

# BYLAWS OF THE PORTER TOWNSHIP PARENT-TEACHER ORGANIZATION

August 1, 2016

## Article I- Name

The name of this organization shall be the Porter Township Parent-Teacher Organization

(PTS-PTO)

## Article II- Objectives/Purpose

### Section 1

- a. The purpose of this organization shall be to support the School Staff and Students with regard to school programs, policies and activities with funds, services and suggestions.
- b. To promote the welfare of the children in home, school and community. To develop between educators and the general public such unified efforts as will secure for all children the highest advantages in physical, mental and social education.
- c. To bring into close relation the home and school so that parents/guardians and school staff may work together as an informed and unified body in the education of our children.

### Section 2

The organization is exclusively for charitable, scientific, literary or educational purposes and in the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal Tax Code.

## Article III- Basic Policies

### Section 1

This organization shall be nonprofit, nonsectarian, and nonpartisan. It shall not endorse a commercial enterprise or a candidate, the name of the organization or the names of any members in their official capacities shall not be used for any other purposes than the regular work of the organization.

### Section 2

This organization shall not directly or indirectly participate or intervene in any way in any political campaign on behalf of, or in opposition to, any candidate for public office

including the publishing and distribution of statements; devote more than insubstantial part of its activities to attempt to influence legislation by propaganda or otherwise.

### Section 3

This organization shall seek neither to direct the administrative activities of the school nor control its policies.

### Section 4

This organization may cooperate with other organizations and agencies active in child welfare, such as conference groups and coordination councils, provided its representative makes no commitments that bind the group without membership approval.

### Section 5

No part of the net earnings of the PTS- PTO shall benefit or be distributed to its members, officers or other private persons. The organization shall be authorized and empowered to pay reasonable reimbursement for authorized expenses.

## Article IV- Membership

### Section 1

Any parent/guardian with a child attending either Porter Lakes Elementary or Boone Grove Elementary or any school staff member is considered to be a member of the PTS-PTO with voting rights at the general meetings. There will be no more than one vote per family.

### Section 2

There will be no dues to belong to the PTS-PTO as long as the executive board feels the collection of dues is unnecessary.

## Article V- Officers and Elections

### Section 1

- a. The officers of the PTS-PTO shall be made up of one president, two vice-presidents, two secretaries, one treasurer and the two building principals. These individuals will also be the members of the PTO Executive Committee.
- b. Officers will be nominated during the month of March, and voted on at the April PTS-PTO meeting. Those elected will take office at the end of the current fiscal year.

- c. The office of PTS-PTO President cannot be held for more than two consecutive years.
- d. No employee of Porter Township School Corporation can hold and officer position in PTO while employed by the school corporation.

## Section 2

- a. Any parent or guardian of an active student who will be enrolled in the elementary level the following school year shall be eligible to be nominated as an officer for the subsequent year.
- b. To be nominated, a candidate must give prior consent to be nominated as a candidate for office to either PTS-PTO President or either building principal. Attempts will be made by the PTS-PTO to notify incoming KDG parents of the election process.
- c. All books, documents and records will be delivered to the new officers before August 1, preferably sooner if possible.
- d. An audit of the treasurer's books will be done at the end of each fiscal year. The presidents shall appoint an Auditing Committee of three members from the present PTS-PTO membership to complete this task. A typed report will be available at the first scheduled PTS-PTO meeting each school year.

## Section 3

A vacancy occurring in any office, with the exception of President, shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the executive committee. In the event that a vacancy occurs in the office of the president, The Vice-President will assume the role of president and a new vice-president will be elected.

## Section 4

Any officer may be removed by a two-thirds vote of the Executive Committee whenever, in its judgment, the best interests of the PTO would be served by the removal.

# Article VI- Duties of the Officers

## Section 1

President(1)\_– Preside at General PTS-PTO meetings and Executive Board meetings, serve as the official representative of the PTS-PTO, and retain all official records of the PTS-PTO.

## Section 2

Vice President(2) – Oversee the committee system of the PTS-PTO, assist the President and chair meetings in the absence of the President.

### Section 3

Recording Secretary(2) – Record and distribute minutes of all Executive Board meetings and all General PTS-PTO meetings, prepare agendas for official PTS-PTO meetings, hold historical records for the PTS-PTO. Manage communications and marketing for the PTS-PTO including, but not limited to PTS-PTO newsletters, email broadcasts, website, bulletin boards, etc.

### Section 4

Treasurer (1)- Serve as custodian of the PTS-PTO's finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, facilitate an annual audit, and hold all financial records.

- a. All monies collect by the membership shall be received by the treasurer and deposited into the PTS-PTO account as soon as they are received.
- b. The treasurer shall pay bills promptly by check. No cash is to be given for the payment of bills. All transactions are to be entered in the ledgers.
- c. The treasurer's accounts shall be audited annually by the auditing committee. When all transactions have been verified as correct, the auditing committee shall sign a statement to that affect at the end of the report. The statement should then be examined by the current President and treasurer and signed by them verifying their agreement with the statement.
- d. The auditing committee shall be appointed at the May meeting.
- e. The treasurer shall pass all records and books on to the incoming treasurer after the completion of the audit, making sure that all signature cards are signed by the President and incoming treasurer.
- f. In the event the treasurer is unable to fulfill his/her term, an audit will be conducted immediately.

## Article VI- Executive Committee

### Section 1

- a. The Executive Committee will be compromised of the officers of the PTO, the chairs of any established committees and the two principals of the elementary schools.
- b. The executive committee will conduct meetings at the General Meetings and at other times deemed necessary by the Presidents.
- c. If the executive committee is approached between meetings and immediate attention is required to respond to a request, the President shall have the authority to spend up to \$50 upon the unanimous approval of the Executive Officers.
- d. Motions made during executive sessions by members of the Executive Committee will require a simple majority vote to pass.

## VII- Meetings

### Section 1

- a. General meetings will be conducted monthly, or more frequently, if determined necessary by the executive committee. These meetings will rotate between buildings on a monthly basis. PTS-PTO business will be conducted at the meetings and all parents/guardians and school staff are encouraged to attend and participate.
- b. All motions made and seconded during a General Meeting will be voted on by acclamation. If there is a question as to the outcome of the vote, a formal hand count will be conducted by the Presidents. A simple majority of PTO members present at the meeting is required for any motion to pass.
- c. The final meeting of the school year in May shall be recognized as the annual meeting.
- d. The president may, in times of conflict with school events, reschedule or cancel meetings if necessary.

## VIII- Standing Committees

### Section 1

- a. Fund-Raising
- b. Friday Night Live
- c. Fun Fair/Family Fun Night
- d. Hospitality

## IX- Special Committees

### Section 1

Special Committees are those committees that are either ad hoc or whose function is short term in nature.

## X- Fiscal Year

The fiscal year of the PTS-PTO shall begin July 1<sup>st</sup> and end June 30<sup>th</sup>.

## XI- Amendments

### Section 1

These bylaws may be amended at any regularly scheduled meeting of the organization by a two-thirds vote of the members present at the meeting.

### Section 2

In the event this organization should be totally disbanded, the monies remaining in the account of PTS-PTO should then be divided between the two schools using the percentage of students currently enrolled in each building. The money will then be given to each schools treasurer to be deposited into extra-curricular accounts as determined by the building principal.