

CARMEL HIGH SCHOOL PARENT TEACHER ORGANIZATION

CONSTITUTION AND BYLAWS (Revised March 2023)

ARTICLE I - NAME

- Section 1 The name of this organization shall be Carmel High School Parent Teacher Organization. The organization shall be commonly known as Carmel High 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 Carmel High 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 Carmel High School, faculty members, interested patrons of the school, 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 Carmel High School PTO. Potential PTO Members must register with email to be a part of the PTO.
- Section 2 The Carmel High School PTO does not discriminate on the basis of race, color, ethnic, religious, or national origin.

ARTICLE IV - OFFICERS

- Section 1 The elected officers of this organization shall be a President, Vice President, Secretary, Treasurer, Assistant 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 3 Members are eligible for office if they are members in good standing at least 14 calendar days before the nomination committee presets its slate and has CCS background check completed.
- Section 4 Officers shall be elected by acclamation, or by a majority vote of members present at a general PTO meeting or by majority in online voting in May.
- 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 Carmel High 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 Vice Principal and Faculty representative.
- 1.6 Sign all contracts on behalf of the PTO. However, any contract which exceeds \$5,000 in expected revenue or expenditures shall also require the signature of the CHS Principal after Executive Board approval and vote.
- 1.7 Have dual access to social media accounts and Membership email (MailChimp) account.
- 1.8 Oversee onboarding of all positions before or at start of school year.
- 1.9 Manages Kroger Card Community Rewards Program and Spiritwear sales.

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 Carmel High 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 or Vice Principal of the school prior to June 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.
- 2.5 Manages the Greyhound Gazette contract, deadlines and collecting/distributing information as needed.
- 2.6 Manages the Slate process for following school year. Leads nominating committee and presents slate at May PTO Meeting or via PTO email for vote.

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 as approved by Executive Board.
- 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 **Assistant Treasurer** shall:

- 4.1 Assist Treasurer with budget duties.
- 4.2 Help prepare a year-end report at the end of June.
- 4.3 Work with Executive Board to develop an annual PTO budget.

The **Communications Chair** shall:

- 5.1 Attend Executive Board meetings to gather content.
- 5.2 Update social media accounts.
- 5.3 Provide website support, review, and upkeep.
- 5.4 Request news items from PTO Leadership Team at least (7) days prior to newsletter release.
- 5.5 Responsible for data collection for emails and volunteer interests.
- 5.6 Put together and disseminate PTO Member monthly newsletter via email to all registered PTO members, includes meeting announcements.

The **Secretary** shall:

- 6.1 Record the minutes at each Executive Board and PTO meeting.
- 6.2 Prepare and distribute copies of minutes to all Board members and post on the PTO website.
- 6.3 Update Bylaws as needed

The **School Principal or Vice Principal** shall:

- 7.1 Attend all monthly PTO meetings, give a report of school related information, and act in an advisory capacity for the Board.

The **General Board of Directors** shall:

- 8.1 Shall perform the duties listed in said committee's job description.
- 8.2 Transact all necessary business between organization meetings.
- 8.3 Make a minimum of (1) report during the school year to the General Membership.
- 8.4 Solicit committee plans and ideas for presentation to the Executive Board.
- 8.5 Request significant job changes to the Executive Board for their approval.
- 8.6 If the committee has a budget line in the PTO Budget, the chairs (s) are to be responsible for all monies spent, ensuring the expenditure does not exceed the allocated amount.
- 8.7 To liaise with the Treasurers in the management of the budget line and to help determine its budget for the following year.

8.8 Maintain all files/records.

8.9 The Officers shall assume their duties at the close of the school year.

ARTICLE VI - MEETINGS

Section 1 There shall be a minimum of quarterly meetings of the General PTO. These meetings are open to any Carmel High School parent, guardian, or Carmel High School 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 with Carmel High School faculty in attendance. PTO Directors and Chairs may attend these meetings, but not required.

Section 4 There shall be a monthly meeting of the Executive Board.

Section 5 Communication Chair shall notify PTO members at least (7) days prior.

ARTICLE VII - EXECUTIVE BOARD

Section 1 The Executive Board shall consist of the elected officers, the Principal of the school or their representative.

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 \$2,000 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 \$2,000 may be approved on an as-needed basis by the Executive Board.

Section 6 PTO grants or expenditures (not reimbursements from approved budget items) more than \$500 must be approved by Executive Board.

Section 7 The Executive Board shall maintain a minimum carry-over balance of 10% of annual Operating Budget (plus \$4,000 for the Backpack Program) into the following school year.

Section 8 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.

Section 9 Slating shall be completed by May PTO Meeting and voted upon by PTO Members before close of school year.

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.

Section 4 The Carmel Clay Schools Coordinating Council (Coordinating Council) is comprised of the following members: President and Vice-President of each PTO within the Carmel-Clay School District. Carmel High School President and Vice President shall attend meetings.

ARTICLE IX - NON-PROFIT

Section 1 This organization shall operate as a tax exempt, non-profit organization.

Section 2 PTO Funds collected must be allocated or spent in same calendar school year (minus safety net amount, 10% of annual Operating Budget plus \$4,000 for the Backpack Program).

Section 3 Conflict of Interest: The Carmel High School PTO will not enter into a business contract, either written or verbal, with a member of the Executive Board or General Board, while that person is still operating in an official capacity for the Carmel High School PTO. This includes, but is not limited to, the selling or purchasing of goods and/or services. This policy is intended to supplement, but not replace, any applicable state or federal laws, governing conflict of interest that apply to nonprofit organizations

ARTICLE X - FINANCIALS

Section 1 Fiscal Year: The Fiscal Year of the Carmel High School PTO runs from July 1st to June 30th of the following year.

Section 2 Banking: All operating funds shall be kept in a checking account in the name of the Carmel High School PTO. Reserve funds shall be kept in a savings account. Both accounts require at minimum two Executive Board signatures and are held at a locally insured financial institution.

Section 3 Finances: A minimum of ten percent (10%) of the current years operating budget money shall be in a savings (reserve) account by the beginning of the next fiscal year. The checking (operating) account will maintain the bank-required minimum.

- Section 4 Reporting: All financial activity shall be recorded in a computer-based system. The Treasurer or their assistant shall reconcile the accounts monthly and report a summary of all financial activity monthly to the Executive Board.
- Section 5 PTO funds shall be used for payment of the following:
(1) Approved budgeted categories.
(2) Teacher/Staff Grant line items that are voted upon by the Executive Board after Principal recommendation.
(3) Non-budgeted items from requests approved by the Executive Board and/or Board of Directors.
- Section 6 PTO funds shall not be used for payment of the following: Sales tax, Gifts/payments to PTO volunteers. The PTO is not responsible for late fees, service charges, returned check fees or monies incurred from extended time frames of outstanding bills.
- Section 7 The PTO will make every effort to submit payable accounts in a timely manner.
- Section 8 Upon dissolution of the Carmel High School PTO, the Executive Board shall, after paying or making provisions for the payment of all liabilities of the Carmel High School PTO, dispose of all of the assets of the Carmel High School PTO exclusively for the purpose of the Carmel High School PTO in such a manner, or to such Carmel High School PTO, or Carmel High School PTOs, organized and operated exclusively for charitable, educational or scientific purposes as shall at the time qualify as an exempt Carmel High School PTO by law.
- Section 9 The Corporation shall comply with the current Indiana Gaming Commission laws in regards to raffling and fundraising, as they pertain to Corporation business and bank accounts.

ARTICLE XI - 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 XII - 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 April 2023