

BY-LAWS OF  
TOWNE MEADOW ELEMENTARY

ARTICLE I  
Name, Seal, and Offices

- Section 1: The name of this organization is Towne Meadow Elementary Parent Teacher Organization, Inc. (Towne Meadow PTO) and is hereafter referred to as the “Organization”.
- Section 2: A seal of the Organization shall not be required.
- Section 3: The principal office of the Organization shall be in the County of Hamilton, City of Carmel, State of Indiana.

ARTICLE II  
Objectives

- Section 1: The Organization exists for the purpose of enriching the educational opportunities for the students (a) by providing a closer relationship between the parents and the staff; (b) by providing a pathway for parents to be actively involved in the school experience; (c) by representing Towne Meadow in the school community; and (d) to enhance the educational facilities and opportunities for the students of Towne Meadow Elementary School.
- Section 2: The Organization shall not seek to direct the technical activities of the School, nor to control school policies.
- Section 3: The fiscal year of the Organization shall be from July 1 to June 30.

ARTICLE III  
Members

- Section 1: Members of the Organization shall consist of the currently employed faculty members, staff and/or principal of School plus such parents and/or legal guardian of each child enrolled in School.
- Section 2: Any member may resign from the Organization by delivering a written resignation to the President, Co-President or Vice President of the Organization.

ARTICLE IV  
Organization Meetings

- Section 1: There shall be a minimum of three (3) General Membership meetings of the Organization during the school year.
- Section 2: The dates of the meetings shall not conflict with the calendar established by the Greyhound Council for the Carmel-Clay school district.
- Section 3: Special meetings of the members, other than those regulated by statute, may be called at any time by the President or Co-President, the Principal, or upon receipt of the written request of five (5) current members of the Organization.
- Section 4: Ten (10) or more Members at any properly called meeting as established in Article IV shall constitute a quorum.

ARTICLE IV  
Organization Meetings  
(Continued)

- 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 and any special meetings shall include the place, date, time and known agenda, and shall appear in the school newsletter or other publication at least seven (7) days before the meeting date.
- Section 8: Notice of proposed changes to the by-laws and standing rules, and nominating committee action (slate) shall be published seven (7) days before the meeting upon which it is to be voted.

ARTICLE V  
Executive Officers

- Section 1: The elected Executive officers of the Organization shall be President or Co-President, Vice President or Co-Vice President, Recording Secretary, Corresponding Secretary, Treasurer and Assistant Treasurer (treasurer-elect), In addition, the Principal of the school and a Teacher Liaison shall also be on the Executive Board.
- Section 2: The term of each office shall be for one year commencing at the last PTO meeting of the current school year through the last PTO meeting of the succeeding year. These shall not include vacancies filled by Executive Board appointment. An elected board member shall be filled by the same person for more than two years with approval of the current Executive Board.
- Section 3: All elected Officers shall be prepared to share their updates at all monthly meetings..
- Section 4: Nomination and Election
- a. The Executive Board shall solicit members interested in serving on the Executive Board in advance of determining its slate of officers.
  - b. The Executive Board shall prepare a slate of officers to be voted on by the general membership not later than May, and present the slate by written notice sent to the general membership and/or posting in a prominent place at the School at least one (1) week preceding the election.
  - c. Additional nomination for the Executive Board may be made from the floor with the previous consent of the nominee if these nominations have been submitted to in writing, two (2) weeks prior to the election.
  - d. Election of officers shall take place at a meeting of the Organization in May.
- Section 5: Duties of the Executive Board
- a. The Executive Board shall transact all necessary business between meetings of the Executive Board and report on these transactions at the next meeting of the Executive Board.
  - b. shall fill vacancies through appointment in elected offices and appointed positions as deemed necessary;
  - c. may create additional Standing Committees, and appoint Chairperson(s) for them as the need for additional Standing Committees arises;

ARTICLE V  
Executive Officers  
(Continued)

- d. may approve expenses not appropriated in the annual budget, which expenses do not exceed \$1,000.00;
- e. shall have each member prepare or revise a detailed job description for their position to be completed by the last regular Executive Board meeting of the school year;
- f. shall attend the meetings of the Executive Board and General Membership;
- g. shall strive to uphold the objective of the Organization;

Section 6: Meetings

- a. There shall be a minimum of eight (8) Executive Board meetings during the school year.
- b. The President or Co-President shall decide the schedule of the meetings of the Executive Board, which will be open to any member by request.
- c. A majority of the Executive Board shall constitute a quorum.
- d. A majority vote of members of the Executive Board shall be necessary for any decision made by the Executive Board.
- e. Special meetings of the Executive Board may be called as deemed necessary by the President or Co-President, the Principal, or upon the request of two (2) Executive Board members.

Section 7: Duties of the President or Co-President

- a. The President or Co-President shall preside at all PTO meetings, including those of the General Membership and the Executive Board;
- b. shall notify all members of the date, time, place and known agenda of each meeting;
- c. shall report on the activities of the Organization at General Membership meetings;
- d. shall serve on the Carmel-Clay Schools' Greyhound Council;
- e. shall serve on the Finance Committee;
- f. shall serve in an advisory capacity on all committees;
- g. shall plan the school calendar with the Principal in the spring for the upcoming academic year.
- h. shall organize all staff lunches throughout the year

Section 8: Duties of the Vice President or Co-Vice President

- a. The Vice President or Co-Vice President shall preside in the absence of and assist the President or Co-President;
- b. shall serve on the Carmel-Clay Schools' Greyhound Council;
- c. shall be the room parent coordinator

ARTICLE V  
Executive Officers  
(Continued)

- d. shall be available to carry out other special assignments that may arise that are not the responsibility of the committee chairpersons;
- e. shall serve on the Finance Committee.

Section 9: Duties of the Recording Secretary

- a. The Recording Secretary shall keep an accurate record of all the meetings of the Executive Board and the Organization;
- b. shall make available the minutes of the Organization;
- c. shall have custody of all books and records pertaining to the business of the Organization, except those of the Treasurer. The Recording Secretary shall maintain the permanent file of all records;
- d. shall be responsible for getting information out on all PTO social media sites;
- e. shall act as parliamentarian of the Organization;
- f. shall maintain a current list of all Officers and Chairpersons for the school year.
- g. shall manage Yearbook Lead and photos for the yearbook.

Section 10: Duties of the Corresponding Secretary

- a. The Corresponding Secretary shall handle all correspondence deemed necessary by the Executive Board and the Organization;
- b. shall manage all staff appreciation days/recognition weeks
- c. shall take lead on all staff meeting snack needs

Section 11: Duties of the Treasurer

- a. The Treasurer shall receive all monies of the Organization;
- b. shall disburse all funds in payment of budgeted, Executive Board approved, expenditures;
- c. shall maintain an accurate record of all receipts and expenditures;
- d. shall be responsible for training the Assistant Treasurer;
- e. shall be chairperson of the Finance Committee and shall schedule its meetings as needed;
- f. shall prepare a budget for approval by the Executive Board and General Membership, at the last meeting of the current school year;
- g. shall have the books ready for audit or review on or before July 1 after his/her term of office. Findings shall be read by the Treasurer at the first Organizational meeting of the following school year;
- h. shall maintain a complete and accurate record of the financial transactions of the Organization including annual financial statements for the current and preceding three (3) years;

ARTICLE V  
Executive Officers  
(Continued)

- i. shall obtain the services of a CPA to prepare the Organization's tax returns and any other financial reports required by Federal, State or Local law or deemed necessary by the Executive Board;
- j. shall ensure the readiness of the documentation needed for the timely preparation and filing of all required Annual Reports and tax returns by a CPA;
- k. shall report on the financial conditions of the Organization at each general meeting.

Section 12. Duties of the Assistant Treasurer

- a. The Assistant Treasurer shall perform the duties of the Treasurer in the absence of the Treasurer;
- b. shall assist the Treasurer as requested;
- c. shall be a member of the Finance Committee;
- d. shall be authorized to sign checks in the absence of the Treasurer;
- e. shall review the financial records at least every other month.

Section 13. 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 Organization's best interest; and, in the case of any criminal proceeding, the individual had 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.

Section 14 Removal of Officers

Any officer can be removed from office for failing to uphold the duties and ethics of their office, including but not limited to situations which bring discredit to the PTO, the school or the district. Advance notice of the vote shall be given to the PTO Executive Board at least one week prior to the meeting. A two-thirds vote of board members present at the meeting will be needed to remove the officer.

ARTICLE VI  
Standing Committees

Section 1. The chairperson of committees shall be appointed by the Executive Board. All committee chairpersons and members shall be members of the Organization.

Section 2. The chairperson of each committee shall follow the guidelines as set forth in their job description. Each chairperson shall have the opportunity to present a plan for their committee's activities to the Executive Board.

ARTICLE VI  
Standing Committees  
(Continued)

Section 3. The chairperson of each committee shall be responsible for the committee folder and shall issue a final report after the committee's work is completed. The folder and the final report shall be turned over to the Vice President Elect or Co-President Elect before the end of the school year

a. Finance Committee

1. Members will include President or Co-President, Vice President or Co-Vice President, Treasurer and Assistant Treasurer.
2. In determining the budget, the Finance Committee should include figures pertaining to gross expenses and gross revenue.
3. The Finance Committee 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.
4. The Treasurer may not approve expenditures and/or make payments that exceed budgeted amounts without approval of the Executive Board.
5. The Executive Board may approve payments and/or expenditures that exceed budget by \$1,000.00 or less.
6. The Finance Committee must issue a recommendation regarding all expenditures that exceed budget by \$1,000.00 or more, and must present its recommendation at a General Membership meeting for Member vote.
7. Finance Committee recommendations for expenditures over budget are required to be included on the agenda for the General Membership meeting.

ARTICLE VII  
Greyhound Council

Section 1. The Carmel-Clay Greyhound Council is composed of the following members: the President or Co-President and Vice President or Co-President of each parent teacher Organization of each school in the Carmel-Clay school district.

Section 2. The main function of the Greyhound Council is to act as a clearing house to coordinate The various activities and events of its member groups.

Section 3. The chairmanship of the Greyhound Council shall rotate annually among the various Membership organizations.

ARTICLE VIII  
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 By-Laws of the Organization.

ARTICLE IX  
Amendment

- Section 1. These By-Laws may be amended 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 By-Laws of the Organization; and contains, or is accompanied by a copy or summary of the amendment, or states the general nature of the amendment to the By-Laws.
- Section 2. These By-Laws shall be reviewed annually by the Executive Board by May 1 of each year.

ARTICLE X  
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 By-Laws and any amendments thereto.
3. Minutes of all Organization meetings and all actions approved by the Members for the past three (3) years.
4. All written communications to members within the past three (3) years.
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.
7. All books and records of the Organization may be inspected by any member for any purpose at any reasonable time.