

**CONSTITUTION AND BY-LAWS  
OF  
CARMEL ELEMENTARY SCHOOL PTO, INC.**

**ARTICLE I**

**NAME AND ADDRESS**

**Section 1. Name**

The name of the organization shall be the Carmel Elementary School PTO, Inc.

**Section 2. Address**

The address is 101 4<sup>th</sup> Avenue SE, Carmel, IN, 46032.

**Section 3. Adoption and Revisions**

- A. Adopted 1996
- B. Revised 2001, 2006, 2008, 2010, 2012, 2013, 2014, 2016, 2019, 2021

**ARTICLE II**

**PURPOSE**

**Section 1. Mission**

The mission of the Carmel Elementary School PTO, Inc. shall be as follows:

Our purpose, through volunteerism and fundraising, is to *Promote the Welfare* of our students, *Foster Relationships* within our school community, and *Support Programs and Events*, which benefit our students, families and staff.

**Section 2. General Rules**

- A. The organization shall not seek to direct the technical activities of the school or control school policies.
- B. The organization shall not participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office.
- C. Any directory published by the PTO shall be for the exclusive use of our General Membership and is never to be used for commercial purposes.
- D. The purpose of our newsletter, Tiger Tales, is to furnish news and information regarding our organization and school. Therefore, no advertising will be accepted for this publication.

**Section 3. Fiscal Year**

The fiscal year of the organization shall be from July 1 through June 30.

**ARTICLE III**

**MEMBERSHIP**

**Section 1. Membership**

Membership will be defined as the parents and/or legal guardians, teachers, staff and administration of Carmel Elementary School.

**Section 2. Executive Board**

The members of the Executive Board shall consist of up to ten (10) elected officers as described in Article VI, Section 1.

**Section 3. PTO Board**

The members of the PTO Board shall consist of the Executive Board, the Chairpersons of the Standing Committees, and the Principal and/or another Representative of the school.

**ARTICLE IV**  
**DUES**

Section 1. Annual Dues

- A. Annual dues, if any, per member (family, teachers, staff member and administrator) of this organization shall be determined by the Executive Board.
- B. These dues, if any, shall be collected at the beginning of the school year by the membership committee and given to the Treasurer.

**ARTICLE V**  
**MEETINGS**

Section 1. General Meetings

- A. There shall be a minimum of five (4) general meetings of the organization during the school year.
- B. Special meetings may be called by the President of the organization, the Principal, the Executive Board, or by written request of at least ten percent (10%) of the Members.
- C. The dates of the meetings shall not conflict with the calendar established by the Coordinating Council of the Carmel-Clay school district.

Section 2. Notice of Meetings

Notice of all general meetings should be given at least seven (7) days prior to the meeting in school newsletter or other communication provided to families and staff

Section 3. Quorum

Ten (10) or more members at any properly called meeting as established in Article V shall constitute a quorum.

Section 4. Voting

- A. Each member of the organization shall be entitled to one vote at meetings.
- B. Each question shall be determined by a majority vote of the voting members present.

**ARTICLE VI**  
**EXECUTIVE BOARD**

Section 1. Officers

There shall be up to ten (10) elected officers of the Carmel Elementary School PTO. Collectively, they shall be known as the Executive Board. The positions are identified as follows:

President  
Vice President  
Recording Secretary  
Communications  
Treasurer  
Assistant Treasurer  
School Board Representative  
Immediate Past President  
Member At Large (2 positions)

Section 2. Qualifications

- A. All elected officers shall be members of the Carmel Elementary PTO.
- B. All offices shall not be filled by the same person for more than two (2) CONSECUTIVE TERMS. (This shall not include vacancies appointed by the Executive Board.)
- C. The same person may not serve on the Executive Board for more than five (5) consecutive years.
- D. Two (2) individuals may hold the same position, serving as co-officers, in the event the total number of elected officers does not exceed ten (10).
- E. The Presidential nominee must have served on the PTO Executive Board the year preceding the term of office as President, unless this qualifier is waived by a majority vote of the PTO Board. For example when CCS redistricting takes place and Executive Board Members are affected, special accommodations may be made.

### Section 3. Nomination and Election

- A. The Immediate Past President shall preside over the Nominating Committee.
- B. Other committee members shall include the Vice President, or incoming President, two (2) members of the PTO and one (1) Representative of the school (appointed by the Principal).
- C. Each member of the Nominating Committee shall be entitled to one vote at meetings.
- D. The Nominating Committee shall prepare a slate of officers with initial input from the Executive Board and the Principal. This slate shall be provided the current Constitution and By-Laws for clarification of duties and commitment. This slate shall be presented to the General Membership via the PTO website and newsletter prior to the election.
- E. Additional nominations may be made from the floor at the first general meeting held after the Nominating Committee completes the slate (usually scheduled in March).
- F. Elections shall be made by majority vote of those present at the final general meeting of the school year (usually scheduled in April).
- G. The newly elected officers shall assume their duties at the close of the school year.
- H. Any vacancy occurring in an elective office shall be appointed by the Executive Board for the remainder of the school year.
- I. The Nominating Committee shall consult the Executive Board to review and revise the list of Standing Committees and Committee Descriptions. Revisions shall be approved by the Executive Board prior to seeking out returning/incoming Chairpersons.
- J. The Nominating Committee shall compile names of individuals who are recommended to serve as Chairpersons of the Standing Committees and shall secure commitment from incoming Chairpersons upon sharing roles and duties, per written Committee Descriptions.

## **ARTICLE VII**

### DUTIES OF THE EXECUTIVE BOARD

#### Section 1. President

- A. The President shall preside at all Executive Board and Organizational Meetings. As such, the President shall prepare and distribute Executive Board and general PTO meeting agendas one week prior to the meeting. General PTO meeting agendas shall be posted via the Communications representative on the PTO website; a link to the agenda shall be provided via the PTO newsletter and social media.
- B. The President shall serve in an ex-officio capacity on all committees.
- C. The President shall form any new committee that is needed with the approval of the Executive Board.
- D. The President shall maintain a list of all Officers and Standing Committees and Project Chairpersons for the year.
- E. The President shall serve on the Coordinating Council for the Carmel Clay Schools and fulfill all responsibilities associated with that position, including attending meetings and chairing the Coordinating Council as required.
- F. The President shall attend Carmel Clay Schools PTO Assembly of Leaders (PALS) meetings and fulfill all responsibilities associated with that position.
- G. The President and the Principal of the school shall meet in the spring to establish the calendar dates for meetings for the following school year.
- H. The President shall be authorized to sign checks in the absence of the Treasurer and Assistant Treasurer(s).
- I. The President shall assist in preparing a proposed budget for the following school year.

#### Section 2. Vice President

- A. The Vice President shall preside over all Executive Board or General PTO Meetings in the absence of the President.
- B. The Vice President shall serve on the Coordinating Council for the Carmel Clay Schools and provide appropriate communication to the PTO Executive Board.
- C. The Vice President shall attend Carmel Clay Schools PTO Assembly of Leaders (PALS) meetings and provide appropriate communication to the PTO Executive Board.
- D. The Vice President shall assist Committee Chairpersons in leading Standing Committees, including fundraisers, where required, as determined by the President. In addition, the Vice President shall maintain a database of sponsors for fundraisers and events.
- E. The Vice President shall lead efforts to update Board and Committee Descriptions and related documents, including the Constitution and By-Laws, for the following school year.

- F. The Vice President shall serve as a member of the Nominating Committee for the following school year.
- G. The Vice President shall assist in preparing a proposed budget for the following school year.
- H. Whenever feasible, the Vice President shall succeed to the office of President in the year following her/his term as Vice President.

### Section 3. Recording Secretary

- J. The Recording Secretary shall keep a record of all general PTO Meetings, including attendance and contact information of attendees, where provided.
- A. The Recording Secretary shall provide copies of these minutes for the Executive Board and any others who request them. In addition, a draft of the minutes will be posted via the Communications representative on the PTO website within one week of each meeting; a link to the minutes shall be provided via the newsletter and social media.
- K. The Recording Secretary shall keep a record of all PTO Executive meetings and distribute the minutes to the PTO Executive Board.
- L. The Recording Secretary shall serve as Parliamentarian of the general PTO Meetings.
- M. The Recording Secretary shall maintain and update the PTO Calendar.

### Section 4.-Communications

- A. The Communications representative shall notify the Executive Board and the PTO Membership of meeting and event dates, times and locations with ample notice to attend.
- B. The Communications representative shall handle all correspondence deemed necessary by the Executive Board.
- C. The Communications representative shall be responsible for creation of a communications plan, including maintenance of the PTO website and social media applications. Content for these applications shall be approved by the President.
- D. The Communications representative shall serve as a liaison to the Newsletter Committee Chair.
- E. The Communications representative shall work with Standing Committee Chairpersons to share activity/event results with the Executive Board and PTO Membership, as approved by the President.
- F. The Communications representative shall maintain a sharable image library.
- G. The Communications representative shall be responsible for interfacing with the Carmel Clay School district's Community Relations office; In addition, the Communications representative shall be responsible for general public relations and community outreach, as approved by the President, Principal and district.
- H. The Communications representative shall credit the PTO for donated items with appropriate identification (e.g., plaques, stickers, etc.) to raise PTO awareness.

### Section 5. Treasurer

- A. The Treasurer shall receive all money of the organization and maintain an accurate record of the receipts and expenditures. He/She will deposit all funds in a depository account with a financial institution insured by the FDIC.
- B. The Treasurer shall be authorized to sign checks for the organization as needed.
- C. The Treasurer shall be responsible for keeping the Carmel Elementary School PTO tax-exempt number current and filing the necessary tax forms.
- D. The Treasurer shall file the organization's Business Entity Report with the Indiana Secretary of State every year upon his/her election or appointment, but in any case, no later than March 31st of every calendar year.
- E. The Treasurer will submit updated reports at the Executive Board and PTO general meetings.
- F. The Treasurer will prepare a fiscal year-end report at the end of June.
- G. The Treasurer will employ an outside certified public accountant to prepare all necessary financial documents, including federal and state tax forms. The Treasurer shall oversee the federal and state filings to ensure submission by the due dates.
- H. The Treasurer will work with the PTO Board to develop an annual PTO budget.

### Section 6. Assistant Treasurer

- A. The Assistant Treasurer will assist with the cash flow of any PTO committee, event and project.
- B. The Assistant Treasurer will assist the Treasurer as requested.
- C. The Assistant Treasurer shall be authorized to sign checks in the absence of the Treasurer.
- D. The Assistant Treasurer shall assist in preparing a proposed budget for the following school year.
- E. The Assistant Treasurer shall manage all income-generating community partnerships (e.g. community partnership events, box tops, Scrip).

- F. Whenever feasible, the Assistant Treasurer shall succeed to the office of the Treasurer in the year following her/his term as Assistant Treasurer.

#### Section 7. School Board Representative

- A. The School Board Representative shall represent Carmel Elementary at all School Board meetings and workshops.
- B. The School Board Representative shall interface with Carmel Elementary's assigned School Board Liaison, as necessary, via phone, email or personal contact.
- C. The School Board Representative shall provide communication from the School Board to the PTO Executive Board and the Carmel Elementary community.

#### Section 8. Immediate Past President

- A. The Immediate Past President shall preside over the Nominating Committee. See Section 3, Nomination and Election.

#### Section 9. Members At Large

- A. The two Members At Large shall assist the Executive Board as needed.

Section 10. The Principal and/or a Representative of the School shall provide updates, as necessary, of expenditures made from the Principal's Fund and the Benevolence Fund. She will also advise the Executive Board of opportunities to fulfill the philanthropic mission of the PTO within the school.

#### Section 11. Group Obligations

- A. Following their election, the Executive Board and newly appointed PTO Board members shall meet during the last month of the school year with the outgoing PTO Executive Board and Board to plan for the transfer of duties. At this time, each Committee Chairperson will provide a written report of his/her committee activities for the year.

### **ARTICLE VIII**

#### **PTO EXECUTIVE BOARD**

##### Section 1. Executive Board Members

- A. The PTO Executive Board shall consist of up to ten (10) elected Officers, the Chairpersons of the Standing Committees, and the Principal and/or a Representative of the school.
- B. All must be members of the Carmel Elementary School Parent Teacher Organization.

##### Section 2. Standing Committees

The Standing Committees shall be formed by the PTO Executive Board as part of the Nomination and Election process (see Section 3) and as needed throughout the school year.

##### Section 3. Duties

- A. The duties of the PTO Executive Board shall be to transact all necessary business between PTO General Meetings and approve or decline any committee recommendations.
- B. The PTO Executive Board shall make recommendations to the General Membership regarding the Constitution and By-Laws Amendments and election of the Executive Board.

##### Section 4. Quorum

Five (5) or more Executive Board members at any properly called Executive Board meeting shall constitute a quorum.

### **ARTICLE IX**

#### **PARLIAMENTARY PROCEDURE**

The rules contained in Robert's Rules of Order, Revised shall govern this organization in all cases to which they are applicable, and in which they are inconsistent with the By-Laws.

### **ARTICLE X**

#### **AMENDMENTS**

#### Section 1. Amendments

These By-Laws may be amended at any general meeting of the PTO by a majority vote of members present, provided the proposed amendment has been submitted in writing to the Executive Board, or by a committee authorized by the Executive Board.

#### Section 2. Due Notice

Due notice of the "Proposal to Amend" shall have been given at the previous general meeting of the PTO and shall be placed in the weekly newsletter prior to voting.