

BY-LAWS OF THE CLAY CENTER ELEMENTARY PARENT-TEACHER ORGANIZATION

CARMEL, INDIANA

02-16-2023 REVISED

Article I The name of this organization shall be the Clay Center Elementary Parent Teacher Organization, and herein may be referred to as the CCE PTO.

Article II

Section 1. The CCE PTO shall have as its purpose:

- a. To promote the involvement of parents in their children's education by providing opportunities for the parents, students and staff of Clay Center Elementary School to work together.
- b. To enhance the quality of education at Clay Center Elementary School by providing funding for special projects and programs that would otherwise not be possible.

Section 2. The organization shall not seek to direct the technical activities of the school, or to control the school policies.

Article III Membership

Parents, guardians and family members of students, as well as, teachers and staff, of the Clay Center Elementary School shall be members of the Parent Teacher Organization upon registration in the CCE PTO directory.

Article IV PTO Income

Fundraising goals shall be determined by the Executive Board annually.

Article V Meetings

Section 1. There shall be a minimum of two (2) General PTO meetings during the school year.

Section 2.

The President shall prepare the schedule of the PTO Executive Board and General PTO Meetings and present the schedule at the beginning of the school year to the PTO Executive Board for approval by a majority vote.

Section 3.

The dates of the General PTO Meetings shall be confirmed with the Principal to avoid overlap with other important school events.

Section 4.

Special meetings of the Executive Board and/or General PTO members may be called as deemed necessary by the President, Principal or upon the request of two (2) Executive Board members. At least

forty-eight (48) hours notice must be given for an Executive Board Meeting and one (1) week for a General Board Meeting. A virtual option to attend must be available for all special meetings.

Article VI Elected Executive Officers

Section 1. Personnel

There shall be at least six (6) elected officers of the Clay Center Elementary Parent Teacher Organization comprising the Executive Board. All positions may be held by co-board members and secretary may be split as defined in article VII Section 1(c)9. They may be as follows, but are not limited to:

President	At Large Members (as needed)
Vice-President	Past President (optional)
Secretary	Ways and Means Officer
Treasurer	Assistant Treasurer

Section 2. Qualifications

- a. All elected officers and committee chairpersons shall donate or work to secure donations to the Clay Center Elementary Parent Teacher Organization.
- b. It is encouraged that the Vice President succeeds the President each year. Whenever possible, the office of President will not be filled by the same person for two (2) consecutive terms.

Section 3. Nomination and Election

- a. The Nominating Committee shall prepare a slate of officers. This slate shall be presented by verbal report and/or written notice sent to members at least one month preceding the election.
- b. Additional nominations may be made from the floor if made in writing to the nominating committee twenty-four (24) hours prior to the election.
- c. Election of officers for the next school year will take place at a second semester General Parent Teacher Organization meeting of the school year.
- d. Election shall be made by a majority vote of those members present.
- e. The Executive Board shall fill a vacancy occurring in an elected office for the unexpired term. In the event of a co-board member vacancy, the board may choose to fill the role or leave the role to be filled by the remaining officer.

Section 4. Removal of Officers

- a. Any officer can be removed from office for failing to uphold the duties and ethics of their office, including but not limited to situations which bring discredit to the PTO, the school or the district. Advance notice of the vote shall be given to the PTO membership at least one week prior to the meeting. A two-thirds vote of members present at the meeting will be needed to remove the officer.

Article VII Duties of the Officers

Section 1. Individual Responsibilities

- a. President

1. The President shall preside at all Executive Board and General CCE PTO meetings.
 2. The President Shall serve in an ex-officio capacity on all committees.
 3. The President shall appoint any special Committee that is needed, with or without Executive Board approval.
 4. The President or President's designee shall serve on the Coordinating Committee and PALS committee.
 5. The President shall serve as Chairman of the Nominating Committee and shall appoint at least two (2) members to the committee.
 6. The President shall appoint the Committee Chairpersons for the following year.
- b. Vice President
1. The Vice President shall preside in the absence of the President.
 2. The Vice President or Vice President's designee shall serve on the Coordinating Committee and PALS.
 3. The Vice President shall carry out special assignments as deemed necessary by the President.
- c. Secretary
1. The Secretary shall keep a correct record of all Executive Board and General CCE PTO meetings as required and make a copy available in the PTO office.
 2. The Secretary shall provide electronic copies of these minutes for each of the elected officers.
 3. The Secretary shall maintain a list of all officers, Committee Chairpersons and Committee Members for the year.
 4. The Secretary shall notify all Board members of meeting dates, time, and place.
 5. The Secretary is responsible for authenticating the records of the corporation.
 6. The Secretary shall become familiar with Robert's Rules of Order and act as the board's expert.
 7. The secretary shall set-up all video conferencing needs for any meetings requiring it.
 8. The Secretary shall handle all correspondence deemed necessary by the Executive Board and act as the liaison with the school official distributing it.
 9. When able, this position may be split into a recording secretary who handles duties 1-6 and a corresponding secretary who handles duties 7 and 8.
- d. Treasurer
1. The Treasurer shall receive all money of the organization and maintain an accurate record of the receipts and expenditures, following the established format and procedure outlined in the Treasurer's Manual.
 2. The Treasurer and Assistant Treasurer shall be responsible for any fundraising project treasureship.
 3. The Treasurer shall be responsible for training the Assistant Treasurer who shall succeed the Treasurer in the subsequent year.
 4. The Treasurer shall have the books ready for review by the PTO's consulting Accountant by June 30 of each year. The Review Report is to be read by the Treasurer at the first General Board meeting of the school year. Each month the Treasurer and Assistant Treasurer will

- balance the books and present a current financial statement to the Executive Board at the executive board meeting and any general membership meetings.
5. The Treasurer shall turn the books over to the PTO's consulting Accountant who will prepare the tax returns by the November 15 deadline required by tax laws.
 6. The PTO shall retain an Accountant on a volunteer or paid basis.
- e. Assistant Treasurer
1. The Assistant Treasurer shall preside in absence of the Treasurer.
 2. The Assistant Treasurer shall assist in any fundraising project treasurership.
 3. The Assistant Treasurer shall succeed the Treasurer in the next year.
- f. Ways and Means
1. The Ways and Means officer shall oversee all fundraising and corporate partnerships.
 2. Ensure that all fundraising correspondence is approved by the executive board members prior to distribution.
 3. Work closely with Treasurer and Assistant Treasurer to manage funds raised.
 4. Attend Executive Board and General Membership meetings.

Article VIII Executive Board

Section 1.

The Executive Board shall consist of the duly elected officers of the Clay Center Elementary Parent Teacher Organization, as set forth in Article VI, Section 1, as well as, the CCE Principal and/or the Principal's chosen school representative.

Section 2.

The Executive Board, upon their election, shall meet accordingly with the outgoing Executive Board to transfer any pending business.

Section 3.

The minutes of any Executive Board meetings shall be ratified by the Executive Board at the following meeting and be made available for review in the PTO office.

Article IX Executive Board Duties

Section 1.

The Executive Board shall review the budget on a monthly basis. Expenses not provided for in the budget shall be incurred only with the approval of the Executive Board by a two-thirds vote. Expenses not provided for in the budget exceeding an aggregate of 10% of the total school year's budget must be proposed to the general membership and require a majority vote to approve.

Section 2.

The Executive Board shall review the By-Laws yearly. If there are concerns or questions a special By-Laws committee shall be appointed by the President to review and modify the By-Laws if deemed necessary. Any changes must be presented to the Executive Board and at a General

CCE PTO Meeting for approval.

Section 3.

Six (6) people at a General CCE PTO meeting and four (4) people at an Executive Board meeting shall constitute a quorum.

Article X Committees

Section 1. Committee names and functions

Book Fair Representative: Responsible for set up, volunteers, and execution of this event.

Work with the book company representative and/or school librarian.

Classroom Parent Coordinator: Recruit and organize classroom parent volunteers. Organize classroom parties allowed by the school (i.e. Fall and Friendship parties.)

Community Partners: Coordinates all business programs the Executive Board agrees to establish throughout the year; including but not limited to collecting and tabulating Box Tops for Education and promoting Kroger Community Rewards. Coordinates Dine to Donates throughout the school year.

Directory: Administrator for the PTO directory using the program determined by the executive board. Complies and edits information and assigns user privileges to parents and staff based on PTO criteria.

Family Fun Night Chair: Responsible for organizing and scheduling the family fun night event(s).

Hospitality Chair: Coordinate teacher appreciation luncheons, teacher appreciation week and other hospitality related activities.

Fifth Grade: Work with the fifth grade teachers to plan and organize committees for all fifth grade events.

Kindergarten Events: Supports the Kindergarten teachers in facilitating Kindergarten events throughout the year.

Ice Cream Social Chair: Coordinate the back to school event.

Inclusivity Chair: Act as the PTO liaison to help assure our events are inclusive for all. Oversee a committee who will review events from different perspectives to assure all students are included. Meet with the special education and MLL teachers at the beginning of the school year to assure accommodations are in place for PTO events. Meet with CCE teachers sitting on the Carmel Clay Equity and Inclusion Committee. Represent the PTO at district meetings regarding this topic.

International Festival Coordinator: Work with CCE staff members in charge of event and coordinate with spirit wear chair.

Specials Coordinator: Responsible for recruiting and organizing a work schedule for the Media Center in conjunction with the CCE Staff. Recruit and organize volunteers for all special area teachers (i.e. STEM, Wellness, Music, Art.)

New Families Outreach: Contacts and welcomes new families to Clay Center.

Newsletter: Work with the school secretaries and Executive Board to publish the school newsletter.

Spirit Wear Coordinator: Responsible for working with the Executive Board in choosing styles and then coordinating publicity, order taking, and delivery.

Website/Social Media Coordinator: Post regularly on social media, and update website as needed.

Yearbook: Works with school staff to produce the annual Clay Center Yearbook.

POPS (Person of Perpetual Support) Committee: Find creative ways to support the PTO and promote involvement of Clay Center family members.

Section 2.

The President-Elect shall appoint the Chairpersons & Coordinators of the Committees. The committee members will be on a volunteer basis. This list is not exhaustive and committees can be added by the Executive Board and/or President as needed.

Section 3.

The Chairperson or Coordinator of each committee shall follow the guidelines as set forth in his/her job description and shall make periodic reports to the Executive Board.

Article XI Coordinating Council

Section 1.

Carmel Clay Coordinating Council is composed of the President and Vice President of each school, or his or her designee.

Section 2.

The main function of the Coordinating Council is to act as a clearinghouse in its work to coordinate the various activities and events of all Carmel Clay schools.

Section 3.

The Chairpersonship of the Coordinating Council is rotated annually between the various PTO organizations of Carmel Clay Schools.

Article XII Parliamentary Procedure

The rules contained in "Robert's Rules of Order, Revised" shall govern this organization in all cases to which they are applicable, and in which they are not inconsistent with the By-Laws.

Article XIII Indemnification

The Organization shall indemnify an individual, who is made party to a proceeding because the individual is or was an Executive Board member of the organization, against liability and reasonable expenses incurred in the proceeding if the individual's conduct was in good faith and the individual reasonably believed the individual's conduct was in the best interest; and, in the case of any criminal

proceeding , the individual had reasonable cause to believe the individual 's conduct was lawful or had no reason to believe the individual 's conduct was unlawful.

This indemnification shall be limited to the net assets of the fiscal year in which the claim is made for indemnification. Its payment shall have priority over any gifts or grants to the School for the fiscal year.

Article IX Amendments

These By-Laws may be amended at any regular meeting of the CCE PTO by a majority vote of members present, provided the proposed amendment(s) has (have) been submitted in writing by a committee authorized by the Executive Board. Due notice of the proposal to amend must have been given at the previous regular meeting of the parent Teacher Organization, by notice sent to members, or by newspaper publication prior to the meeting.