

LANTERN ROAD ELEMENTARY SCHOOL PTO
BY-LAWS

Article I
General

Section 1.1 The name of the organization shall be the Lantern Road Elementary School PTO. This organization shall be commonly known as LRES PTO, and referred to in these By-Laws as PTO.

Section 1.2 The fiscal year of the PTO shall begin on July 1 and end on June 30 of the succeeding year.

Section 1.3 The PTO is organized exclusively for charitable, religious, educational, and/or scientific purposes under section 501(c)(3) of the Internal Revenue Code.

Section 1.4 No part of the net earnings of the PTO shall inure to the benefit of, or be distributable to its members, trustee, officers, or other private person, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purposes clause hereof. No substantial part of the activities of the PTO shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the PTO shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Section 1.5 Notwithstanding any other provision of the document, the PTO shall not carry on any other activities not permitted to be carried on by (a) an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code or (b) an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code.

Section 1.6A Upon the dissolution of the PTO, the assets shall be distributed for one (1) or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Section 1.6B However, if the named recipient is not then in existence or no longer a qualified distribute, or unwilling or unable to accept the distribution, then the assets of the PTO shall be distributed to a fund, foundation, or organization which is organized and operated exclusively for the purposes specified in section 501(c)(3) of the Internal Revenue Code.

Section 1.7 The PTO Executive board will maintain a laptop for PTO use. The laptop will be assigned at the discretion of the PTO President. A "Terms of Use" policy will be signed by each user assigned the laptop.

Article 2
Purpose

Section 2.1 The purpose of the PTO is:

- A. To enhance the education facilities and opportunities for the students and faculty of Lantern Road Elementary School, a public school located at 10595 Lantern Road, Fishers, Indiana 46037.
- B. To bring together parents of students who attend the School and teachers employed by the School in order to promote the welfare of the students, the School and community.
- C. To establish a close working relationship among the members of the PTO for the purpose of developing an expressed interest in the students of the School, the home, the School and the community.
- D. To raise funds to provide enrichment for the School's population and facilities and otherwise promote the purposes of the PTO.
- E. To keep parents and teachers of the School informed of the items and issues discussed at meetings and under consideration by the PTO.

Article 3
Membership

Section 3.1 Membership shall consist of all parents, legal guardians of students enrolled in the School and all members of the faculty and administration of the School. Each Member carries the privilege of holding office, making motions, debating and voting at the meetings of the Members.

Section 3.2 All Members shall be entitled to cast one (1) vote with respect to any matter to be submitted to the Members for a vote during any general or special meeting of the Members.

Article 4
Meetings of the Members

Section 4.1 General PTO Meetings of the Members: There must be a minimum of one (1) general PTO meeting of the Members during the School year. A meeting for the election of officers shall be held in April each year.

Section 4.2 PTO Board Meetings: There must be a minimum of six, and a maximum of nine meetings during the School year. The meetings are open to all Board Members.

Section 4.3 The schedule of meetings will be determined by the Executive Board and will be listed on the School calendar. Members will receive additional notification in advance of the meeting.

Section 4.4 Special meetings of the Members may be called by the School Principal, the PTO (Co) President(s), the Executive Board, or upon written request of no less than five (5) Members.

Section 4.5 Quorum: Members present at a validly scheduled meeting of the Members shall constitute a quorum. An action of the Members requiring a vote will be taken from the majority present.

Article 5 Executive Board

Section 5.1 The Executive Board will consist of the elected officers of the PTO and the Principal of the School, or his/her designee.

Section 5.2 The Executive Board duties will be to approve the plans of the standing committees, to fill vacancies in office by appointment, to transact such business as may be referred to it by the PTO, and to establish a proposed budget for the upcoming year.

Section 5.3 A majority of the Members of the Executive Board will constitute a quorum.

Section 5.4 No person shall hold the same position on the Executive Board for more than two (2) consecutive years.

Article 6 Officers

Section 6.1 The officers of the PTO shall be the (Co) President(s), the (Co) Vice President(s), the Secretary, the Treasurer, and up to three At-Large Members. They will be elected during the April meeting of the Members and will hold office from July 1 of that year to June 30 of the following year.

Section 6.2 The following will be the duties of each officer:

- A. (Co) President(s): The (Co) President(s) will preside at all meetings of the Members and of the Executive Board. The (Co) President(s) will be a member, ex-officio of all standing committees. The (Co) President(s) will appoint chairpersons of all standing committees with the approval of the Principal, and will designate each Executive Board Officer to serve as liaison to all standing committees, to facilitate communication. The (Co) President(s) will serve on the

Superintendent's Advisory Board, and will perform all other duties usually pertaining to the office.

- B. (Co) Vice President(s): The (Co) Vice President(s) will preside in the absence of the (Co) President(s), will coordinate volunteer activities, and perform other duties as assigned by the Executive Board. The (Co) Vice President(s) will assume the duties of the (Co) President(s) the following year.
- C. Secretary: The Secretary will keep minutes of all meetings of the PTO and keep a copy of the minutes of each meeting in a notebook at the School. The Secretary will be responsible for maintaining all books, records, and correspondence pertaining to the business of the PTO, except those of the Treasurer, and will be responsible for the distribution of the minutes of meetings to the Members at the next following meeting.
- D. Treasurer: The Treasurer will receive all monies of the PTO and will keep an accurate record of all transactions. The Treasurer position will consist of a two-year term. The Treasurer or his/her designee will attend PTO functions that generate money and be responsible for the collection of that money. The Treasurer will present a statement of account at every meeting of the Members and at other times when requested by the Executive Board. At the close of the year, the Treasurer will have the books ready for review by an accountant who is appointed by the Executive Board.
- E. At-Large Member: The At-Large Member(s) will act as host(ess) at all PTO meetings. The At-Large Member(s), along with the other officers, will serve as a committee liaison to standing committees as assigned by the (Co) Presidents. He/She will also secure babysitting for Members during PTO meetings.

Article 7 Nominations and Elections

Section 7.1 The nominating committee will be designated by the Executive Board in March. The (Co) Vice President(s) will serve as chairperson(s) and appoint a Secretary. The Principal and (Co) President(s) will serve ex-officious.

Section 7.2 The nominating committee will be made up of at least three (3) and not more than ten (10) Members from the various standing committees. The nominating committee Members are required to have attended at least two (2) scheduled PTO meetings during the fiscal year prior to February 1.

Section 7.3 The slate of candidates for the ensuing year will be presented by the nominating committee three (3) weeks prior to the meeting of the Members at which elections are to occur.

Additional nominations may be received in writing two (2) weeks prior to the election. The consent of each candidate must be obtained before his/her name is placed on the slate.

Section 7.4 The election of the Executive Board will be held at the April meeting of the Members. The slate of candidates will be announced in the School newsletter prior to the meeting. Elections will be a majority of all votes of the Membership in attendance. If there is more than one (1) candidate nominated for an elective position, the vote will be taken by written ballot, and the candidate receiving the most votes will be declared the winner.

Article 8 Standing Committees

Section 8.1 There may be as many standing committees as deemed necessary by the Executive Board or PTO to carry out its objectives.

Section 8.2 The chairpersons of these committees will be selected by the (Co) President(s)elect for the upcoming school year.

Section 8.3 The chairperson of each committee will attend meetings of the Members and report committee progress. The chairperson or a representative from the committee, which involves a scheduled activity or event, will be required to attend the PTO meeting prior to and after the committee's scheduled event.

Article 9 Finances

Section 9.1 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 9.2 Any expenditure exceeding \$500.00 must be approved by a majority vote of the Membership in attendance at a general or Board meeting. The (Co) President(s) may authorize any expenditure up to \$150.00. The Executive Board may authorize expenditures up to \$500.00 within the limits of the budget.

Section 9.3 The proposed budget must be voted upon by the Membership at the first scheduled meeting of the Members of the year.

Section 9.4 An accountant will be appointed by the Executive Board each Spring. The individual or committee will review the Treasurer's book and records and submit a signed and dated statement to the Executive Board as to the condition of the PTO's financial affairs.

Section 9.5 The PTO banking account will have a minimum of two Executive Board Members as signatures on the bank account at all times. Two signatures will be required on all checks.

Section 9.6 The Principal of Lantern Road Elementary, as a permanent member of the Executive Board, will be listed on the bank account as an account holder of record.

Section 9.7 No cash withdrawals will be permitted from the Lantern Road PTO accounts. All withdrawals must be made by check for record keeping purposes.

Section 9.8 All official bank statements will be mailed to the school to the attention of the account holder of record.

Section 9.9 All PTO books and financial information must be kept on the PTO provided laptop using PTO provided software.

Article 10 Parliamentary Procedures

Section 10.1 The rules contained in Robert's Rules of Order Revised will govern the PTO in all cases to which they are applicable and in which they are consistent with these by-laws.

Article 11 Amendments

Section 11.1 These by-laws may be adopted, amended, altered or repealed at any meeting at the Membership by the vote of two-thirds (2/3rd) of the Members present and voting, provided the proposed changes have been submitted in writing and read at the previous meeting of the PTO or circulated in writing to the Membership at least five (5) days prior to the meeting at which the vote is to be taken.

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