

**CUMBERLAND ROAD ELEMENTARY SCHOOL
PARENT TEACHER ORGANIZATION BYLAWS**

**Article I
General**

Section 1.1 - Name

The name of the organization is CUMBERLAND ROAD ELEMENTARY SCHOOL PARENT TEACHER ORGANIZATION and may be referred to hereafter as "PTO".

Section 1.2 - Address and Phone

The address of the PTO's office is 13535 Cumberland Road, Fishers, IN 46038. The phone number is (317) 594-4170.

Section 1.3

The PTO shall not directly or indirectly participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, candidates for public office or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

Section 1.4

The fiscal year of the PTO shall begin on July 1 and end on June 30 of the succeeding year.

Section 1.5

Minutes of all PTO meetings, current financial reports, and PTO bylaws shall be available either by hard copy and/or electronic format to all members. Minutes of all meetings shall be available on the CRE website for Members to access.

**Article II
Purpose**

Section 2.1

The PTO is organized exclusively for the charitable and educational purposes within the meaning of section 501(3)(c) of the Internal Revenue Code or corresponding section of any future federal tax code.

Section 2.2

The PTO is organized and shall at all times be operated exclusively for the following charitable and educational purposes:

- a. To bring together parents, students, and staff employed by Cumberland Road Elementary School (hereinafter as "CRE") in order to promote the welfare of students, CRE school, and community.
- b. To establish a close working relationship among the members for the purpose of developing and increasing interest in the student, home, CRE, and community.
- c. To raise funds to provide enrichment for CRE's population and facilities
- d. To keep parents and staff informed of items discussed at meetings and under consideration by the PTO.

**Article III
Membership**

The PTO exists as an incorporated organization of its members, its articles. Its articles of organization comprise these bylaws, as from time to time amended. Members shall be defined as any parent or guardian of a student who attends CRE and all CRE staff, hereinafter referred to as the "Members". Membership in this PTO shall be made available without regard to race, sex, color, religion, age, national origin, sexual orientation, or disability. There shall be no membership enrollment or dues collected. Each Member carries the privilege of holding office, making motions, debating, and voting.

**Article IV
Meetings of the Members**

Section 4.1

General PTO meetings shall be held at least three (3) times a year. One (1) meeting shall be an annual meeting. At least two (2) of the three meetings shall consist of a budget meeting.

Section 4.2

Meeting dates and times shall be determined by the Executive Board and announced at the beginning of the school year. Five (5) days notice shall be given for a change of date for any meeting, except in the case of an emergency.

Section 4.3

Special meetings of the general PTO may be called by the CRE Principal, PTO President(s), the Executive Board, or upon a written request of five (5) Members. All requests for special meetings shall state the purpose(s) of the proposed meeting, and the business transacted at such meetings shall be confined to the purposes stated in the request.

Section 4.4

The Members present at a PTO meeting shall constitute a quorum. Any action of the Members requiring a vote will be taken from the majority present. All voting done of the Members will be by a raise of hands.

**Article V
Executive Board**

Section 5.1

The Executive Board shall consist of the elected officers of the PTO, the principal of CRE or a representative appointed by the principal, and the Past President. .

Section 5.2

The Executive Board shall review all plans of standing committees and either approve or deny such plans, fill vacancies in offices of the board, and establish a budget for the upcoming school year and have it approved by a majority vote of the Members.

Section 5.3

At all meetings of the Board, a majority of the number of Officers designated for the full Board shall be necessary to constitute a quorum.

Section 5.4

The Nominating Committee shall be designated by the Executive Board in March. The committee shall consist of the Past President (or another Executive Board member in the absence of a Past President), and one or two Members of Standing Committees at the time of their appointment. The President(s) shall serve on the Nominating Committee in ex officio capacities. The Nominating Committee shall distribute a survey in March to the Members. The purpose of the survey shall be to gain recommendations from the Members for Officers and Chairpersons. The slate of candidates for the ensuing year shall be presented by the Nominating Committee at the April Executive Board meeting. These candidates shall be presented to the Members at the May General Meeting and voted on publicly by the Board of Directors.

Section 5.4 - Special Meetings

Special meetings of the Executive Board may be called by the President(s), the principal, or by a majority of its members with five (5) days notice being given to each member of the Executive Board.

Section 5.5 - Resignations

If for any reason an Elected Board Member resigns a position, a written letter of resignation is required to be sent to the President or Vice President.

Section 5.6 - Removal

Any Officer may be removed, either with or without cause, at any meeting of the Members called for that purpose and if the number of votes cast to remove the Officer constitutes two-thirds of the Members present at such meeting. If the notice so provides, the vacancy caused by the removal may be filled at the meeting by vote of the Members present and entitled to vote for the election of Officers.

Article VI Officers

Section 6.1-Designation, Selection, and Terms

The elected officers of the PTO Executive Board shall consist of the President, Vice President, Secretary, and Treasurer. Additional Executive Board positions may include: Co-President, Co-Vice President, Past President and up to three (3) Member(s) at Large. The Officers shall be elected by the Members at the May Annual General Meeting and shall take office after the last Executive Board meeting held in May of each year. The same person may not hold two offices simultaneously. Officers shall be elected for a term of one (1) year, but no Officer shall serve on the Executive Board in the same position for more than two (2) consecutive years. If there is no interest or viable candidate, a Board Officer may be granted a third (3rd) consecutive term pending Executive Board approval. Elected officers shall attend all meetings of the General PTO, Board of Directors, and Executive Board. All Officers shall serve as liaisons to one (1) or more Standing Committees.

Section 6.2 - President/Co-President shall:

- a. Preside at all meetings of the General PTO, Board of Directors, and the Executive Board.
- b. Serve as the primary contact for the principal, primary volunteer spokesperson for the PTO, and represent the PTO at meetings outside of the organization.
- c. Appoint chairpersons for all Standing Committees
- d. Designate each Executive Board Officer to serve as liaison to all standing committees to facilitate communication.
- e. Maintain social media presence
- f. Serve on the Hamilton Southeastern School Superintendent's Advisory Committee, or appoint a designee from the Executive Board.

- g. Served at least one year on the Executive Board in another position before becoming President
- h. Serve as Past President following term

Section 6.3 - Vice President/Co-Vice President shall:

- a. Act as an aide to the President
- b. Perform the duties of the President in the absence or inability of that office to serve
- c. Act as a keeper of the bylaws of the PTO to be reviewed every two (2) years on the even years
- d. Coordinate volunteers for all events
- e. Commit to assume the duty of the President at the end of their term

Section 6.4 - Secretary shall:

- a. Record and maintain the minutes of all meetings. Minutes shall be submitted for approval by the President(s) and Principal within two (2) weeks of meetings.
- b. Submit appropriate items to the school secretary for the weekly newsletter
- c. Monitor PTO email account

Section 6.5 - Treasurer shall:

- a. Receive all monies of the PTO
- b. Pay out only such funds as are authorized by the Executive Board
- c. Keep an accurate record of receipts and expenditures and pay out funds in accordance with the approval of the Executive Board
- d. Be responsible for the collection of money at PTO functions that generate money or designate another Executive Board member
- e. Present a financial statement at every meeting and at other times when requested by the Executive Board
- f. Make a full financial report at the end of the fiscal year
- g. Complete all appropriate tax filings for the year(s) served prior to leaving office
- h. Submit the books annually, or upon the resignation of the Treasurer, for an audit
- i. The Executive Board prefers that a Treasurer commit to serving for two years

Section 6.6 - Member(s) at Large (may have up to three) shall:

- a. Act as a host and secure childcare for all PTO meetings
- b. Perform delegated duties assigned by the Executive Board
- c. Chair Spirit Wear committee
- d. Take over duties if an Officer is unable to continue

Section 6.7 - Past President(s) shall:

- a. Serve in an advisory capacity on the Executive Board
- b. Serve as Nominating Committee Chair
- c. Provide advice and knowledge to the general organization

Article VII

Board of Directors

Section 7.1 - The Board of Directors shall consist of:

- a. The Elected Officers of the PTO
- b. The Chairs of the Standing Committees
- c. The principal of CRE or a representative appointed by the principal
- d. The immediate Past President

- e. One (1) teacher representative appointed by the principal. This is not required for the Board of Directors to function at their full ability.

Section 7.2 - Board of Directors duties shall be:

- a. To present a report at the meetings to the general organization
- b. To approve the annual budget presented by the Treasurer
- c. To vote annually for the proposed Executive Board slate presented by the Nominating Committee

Section 7.3 - Meetings

The Board of Directors shall meet at least annually, prior to the start of school within the fiscal year. Special meetings of the Board of Directors may be called by the President, Principal, or the majority of the Board of Directors with five (5) days notice being given to each member.

**Section VIII
Standing Committees**

Section 8.1

There may be as many standing committees as deemed necessary by the Executive Board. The chairperson(s) of the standing committees will be appointed as described in Article VI. The members of each standing committee shall be selected by the chairperson.

Section 8.2

All chairperson(s) shall work within approved budget constraints. Any variance over twenty-five dollars (\$25) must be approved by the Executive Board.

Section 8.3

The chairperson(s) of each committee will be required to attend the General Meeting prior to and after the committee's scheduled event or activity and report committee progress if pertinent.

Section 8.4

Chairperson(s) shall be required to compile a committee binder which will include a summary of procedures, activities, expenditures, and income, if any, of the committee soon after the event or at the end of each school year. All documents should be emailed to the Executive Board liaison for upload to the PTO Google Drive or handed over in a physical binder.

Section 8.5

The current school year's committee chairperson(s) has the option of continuing with chairing the same committee during the following school year providing the chairperson has fulfilled their obligations and responsibilities in chairing said committee as determined by the President(s). A committee chairperson can be removed from their position at the discretion of the Executive Board.

**Section IX
Finances**

Section 9.1 - Funds

The funds of the PTO will be derived from means as determined by the Executive Board.

Section 9.2

The incoming President/Co-President, Treasurer, and the principal will meet in June to formulate a proposed budget to present to the Members for a vote at the first General Meeting of the school year.

Section 9.3

The names of the President and the Treasurer shall be on the PTO bank account and both will hold debit cards in their name.

Section 9.4

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

Section 9.5

No money will be paid or debts contracted for except with the approval of the Executive Board. The Executive Board must authorize any Officer or Committee Chairperson to enter into any contract or disperse any funds on behalf of the PTO.

Section 9.6

The President(s) may authorize any unbudgeted expenditure up to One Hundred Fifty Dollars (\$150.00). The Executive Board may authorize any unbudgeted expenditure up to One Thousand Dollars (\$1000.00). An unbudgeted expenditures exceeding One Thousand Dollars (\$1000.00) must be approved by a majority vote of the Membership in attendance at a General or Special meeting of the Members.

Section 9.7

The books and the accounts of the organization shall be kept in accordance with sound accounting practices and shall be examined annually by an auditing committee of not fewer than three (3) members, comprised of the President(s), Vice President(s), and one or more Members at Large to be determined by the President. When satisfied that the Treasurer's report is correct, the auditing committee shall sign a statement of that fact at the end of the report.

Article X Disbanding Organization

If the PTO wishes to disband it must proceed in the following manner:

Section 10.1

The PTO shall adopt a resolution recommending the organization be dissolved and directing the questions of each dissolution be submitted to a vote at a special meeting of Members having voting rights.

Section 10.2 - Dissolution Voting

Approval of the dissolution of the PTO shall require the affirmative vote of at least three-quarters of the Members who are entitled to vote at the special meeting, and who are present and voting at such meeting, with a quorum having been established in accordance with these bylaws

Section 10.3 - Remaining Funds

Upon the dissolution of the PTO, 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 a court of competent jurisdiction in the county in which the principal of office of the organization is then located, exclusively for such purposes or to such organization(s), as said Court shall determine, which are organized and operated exclusively for such purposes.

Article XI
Miscellaneous

Section 11.1 - Conflict of Interest

The PTO may not lend money to or guarantee the obligation of any Member or Officer of the PTO.

Section 11.2 - Bylaw Amendments

The Membership of the PTO may alter, amend, or restate the bylaws by two-thirds vote of the Members present at the General Meeting, provided the proposed changes shall have been submitted in writing and read at the previous meeting or circulated in writing to the Membership at least seven (7) days prior to the meeting at which the vote is to be taken. The bylaws will be reviewed every two (2) years on the even years to stay current.

Section 11.3 - Execution of Documents

The President(s) or any other person designated by the President(s), may, in the PTO's name, sign all deeds, leases, contracts, or similar documents that may be authorized by the Executive Board unless execution is otherwise provided for, required, or directed by the Executive Board, the PTO's Articles, or law.

Section 11.4 - Indemnification

Every Officer or agent of the PTO organization shall be indemnified by the PTO against all liability and expenses that may be incurred by him or her to the fullest extent permitted.

These bylaws were read, approved, and adopted by the Cumberland Road Elementary Parent Teacher Organization on October 7, 1980, at their regular meeting.

REVISED: March 22, 1990

REVISED: October 5, 2004

REVISED: February 15, 2005

REVISED: August 16, 2018

REVISED: September 17, 2020