

BYLAWS

Of the

Deer Creek Elementary School PTO

Article I

Name and Purpose

Section 1.1. Name. The name of the organization is Deer Creek Elementary School Parent-Teacher Organization (PTO).

Section 1.2. Address. The address of the Deer Creek PTO's principal's office is: 12698 E 156th St, Noblesville, IN. 46060. The phone number is: 317-594-4840.

Section 1.3. Purpose. The PTO is organized and shall at all times be operated exclusively for the following charitable and educational propurposes: A) to bring together parents and students attending and teachers employed at Deer Creek Elementary School("School")in order to promote the welfare of the students, 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, School, and community;

C) to raise funds to provide enrichment for the School's population and facilities; and

D) to keep parents and teachers informed of items and issues discussed at meetings and under consideration by the PTO.

Article II

Policies

The following are basic policies of Deer Creek Elementary School PTO:

Section 2.1. The policies shall be developed through meetings, conferences, and committees and shall not direct or control the administrative activities of the School.

Section 2.2. The organization shall not directly or indirectly participate or intervene (in any way, including the publishing or distributing of statement), in any political campaign on behalf of, or in opposition to, candidate for public office or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

Article III

Articles of Membership

Section 3.1. The Deer Creek PTO exists as an incorporated organization of its members.

Section 3.2. Members of the organization shall be defined as any Deer Creek staff, parent, or guardian of the children in school during the school year.

Section 3.3. Membership in the PTO shall be made available without regard to race, color, religion, sex, national origin, age, or disability. The Hamilton Southeastern School Corporation (which Deer Creek Elementary is part of) does not discriminate on the basis of a protected class including but not limited to race, color, national origin, age, religion, disability in the programs or activities which it operates or the employment therein or admission thereto. The school district strictly adheres to all non-discrimination and anti-harassment laws and does not tolerate acts of harassment.

Section 3.4. There shall be no membership enrollment or dues collected.

Section 3.5. Members of the organization shall participate in voting and the act of making and seconding motions at meetings.

Article IV

Meetings

Section 4.1. Regular organization meetings will be held at least four (4) times during the school year. The last meeting of the school year shall be the annual meeting at which new officers will be installed.

A) Dates of the meetings shall be determined by the Executive Board and announced at the beginning of the year.

B) Five (5) days notice shall be given of change of date of any meeting except in cases of emergency.

Section 4.2. Special meetings of the general organization may be called by the President, Executive Board or by a majority of the members with five (5) days notice having been given.

Section 4.3. The members present shall constitute a quorum for the transactions of business at any meeting of this organization.

Section 4.4 Any electronic voting (via email for example) shall include 100% of the executive board consisting of President(s), Vice President(s), Secretary(ies), and Treasurer(s). This group has a maximum amount of 5 days in which to respond.

Article V Executive Board

Section 5.1. The Executive Board shall consist of the officers of the PTO and the principal of the School, or a representative appointed by him/her. The members of the Executive Board shall serve until their successors are installed.

Section 5.2. The duties of the Executive Board shall be (a) to transact necessary business in the interval between organization meetings and (b) to approve the plans of work of the standing committees.

Section 5.3. A regular meeting of the Executive Board shall be held bimonthly before the regular PTO meetings. Special meetings of the Board may be called by the President or by a majority of the members of the Board.

Section 5.4. Officers must serve a one-year minimum term. There is no maximum term. An officer may stay on the PTO Board in the same position or varying positions, so long as he/she has a child attending Deer Creek Elementary, and he/she is elected to his/her position by the members at the annual May meeting of the members.

Article VI

Officers

Section 6.1. Designation, Selection and Terms. The officers of the Deer Creek PTO Executive Board shall consist of President, Vice President, Secretary, and Treasurer. Additional Executive Board positions include: Co-President, Co-Vice President, Co-Treasurer, Co-Secretary, Chairman of Volunteers, Chairman of Donations, and up to three (10) At Large Board Members. The officers shall be elected by the members at the annual meeting of the members.

Section 6.2. President/Co-President:

The President will preside at all general, Executive Board and PTO meetings. The President shall be the primary volunteer spokesperson for the organization and shall be a member, ex-officio, of all standing committees.

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

The Vice President is responsible for attending all PTO and Executive Board meetings and will preside in the absence of the President along with acting as an aide to the President.

Section 6.4. Secretary/Co-Secretary:

The Secretary is responsible for attending all PTO and Executive Board meetings and will keep and distribute a record of all meetings.

Section 6.5. Treasurer/Co-Treasurer:

The Treasurer will receive all monies of the organization and keep accurate and complete records of all transactions. The Treasurer will be responsible for the collection of money at all PTO functions that generate money. The Treasurer will present a statement of account at every PTO meeting and at other times when requested by the Executive Board. At the end of the year, the Treasurer will have the books ready for review by the audit committee. Accounting experience is preferred.

Section 6.6. Chairman of Volunteers:

The Chairman of Volunteers will manage parent volunteers and maintain a volunteer database for school-wide activities. The Chairman will assist in obtaining background checks on all volunteers. He/she will distribute and collect volunteer forms to present to the Board.

Section 6.7. Chairman of Donations:

The Chairman of Donations will maintain a database of local businesses, etc., that continue to support school functions. The Chairman will serve as a

contact for committee chairs for instruction of how to obtain donations (business time requirements, letterhead, etc.).

Section 6.8. At Large Board Members:

There may be up to ten (10) At Large Board Members elected to the PTO Executive Board. At Large Board Members are responsible for attending all Executive Board and PTO Meetings. At Large Board Members shall work alongside all other Executive Board Members/Committee Chairs to offer assistance whenever needed.

Section 6.9. The Executive Board duties will be to approve the plans of the standing committees, to fill vacancies in office by appointment, and establish a proposed budget for the upcoming year.

Section 7.0. A majority of the members of the Executive Board will constitute a quorum.

Article VII

Standing Committees

Section 7.1. There may be as many standing committees as deemed necessary by the Executive Board to carry out its objectives.

Section 7.2. The chairperson(s) of these committees will be selected by the Executive Board.

Section 7.3. All chairperson(s) shall work within approved budget constraints.

Section 7.4. The chairperson(s) or representative of each committee will attend the Deer Creek PTO meeting prior to and after the committee's scheduled event to report progress and success of the event.

Section 7.5. Chairperson(s) shall be required to compile a committee notebook, which will include a summary of procedures, activities, expenditures, and income, if any, of the committee soon after the event or activity.

Section 7.6. The current school year's committee chairperson(s) has the option of continuing with chairing the same committee during the following

school year providing that said chairperson(s) has fulfilled their obligations and responsibilities in chairing said committee as determined by the Executive Board.

Article VIII Finances

Section 8.1. Funds. The funds of the Deer Creek PTO will be derived from means as determined by the Executive Board.

Section 8.2. The fiscal year of this organization shall begin on July 1 of each year and end on June 30 the following year.

Section 8.3. Two (2) authorized signatures shall be required for all checks and withdrawals from bank accounts. The authorized signatures will be the Treasurer and the School Principal.

Section 8.4. The Executive Board will meet prior to the end of each school year to formulate a proposed budget to present to the membership at the first meeting of each school year.

Article IX Miscellaneous

Section 9.1. Bylaws Amendments. The members of the PTO may alter, amend or restate the Bylaws by a majority vote of the members present at any meeting, provided the proposed changes have been submitted in writing and read at the previous meeting of the Deer Creek PTO or circulated in writing to the membership at least seven (7) days prior to the meeting at which the vote is to be taken.

Section 9.2. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote, at a meeting of the members or by a two-thirds vote of the board of directors, providing the quorum has been established. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Section 9.2. Conflict of Interest. The Deer Creek PTO may not lend money to or guarantee the obligation of any member or officer of the Deer Creek PTO.

Article X

Disbanding Organization

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

Section 10.1. The Deer Creek Elementary School PTO shall adopt a resolution recommending that 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. 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. After paying any outstanding debts or obligations, any remaining funds will be distributed to one (1) or more non-profit funds, foundations, or organizations which have established their tax exempt status under Section 501 (C)(3) of the Internal Revenue Code.

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