

**Amended Bylaws of the
West Clay Parent Teacher Organization, Inc.**

**Adopted on July 1, 2006
Amended on August 19, 2007
Amended on May 12, 2016
Amended on May 5, 2022
Amended on May 5, 2023**

**Article I
Name**

The name of the organization shall be the West Clay Parent Teacher Organization, Inc., hereinafter referred to as the Organization.

**Article II
Purpose**

- Section 1** The purpose of the organization shall be:
- a. To promote child welfare in the home, school and community.
 - b. To bring the home and West Clay Elementary School hereinafter referred to as The School, into closer relationship in the interest of the child. In so doing, this Organization will furnish a channel through which parents, teachers and others may express their interest in the child, in the home, and in the School and community.
 - c. To enhance and support the mission of the School through fundraising projects and volunteer assistance.
- Section 2** The Organization shall not seek to control School policies.
- Section 3** The Organization shall not participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office. In addition, a substantial portion of the organization's activities shall not consist of carrying on propaganda or attempting to influence legislation.
- Section 4** The fiscal year of the Organization shall be from July 1 to June 30.

Article III Membership

Section 1 The parents and/or legal guardians of each child enrolled in the School, as well as faculty members, and principal of the School are automatically enrolled as members of the Organization.

Article IV Dues

Section 1 In the event of a change in the minimum annual dues, the Executive Board will make a recommendation for the change. The change will then be voted on by the general membership. The dues shall be collected by the Membership Chairperson and given to the Treasurer.

Article V Meetings

Section 1 There shall be a minimum of four (4) meetings of the organization during the school year.

Section 2 The dates of the meeting shall not conflict with the calendar established by the coordinating council (as defined in Article VIII) for the Carmel Clay School District.

Section 3 Special meetings may be called by the President and/or Co-Presidents of the Organization, the Executive Board or upon request of at least ten percent (10%) of the Members.

Section 4 Ten or more Members at any properly called meeting as established in Article V shall constitute a quorum. However, in the event that the matters to be voted upon were not described in the meeting notice (see Section 7 herein), then the mandatory minimum quorum prescribed by law is one-third of all members.

Section 5 Each Member of the Organization shall be entitled to one vote at meetings.

Section 6 A majority vote of the members present shall be necessary for any decision made by the Organization at any meeting.

Section 7 Notice of meetings shall include the place, date, time and known agenda, and shall appear in the school newsletter or other publication at least five (5) days prior to the meeting date.

Section 8 Notice of proposed changes to the by-laws and standing rules, and nominating committee action (slate) be published in the school newsletter or other publication at least ten (10) days before the meeting date at which said changes are to be voted upon.

Article VI Officers

Section 1 There shall be six (6) elected officers of the Organization composing the Executive Board. They shall be the President and/or Co-Presidents, Vice-President and/or Co-Vice-Presidents, Recording Secretary, Corresponding Secretary, Treasurer, and Assistant Treasurer (optional). The Ex Officio shall sit on the Executive Board in an advisory capacity with voting privileges.

Section 2 Qualifications

- a. All elected officers and committee chairmen shall be Members of the Organization.
- b. The same person shall not fill the office of President and/or Co-Presidents for more than 2 consecutive terms.
- c. The presidential nominee shall have served as chair of a standing committee, chair of a special project or on the Executive Board the year preceding the term of office as President and/or Co-Presidents.

Section 3 Nomination and Election

- a. There shall be a Nominating Committee composed of the members of the Executive Board. The Ex-Officio shall serve as the chairman. If the Ex-Officio is unable to serve as chairman, the President and/or Co-Presidents of the Organization shall appoint an individual with previous Executive Board experience to chair the committee.
- b. The Nominating Committee shall solicit member interest in serving on the Executive Board in advance of determining its slate of officers. The slate shall be published in the school newsletter or other publication at least ten (10) days prior to the meeting date at which the slate is to be voted on.
- c. The Nominating Committee shall prepare a slate of officers.
- d. Additional nominations may be made from the floor.
- e. Election of the officers shall take place at a scheduled meeting of the Organization.

- f. Officers shall assume their duties at the close of the fiscal year.
- g. In the event of a vacancy occurring in an elected office, the Nominating Committee shall convene and follow the procedures outlined in Section 3, a. b. c. The committee must complete this process as soon as possible or within 4 weeks of the vacancy.
- h. The new-slated nomination shall be placed in the newsletter (10 days) prior to the meeting it is to be voted on. A vote will then be taken on this nomination at that meeting.
- i. The Nominating Committee shall inform slated nominees of the duties of their positions according to the current bylaws.

Article VII

Duties of the Officers

Section 1 Executive Board

- a. A majority of the Executive Board shall constitute a quorum.
- b. A majority vote shall be necessary for any decision made by the Executive Board.
- c. The President and/or Co-Presidents shall decide the schedule of the meetings of the Executive Board.
- d. The Executive Board shall fill any Nominating Committee vacancies that occur during the year.

Section 2 President

- a. The President and/or Co-Presidents shall preside at all meetings of Members of the Organization and of the Executive Board and shall possess and may exercise general executive and supervisory authority over the Organization's affairs and other officers.
- b. The President and/or Co-Presidents shall perform all duties incident to the office of President and such other duties as the Executive Board may assign.
- c. The President and/or Co-Presidents shall appoint any special committee that is needed with the approval of the Executive Board.
- d. The President and/or Co-Presidents shall serve on the Coordinating Council Committee.
- e. The President and/or Co-Presidents shall maintain a list of all Officers, and Standing Committee and Project Chairman for the year.
- f. The President and/or Co-Presidents shall serve in an Ex-Officio capacity on

the Executive Board the year subsequent to holding the President 's Office.

Section 3 Vice President

- a. The Vice-President and/or Co-Vice-Presidents shall perform such duties as may be assigned by the Executive Board or the President.
- b. The Vice-President and/or Co-Vice-Presidents shall preside in the absence of the President and/or Co-Presidents. The Vice-President and/or Co-Vice-Presidents shall succeed to the office of President following their term as Vice-President and/or Co-Vice-Presidents.
- c. The Vice-President and/or Co-Vice-Presidents shall serve on the Coordinating Council Committee.

Section 4 Recording Secretary

- a. The Recording Secretary shall be the custodian of the papers, books and records of the Organization, except for the books of the Treasurer.
- b. The Recording Secretary shall keep an accurate record of all the meetings of the Executive Board and the Organization.
- c. The Recording Secretary shall publish the minutes of the Organization and make them available for members and perform such duties as the Executive Board or the President may specify.
- d. The Recording Secretary shall act as parliamentarian of the Organization and has charge of all election results.
- e. The Recording Secretary shall also serve as the Membership chair.

Section 5 Corresponding Secretary

- a. The Corresponding Secretary shall handle all correspondence deemed necessary by the Executive Board and the Organization.
- b. The Corresponding Secretary shall perform such other duties as the Executive Board or the President may specify.

Section 6 Treasurer

- a. The Treasurer shall maintain correct and complete records of account, showing accurately the financial condition of the Organization. All cash of the Organization shall be deposited in the bank account designated by the Executive Board.
- b. The Treasurer shall maintain a complete and accurate record of the financial transactions of the Organization including any disbursements, income, bank account information, and annual financial statements for the current and preceding three (3) years. The Treasurer shall furnish and present a financial statement at every Executive Board and General Membership meeting. The

Treasurer shall furnish, whenever requested by the Executive Board or the President, a statement of the financial condition of the Organization. The Treasurer shall perform such other duties as the Executive Board may specify.

- c. The Treasurer shall have the books ready for inspection on or before July 15 of each year. Inspection of the books shall be conducted by a Finance Review Committee or by an outside Certified Public Accountant according to agreed upon procedures. Findings shall then be presented by the Treasurer at the first Organizational meeting of the school year. The Treasurer shall obtain the services of a Certified Public Accountant to prepare the Organization's tax returns, which are due on November 15 of each year. The Treasurer shall also submit the Indiana Business Entity Report by March 31 of each year. The Treasurer shall inform Committee Chairs of their respective Committee budgets.
- d. The Treasurer shall be responsible for training the Assistant Treasurer (optional).

Section 7 Assistant Treasurer (optional)

- a. The Assistant Treasurer (optional) shall perform such duties as may be assigned by the Executive Board or the President and/or Co-Presidents.
- b. The Assistant Treasurer (optional) shall receive all monies of the Organization and deposit all cash of the Organization in the bank account designated by the Executive Board. The Assistant Treasurer (optional) shall maintain complete records of the deposits.
- c. In the absence or disability of the Treasurer, the Assistant Treasurer (optional) shall possess authority to perform the duties of the Treasurer.
- d. The Assistant Treasurer (optional) shall succeed to the office of Treasurer following her term as Assistant Treasurer (optional).

Article VIII Coordinating Council

Section 1 The Carmel-Clay Coordinating Council ("council") is composed of the following members: the President and/or Co-Presidents and Vice-President and/or Co-Vice-Presidents of each parent teacher organization of each school in the Carmel-Clay school district. The Council meets five (5) times during the school year.

Section 2 The main function of the Coordinating Council *is* to act as an information

clearinghouse to coordinate the various activities and events of its members' groups.

Section 3 The chairmanship of the Coordinating Council shall rotate annually among the various membership organizations.

Section 4 The Organization's President and/or Co-Presidents and Vice-President and/or Co-Vice-Presidents shall attend the Coordinating Council meetings on behalf of the Organization and shall report to the Executive Board and membership as necessary.

Article IX Parliamentary Procedure

The rules contained in Robert 's Rules of Order, Revised shall govern the Organization in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws or the Standing Rules of the Organization.

Article X Amendments

These Bylaws may be amended if first approved by a majority vote of the Executive Board and then approved by a majority of members at any meeting of the Organization, provided there is notice of the meeting and this notice states that the purpose of the meeting is to approve an amendment to the Bylaws of the Organization; the notice must contain a copy or summary of the amendment, or state the general nature of the amendment to the Bylaws.

Article XI Indemnification

The Organization shall indemnify an individual, who is made party to a proceeding because the individual is or was an Executive Board member of the organization, against liability and reasonable expenses incurred in the proceeding if the individual's conduct was in good faith and the individual reasonably believed the individual's conduct was in the best interest; and, in the case of any criminal proceeding, the individual and reasonable cause to believe the individual's conduct was lawful or had no reason to believe the individual's conduct was unlawful.

This indemnification shall be limited to the net assets of the fiscal year in which the claim is made for indemnification. Its payment shall have priority over any gifts or grants to the School for the fiscal year.

Article XII Records

The Organization as prescribed by law shall keep a copy of the following records:

1. Current articles of incorporation and any amendments thereto
2. Current Bylaws and any amendments thereto
3. Minutes of all organization meetings and all actions approved by the Members for the past three (3) years
4. A current list of the Organization's members and officers. If no dues are collected, then the school directory shall serve this function.
5. Financial records of the Organization for the past three (3) years including annual financial reports
6. The Organization's most recent annual report to the Indiana Secretary of State.

Article XIII Contracts, Loans, Checks

- Section 1** The Executive Board may authorize any officer, member, agent or agents of the Organization to enter into any contract on its behalf. The President and/or Co-Presidents should sign all contracts. Such authorization may be general or confined to specific instances. Except as provided in these Bylaws, no officer or agent shall have any power to bind the Organization or render it liable for any purpose or amount unless so authorized by the Executive Board.
- Section 2** Unless authorized by the Executive Board, no loan shall be made by or contracted on behalf of the Organization, and no evidence of indebtedness shall be issued in the name of the Organization.
- Section 3** All checks, drafts, or other orders for payment of money by the Organization shall be signed by the Treasurer, or by such person or persons as the Executive Board may from time to time designate by resolution.

Article XIV Standing Rules

The Executive Board may from time to time establish Standing Rules, which shall govern the details of the administration of the Organization. The Standing Rules shall have the same force and effect as the Bylaws, but shall be subject in all respect to the Bylaws and the Articles of Incorporation. Standing Rules may be amended or rescinded by a two-thirds vote of the

Executive Board without previous notice, or by a majority vote of the Executive Board with such notice.

Article XV

Fundraising

Fundraising projects shall be approved by a majority vote of the Executive Board. All fundraising projects shall be under the jurisdiction of the Executive Board, which shall monitor adherence to state-mandated "Sale Days."

**Standing Rules of the
West Clay Parent Teacher Organization, Inc.**

**Adopted on July 1, 2006
Amended on May 1, 2007
Amended on March 30, 2016
Amended on November 19, 2020
Amended on May 5, 2020**

Control

The Standing Rules shall be under the control of the Executive Board of the Organization.

General

- A. The Directory is published for the exclusive use of the Organization 's members and is never to be used for commercial purposes.
- B. The purpose of the West Clay Connection is to furnish news and information of our Organization to its members; therefore no advertising will be accepted for this publication.
- C. Financial Rules
 - a. The Treasurer shall present the budget to a meeting of the general membership. Notice of the budget presentation must appear as part of the meeting's agenda and must be published in the school newsletter or other publication at least five (5) days in advance of the meeting.
 - b. The Treasurer may not approve expenditures and/or payments that exceed budgeted amounts without approval of the Executive Board.
 - c. The Executive Board may approve payments and/or expenditures that exceed budget by \$1,000 or less.
 - d. The PTO checking account should maintain a balance of at least \$5,000 at all times. The PTO savings account should maintain a balance of at least \$10,000 at all times. If the balance falls below those minimums, the Treasurer must immediately inform the President and/or Co-Presidents at which time must be placed on the agenda at the next Executive Board meeting.

- e. The Treasurer must issue a recommendation regarding all expenditures that exceed budget by \$1,000 or more, and the Executive Board must present its recommendation at a general membership meeting for Member vote.
- f. Treasurer recommendations for expenditures over budget are required to be included on the agenda for the general membership meeting, and must be published in the school newsletter or other publication at least five (5) days in advance of the meeting.
- g. For expenditures or payments that are dependent on sales, and exceed the budgeted amount, said expenditures or payments shall not require a vote from the PTO Board or General Membership. Said expenditures or payments must be less than or equal to the sales income for the event. Examples of this include, but are not limited to, Book Fair invoice for books sold and Flower Sale invoice for plants sold.
- h. Expenditures or payments dependent upon a specific fundraising event or event-specific donations shall not require a vote from the PTO Board or General Membership. Said expenditures or payments must be less than or equal to the income of the fundraiser and donations. Examples of this include, but are not limited to, Lemonade Day and Birthday Books.

D. Committee Assignments

- a. All members shall request their committee assignments in the Spring and early Fall and shall be notified of their placement by the Vice President.
- b. The Vice-President and/or Co-Vice-Presidents selects all committee chairmen and committee members to serve during his/her term of office as President and/or Co-President.
- c. All committee chairmen shall keep up-to-date records of committee business and shall submit an annual written report of their activities to the Vice-President and/or Co-Vice-Presidents on or before the last day of the school year.
- d. Outgoing committee chairmen shall be responsible for orientation of their successors.
- e. All committee chairmen or President and/or Co-Presidents must approve expense vouchers related to their committees before they are given to the Treasurer for reimbursement or deposit.

E. Committees

The following is a list of Committees. The Executive Board may add new Committees when needed. Likewise, the Executive Board may disband a Committee when it is no longer needed.

1. **Art Room Helpers:** Timeframe: Work with the art teacher 1-2 times a month to mat and help display student art and help turn West Clay into a children's art gallery. No art experience required.
2. **Artist in Residence:** Timeframe: 2-week commitment. Assist with the selection of the Artist and coordinating the project. Schedule volunteers to assist in rotating students through their specials during the project.
3. **Back to School Greeters:** Timeframe: 1 hour a day for the first week of school. Greet students upon their arrival. Direct students toward their appropriate pod.
4. **Back to School Party:** Timeframe: Summer involvement plus day of the back-to-school party. Oversee back-to-school party. Coordinate each information booth. Select food and vendors. Make and mail invitations. Coordinate set-up and volunteers.
5. **Book Fair:** Timeframe: Once a year. Work closely with the Media Specialist planning and coordinating the book fair. Assist students and parents with selecting books, writing wish lists and working the sales table.
6. **Box Tops:** Timeframe: Ongoing thru school year. Advertise, organize contest(s), collect and mail in box tops to raise money for the school.
7. **Bulletin Boards:** Timeframe: Ongoing thru school year. Assist with any bulletin board or decorating needs by the WC teachers, staff, and PTO. Create and implement unique ways to utilize the bulletin boards and bookcases in the front lobby. Coordinate the use of current bulletin boards and cases.
8. **Carnival Chairpersons:** Timeframe: Fall commitment (Carnival, Friday night in the Spring). Meet with all the carnival committees to set timeline. Oversee the carnival committee in promoting, recruiting volunteers, preparing the physical site, organizing workshops, establishing rules, and supervising all facets of the carnival. Oversee the efforts of the following committees:
 - a. **Carnival Bake Sale:** Timeframe: Several meetings plus day of carnival. Publicize and solicit donations by advertising in the newsletter. Collect, price, and display baked goods to be sold during carnival. Oversee bake sale operations day of carnival.
 - b. **Carnival Cafeteria:** Timeframe: Several meetings plus day of carnival. Coordinate with the WC cafeteria staff for operation of the "West Clay Cafe". Order/purchase food. Stock and arrange food items for sale on day of carnival. Arrange for food vendors (if needed). Oversee operation day of carnival.

- c. **Carnival Decorating:** Timeframe: Several meetings and hours the week(s) leading up to the carnival. Create thematic decorations for the carnival. Organize busy body workshops.
 - d. **Games:** Timeframe: Several meetings plus day of carnival. Organize and distribute folders for games. Determine games for carnival. Obtain supplies for games. Distribute games to room parents' day of carnival. Oversee operation of games day of carnival.
 - e. **Trading Post:** Timeframe: Several meetings plus day of carnival. Purchase, stock and distribute prizes earned at carnival. Oversee operations day of carnival.
9. **Community Rewards:** Timeframe: Ongoing thru school year. Run a membership drive during the back-to-school party to sign up WC families. Submit reminders and updates in WC newsletter.
10. **Directory:** Timeframe: Summer. Work with the school secretaries to get appropriate information. Proofread all information.
11. **Family Fun Night/Dinner:** Timeframe: December - February. Coordinate a family fun night. Develop ideas for a theme, food vendor and evening activities.
12. **Flower Sale:** Timeframe: Spring Semester. Select a flower vendor. Publicize event. Make, distribute and collect order forms and money. Organize volunteers for flower pick-up day.
13. **Front Office Volunteers:** Timeframe: Ongoing thru school year. Assist the office staff during staff meetings and busy times by answering phones, greeting visitors, etc.
14. **Hospitality:** Timeframe: Ongoing thru school year. The Hospitality Chair oversees a committee to provide recognition for all the staff and faculty at West Clay. This includes gifts, lunches etc. The time commitment is approximately 4-5 hours per month, plus committee meetings every other month, and attendance at the bus driver breakfast, holiday lunch, staff development lunch, and teacher appreciation week.
15. **International Fair:** Timeframe: Fair proposed to be held in the winter-no date set. This committee will work with the committee from College Wood and

quite possibly Orchard Park and Towne Meadow to plan and execute this event. This current sign-up is for individuals who want to serve on the committee. If you are interested in hosting a certain country's booth, those sign-ups will come next school year.

16. **Lunch Room Volunteers (Kdg only):** Timeframe: Ongoing thru school year. The PTO fills an important need in the lunchroom. It is also a great opportunity to see your child during the lunch hour. Work once a month, twice a month, or once a week.
17. **Math Pentathlon:** Timeframe: November thru April. Coordinate the after school math program, which leads to preparation for the Math Pentathlon competition. Initial organization of the after school classes, learning games, and spring tournament preparations. Chair should expect to spend a few hours on average each week throughout the school year. This includes attending the one hour weekly after school math pentathlon class, which usually starts in November.
18. **Media Center:** Timeframe: Ongoing thru school year. Coordinate the library volunteers' schedule. Arrange for each volunteer to be familiar with the library and volunteer duties. Act as a liaison between the Media Specialist and the volunteers.
19. **Newcomers:** Timeframe: Ongoing thru school year. Liaison to families new to West Clay. Committee members will welcome each new family to West Clay. Help answer any questions.
20. **Newsletter Chair:** Timeframe: Ongoing thru school year. Determine the schedule for each newsletter published. Collect, edit, and compile the newsletter. Items for newsletter come from teachers, staff, students, PTO, other schools, and community.
21. **Newsletter Distribution:** Timeframe: The newsletter shall be distributed electronically by the school. The school shall maintain the master list of recipients.
22. **Nurse's Office:** No health care experience required. Ongoing thru school year. Assist the school nurse during staff meetings and busy times.
23. **Room Parent Chair:** Assign room parents to each classroom based on volunteer sign-up. Coordinate room parent meetings to inform them of their duties, which include two classroom parties and carnival involvement. One meeting is held in September with all room parents (organization and party

planning) and one is usually held prior to carnival.

24. **School Spirit Wear:** Timeframe: Ongoing thru the school year. Oversee research and development of ideas to promote school spirit and to regulate the copyrighted use of the school mascot. Supervise the purchasing, marketing, and selling of WC specialty items including the Sportswear Sale in the fall. Manage the budget of these items.
25. **Track and Field Day:** Timeframe: Planning meeting could start as early as February. Month of May. Volunteers are needed to help supervise and assist on that day as well as help with planning with the P.E. teacher. Spend a day outdoors and relive your childhood.
26. **Wellness:** Timeframe: Ongoing thru school year. Assist the school nurse during vision screenings in the fall and other special projects.
27. **Yearbook:** Timeframe: Ongoing thru school year. Volunteers are needed to help with picture day, order forms, and order form distribution. Donations of pictures taken throughout the year of school events are important to a creative yearbook. Assist with the design and layout.