

**INDIAN CREEK PTO**  
**(Parent-Teacher Organization)**  
**BYLAWS**

**March 2010**

**ARTICLE I: NAME**

The name of this Organization will be:

Indian Creek PTO, Inc.

**ARTICLE II: ARTICLES OF ORGANIZATION**

The Articles of Organization of a local PTO include the bylaws of such Organization.

**ARTICLE III: PURPOSES**

**Section 1:** The objectives of this PTO are:

- a. To promote the welfare of children and youth in the home, the school, and the community.
- b. To raise the standards of home life;
- c. To secure adequate laws for the care and protection of children and youth;
- d. To bring into closer relationship the home and the school so that parents and teachers may communicate and cooperate effectively in the educational process;  
and
- e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, and social growth.

**ARTICLE IV: BASIC POLICIES**

The following are basic policies of this PTO:

- a. The Organization shall be non-commercial, nonsectarian, and non-partisan.
- b. The name of the Organization or names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purposes not appropriately related to promotion of the objects of the Organization.

- c. This Organization shall not – directly or indirectly – encourage participation and/or intervention in any political campaign on behalf of or in opposition to any candidate seeking public office.
- d. The Organization shall work with the school to provide quality education for all children and youth, and it shall seek to participate in the decision-making process establishing school policy; recognizing that the legal responsibility to make decisions is delegated by the people to the local Board of Education.
- e. No part of the net earnings of the Organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons except that the Organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.
- f. Upon the dissolution of this Organization, after paying or adequately providing for the debts and obligations of the Organization, the remaining assets shall be distributed to one or more non-profit Organization(s).

#### **ARTICLE I: MEMBERSHIP AND DUES**

**Section 1:** Membership in the PTO shall be made available without regard to race, color, creed, gender, or national origin.

**Section 2:** This PTO has no membership dues.

#### **ARTICLE VI: OFFICERS AND ELECTION**

**Section 1:** Officers and election:

- a. The officers of this Organization shall consist of a President, Vice-President, Recording Admin, Treasurer, and Corresponding Admin.
- b. Officers shall be elected at the last PTO business meeting of the school year. Voting shall take place by a survey of those in attendance.
- c. In the inaugural year only the principal shall appoint officers and co-officers as needed.
- d. All officers shall assume designated responsibilities (EXCEPT the Treasurer) following the meeting in May. The Treasurer shall assume designated responsibilities after the books have been audited.

**Section 2:** Nomination committee:

- a. There shall be a nomination committee composed of five (5) members who shall be elected by this PTO at a regular meeting at least one month prior to the election of officers. The President shall appoint a temporary chairperson from the nominating

committee who shall call the first meeting. The committee shall elect its own chairperson.

- b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the regular meeting in April, at which time additional nominations may be made from the floor.
- c. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

**Section 3:** Vacancies

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Committee. In case a vacancy occurs in the office of President, the Vice-President shall serve notice of the election.

**ARTICLE VII: DUTIES OF OFFICERS**

**Section 1:** The President shall:

- a. Preside at all meetings of the Organization and at all meetings of the Executive Committee;
- b. Appoint special committees;
- c. Perform such other duties as may be prescribed in these bylaws or assigned to him/her by the Organization or by the Executive Committee;
- d. Be a member ex officio of all committees except the nominating committee; and
- e. Coordinate the work of the officers and committees of the association in order that the objectives may be promoted.

**Section 2:** The Vice-President shall:

- a. Preside in the absence or disability of the President to act;
- b. Serve as the liaison between standing committees, Executive Committees, and adhoc committees;
- c. Provide leadership in fund-raising activities authorized by the Organization;
- d. Organize the volunteer programs of the Organization; and
- e. Fulfill the position of President the following year.

**Section 3:** The Recording Admin shall:

- a. Record minutes of all meetings of the Organization and of the Executive Committee;

- b. Maintain a current copy of the Bylaws;
- c. Maintain an email list or written list; and
- d. Acknowledge receipt and respond to correspondence.

**Section 4:** The Treasurer shall:

- a. Have custody of all the funds of the association;
- b. Keep a full and accurate account of receipts and expenditures;
- c. Make disbursements as authorized by the President, Executive Committee or Organization in accordance with the budget adopted by the Organization;
- d. See that the signatures of the Executive Committee are registered at the bank in case of emergencies;
- e. Present a financial statement at every meeting of the Organization and at other times when requested by the Executive Committee;
- f. Make a full report at the meeting at which new officers officially assume their duties;
- g. Be responsible for the maintenance of books, accounts, and records;
- h. Have the accounts examined annually or upon change of officer by an auditor or auditing committee of not fewer than two (2) members or a CPA, established by the Executive Committee, who satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The auditing report shall be given to the Organization no later than the first regular PTO meeting of said school year and shall be made a part of the permanent minutes of the Organization.

**Section 5:** The Corresponding Admin shall:

- a. Prepare PTO Newsletters and other printed or electronic communications;
- b. Issue all PTO originated correspondence;
- c. Work with the Principal to assure that all PTO correspondence is grammatically correct and the contents are presented clearly and in accordance with the policies and objectives of the Organization.

**Section 6:** All officers shall perform the outlined duties prescribed in the parliamentary authority in addition to those outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the President all records, books, funds, and other related materials no later than ten (10) days following the close of the current school year.

## **ARTICLE VIII: EXECUTIVE COMMITTEE**

**Section 1:** The Executive Committee shall consist of the officers of the Organization, the representatives of the standing committees, the Principal of the school or a representative appointed by him/her, and at least one faculty representative.

**Section 2:** The duties of the Executive Committee shall be:

- a. To transact necessary business in the intervals between Organization meetings and such other business as may be referred to it by the Organization;
- b. To create or dissolve standing or special committees;
- c. To approve the plans of work of the standing committees;
- d. To present a report at the regular meetings of the Organization;
- e. To see that the Board of Education audits the Treasurer's accounts;
- f. To prepare and submit to the Organization for adoption a budget for the fiscal year;
- g. To approve routine bills within the limits of the budget;
- h. To fill all vacancies in office.

**Section 3:** Regular meetings of the Executive Committee shall be held during the school year, the time to be fixed by the committee at its first meeting of the year. A majority (51%) of the Executive Committee members shall constitute a quorum. Special meetings of the Executive Committee may be called by the President or by a majority of the members of the committee.

## **ARTICLE IX: MEETINGS**

**Section 1:** At least 4 regular meetings of this Organization shall be held during the school year. Dates of the meetings shall be determined by the Executive Committee and announced at the first regular meeting of the year. Five days' notice shall be given of a change of date.

**Section 2:** Special meetings of the Organization may be called by the President or by a majority of the Executive Committee. At least one day's notice shall be given.

**Section 3:** The election shall be held in May.

**Section 4:** The last regular meeting of the Organization shall be held in May and shall be known as the annual meeting for annual reports and the installation of officers.

**Section 5:** The privilege of holding office, making motions, debating, and voting shall be limited to members of the Organization.

#### **ARTICLE X: STANDING AND SPECIAL COMMITTEES**

**Section 1:** Any person holding an appointed position in a local PTO shall be a member of said PTO.

**Section 2:** The Executive Committee may create or dissolve such standing committees as it may deem necessary to promote the objectives and carry on the work of the Organization.

**Section 3:** The chairperson of each standing committee shall present a plan of work to the Executive Committee for approval. No committee work shall be undertaken without the consent of the Executive Committee.

**Section 4:** The power to form special committees and appoint members to special committees shall rest with the Executive Committee.

**Section 5:** The President shall be a member ex officio of all committees except the nominating committee.

#### **ARTICLE XI: FISCAL YEAR**

**Section 1:** The bylaws of each constituent Organization shall include an article stating the fiscal year.

**Section 2:** The school year for this Organization shall begin on August 1<sup>st</sup> and end June 30<sup>th</sup>.

#### **ARTICLE XII: AMENDMENTS**

- a. Local PTO bylaws may be amended at any regular meeting of the Organization by a two-thirds vote of the members present and voting provided that notice of the proposed amendment shall have given at least thirty (30) days prior to the meeting of the local unit.
- b. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the association, or by a two-thirds vote of the Executive Committee. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.