

## **Bylaws of**

### **Thorpe Creek Elementary School Parent Teacher Organization**

#### **Article I General**

##### **Section 1.1**

The name of the organization shall be Thorpe Creek Elementary School Parent Teacher Organization (PTO) and may be referred to hereafter as "PTO".

##### **Section 1.2**

The PTO's principal office is located 14642 E. 126<sup>th</sup> Street, Fishers, IN 46037. The PTO's phone number is (317) 594-4310.

#### **Article II Purpose**

##### **Section 2.1**

The PTO is organized exclusively for charitable, educational, and/or scientific purposes under section 501(c)(3) of the Internal Revenue Code.

##### **Section 2.2**

The PTO is organized and shall at all times be operated exclusively for the charitable and educational purposes set forth below:

- A. To bring together parents of students attending and teachers employed at Thorpe Creek Elementary School (the "School") in order to promote the welfare of the students School, and community;
- B. To establish a close working relationship among the members of the PTO for the purpose of developing and increasing interest in the students of the School, the home, the School, and the community;
- C. To raise funds to provide enrichment for the School's population and facilities; and
- D. To keep parents and teachers informed of items and issues discussed at meetings and under consideration by the PTO.

### **Section 2.3**

No part of the net earnings of the PTO shall inure to the benefit of, or be distributable to its members, trustee, officers, or other private person, 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 this Section 2. No substantial part of the activities of the PTO shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the PTO shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

### **Section 2.4**

Notwithstanding any other provision of the document, the PTO shall not carry on any other activities not permitted to be carried on by (a) an organization exempt from federal income tax under section 501 (c)(3) of the Internal Revenue Code or (b) an organization, contributions to which are deductible under section of the Internal Revenue Code.

### **Section 2.5**

- A. Upon the dissolution of the PTO, the assets shall be distributed for one (1) or more exempt purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.
- B. If the desired recipient is: (i) not then in existence, (ii) no longer a qualified recipient under Section 501(c)(3) of the Internal Revenue Code, or (iii) unwilling or unable to accept the distribution, then the assets of the PTO shall be distributed to a fund, foundation, or organization which is organized and operated exclusively for the purposes specified in section 501 (c)(3) of the Internal Revenue Code.

## **Article III Membership**

### **Section 3.1**

Membership shall consist of all parents and legal guardians of students enrolled in the School and all members of the faculty and administration of the School ("Members"). School. Each Member carries the privilege of holding office, making motions, debating and voting at the meetings of the Members.

### **Section 3.2**

All Members shall be entitled to cast one (1) vote with respect to any matter to be submitted to the Members for a vote during any general or special meeting of the Members.

## **Article IV Meetings of the Members**

### **Section 4.1**

General PTO Meetings of the Members: There must be at least one (1) general PTO meeting during each semester of the school year. A meeting for the election of officers shall be held in the spring each year and will be announced two (2) weeks in advance.

### **Section 4.2**

PTO Board Meetings: There must be a minimum of four (4) PTO Board meetings during the School year. The meetings are open to all Board Members. Meetings will be determined by the Executive Board and will be listed on the School calendar. Members will receive additional notification in advance of each Board meeting via the School's newsletter.

### **Section 4.3**

The schedule of meetings will be determined by the Executive Board and will be listed on the School calendar. Members will receive additional notification in advance of the meeting. Special meetings of the PTO may be called by the Principal, the PTO (Co-) President(s), the executive Board, or upon written request of 10 members.

### **Section 4.4**

Any number of Members present at a validly scheduled PTO meeting shall constitute a quorum. Any action of the members requiring a vote will be taken from the majority present.

**Article V**  
**Executive Board**

**Section 5.1**

The Executive Board will consist of: (i) the elected officers of the PTO, (ii) one (1) elected At-Large Member, (iii) the Principal of the School, and (iv) one (1) teacher representative or his/her designee.

**Section 5.2**

The Executive Board duties shall include approving the plans of the standing committees, filling vacancies in office by appointment, transacting such business as may be referred to it by the PTO, and establishing a proposed budget for the upcoming year.

**Section 5.3**

A majority of members of the Executive Board shall constitute a quorum at Executive Board meetings. In the event of a tie during a vote, the Principal or his/her designee shall cast the deciding vote.

**Article VI**  
**Elected Officers**

**Section 6.1**

Designation, Selection and Terms. The elected officers of the PTO Executive Board shall consist of the (Co-) President(s), (Co-) Vice President(s), Secretary, Treasurer, Treasurer Understudy and Member(s) at Large. The officers of the PTO shall be elected by the members at the Annual Spring Meeting of the members of the PTO and shall take office after the last Executive Board meeting held during summer break of each year. The Executive Board may also elect such other assistant officers as it may from time to time determine by resolution creating the office and devising the duties thereof. The same person may not hold two offices simultaneously.

**Section 6.2**

The duties of the each elected officer position is as follows:

- a. (Co-) President(s): The (Co-) President(s) will preside at all meetings of the Members and of the Executive Board. The (Co) President(s) will be a member, ex-officio of all

standing committees. The (Co-) President(s) will appoint chairpersons for all standing committees with the approval of the Principal, and will designate each Executive Board Officers to serve as liaison to all standing committees, to facilitate communication. The (Co-) President(s) will serve on the Superintendent's Advisory Board, and will perform all other duties usually pertaining to the office.

- b. (Co-) Vice President(s): The (Co-) Vice President(s) will preside in the absence of the (Co) President(s), will coordinate volunteer activities, and perform other duties as assigned by the Executive Board. The (Co-) Vice President(s) will assume the duties of the (Co-) President(s) the following year. This person will work closely with the President(s) in an effort to learn procedures so that this office will serve as an "apprenticeship" for the role of President.
- c. Secretary: The Secretary shall be custodian of the books, papers and records of the PTO and shall be responsible for seeing that the PTO maintains the records required by the Bylaws, except those of the Treasurer, and shall make all appropriate filings. The Secretary shall be responsible for preparing minutes of the general meetings of the members and the Executive Board meetings (which shall be kept at all times in a notebook at the School) and for authenticating records of the PTO, and shall perform all of the other duties customary to the office of the Secretary of an organization.
- d. Treasurer: The Treasurer will receive all monies of the PTO and will keep and accurate record of all transactions. The Treasurers of his/her designee will attend PTO functions that general money and be responsible for the collection of that money. The Treasurers will present a statement of account at every meeting of the Members and at other times when requested by the Executive Board. At the close of the year, the Treasurers will have the books ready for review by an accountant who is appointed by the Executive Board.
- e. Treasurer Understudy: The Assistant Treasurer will assist the Treasurer and perform other duties as assigned by the Executive Board for one (1) year. This person will work closely with the Treasurer in an effort to learn procedures so that this office will serve as an "apprenticeship" for the role of Treasurer. The Treasurer Understudy will assume the duties of the Treasurer the following year.
- f. (Co) Members at Large: The (Co) Member at Large is in charge of welcoming new members into the PTO and promoting attendance at meetings. This person is also responsible for providing refreshments and organizing babysitters for meetings, as needed. The Member at Large also serves as a liaison between PTO, the staff and the

Community. The Member at Large will communicate activities to the public and keep the calendar current.

Except as otherwise set forth in this Section 6.2, all officer positions shall carry a term of one (1) year.

### **Section 6.3**

The election or appointment of an individual as an officer or committee chairperson does not itself grant to such individual the right to contract on behalf of the PTO. The Executive Board must authorize any officer or committee chairperson to enter into any contract or disperse any funds on behalf of the PTO.

### **Section 6.4**

No person shall hold the same position as an elected officer on the Executive Board for more than two (2) consecutive years.

### **Section 6.5**

The quorum of members may remove any elected officer at any time with just cause with a majority vote of the quorum at a meeting called expressly for the purpose.

## **Article VII Standing Committees**

### **Section 7.1**

The Executive Board may form as many standing committees as it deems necessary to carry out its objectives and the purpose of the PTO.

### **Section 7.2**

The (Co-) Vice President (s) of the PTO will select the chairperson or chairpersons of these Committees, and the members of each Committee shall be selected by the chairperson.

### **Section 7.3**

All chairpersons shall work within the budget constraints approved by the Executive Board. Any variance over Twenty-Five Dollars (\$25.00) must be approved by the Executive Board.

**Section 7.4**

The chairpersons of each Committee will attend PTO meetings and report Committee progress. The chairperson or a representative from the Committee which held an activity or event, must attend the PTO meeting prior to and after the Committee's scheduled event and provide a report on such activity or event.

**Section 7.5**

Chairpersons shall be required to compile a Committee notebook which will include a summary of procedures, activities, expenditures, and income, if any, of the Committee at the end of each school year, or soon after event, activity or purpose for which such Committee was formed.

**Section 7.6**

The current school year's Committee chairperson has the option of continuing with chairing the same committee during the following school year, provided that said chairperson has fulfilled his or her prior obligations and responsibilities in chairing Committee as determined by the PTO (Co-) President(s). A Committee chairperson can be removed from their position at the discretion of the PTO (Co-) President(s) for failure to fulfill their obligations and responsibility of chairing their committee as determined by the (Co-) President(s).

**Article VIII  
Finances**

**Section 8.1**

As set forth in Section 6.3 above, the no officer or Committee chairperson may disperse any funds on behalf of the PTO with the prior approval of the Executive Board.

**Section 8.2**

Any non-budgeted expenditure exceeding \$500.00 above budget must be approved by a majority vote of the Executive Board.

**Section 8.3**

An accountant will be appointed by the Executive Board each spring. The individual or committee will review the Treasurer's book and records and submit a signed and dated statement to the Executive Board as to the condition of the PTO's financial affairs.

## **Article IX Nominations and Elections**

### **Section 9.1**

The Executive Board or designated Committee shall make an inquiry and gather names of interested candidates for PTO Executive Board offices during spring semester of each school year.

### **Section 9.2**

Nominations will be taken up to and including the day of the last scheduled general meeting in which the vote will take place. A nomination form shall be sent to all parents and/or guardians whose children attend Thorpe Creek Elementary prior to the general meeting in which the vote will take place to give them the opportunity to nominate someone or themselves for a PTO Board office. Nominees must have a current background check on file with Hamilton Southeastern Schools. No candidate shall be elected without his/her consent first being obtained.

### **Section 9.3**

PTO Board elections shall be held at the final general meeting of the current school year. Voting shall be done in person by secret ballot, except in the case where there is only one candidate running for an office. In the event that there is only one candidate running for an office, an open voice vote may be used. A person receiving the majority of votes for each position will assume the election position in the following school year. In the event that a vote results in a tie, there shall be an immediate re-vote of the tied candidates only. In the case of another tie, the Principal or her/his designee shall cast the deciding vote.

### **Section 9.4**

The Executive Board may, at its discretion, decide to hold any meeting virtually and vote online in lieu of holding a meeting and voting in-person voting.

## **Section 9.5**

If for any reason an elected board member resigns an office, such resigning board member must submit a written letter of resignation to the (Co-president(s) and/or (Co-)Vice President(s). A vacant Executive Board office may be filled by a current At-Large Board member upon receipt of a majority vote of the remaining Executive Board members, not to include the candidate. If no At-Large Board members desires to fill the vacant office, then an emergency election may be called at the next general meeting if deemed necessary by the Executive Board.

## **Article X Amendments**

### **Section 10.1**

The members of the PTO may alter, amend, or restate the Bylaws upon receipt of a two-thirds vote of the Members present at any meeting, provided the proposed changes shall have been submitted in writing and read at the previous meeting of the PTO or circulated in writing to the Members at least seven days prior to the meeting which the vote is to be taken.