


Carmel High School PTO

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Approval

Approved by (printed name and title):
Carmel High School PTO

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Abstract

This document describes the practices and process for the Carmel High School Parent-Teacher Organization.

Article I – Name and Address

The name of the organization shall be Carmel High School Parent-Teacher Organization, hereafter referred to as CHS PTO. The address of the organization is 510 East Main Street Carmel IN 46032

Article II – Purpose

CHS PTO is organized for the purpose of supporting the students at Carmel High School by fostering communication and mutually-supportive relationships among the administration, parents, students and teachers and to encourage school spirit. CHS PTO seeks to promote and support the programs and activities of CHS that enhance the students' High School experience and offers opportunities for parent/family involvement at CHS.

CHS PTO will be led by the Members of the Executive Board, comprised of the President, President-Elect, Vice-President, Secretary, Membership Chair and Treasurer. CHS PTO does not seek to influence the administrative or teaching direction of Carmel High School.


CHS PTO is organized exclusively for charitable and educational purposes consistent with the laws governing not-for-profit corporations in the State of Indiana.

Article III – Membership and Dues

Section 1. Any parent, guardian, or other adult standing in loco parentis for a student at the school is eligible for membership and shall have voting rights. The Principal and any teacher employed at the school may be a member and have voting rights. Members have one vote per household. A member is defined as any person meeting the definition above who has registered according to the PTO process. Membership must be renewed annually.

Membership can be terminated for any reason by a majority vote of the executive board.

Section 2. Dues, if any, will be established by the executive board. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights.

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Article IV – Officers and Elections

a. Officers

The officers shall be a President, President-elect, Vice President, Secretary, membership chair, and Treasurer. In addition to the duties listed below, each officer will also perform other such duties as applicable to the office as prescribed by the parliamentary authority of this organization. The school principal or designee shall be an officer of the CHS PTO.

b. President

The President shall preside over meetings of the organization and executive board, serve as the primary contact for the Principal, represent the organization at meetings outside the organization (including serving on the Coordinating Council for the Carmel Clay schools and fulfilling all responsibilities associated with that position.), serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

President and Principal or designee shall meet in the spring to establish calendar dates for PTO meetings for the upcoming school year.

The President is a co-signer on bank accounts along with the Treasurer.

Coordinate with Secretary to prepare each meeting's agenda which is chaired by the President (including not limited to PTO meetings and leadership meetings)

c. Vice President

The Vice President shall assist the President and carry out the President's duties in his or her absence or inability to serve. Will serve on the Coordinating Council for the Carmel Clay schools if the President is unavailable.

The Vice President shall ensure that official PTO documents are up to date, including but not limited to: review of PTO bylaws, board and committee descriptions, and related documents.

d. President-Elect


The President-Elect shall learn from the President and VP and will assume the position of President in the following election cycle. Duties may include assisting the President and Vice President and carry out the President's and/or Vice President's duties in his or her absence or inability to serve.

e. Secretary

The Secretary shall keep all records of the organization, take and record minutes, prepare the agenda, and handle correspondence. The Secretary keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings. The Secretary regularly reviews the PTO documents to ensure the latest information is uploaded and available.

The Secretary ensures that, upon election of the new officers and committee chairs, there is an orderly handover of duties, descriptions, documents, passwords, and any other media needed to carry out the duties in the new election cycle.

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f. Membership Chair

The Membership Chair shall organize membership, take attendance at meetings, have membership activities to increase the purview of the CHS PTO, and send notices of meetings to the membership

g. Treasurer

The Treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. They will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year.

4.1 Eligibility

Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate.

4.2 Nominations and Elections

Elections will be held at the second to last meeting of the school year. The nominating committee shall select a candidate for each office and present the slate at a meeting held one month prior to the election. Voting shall be by paper ballot if a slate is presented and by online form for those PTO members not attending the meeting in person. If more than one person is running for an office, a vote shall be taken.

4.3 Terms of Office


Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office.

4.4 Removal from Office

Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

4.5 Vacancies

If there is a vacancy in the office of President, the President-Elect will become the President. At the next regularly scheduled meeting, a new President-Elect will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

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Article V – Executive Board

5.1 Membership

The Executive Board shall consist of the officers, Principal, and standing committee chairs as under Article VI (Events and Fundraising, Hospitality, Backpack Program, Homecoming, Afterprom, Gradfest/Senior Celebration, Top Scholars Celebration, and Communications).

5.2 Duties

The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

5.3 Meetings

Regular meetings of the executive board shall be held monthly, at a regular time and day, to be determined by the board. Special meetings may be called by any two board members, with 24 hours notice.

5.4 Quorum

The quorum shall be 10 members of the organization, which can include officers and board members.


Article VI – Committees

6.1 Membership

Committees may consist of general members and board members, with the President acting as an ex-officio member of all committees.

6.2 Standing Committees

Each standing committee shall have a chair appointed by the executive board. Each chair must report status in regular PTO meetings and attend executive board meetings. The following committees shall be held by the organization: Events and Fundraising (chair to coordinate subcommittees for Homecoming, After Prom, Scholastic Banquet, and Gradfest), Hospitality, Backpack program, and Communications.

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6.3 Additional Committees

Recommendations for additional committees can be proposed at any regular CHS PTO meeting or executive board meeting. The board will decide to appoint additional committees as needed.

Article VII – Meetings

7.1 Regular Meetings

The regular meeting of the organization shall be monthly, to be determined by the executive board. This schedule shall be published at the beginning of the school year and communicated to all PTO membership.

7.2 Special Meetings

Special meetings may be called by the President, any two members of the executive board, or five general members submitting a written request to the Secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by flyer and phone calls.

7.3 Annual Meeting

The annual meeting will be held at the April regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise.

7.4 Quorum

The quorum shall be 10 members of the organization.


7.5 Notification of Meetings

The Communications chair will remind the members of the meetings via email and/or other media at least one week prior to the meeting.

Article VIII – Finances

8.1 Budget and Financial Statement

A tentative budget shall be drafted in spring for the following school year and approved at a fall meeting by a majority vote of the members present. The fiscal year shall coincide with the school year. The Treasurer shall prepare a financial statement at the end of the year, to be reviewed by the executive board.

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8.2 Accounting

The Treasurer shall keep accurate records of any disbursements, income, and bank account information. The board shall approve all expenses of the organization. Two authorized signatures shall be required on each check over the amount of \$200. Authorized signers shall be the President, Treasurer, and Principal.

Article IX – Dissolution

9.1 Dissolution

The organization may be dissolved with previous notice(14 calendar days) and a two-thirds vote of those present at the meeting.

9.2 Disbursement of Funds

Upon a vote to dissolve the PTO, the remaining PTO funds shall first be used to pay any outstanding PTO debt and then the remaining funds are held in escrow. If a new PTO is not formed within 24 months, the funds shall revert to the school and be used toward the benefit of the students under the discretion of the Principal.

Article X – Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the Communications chair. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

Article XI – Conflict of Interest


11.1 Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

11.2 Definitions

- a. Interested Person. Any director, principal officer, or member of a committee with governing board-delegated powers who has a direct or indirect financial interest, as defined below, is an interested person.


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- b. Financial Interest.** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
1. An ownership or investment interest in any entity with which the organization has a transaction or arrangement;
 2. A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement; or
 3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement. "Compensation" includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Section 11.3b, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

11.3 Procedures

- a. Duty To Disclose.** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board-delegated powers who are considering the proposed transaction or arrangement.
- b. Determining Whether a Conflict of Interest Exists.** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide whether a conflict of interest exists.
- c. Procedures for Addressing the Conflict of Interest.**
- c. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.**
- d. The chair of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.**
- e. After exercising due diligence, the governing board or committee shall determine whether the organization can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.**
- f. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as**

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to whether to enter into the transaction or arrangement.

Violations of the Conflict of Interest Policy: If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines that the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

11.4 Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain: a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest; the nature of the financial interest; any action taken to determine whether a conflict of interest was present; and the governing board's or committee's decision as to whether a conflict of interest in fact existed. b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement; the content of the discussion; including any alternatives to the proposed transaction or arrangement; and a record of any votes taken in connection with the proceedings.

11.5 Compensation


a. A voting member of the governing board who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation. b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation. c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

11.6 Annual Statements

Each director, principal officer, and member of a committee with governing board-delegated powers shall annually sign a statement which affirms that such person:

- Has received a copy of the conflict of interest policy;
- Has read and understood the policy;
- Has agreed to comply with the policy; and
- Understands that the organization is charitable and that in order to maintain its federal tax exempt status it must engage primarily in activities which accomplish one or more of its tax- exempt purposes.

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References

None

Revision History

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01		This is a new document