

BYLAWS
of the
Carmel Middle School Parent Teacher Organization, Inc.
Adopted on March 10, 1992
Last Amended on April 16, 2025

ARTICLE I

The name of the organization shall be the Carmel Middle School Parent Teacher Organization, Inc., hereinafter referred to as the "CaMS PTO". The CaMS PTO shall be led by the Executive Board of Directors, which is made up of elected Officers, the Principal, and, as applicable, Committee Chairs. The address is 300 S Guilford Road, Carmel, Indiana.

ARTICLE II

Mission

- Section 1. The mission of the CaMS PTO shall be to enrich the educational opportunities for the students by:
- a. Bringing together parents and staff to promote the community and the welfare of the students at Carmel Middle School, hereinafter referred to as the School;
 - b. Establishing a close working relationship among parents, teachers, the School, and the community; and
 - b. Supporting the highest possible standards of the home and school.
- Section 2. The CaMS PTO shall not seek to direct the technical activities of the School or to control School policies.

ARTICLE III

General Membership

- Section 1. The parents and/or legal guardians of each student enrolled in the School, the faculty and staff members, principal, and administration of the School are considered Members. The CaMS PTO does not discriminate Members on the basis of race, color, ethnic, religious, or national origin, or other status.
- Section 2. The Executive Board shall maintain a current list of all Members who would like to volunteer.
- Section 3. Removal of Members: Any Member may be removed from membership by majority vote for conduct detrimental to the organization, for lack of sympathy with its objective, or for refusal to render reasonable assistance in carrying out its purposes. Any such Member or committee leader proposed to be removed shall be entitled to at least five days' notice in writing of the meeting at which time such removal is to be voted upon. The Member shall be given an opportunity to be heard by the Executive Board at such meeting. The decision of the Executive Board shall be final.

ARTICLE IV
PTO Income

- Section 1. Annual income goals shall be set for the following school year at the last regularly scheduled or properly called PTO meeting of the current school year, or the first meeting of the succeeding school year.
- Section 2. No part of the net earnings of the CaMS PTO shall benefit the PTO or be distributed to its members, officers, or other individuals, except that the CaMS PTO shall be authorized and empowered to pay any reasonable compensation for services rendered and to make payments and distributions in furtherance of its purposes.
- Section 3. The CaMS PTO shall be required to distribute its income for each taxable year at such time and in such a manner as not to subject the CaMS PTO to liability under the Internal Revenue Code.

ARTICLE V
General CaMS PTO Meetings

- Section 1. There shall be a minimum of two (2) General Board meetings of the CaMS PTO during the school year.
- Section 2. The dates of the meetings shall not conflict with the calendar established by the Coordinating Council for the Carmel Clay School District.
- Section 3. Quorum and Voting Requirements: At any meeting, regular or special, those Members present from the organization constitute a quorum for all purposes except as otherwise provided by law. Action is taken by an affirmative vote of a majority of the Members with one vote per motion per member.
- Section 4: Special meetings may be called by the President of the CaMS PTO, the Executive Board of Directors, or any Member upon written request to the President.
- Section 5. Notice of meetings and any special meetings shall include the place, date, time and, if available, the known agenda at least five days before the meeting. Notices will be posted in the PTO place of record and/or through standard communication methods which could include email, PTO website, or social media channels managed directly by the PTO.

ARTICLE VI
Nomination of New Executive Board Officers

- Section 1. In the event of an Executive Board vacancy, nominations may occur as such:
- a. The Executive Board Officers shall solicit new and existing Members interested in serving on the Executive Board in advance of determining its slate of Officers.
 - b. The President shall prepare a slate of Officers for Executive Board approval.
 - c. Additional nominations may be made from the floor including self-nominations.
 - d. Every effort will be made to have representatives from different feeder schools.
 - e. The Executive Board shall make certain the prospective Officers and Committee Chairs members know the general and specific duties of the job.

- f. Election of new Executive Board Officers shall first take place at an Executive Board meeting of the CaMS PTO in the second semester of the current school year to fulfill their role in the succeeding school year.
- f. All new or returning Officers shall then be approved by a majority vote of those present at a Spring General Board Meeting.
- f. In the event a vacancy occurs in an elected office during a school year, the Executive Board of Directors shall appoint a Member to fulfill the Officer's unexpired term.

ARTICLE VII

Executive Board of Directors

- Section 1. Personnel: The Executive Board of Directors ("Executive Board") shall consist of the following Officers: President, Vice President, Secretary, Treasurer, Assistant Treasurer, Communications and any elected Board at Large. These Officers, along with the immediate past president, shall constitute the Executive Board of this PTO.
- Section 2. Qualifications: All elected Officers are Members of the PTO. All Officers must have a current, satisfactory criminal background check.
- Section 3. Terms of Office: Shall be for one year commencing at the last PTO meeting of the current school year through the last meeting of the succeeding school year. The Treasurer(s) terms will conclude at the end of the financial year, June 30. The same person shall not fill the same elected office for more than two consecutive terms. This shall not include vacancies filled by Executive Board appointment. In certain circumstances, a third term for a specific Officer may be considered at a General Meeting and would require at least five days' notice prior to the meeting, to be communicated on all standard methods and channels.
- Section 4. Duties: The Officers shall perform the duties of the Executive Board. The Board shall have the power to act solely in the interest of the CaMS PTO. These include developing the PTO's annual budget, establishing and overseeing committees to conduct the work of the PTO, establishing fundraising programs and approving, by majority vote, expenses not appropriated in the annual budget, when expenses are over \$100 and do not exceed \$1000. Additional duties of the board are listed below and in Article VIII:
- Transact all necessary business between meetings and report on these transactions at the subsequent meeting.
 - Fill vacancies in elected offices for the unexpired term and appoint positions as deemed necessary.
 - Make recommendations to the Officers for their acceptance or rejection.
 - Create, by the act of a majority vote, at any meeting at which there is a quorum, additional standing Committees, and appoint Chair(s) for them as the need for additional standing Committees arises.
- Section 5. Meetings: Ideally, there shall be monthly Executive Board Meetings during the school year. There will be a minimum of four meetings held per school year. Additional meetings may be called by the President or upon written request from at least two Executive Board members. A majority of the Board shall constitute a

quorum. A Majority vote shall be necessary for any decision made by the Executive Board.

Section 6. Removal: An Officer can be removed from office for failure to fulfill his/her duties or failure to attend less than half of the scheduled Board meetings. Removal may occur by a majority vote of the Executive Board. If a tie-breaking decision is required, the CaMS Principal will be asked to vote. Any Officer proposed to be removed shall be entitled to at least five days' notice in writing of the meeting at which time such removal is to be voted upon. The member shall be given an opportunity to be heard by the board at such meeting. The decision of the board shall be final.

Section 7. Elections: Elections shall be confirmed by a majority vote of Members present at the Spring General Board Meeting.

ARTICLE VIII

Duties of the Executive Board Officers

Section 1. All Executive Board Officers are expected to attend as many meetings as possible, adhere to the CaMS PTO Mission, assist in enforcing the budget, support or lead various committee efforts, increase Member awareness of the PTO activities, and create a culture of parental involvement.

Section 2. The President's duties shall include, but not be limited to:

- a. Prepare an agenda and preside at all Executive Board and General PTO meetings with proper notification given to all Members of the dates, times, places, and matters to be voted upon.
- b. Serve in an ex-officio capacity on all committees.
- c. Approval of any new committees that are needed as determined by the Executive Board of Directors.
- d. Serve on the Coordinating Council and fulfill all responsibilities associated with that position.
- e. Maintain a list of all Officers and Standing Committees and Project chairpersons for the year.
- f. The President and Principal shall communicate in the spring to establish the calendar dates for meetings for the following school year.
- g. Be responsible for providing a job description to each committee chairperson.
- h. Sign all contracts on behalf of the PTO. However, any contract which exceeds \$5,000 in expected revenue or expenditures shall also require the signature of the CaMS Principal after Executive Board approval and vote.
- i. Be able to approve unbudgeted funds up to \$100 without Executive Board Approval, up to a maximum of five times per fiscal year.

Section 2. The Vice President duties shall include, but not be limited to:

- a. Work closely with the President and, in the absence of the President at meetings, prepare an agenda and preside.
- b. Serve on the Coordinating Council and fulfill all responsibilities associated with that position.
- c. Maintain an updated list of Committee Chairs and support volunteer solicitation.

- d. Serve in an ex-officio capacity on those committees determined by the Executive Board. In the absence of an Executive Board representative on a committee, the Vice President will stay in contact with the committee and bring updates to the Executive Board meetings.

Section 3. The Secretary's duties shall include, but not be limited to:

- a. Keep an accurate record of all of the meetings of the Board of Directors and the CaMS PTO.
- b. Maintain full and complete records in a designated place which is clearly communicated to and accessible by all Executive Board Officers.
- c. Provide copies of the approved minutes to each of the Officers. Draft minutes must be approved by a minimum of two (2) Executive Board Members, who were in attendance at the meeting, prior to general distribution of the minutes.
- d. Have custody of all books and electronic records pertaining to the business of the CaMS PTO, except those of the Treasurer, and shall maintain a permanent file of all records for the last seven (7) years.
- e. Act as parliamentarian of the CaMS PTO.

Section 4. Communication's duties shall include, but not be limited to:

- a. Produce communication from the PTO leadership to its Membership via electronic correspondence. Correspondence will be direct to the PTO members utilizing the PTO website and/or designated social media channels. Their purpose is to improve the benefits of membership by offering a direct link to school events, opportunities and outreach.
- b. Coordinate with Executive Board Officers and Committee Chair(s) to promote accurate and timely information on home page(s) of the PTO and school websites and/or designated social media channels.
- c. As stewards of a budget, the Communications should inform the public about PTO funds in action including examples like club sponsorships, teacher and team grants, and staff appreciation weeks.

Section 5. The Treasurer duties shall include, but not be limited to:

- a. Receive all monies of the CaMS PTO and shall maintain an accurate record of receipts and expenditures.
- b. Make deposits.
- c. Be responsible for training the Assistant Treasurer.
- d. At fiscal year-end, submit reports to Accountant for annual tax preparation
- e. At Calendar year-end, provide payee information and amounts to Accountant for preparation of Form 1098 and Form 1099, if/as needed.
- f. Have the books ready for audit on or before August 1 of each year. The Year-End Report shall be presented by the Treasurer at the first CaMS PTO meeting of the following school year.
- g. Maintain complete and accurate record of the financial transactions of the CaMS PTO including annual financial reports for the current and the preceding seven (7) years within CaMS PTO at Carmel Middle School.
- h. Complete the Business Entity Form for the State of Indiana every other spring, or as due.

Section 6. The Assistant Treasurer duties shall include, but not be limited to:

- a. Preside in absence of the Treasurer.
- b. Be authorized to sign checks in the absence of the Treasurer.

- c. Make deposits.
- Section 7. The Board At Large duties shall include, but not be limited too:
- a. Work with the other Executive Members to accomplish the mission of the Carmel Middle School PTO

Article IX
General Board of Directors

- Section 1. Personnel: The General Board of Directors shall consist of the Executive Officers, the Committee Chair(s) of each standing Committee and the Principal and/or designee. Committee Chair(s), may include but are not limited to the following areas. A teacher on staff at Carmel Middle School may be a Chair.
- Student and Staff Appreciation
 - Student Enrichment Opportunities
 - Special Events and Fundraising
- Section 2. Duties of the General Board of Directors:
- Shall perform the duties listed in said committee's job description.
 - Transact all necessary business between organization meetings.
 - Make a minimum of (1) report during the school year to the General Membership.
 - Solicit committee plans and ideas for presentation to the Executive Board.
 - Request significant job changes to the Executive Board for their approval.
 - If the committee has a budget line in the PTO Budget, the Chair(s) are to be accountable for all monies spent, ensuring the expenditure does not exceed the allocated amount.
 - To liaise with the Treasurers in the management of the budget line and to help determine its budget for the following year.
 - Maintain all files/records.
 - The Officers shall assume their duties at the close of the school year.
- Section 3. Qualifications: All Chairs shall have a current, satisfactory criminal background check.
- Section 4. Term of Office: The term of each Chair 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. Any unexpected vacancies will be filled by Executive Board appointment and vote.
- Section 5. Removal: A Committee Chair can be removed from appointment for failure to fulfill his/her duties after reasonable notice by a majority vote of the Executive Board. Any such Chair proposed to be removed shall be entitled to at least five days' notice in writing of the meeting at which time such removal is to be voted upon. The Chair shall be given an opportunity to be heard by the Board at such meeting. The decision of the Board shall be final.
- Section 6. Elections: Elections shall be made by a majority vote of Members present at the Spring Meeting General Meeting.

ARTICLE X
Standing Volunteers and/or Committees

- Section 1. The Executive Board shall provide each Committee Chair(s) with volunteer names and contact information to assist with PTO or CaMS operations.

Section 2. Volunteers do not have to be PTO Members to assist at the School. However, they must have a current, satisfactory criminal background check and any other training set forth by either Indiana State law or the Carmel Clay School Corporation.

ARTICLE XI

Coordinating Council

Section 1. The Carmel-Clay Coordinating Council (Coordinating Council) is comprised of the following members: President and Vice-President of each PTO within the Carmel-Clay School District and various Carmel Clay School employees /representatives.

Section 2. The Coordinating Council coordinates the various activities and events of its members.

ARTICLE XII

Parliamentary Procedure

Section 1. The rules contained in Robert's Rules of Order, Revised shall govern the CaMS PTO Meetings in all cases to which they are applicable, and in which they are not inconsistent with bylaws of the CaMS PTO.

ARTICLE XIII

Amendment

Section 1. Notice of proposed changes to the by-laws and standing rules shall be presented at a meeting preceding the meeting at which it is to be voted upon.

Section 2. The bylaws shall be reviewed every three (3) years by the Executive Board.

ARTICLE XIV

Records

Section 1. All CaMS PTO records are available upon request by a Member with seven school days from the date of request allowed for CaMS PTO to respond. Requests should be submitted by email to the CaMS PTO. The CaMS PTO as prescribed by law shall keep a copy of the following records within one or more of the following approved methods: CaMS PTO's office, at Carmel Middle School, a cloud-based file storage system which access has been granted to all Executive Board Officers, the CaMS PTO public website, and/or standard communication channels:

- a. Current articles of incorporation and any amendments thereto;
- b. Current bylaws and any amendments thereto;
- c. Any action of the CaMS PTO relating to Membership;
- d. Minutes of all CaMS PTO's meetings including the Executive Board and all actions approved by the Members for the past three (3) years;
- e. All written communications (Newsletters) to Members within the past three (3) years
- f. A current list of the CaMS PTO's Members within the past three (3) years;

- g. Financial records of the CaMS PTO for the past seven (7) years; including the Indiana Business Entity Report, tax returns and any pertinent accountant correspondence/reports.

AMENDMENT I

Financials

- Section 1. Fiscal Year: The Fiscal Year of the CaMS PTO runs from July 1 to June 30th of the following year.
- Section 2. Banking: All operating funds shall be kept in a checking account in the name of the CaMS PTO. Reserve funds shall be kept in a savings account. Both accounts require at minimum two Executive Board signatures and are held at a locally insured financial institution.
- Section 3. Finances: A minimum of seventy percent (70%) of the current years operating budget money shall be in a savings (reserve) account by the beginning of the next fiscal year. The checking (operating) account will maintain the bank-required minimum.
- Section 4. Reporting: All financial activity shall be recorded in a computer-based system. The Treasurer or their assistant shall reconcile the accounts monthly and report a summary of all financial activity monthly to the Executive Board.
- Section 5. PTO funds shall be used for payment of the following:
- Approved budgeted categories,
 - Teacher Grant line items that are voted upon by the Executive Board after Principal recommendation
 - Non-budgeted items from requests approved by the Executive Board and/or Board of Directors
- Section 6. PTO funds shall not be used for payment of the following:
- Gifts/payments to PTO volunteers
 - Everyone making expenditures on behalf of the PTO shall be a good steward of the funds. This includes submitting timely reimbursements. The PTO is not responsible for late fees, service charges, returned check fees or monies incurred from extended time frames of outstanding bills.
- Section 7. The PTO will make every effort to submit payable accounts in a timely manner.
- Section 8. Upon dissolution of the CaMS PTO, the Executive Board shall, after paying or making provisions for the payment of all liabilities of the CaMS PTO, dispose of all of the assets of the CaMS PTO exclusively for the purpose of the CaMS PTO in such a manner, or to such CaMS PTO, or CaMS PTOs, organized and operated exclusively for charitable, educational or scientific purposes as shall at the time qualify as an exempt CaMS PTO by law.

AMENDMENT II

School Redistricting

- Section 1. School Redistricting Slate Procedure: In the event of redistricting, the Executive Board will determine appropriate timeline and procedures for slating the Officer and/or Board appointments.

AMENDMENT III

Miscellaneous

- Section 1. General Questionnaire: On an as needed basis, as determined by the Executive Board, the Carmel Middle School PTO can seek feedback from every member to continually evaluate itself. These methods can be paper or electronic in nature.
- Section 2. Indemnification: Carmel Clay Schools (CCS) shall indemnify any 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 in accordance with CCS Policy 8750, Defense and Indemnification, Revised March 2013.
- Section 3. The organization shall comply with the current Indiana Gaming Commission laws in regards to raffling and fundraising, as they pertain to organization business and bank accounts.
- Section 4. Conflict of Interest: The CaMs PTO will not enter a business contract, either written or verbal, with a member of the Executive Board or General Board, while that person is still operating in an official capacity for the CaMS PTO. This includes, but is not limited to, the selling or purchasing of goods and/or services. This policy is intended to supplement, but not replace, any applicable state or federal laws, governing conflict of interest that apply to nonprofit organizations

AMENDMENT IV

Pantry Pack Program

- Section 1. Purpose: The Pantry Pack Program is a committee that is a collaboration between the Executive Board, General Board of Directors, and the CaMS administration including School counselors and/or social worker(s). Pantry Pack provides non-perishable food items, hygiene items, and food gift cards on a regular or as-needed basis to students identified by the counselor/social worker staff. CaMS PTO acknowledges the Pantry Pack Program is a significant service to a select student population.
- Section 2. The Pantry Pack Program Committee: The committee shall consist of one Executive Board Member, a Committee Chair (or Co-Chair), which does not have to be a member of the Executive Board, and members of the CaMS administration as designated by the Principal and/or counselor/social worker office. Volunteers will be solicited by the Committee. Committee discussions are not required to be documented for public record due to respect for privacy of the population served.
- Section 3: Budget: The Pantry Pack budget is a line item within the CaMS PTO budget under the articles of incorporation. The budget is overseen by the Treasurer in collaboration with the Committee Chair(s). The Pantry Pack Program will receive a regular yearly budget amount from the CaMS PTO. In addition, the Pantry Pack Program will build and maintain relationships with community organizations and non-profits with the goal of obtaining funding, and donations. The goal is to operate the Pantry Pack withing the parameters of the PTO budgeted amount, with the possible addition of designated donations. Supplemental funding from

the PTO will be discussed and approved as needed at the Executive and General meetings.

Specific to designated funds donated for the Pantry Pack Program, those funds will carry-over to the next budget year and will remain within the Pantry Pack Program budget line. An excess of funds caused by such designated donations will not impact the amount budgeted by the PTO. It is understood that the Pantry Pack Program committee will make every effort to utilize specifically designated funds and donations first (prior to CaMS PTO budgeted funds).

Section 4: Connectivity with CaMS Administration: Connectivity with CaMS Administration: The Pantry Pack Program Committee will reach out at least monthly to appropriate CaMS administrative staff to determine that (1) the number of students served by the Pantry Pack Program is correct, (2) that all dietary needs are being addressed, and (3) that there are no issues needing to be addressed. One member of the committee will be charged with these communications.

In addition, the Pantry Pack Program Committee would like to have at least two meetings with the appropriate CaMS administrative members to determine that the program is addressing issues including successful distribution of the packs, proper items being included in the packs, and any additional needs.

BYLAWS AMENDEMENTS

Dates ByLaws have been updated:

May 1, 1995
May 12, 1998
April 11, 2000
April 22, 2003
April 19, 2005
March 19, 2009
March 2012
April 2015
April 18, 2017
April 16, 2019
November 9, 2021