

Bylaws of

Southeastern Elementary School Parent Teacher Organization

Article I

General

Section 1.1 - Name

The name of the organization shall be Southeastern Elementary School Parent Teacher Organization (PTO) and may be referred to hereafter as "PTO".

Section 1.2 – Address and Phone

The address of the Southeastern Elementary School PTO's principle office is 12500 Cyntheanne Road, Fishers, IN 46037. The phone number is (317) 594-4340.

Section 1.3

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

Section 1.4

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, candidates for public office or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

Article II

Purpose

Section 2.1 – Purpose

The PTO is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations described under Section 501(c)(3) of the Internal Revenue Code, or corresponding sections of any future federal tax code.

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 attending, and staff employed at Southeastern 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 staff informed of items and issues discussed at meetings and under consideration by the PTO.

Article III **Membership**

Section 3.1

The Southeastern PTO exists as an incorporated organization of its members.

Section 3.2

Members shall be defined as any Southeastern staff, parent, or guardian of a student(s) enrolled in the School.

Section 3.3

Membership in the PTO shall be made available without regard to race, color, religion, sex, national origin, age, sexual orientation or disability.

Section 3.4

There shall be no membership enrollment or dues collected.

Section 3.5

Any member carries the privilege of holding office, making motions, debating and voting.

Article IV **Executive Board**

Section 4.1

The Executive Board shall consist of officers of the PTO and the principal of the School, or a representative appointed by the principal.

Section 4.2

The Executive Board may carry out the executive and administrative duties of the PTO.

Section 4.3 – Executive Board Duties

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 4.4 – Executive Board Quorum

A majority of the Executive Board will constitute a quorum.

Section 4.5

Officers must serve a one-year minimum term. There are no specified term limits for a person to hold the same position on the Executive Board.

Article V **Officers**

Section 5.1 – Designation, Selection and Terms

The 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, Co-Treasurer, and up to three (3) Member(s) at Large. The officers shall be elected by the members at the annual Spring Meeting of the members and shall take office after the last Executive Board meeting held in May or June of each year. In addition to the duties listed below, each officer will also perform other such duties as applicable to the office as prescribed by the parliamentary authority of this organization.

Section 5.2 a – President/Co-President

The President/Co-President shall preside at all meetings of the organization and Executive Board, serve as the primary contact for the principal, primary volunteer spokesperson for the organization, represent the organization at meetings outside the organization and serve as an ex-officio member of all committees. The President/Co-President will appoint chairpersons for all standing committees with the approval of the principal and will designate each Executive Board Officer to serve as liaisons to all standing committees, to facilitate communication. The President/Co-President will perform other duties usually pertaining to the office.

Section 5.2 b – Vice President/Co-Vice President

The Vice President/Co-Vice President shall assist the President and carry out the President's duties in the President's absence or inability to serve. The Vice President/Co-Vice President shall also oversee the committees of this organization.

Section 5.2 c – Secretary

The Secretary shall be the custodian of the books, papers and records of the PTO and shall be responsible for seeing the PTO maintains the records required by these Bylaws (other than accounting records) and make all appropriate filings. The Secretary shall be responsible for preparing minutes of the general meeting of the members and the Executive Board meetings and for authenticating records of the PTO. The Secretary also keeps a copy of the minutes, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.

Section 5.2 d – Treasurer/Co-Treasurer

The Treasurer/Co-Treasurer shall receive all monies of the PTO, keep an accurate record of receipts and expenditures and pay out funds in accordance with the approval of the executive board. The Treasurer/Co-Treasurer or their designee will be responsible for the collection of money at PTO functions that generate money. The Treasurer/Co-Treasurer will present a financial statement at every meeting and at other times when requested by the Executive Board and make a full report at the end of the fiscal year. At the end of the year, the

Treasurer/Co-Treasurer will have the books ready for review by an accountant who is appointed by the Executive Board.

Section 5.2 e – Members at Large

Members at Large shall work alongside all other Executive Board Members and Committee Chairs to offer assistance whenever needed.

Article VI
Nominations and Elections

Section 6.1

The nominating committee will be designated by the Executive Board in March. The committee shall include three members of the PTO not running for a board position. They shall report to the President/Co-President. The Principal and President/Co-President will serve as ex-officious.

Section 6.2

The slate of candidates for the ensuing year will be presented by the nominating committee three (3) weeks prior to the meeting 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 6.3

The election of the Executive Board will be held at the second semester meeting of the members. Elections will be a majority vote of members in attendance.

Section 6.4

If for any reason an elected board member resigns a position a written letter of resignation is required to be sent to the President/Co-President and/or Vice President/Co-Vice President.

Article VII
Meetings

Section 7.1 – General Meetings

There must be a minimum of one (1) general PTO meeting during each semester of the school year.

Section 7.2 – Meeting Date Notification

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

Section 7.3 – Special Meetings

Special meetings of the PTO may be called by the Principal, the PTO President/Co-President, the Executive Board or by a majority of the members.

Section 7.4 – Quorum

The members present at a PTO meeting shall constitute a quorum for the transactions of business. Any action of the members requiring a vote will be taken from the majority present.

Article VIII **Standing Committees**

Section 8.1

There may be as many standing committees as deemed necessary by the Executive Board.

Section 8.2

The chairperson(s) of the standing committees will be appointed as described in Article V.

Section 8.3

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

Section 8.4

The chairperson(s) or representative appointed by the chairperson(s) and involved in the scheduled activity or event, will be required to attend the PTO meetings prior to and after the committee's scheduled activity or event.

Section 8.5

Chairperson(s) shall be required to compile a committee notebook or binder which will include a summary of procedures, activities, expenditures, and income, if any, of the committee soon after the event or activity. All files must also be uploaded to the PTO Google Drive or emailed to the PTO Secretary to be uploaded to the PTO Google Drive.

Section 8.6

The current school year's committee chairperson 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 PTO President/Co-President or Executive Board. A committee chairperson can be removed from their position at the discretion of the PTO President/Co-President or Executive Board for failure to fulfill their obligations and responsibility of chairing their committee.

Article IX **Finances**

Section 9.1

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/Co-Treasurer, and the principal 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.

Section 9.3

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 9.4

Two (2) authorized signatures shall be required for all checks and withdrawals from bank accounts. The authorized signatures will be the Treasurer/Co-Treasurer and the School Principal/acting principal. When local/state laws will not allow for travel, the second signer may give approval for checks and withdrawals from bank accounts via email.

Section 9.5

Any non-budgeted expenditure exceeding \$500.00 must be approved by the Executive Board.

Section 9.6

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

Section 9.7

An accountant shall be appointed by the Executive Board at the end of the year. The individual or committee will review the Treasurer/Co-Treasurer's books and records and submit a signed and dated statement to the Executive board as to the condition of the PTO's financial affairs.

Article X **Amendments**

Section 10.1 – Bylaw Amendments

The members of the PTO may alter, amend, or restate the Bylaws by a two-thirds 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 PTO or circulated in writing to the membership at least seven (7) days prior to the meeting which the vote is to be taken.

Article XI **Conflict of Interest**

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.

Article XII **Disbanding Organization**

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

Section 12.1 – Resolution Recommendation

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 12.2 – 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 12.3 – 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 or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.