placed in the school's copy of the PTO Meetings Minutes notebook.

The **School Principal** shall:

- 6.1 Attend all monthly PTO meetings, give a report of school related information, and act in an advisory capacity for the Board.
- 6.2 In April, the Principal of the school shall submit a list for Board consideration regarding curriculum enrichment items requested by each department. Decisions regarding the

disbursement of these requests should be made no later than May to facilitate ordering and paying for such items by the end of the school year.

ARTICLE VI-MEETINGS

- Section 1 There shall be a quarterly meeting of the General PTO. These meetings are open to any Clay parent or Clay staff member.
- Section 2 Additional meetings of the Executive and/or PTO Board may be called by the President upon written request from two (2) members of the PTO Board.
- Section 3 Executive Board meetings are to be attended by Executive Board members only with Clay faculty in attendance.
- Section 4 There shall be a monthly meeting of the Executive Board.

ARTICLE VII-EXECUTIVE BOARD

- Section 1 The Executive Board shall consist of the elected officers, the Principal of the school or his representative, the faculty representative, and the Past President. The Past President will attend in an advisory capacity as needed.
- Section 2 The Executive Board shall transact all necessary business between Board Meetings; report to the PTO meetings, and fill vacancies in any Board position.
- Section 3 A majority of the members of the Executive Board shall constitute a quorum.
- Section 4 The Executive Board will assist the Treasurer in developing an annual budget.
- Section 5 PTO grants or expenditures of less than \$2000 may be approved by the Executive Board. Any grant / expenditure exceeding this amount must be approved at a general PTO meeting. Time-sensitive matters over \$2000 may be approved on an as-needed basis by the Executive Board.
- Section 6 The Executive Board shall maintain a minimum carry-over balance of \$4000 into the following school year.
- Section 7 Any reimbursement request must be submitted to the Treasurer prior to June 15 of the current school year. Any reimbursement check not cashed within 6 months of issue date will forfeit funds and not be reissued.

ARTICLE VIII-COMMITTEES

- Section 1 The Board of Directors shall be appointed by the President as the PTO or Executive Board deems necessary.
- Section 2 The President shall be an ex-officio member of all committees.
- Section 3 The President and Vice President shall be a member of all fundraising committees.

ARTICLE IX-NON-PROFIT

This organization shall operate as a tax exempt, non-profit organization.

ARTICLE X-PARLIAMENTARY PROCEDURE

The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with these by-laws and any special rules of order the organization may adopt.

ARTICLE XI-AMENDMENT

These by-laws can be amended by two-thirds majority of the members present at any regular PTO Board Meeting, provided the proposed Amendment is submitted in writing to the PTO Board at least two weeks prior to the meeting. Notification of these by-law changes will be given to the general membership. These by-laws shall be revised and /or reviewed by the Executive Board every three (3) years.

Revised February 2020