

# CARMEL MIDDLE SCHOOL

## PARENT TEACHER ORGANIZATION (PTO) BYLAWS

Amended August 14, 2025

### **I. NAME**

This organization shall be named the CARMEL MIDDLE SCHOOL PARENT TEACHER ORGANIZATION (CMS PTO).

### **II. PURPOSE**

The purpose of the CMS PTO is to encourage involvement in our student's education, provide support for school programs and strengthen the sense of community at Carmel Middle School.

### **III. MEMBERSHIP**

- A. All parents, guardians, caregivers, and family members of any child enrolled at Carmel Middle School and all members of the school staff shall be members of the PTO.
- B. All members are eligible to vote and to hold office.

### **IV. ORGANIZATION**

The day-to-day operations of the PTO will be managed by the Executive Board who will report to the General Membership and seek advice and consent from the General Membership at the monthly General Membership Meetings.

#### **A. General Membership Meetings**

1. General Membership Meetings shall be held monthly during the school year in-person, virtually, or in hybrid format as determined by the Executive Board. Accommodations for meeting participation shall be provided upon

request.

2. Special General Membership Meetings shall occur in-person at least twice a year. The fall Special General Membership Meeting is for the purpose of introducing officers, reviewing the calendar of events, and other PTO matters. The spring Special General Membership Meeting is for the purpose of electing officers and approving the budget for the following year. A special General Membership Meeting may be held prior to the start of the school year.
3. At all meetings, votes will be by voice, each member present having one vote. Electronic voting may be used when in-person voting is not practical.
4. A matter of significance may not be brought to a vote at a meeting where it is first presented, unless the President or Executive Board has placed it on the agenda. Such matters of significance may be discussed and shall be put on the agenda for the following meeting.
5. Meetings will not be video-recorded, but Minutes shall be approved by the Executive Board in a timely manner, and then posted on the website for the general membership.

#### **B. Executive Board Officers**

1. The Executive Board shall consist of 5 officers: *President, Vice President, Secretary, Treasurer, and Director of Communications.*
2. Other Officers: *Cash for Cougars Chairperson, Eighth Grade Hospitality Chairperson, Teacher Appreciation Chairperson, Parent Connection Chairperson, Principal*

### **C. Executive Board Officers Duties**

1. The President shall preside at all General Membership and Executive Board Meetings. Subject to ratification by the Executive Board, the President shall appoint special officers and chairs of ad hoc committees.
2. The Vice President shall assist the President and shall perform all duties of the President in his/her absence. The Vice-President shall chair the Nominating Committee as well as Co-Chair Ways and Means with the Treasurer.
3. The Secretary shall keep a summary record of items discussed and actions taken of all Executive Board and General Membership Meetings. The Secretary shall electronically distribute Minutes of the Executive Board and General Membership meetings to the Executive Board within one week following any meeting.
4. The Treasurer shall collect all monies belonging to the CMS PTO and shall deposit the same in a bank under the name of the CMS PTO. The Treasurer shall pay all bills and prepare financial statements. The Treasurer co-chairs the Ways and Means committee with the Vice President.
5. The Director of Communications shall be responsible for recruiting and organizing volunteers for PTO events and school-wide areas of service; maintaining email distribution lists as needed, communicating to parents via email and managing all events through Sign Up Genius; providing updated information to web page coordinator;

### **D. Terms of Office, Elections, Vacancies, and Appointments**

1. Officers shall be elected each spring at the Special General Membership Meeting. The terms of office shall be July 1 through June 30.

2. Vacancies occurring during the school year may be filled by appointment of the Executive Board.
3. Officers who miss more than three consecutive meetings without prior notice may be replaced by two-thirds of the majority of the Executive Board Members present at a regular monthly Executive Board Meeting.
4. The President shall set a meeting of the old and new Executive Board and other officers at the conclusion of each school year (the May meeting) to acquaint new officers with their responsibilities and develop a tentative calendar of events for the following school year.

#### **E. Executive Board Meetings**

1. The PTO shall meet every month during the school year.
2. Decisions will be made by consensus. However, if a vote is taken, each member of the Executive Board shall have one vote with majority rule.
3. Executive Board Meetings are open to the General Membership.
4. The President will call special meetings and make exceptions to the regular meeting dates.
5. The Executive Board may meet and vote electronically via email, video call, or messaging platforms.
6. Any officer absent from an Executive Board Meeting shall advise the President of any pending business or submit a report in advance of that meeting.
7. A report of all decisions of the Executive Board will be made at the following General Membership Meeting (via Meeting Minutes) and represented on the website once approved.

8. One or more Grade Level Representatives should attend monthly PTO meetings.

#### **F. Other Officers**

1. **Cash for Cougars Chairperson** shall be responsible for organizing PTO's largest fundraiser of the school year. Taking place in the fall, students recruit sponsors and raise funds to support special projects and events at CMS. Coordinator will organize award prizes and community service projects for the students.
2. Eighth Grade **Hospitality Chairperson** shall be responsible for organizing the eighth grade's Ohana Day, end-of-year dance, and graduation brunch following all guidelines for hosting these events.
3. **Teacher Appreciation Chairperson** organizes theme lunches for the teachers throughout the school year. Coordinator recruits parent volunteers to provide food and refreshments for potluck lunches and manages all set up, clean up and food preparation.
4. **Parent Connection Chairperson** shall be responsible for organizing three parent mixers per year in the evenings, in September, January and April, with the mission to connect community, new families, and school spirit.
5. **The Principal** shall represent the interest of the whole school and of the district. The Principal shall be an ex officio member of all committees.

#### **V. COMMITTEES**

- A. The Executive Board may establish and dissolve other ad hoc committees from time to time as circumstances warrant.
- B. Other officers and chairs may establish committees to help with their specific duties.

- C. Each PTO Officer and Committee Chair shall keep a current notebook of their yearly activities to serve as a guideline for the incoming officers.

## **VI. USE OF FUNDS AND BUDGETING**

- A. All funds of the CMS PTO shall be spent only for purposes clearly benefiting Carmel Middle School students. The property of the CMS PTO is irrevocably dedicated to charitable purposes and no part of the net income or assets of the CMS PTO shall be used to benefit any director, officer or member or to benefit any private persons.
- B. The signature of the Treasurer, Vice-President or the President shall be required on all checks drawn against the account. Two signatures shall be required on all checks. The Treasurer shall pay all bills upon the approval of the Executive Board and shall maintain itemized statements of all receipts and disbursements in a permanent record. The Treasurer shall prepare a financial statement for each monthly meeting, giving expenditures, present balance, profits and proposed expenditures and prepare a public financial statement of expenditures each year. The Treasurer is responsible for filing all required tax reports.
- C. The Treasurer shall prepare a budget proposal to present to the Executive Board at the May meeting. The Executive Board will approve the budget for ratification by the General Membership at the Spring General Membership Meeting.
- D. From time to time the Executive Board may withdraw proceeds from the Carmel Middle School PTO Certificate of Deposit for any special purpose or to augment the general budget.
- E. The PTO may accept payments via cash, check, or electronic methods including online transfers and credit cards.

F. Monthly financial summaries shall be included as exhibits to Executive Board Meetings Minutes and posted to the website.

G. Financial Records shall be preserved for at least five years, or as required by law.

## **VII. PUBLICATIONS AND DISTRIBUTION OF INFORMATION**

All material distributed by the PTO to the General Membership shall be reviewed by the PTO President and the Principal, or Principal's Secretary prior to distribution.

## **VIII. EMERGENCY OPERATIONS**

During school emergencies or unusual circumstances, the Executive Board may conduct business electronically and communicate decisions via website and email. Any official Resolutions or Approvals shall be recorded in the following Executive Board Meeting Minutes.

## **IX. RULES OF ORDER**

The rules contained in Robert's Rules of Parliamentary Law and Procedure shall govern the proceedings in all cases not covered by these By-Laws.

## **X. POLITICAL LIMITATIONS**

No substantial part of the activities of this organization shall consist of carrying propaganda or otherwise attempting to influence legislation. The organization shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office. This does not preclude such activities as hosting an impartial forum for candidates for the Carmel Unified School District School Board or supporting local measures for the benefit of the district.

## **XI. DISSOLUTION**

Upon dissolution of the organization, its assets remaining, after payment, or provision

for payment of all debts and liabilities of this organization, shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501c (3) of the Internal Revenue Code.

## **XII. AMENDMENTS**

- A. These By-Laws may be amended by an affirmative vote of not less than: (1) Two thirds of the Executive Board Members, provided a quorum is present; and (2) A simple majority of members present at a General Membership Meeting.
- B. A copy of the proposed changes must be advertised at least two weeks prior to the vote by a posting of the proposed changes on the Carmel Middle School PTO Webpage.
- C. By-Laws to be updated annually if necessary.

## **EXECUTIVE BOARD MEMBERS (2025-2026)**

Jessicah Hartley President

Kristi Kahle, Vice-President

Jessica Ortega, Secretary

Sarah Brogden, Treasurer

Amber Manglona, Director of Communications

Date: 08/14/2025