

BY-LAWS

Leo/Cedarville Elementary PTO
14811 Wayne St.
Leo, IN 46765
(260) 446-0170

Date Unit Organized: October 17, 1995

Date of Incorporation: _____

Federal Identification Number: _____

Tax Exempt Number: _____

Leo/Cedarville Parent Teacher Organization (PTO)
14811 Wayne St.
Leo, IN 46765
(260) 446-0170
Cedar Creek Township, Allen County

BYLAWS

Article I: Name

The name of this organization is the Leo/Cedarville Parent Teacher Organization, herein after described as the PTO.

Article II: Purpose

Section A. The function of the PTO is to serve as a liaison between the schools and home, that parents and staff may cooperate in the education of children, while exerting a positive posture toward the upgrading and support of the educational process within and relative to the school.

Section B. Said organization is organized exclusively for the charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations und Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal Tax Code.

Article III: Basic Policies

Section A. The organization shall be non-commercial, non-sectarian and non partisan.

Section B. No part of the net earnings of the organization shall be used for 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 payment and distributions in furtherance of the purposes set forth in the purpose clause hereof.

Section C. No substantial part of the activities of the organization shall be 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.

Section D. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern in connection with any partisan interest or for any purposes not appropriately related to promotion of the Purpose of the organization.

Section E. Notwithstanding any provision of these Articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future Federal Tax Code.

Section F. Upon the dissolution of the organization, after adequately providing for the debts and obligations, the remaining assets shall be distributed to on or more non-profit funds, foundations or organizations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal Tax Code. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal offices of the organization is then located, or to such organization and operated exclusively for such purposes.

Article IV: Membership

Section A: Membership shall be automatically granted to all parents and guardians of Cedarville and Leo Elementary students plus all staff. There are no membership dues. Members have voting privileges.

Section B: Being a PTO supporter is available to adult patrons of Leo/Cedarville Elementary, with children in either school, without regard to race, creed or natural origin by paying a fee to be determined at the previous year end business meeting.

Section C: This PTO shall conduct an annual supporter drive, but persons may become a supporter of the PTO at any time.

Article V: Officers & Their Election

Section A. Officers.

- 1) The elected officers of the PTO shall be, at a minimum, President, Vice President, Secretary, and Treasurer.
- 2) Officers shall be elected by ballot at the previous year end business meeting. However, if there is but one nominee for any office, election for that office shall be by voice vote.
- 3) Officers, with the exception of the Treasurer, shall assume their duties immediately upon election and shall serve for a term of one (1) year or until their successors are elected. The Treasurer shall assume his duties following the completion of the annual audit.
- 4) A person shall not be eligible to serve more than two (2) consecutive terms in the same office.
- 5) A person must have a child(ren) at Cedarville or Leo Elementary to be eligible to sit on the Leo/Cedarville PTO Board.
- 6) Officers can be removed from his/her position with or without cause by a 2/3 vote of those present at a regular meeting where previous notice has been given.
- 7) In the event that PTO fails to fill all Officer positions at the year end business meeting, the incumbent of the expiring term may remain in office for one additional school year or until an election of a new official at any regular meeting. The incumbent may not remain in an official position for two additional years

Section B. Nominating Officers

- 1) A person eligible for a position can submit his or her name to the current president.
- 2) Eligibility for a position includes having a child(ren) at Cedarville or Leo Elementary and being a member of PTO.
- 3) These nominations will be presented at the last meeting of the school year, at which time additional nominations may be made from the floor.
- 4) Only those persons who have signified their consent to serve it elected shall be nominated for or elected to such office.

Section C. Vacancies

— A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board.

Article VI: Duties of Officers

Section A. President The President shall:

- 1) Preside at all meetings of the PTO and Executive Board.
- 2) Perform such other duties as may be prescribed in these Bylaws or assigned by the PTO or by the Executive Board.
- 3) Coordinate the work of the Executive Board and standing committees of the PTO in order that the Purpose may be carried out
- 4) Serve a term of one (1) year and assume the position of Advisor at the end of his/her Presidential term(s).

Section B. Vice President The Vice President shall:

- 1) Assist in all Presidential duties
- 2) Assume the duties of the President when the President is absent or unable to serve.

Section C. Secretary The Secretary shall:

- 1) Keep a permanent and accurate record of all meetings.
- 2) Conduct all correspondence as requested by the Executive Board.
- 3) Notify the Executive Board members of the dates and times of their meetings.
- 4) Have a current copy of the Bylaws.
- 5) Maintain a membership list.

Section D. Treasurer The Treasurer shall:

- 1) Have custody of all funds of the PTO.
- 2) Be responsible for disbursement of all funds with approval from all other PTO officers.
- 3) Keep a full and accurate account of all financial transactions using established financial software in place by PTO board.
- 4) Present a financial statement at every Executive board meeting and at other times when requested by the Executive Board and make a full report at the annual meeting.
- 5) Insure that the financial records are audited annually by an independent auditor, being a person that is not a member of this PTO to avoid conflict of interest.
- 6) Shall propose a budget at the first business meeting to be used as a guideline for the current year.
- 7) Insure that all State and Federal tax reports are filed by an independent contracted agency.
- 8) Submit bank statements each month to another Executive Board member who does not have check signing privileges.

Section E. Communication

Officers must use established PTO email system to recruit and communicate with volunteers.

Article VII: Executive Board

Section A. The Executive Board shall consist of the Officers of the PTO, the chairperson of the standing committees, a staff representative and the principal of the school or a representative appointed by him or her.

Section B. Regular meetings of the Executive Board shall be held during the year, the time to be fixed by the committee at its first meeting or the year. A majority of the Executive Board members shall constitute a quorum.

Article VIII. Special and Standing Committees.

Section A. The Executive Board may create such standing committees as it may deem necessary to promote the Purpose and carry on the work of the PTO. The term of each chairperson shall be one (1) year or until the selection of a successor.

Section B. The chairperson of each standing committee shall present a plan of work, including a budget, to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board.

Section C: The Chairperson of each committee shall keep a written record of the activities of his/her committee in a manner that would allow these records to be passed along to future Chairs. These records should be turned over to the Secretary who will maintain a comprehensive file of all events planned by the PTO and make them available to future Chairs.

Section D: No Committee Chair shall secure any contract in the name of the PTO without the approval to do so by the executive board. Any approved purchases must be made within the budgetary restrictions.

Section E: Attendance. Committee Chairpersons shall attend Executive Board and monthly PTO meetings to report on the activities of his/her committee or submit their report to the president to be reported in his/her absence.

Section F: Communication. Committee Chairperson shall use the designated PTO email system to recruit and communicate with volunteers.

Section G: Each Standing Committee Chair shall assist in the nomination of the incoming Chairperson of their respective committee.

Section H. As a special and standing committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is completed and its final report is received by the Executive Board. This report should be presented to the Executive Board the month following the completion of the committee work.

Article IX. Meetings.

Section A. At least two (2) business meetings of this PTO shall be held during the school year, one (1) at the beginning of the school year and one (1) at the end. Dates of meetings shall be determined by the Executive Board. Two (2) day notice shall be given of a change of date.

Section B. Special meetings of the PTO may be called by the President or by a majority of the

Executive Board, two (2) day notice having been given.

Section C. **Seven (7) members of the PTO present** shall constitute a quorum for the transaction of business in any meeting of this PTO.

Article X. Funds

Section A: Income

All funds raised for PTO must be documented and submitted to PTO treasurer within 10 days of receipt. All funds received by the Treasurer must be deposited in the PTO bank account within 2 weeks of receipt by the Treasurer. Separate deposit receipts should be maintained by funds received from each unique fundraising event.

Section B: Expenses

Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented and approved by the PTO treasurer. Reimbursement requests should be submitted to the PTO Treasurer within 30 days of the incurred expense or by three weeks prior to the end of the fiscal year, whichever ever comes first, and must be accompanied by a receipt.

Section C: Non-Budgeted Requests

Monetary requests for non-budgeted items may be submitted to PTO at a monthly PTO meeting by any PTO member in good standing. A vote for approval of the monetary disbursement shall be taken at that meeting.

Section D: An updated financial report shall be made available in printed form to each PTO member at each PTO meeting.

Article X1. Parliamentary Authority

The Authority for this organization shall be Robert's Rules of Order Newly Revised.

Article Xil. Amendments.

Section A. The Bylaws can be amended by a simple majority of members present at a General Membership meeting. Notification must be made at least two (2) weeks prior to the date that such a vote will be taken.

Section B. A committee may be appointed by the Executive Board to submit a revised set of Bylaws or amendments to existing Bylaws.

These bylaws were adopted on 10/17/1995.

Amended: _____