

Huntingburg Elementary PTO By-Laws

Article I: Name2
Article II: Purpose2
 Mission2
 Goals2
Article III: Tax Exempt Status2
Article IV: Membership and Dues.....3
Article V: Officers and Their Election.....3
 Section 13
 Section 23
 Section 33
 Section 44
 Section 54
 Section 64
Article VI: Non-officer Trustees4
 Section 14
 Section 25
 Section 35
 Section 46
 Section 56
Article VII: Trustee Duties6
 Section 16
 Section 27
 Section 37
 Section 48
 Section 58
 Section 68
 Section 79
Article VIII: Sub-Officer Appointments9
Article IX: Meeting Quorum.....9
Article X: Amendments and Revisions.....9
 Version History10

ARTICLE I: NAME

The name of this organization is the Huntingburg Elementary Parent-Teacher Organization referred herein as the PTO. The voting powers of the PTO make up the entity “Huntingburg Elementary PTO Board of Trustees.”

ARTICLE II: PURPOSE

The purpose of this organization is best defined from its stated Mission Statement and Goals:

MISSION

The mission of Huntingburg Elementary PTO is to establish a close relationship between home and school by providing opportunities for all parents to become involved in the Huntingburg Elementary School community. With this relationship, the PTO will assist teachers in the classroom setting, raise funds for supplemental educational materials and experiences, support school and family social interaction, and provide a forum for sharing information on issues that impact our children.

GOALS

1. To promote the welfare of children in home, school, and community.
2. To encourage and provide support for the care and protection of children.
3. To maintain a close relationship between the home and school that parents and teacher may cooperate in the education of the child.
4. To facilitate a unified effort between educators and the general public so as to secure for every child the highest advantages in physical, mental, and social education.
5. To stimulate the exchange of ideas between educators and the general public.

ARTICLE III: TAX EXEMPT STATUS

Policies pertaining to the tax exempt status of the organization fully comply with section 501 (c) (3) of the Internal Revenue Code. All fiscal activity shall conform to preserve the organization’s tax exempt status. As per the IRS’ requirements, the following three paragraphs are included in the by-laws in order to fully comply with 501 (c) (3) requirements.

Said organization is exclusively for charitable, religious, educational and/or purposes scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organization under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, 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 the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization 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. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a Court of the Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE IV: MEMBERSHIP AND DUES

1. Any parent or legal guardian of a child enrolled in Huntingburg Elementary is automatically a member.
2. Any Huntingburg Elementary School staff member is automatically a member.
3. There are no “dues” to be a member of the PTO; rather, operating monies will be generated through fundraising activities—annual fundraiser, spaghetti supper, book fair, etc.

ARTICLE V: OFFICERS AND THEIR ELECTION

SECTION 1

The officers of this Organization shall be the President, President-Elect, Vice-President, Treasurer, and Secretary. The five elected offices shall be held by parent/guardian members of the Organization.

SECTION 2

The Nominating Committee shall consist of all members present at the March PTO meeting. As an item on the agenda for the March meeting, the President serves as the coordinator of nominations.

SECTION 3

PTO members shall solicit recommendations for the new officers and submit a slate with candidates for each office that is being vacated. Additional nominations for

each vacated office shall be accepted from members of the Organization at any time prior to the election or during the topic at the March meeting. These nominations can be in writing or from the floor. There shall be no restrictions for re-nominations.

SECTION 4

Elections for the offices of Secretary, Treasurer, and Vice-President shall be staggered—Secretary and Vice-President during odd years; the Treasurer during even years. The office of President-Elect will be elected annually. The objective of this process will be the retention at least two parent/guardian officers for the following school year. Thus, under normal circumstances, officer nominations will be for two-year terms with the exception of the Presidency as the current President-Elect automatically assume the role of President the following school year. However, during years when more than two of the elected offices are being vacated, single-year nominations will also be made to maintain the two-officer stagger. Should the present President-Elect decline the assumption of the office President, the opportunity will be afforded to the Vice-President, then Treasurer, then Secretary, then At-large Parent Representatives in that order. If all five of these parties decline the position, the office is open for general nomination and election much like the four other offices.

SECTION 5

Officers shall be elected by simple majority vote of the members present during the March meeting. A single voice vote shall serve to simultaneously elect all officers to positions for which there is only one nominee. In cases where there are two or more nominees, the vote shall be by written ballot. Ballots shall be counted by two members of the Organization who do not have positions as outgoing or nominated Officers; one of these two counters shall be a teacher-member of the PTO. Parents seeking an office must be present the night of the elections in order to accept the position or have a letter on file in their absence stating their intention to seek the office.

SECTION 6

The same nominating and election process shall be used for offices that are vacated before the conclusion of their term.

ARTICLE VI: NON-OFFICER TRUSTEES

In addition to the elected officers, four other representatives comprise the PTO Board of Trustees.

SECTION 1

The teachers are represented by two members of the faculty: one teacher representative of primary grades (K-2), and one teacher representative of the upper-elementary grades (3-5). These teachers are appointed by the Principal of Huntingburg Elementary for staggered two-year terms with the primary representative term ending in even-numbered years, the upper-elementary

representative term ending in odd-numbered years. These teachers possess full voting power for all business conducted at the PTO meetings.

SECTION 2

In the event that either or both of the teacher representatives cannot attend a meeting, any certified teacher employed by Southwest Dubois present at the meeting can temporarily assume voting rights throughout the meeting. This voting power will automatically suspend at the conclusion of the meeting.

SECTION 3

Parents have a voting voice in the business meetings in an At-large capacity. Two At-large parent representatives will possess voting rights during the regularly held PTO meetings. The identification of these two At-large parents will be determined solely based on prior PTO meeting attendance. At the annual August meeting, the Secretary supplies the President with the attendance of parents the prior year, and those non-officer parents will be approached by the President regarding this opportunity. Acceptance of this appointment-via-attendance responsibility will be documented in the minutes and will carry forward for one school year.

SECTION 4

In the event that either or both of the at-large parent representatives cannot attend a meeting, any parent/guardian PTO member present at the meeting can temporarily assume voting rights throughout the meeting. Year-to-date meeting attendance records will determine which parent(s) is afforded this right. In the event of a tie, the President will decide. This voting power will automatically suspend at the conclusion of the meeting.

SECTION 5

The Administration—building principal, vice-principal, assistant administrator—functions in an ex officio capacity. As such, while the administration will provide valuable input, they have no voting powers in business meetings.

ARTICLE VII: TRUSTEE DUTIES

The primary duties of the trustees are included below. The officers are free to delegate their responsibilities to a fellow Trustee unless their title is specifically called out elsewhere in the bylaws.

SECTION 1

President.

- A. Sets the agenda for all regular and special Board of Trustee meetings of the Organization.
- B. Presides over regular and special Board of Trustee meetings of the Organization.
- C. Calls the newly-elected officers together as needed prior to the start of the new school year.
- D. Represents the PTO at school board meetings when deemed necessary by the Trustees.
- E. Coordinates the work of the officers.
- F. Is jointly authorized to sign checks drawn on behalf of the PTO with the Treasurer.
- G. Shall be eligible to serve on any committee, but may not serve as chairperson of any committee except the nominating committee.
- H. Verifies the treasurer's/secretary's records are satisfactorily maintained and all required IRS and State tax materials have been filed by 15 April each year.
- I. Attends as many PTO events as possible, including the monthly meeting.
- J. Delivers to their successors all official material by 1 May at which time their terms of office are completed.

SECTION 2

President-Elect.

- A. Presides over regular and special Board of Trustee meetings when the President is unable.
- B. Coordinates all Standing and Special committee work of the Organization.
- C. Works closely with the President on nearly all matters of duty.
- D. Makes and takes notes of activities/procedure as a step to prepare for assuming the Presidency the following school year.
- E. Compiles the volunteers into a database at the beginning of each school year.
- F. Shall be eligible to serve on any committee, but may not serve as chairperson of more than one (1) committee each school year.
- G. Attends as many PTO events as possible, including the monthly meeting.
- H. Delivers to their successors all official material by 1 May at which time their terms of office are completed.

SECTION 3

Vice-President.

- A. Presides over regular and special Board of Trustee meetings when the President and President-Elect are unable.
- B. Coordinates all Standing and Special committee work of the Organization.
- C. Works closely with the President-Elect on nearly all matters of duty.
- D. Compiles the volunteers into a database at the beginning of each school year.
- E. Shall be eligible to serve on any committee, but may not serve as chairperson of more than one (1) committee each school year.
- F. Attends as many PTO events as possible, including the monthly meeting.
- G. Delivers to their successors all official material by 1 May at which time their terms of office are completed.

SECTION 4

Secretary.

- A. Records the minutes of all meetings of the organization making the minutes accessible via the Organization's website for review no fewer than 10 business days following the meeting.
- B. Acts as content owner of the Organization's website.
- C. Serves as liaison to the school secretarial staff.
- D. Coordinates public relations of the Organization included, but not limited to, gestures of appreciation and sympathy.
- E. Functions as custodian of all communications regarding the Organization.
- F. Has the responsibility for the safekeeping of the correspondences of the Organization.
- G. Maintains the bylaws making them and related documentation publicly available via the Organization's website.
- H. Assists with the filing of all required IRS and State tax records by 15 April each year.
- I. Shall be eligible to serve on any committee, but may not serve as chairperson of more than one (1) committee each school year.
- J. Attends as many PTO events as possible, including the monthly meeting.
- K. Delivers to their successors all official material by 1 May at which time their terms of office are completed.

SECTION 5

Treasurer.

- A. Receives all monies of the Organization.
- B. Keeps accurate records of receipts and disbursements of the Organization.
- C. Pays out local funds in accordance with approved disbursements following the approval of said disbursements as authorized by the Trustees following a meeting.
- D. Designates at least one PTO member as the responsible party for all cash exchanged at any PTO-sponsored event.
- E. Files all required IRS and State tax records by 15 April each year.
- F. Shall be eligible to serve on any committee, but may not serve as chairperson of more than one (1) committee each school year.
- G. Attends as many PTO events as possible, including the monthly meeting.
- H. Delivers to their successors all official material by 1 May at which time their terms of office are completed.

SECTION 6

Teacher Representatives.

- A. Acts as liaison between PTO and faculty.
- B. Responsible to ensure faculty are apprised and aware of Organization activities and funding opportunities.
- C. Shall be eligible to serve on any committee, but may not serve as chairperson of more than one (1) committee each school year.
- D. Attends as many PTO events as possible, including the monthly meeting.

SECTION 7

At-large Parent Representatives.

- E. Acts as a liaison between the parents of students of Huntingburg Elementary and the PTO.
- F. Responsible to ensure parents are apprised and aware of Organization activities and where the funds are being spent as these types of questions are likely to arise—all information should be shared whenever and wherever possible
- G. Shall be eligible to serve on any committee, but may not serve as chairperson of more than one (1) committee each school year.
- H. Attends as many PTO events as possible, including the monthly meeting.

ARTICLE VIII: SUB-OFFICER APPOINTMENTS

At the discretion of the President, conferred by a majority of the elected officers, sub-officer appointments may be made at any time during the school year. Said sub-officers are to be identified for a specific purpose (i.e., Assistant Treasurer, Assistant Secretary, etc.), and then carry the responsibilities outlined in Article VI herein. Additionally, should any of the five elected officers be absent from a Regular or Special meeting, an appointed sub-officer(s) can temporarily assume voting rights throughout the meeting. This voting power will automatically suspend at the conclusion of the meeting.

ARTICLE IX: MEETING QUORUM AND ATTENDANCE

At least five Trustees must be in attendance at any Regular or Special Organization meeting. Of these five, at least three must be officers/sub-officers. If the five Trustees attendance requirement cannot be met, the meeting can continue for planning/organizational purposes; however, no formal business (financial decisions, approval to pay bills, etc.) can take place. After a Trustee has missed their third, successive meeting, this position will be considered 'vacated.' The board will vote to fill the open position for the remainder of the term. A simple majority vote will make the appointment.

ARTICLE X: AMENDMENTS AND REVISIONS

The bylaws can be revised/amended only once each year. The timing for the review and amendment of the bylaws takes place at the February meeting with the topic discussed at the January meeting. Only items which were included for discussion in the January meeting can be included for consideration in the annual amendment process. Future ideas/suggestions will carry forward to the following January meeting.

VERSION HISTORY

Date:	Modifications:
9/16/04	Original version; formally adopted by the PTO Trustees by a 9-0 vote
2/16/06	Changed titles of “First Vice-President” to “President-Elect” and “Second Vice-President” to “Vice-President.” Also, modified wording to include the statement that parents seeking an office must be present the night of the elections in order to accept the position or have a letter on file in their absence stating their intention to seek the office.
3/20/06	Added additional 501 (c) (3) language as per letter of instruction from IRS, Diane Eckerd, ID #31-07245, 513-263-3082, dated 9 March 2006, call placed 17 March 2006.
2/15/07	Change the header for Article IX from “Meeting Quorum” to “Meeting Quorum and Trustee Attendance,” and added the statement that after a Trustee has missed their third, successive meeting, the position will be considered ‘vacated.’ The board will vote to fill the open position for the remainder of the term.