

SMOKY ROW PARENT TEACHER ORGANIZATION, INC.
BYLAWS
2017

ARTICLE I
Name

The name of this corporation is Smoky Row Parent Teacher Organization, Inc. The organization will be referred to as the PTO in these bylaws.

ARTICLE II
Purpose

- Section 1 The PTO exists for the purpose of enriching the educational opportunities for the students by:
- (1) providing a closer relationship between the parents and the staff;
 - (2) providing a pathway for parents to be actively involved in the school experience; and
 - (3) representing Smoky Row in the school community.
- Section 2 The PTO shall not seek to direct the administrative or technical activities of the school, nor to control school policies.
- Section 3 The fiscal year of the PTO shall be from July 1 to June 30.

ARTICLE III
Membership

- Section 1 The parents and /or legal guardians of each child enrolled in the school, faculty and staff members, and principal of Smoky Row shall be eligible for membership in the PTO. The goal for PTO membership is 100% participation.
- Section 2 A member shall be defined as any of the individuals in Section 1 who have paid their current annual dues. Each family unit shall have one vote.
- Section 3 The Membership Committee Chairperson shall maintain a current listing of all members in the school office.
- Section 4 The right of a member to vote shall cease upon termination of membership. Membership terminates upon failure to pay the annual dues as required. Any member may resign from the PTO by delivering a written resignation to the President or Vice-President of the PTO. Dues are not refundable. No member shall be entitled to share in the distribution of the corporate assets upon the dissolution of the PTO.
- Section 5 Any member, member of the board of directors, or officer may be removed from the membership, the board of directorship, or an office by two-thirds affirmative vote of the quorum of members in attendance (registered in person) at any PTO meeting or special meeting called for that purpose. Conduct detrimental to the purposes of the PTO or refusal to render reasonable assistance in carrying out the assigned functions are reasons for removal. Any member(s) proposed to be removed shall be entitled to at least five days' notice in writing by registered mail of the meeting and its purpose.
- Section 6 Eleven or more members at a properly called General Meeting or Annual Meeting shall constitute a quorum. A majority vote of the members present shall be necessary for any voting decision. No absentee, proxy, or email voting will be allowed.

ARTICLE IV

PTO Meetings

- Section 1 The Annual Meeting of the members of the PTO shall be held at the school every spring. There may be other meetings of the membership as desired by the Executive Board (see Article VI; Section 1), or requested in writing from ten percent of the current members. The President and the Treasurer will present reports. Any allocation of remaining funds raised during the current fiscal year, not yet spent, will be voted on at the last General Meeting.
- Section 2 Eleven or more members at the properly called Annual Meeting shall constitute a quorum. Each family unit shall have one vote. A majority vote of the members present shall be necessary for any voting decision. No absentee, proxy, or email voting will be allowed.
- Section 3 Notice of the time, place, and purpose(s) of the Annual Meeting shall be posted not less than five (5) days nor more than forty (40) days before the meeting by the Corresponding Secretary.
- Section 4 General PTO Meetings shall be held throughout the year as desired by the Executive Board. The President and Treasurer will present reports.
- Section 5 All voting issues at a General PTO Meeting require advance notification, unless over one-third of the membership is present, as defined in the Indiana State Code for Non-Profit Organizations from the 2007 General Assembly.

ARTICLE V

Dues

- Section 1 Annual dues of the PTO shall be not less than one dollar (\$1.00) per family and shall be collected by the Membership Committee and given to the Assistant Treasurer. Dues are payable at the onset of the school year, and are non-transferable. New families may pay at the time of enrollment.
- Section 2 Dues shall be used first for the payment of the expenses of the PTO.
- Section 3 Annual dues shall be established in the spring for the following school year by a majority vote of the Executive Board.

ARTICLE VI

Officers

- Section 1 There will be nine (9) elected PTO officers comprising the Executive Board if the incoming President and Vice-President exercise the option to have a Board at Large Member (see Article VIII, Section 1). They shall be titled President, Past President (ex officio), Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer, Communications Secretary and Board at Large.
- Section 2 All elected officers shall be members of the PTO. Officers must assume their duties until the close of the fiscal year. No office shall be filled by the same person for three (3) consecutive years.
- Section 3 No officer shall serve in two Executive Board positions simultaneously, unless serving in an interim capacity, until a replacement is appointed, as defined in Article VI, Section 5.
- Section 4 Elections and Nominations
- a) The Nominating Committee shall solicit members interested in serving on the Executive Board in advance of determining its slate of officers. The Nominating Committee shall consider previous PTO experience for all Executive Board officers.

- b) The Nominating Committee shall prepare a slate of officers and board of directors, to be voted on at the Annual Meeting. In the event that the Carmel Clay School Corporation is in the process of redistricting elementary school boundaries, the slate of officers and board of directors will be presented in the spring after the new plan has been adopted by the School Board.
- c) Additional nominations, with the consent of the nominee, may be made from the floor.
- d) Election of officers will take place at the Annual PTO Meeting following written notice (see Article IV, Section 3). The proposed slate will be published prior to the meeting.
- e) The Nominating Committee shall be chaired by the Vice-President, or in the absence of such, a member appointed by the President. The committee shall consist of at least one representative per grade level, at least one of whom shall not be currently serving on the Board of Directors. No member of the Nominating Committee shall appear on the slate for the Executive Board positions.

Section 5 If vacancies should arise on the Executive Board, the Executive Board shall appoint a replacement. This replacement shall be considered an acting officer until a vote can be taken at the next General PTO Meeting. A majority vote of the members present shall be necessary for the voting decision.

ARTICLE VII Duties of the Officers

Section 1 The President shall:

- a) preside at all Executive Board and PTO meetings;
- b) serve in an advisory capacity on all committees;
- c) appoint any special committee that is needed with the approval of the Executive Board;
- d) serve on the Carmel Clay Coordinating Council, PALS, and other appropriate committees;
- e) schedule the dates of the general membership meetings, including the Annual Meeting;
- f) present and review the bylaws with the Executive Board at the first meeting of the year;
- g) plan the school calendar with the Vice President and Principal in the spring of each year, and submit to the Executive Board for review prior to the end of the school year;
- h) mentor the Vice President;
- i) distribute all incoming mail to appropriate people.

Section 2 The Past President shall:

- a) be an ex officio member and will refrain from voting during Executive Board meetings unless a tie-breaking vote is needed;
- b) serve in an advisory capacity to the Executive Board.

Section 3 The Vice-President is the President-Elect and shall:

- a) preside in the absence of the President;
- b) assist the President as needed;
- c) serve on the Carmel Clay Coordinating Council, PALS, and other appropriate committees;
- d) serve as Chairperson of the Nominating Committee;
- e) plan the school calendar with the President and the Principal in the spring of each year, and submit to the Executive Board for review prior to the end of the school year;
- f) annually in the spring prepare, distribute, and tabulate a questionnaire to the PTO membership evaluating performance of the PTO;
- g) carry out any special assignments that may arise in the Executive Board;
- h) distribute a job description to each incoming officer and committee chairman to facilitate a successful transition.

Section 4 The Recording Secretary shall:

- a) keep an accurate record of all Executive Board and PTO meetings;
- b) provide copies of minutes in digital format to the Executive Board;
- c) maintain a permanent file of the PTO meeting minutes in the school office as required by Indiana State Code for Non-Profit Organizations from the 2007 General Assembly;
- d) act as the parliamentarian of the PTO;
- e) chair the Bylaws Committee and ensure that each officer and board of director have a copy of the current bylaws;
- f) maintain attendance records of meetings;
- g) ensure that the following records are kept in a secure digital location, accessible by all board members: articles of incorporation, current bylaws, current membership and minutes of all meetings.

Section 5 The Corresponding Secretary shall:

- a) notify all members of dates, time, place, purposes, and voting issues for all meetings;
- b) handle all correspondence deemed necessary by the Board of Directors and the Executive Board;
- c) maintain a permanent file of all notices and newsletters sent to members for the current and preceding three (3) years;
- d) maintain a current and accurate list of all officers and committee chairpersons;
- e) ensure that the following records are kept in a secure digital location: the list of the Board of Directors for the past seven (7) years, copies of the newsletter for the past three (3) years and copies of Annual Meeting notices for the past three (3) years.

Section 6

The Treasurer shall:

- a) maintain an accurate record of the receipts and expenditures;
- b) train the Assistant Treasurer;
- c) ensure that all committees follow fundraising rules and regulations as established by law;
- d) prepare books for review, submit a report annually, and see that all governmental filings are completed;
- e) maintain a complete record of the financial transactions of the PTO in the school office, including records of the tax exemption information;
- f) maintain all checking and savings accounts;
- g) prepare a budget;
- h) sign checks;
- i) report on the financial condition of the PTO to the Executive Board, at the Annual Meeting of members, and at each General Meeting;
- j) ensure that the financial records for the past seven (7) years are kept at the school in a designated PTO file.

Section 7

The Assistant Treasurer is the Treasurer-Elect and shall:

- a) receive all monies of the PTO;
- b) perform the duties of the Treasurer in their absence;
- c) aid the Treasurer in all duties;
- d) sign checks in the absence of the Treasurer;
- e) review the financial records at least every other month.

Section 8

The Board at Large shall:

- a) serve at the discretion of the President and Vice-President;
- b) assist the President and Vice-President as needed.

Section 9

The Communications Secretary shall:

- a) update/publish PTO information on SRE PTO web page;
- b) utilize social media to communicate PTO news/initiatives to SRE community;
- c) gather and submit PTO information for inclusion in SRE's newsletter, Rocket Review;
- d) maintain the MySchoolAnywhere database.

**ARTICLE VIII
Executive Board**

- Section 1 The Executive Board shall consist of the eight or nine (see Article VI, Section I) elected officers of the PTO and the Principal of Smoky Row.
- Section 2 Meetings will be scheduled as needed by the President and are limited to members of the Executive Board and the Principal. Five members constitute a quorum. A majority vote is necessary for decisions. No absentee or proxy voting will be allowed.
- Section 3 The Executive Board shall:
- a) transact all necessary business between the PTO meetings and report these transactions at the next PTO meeting;
 - b) attend the PTO meetings;
 - c) fill vacancies in the elected offices and appointed positions as deemed necessary and present at the next PTO meeting for a vote;
 - d) approve expenses not appropriated in the annual budget when expenses do not exceed \$1000.00;
 - e) participate in the budgetary process;
 - f) may create or delete additional Standing Committees, and appoint Chairperson(s) for them as the need for additional Standing Committees arises;

**ARTICLE IX
Board of Directors**

- Section 1 The Board of Directors shall consist of the Executive Board, the Chairpersons of the Standing Committees and the Principal of the school. All Board Members shall be current members of the PTO.
- Section 2 The Board of Directors shall:
- a) transact all necessary business between the PTO meetings, approve committee plans, and suggest ideas for presentation to the membership;
 - b) attend the PTO meetings with an oral report of committee activities or submit a written report prior to the meeting;
 - c) be responsible for the committee notebook being completed and given to the new President or the new incoming committee chairperson;
 - d) submit and control the budget for the committee;
 - e) be responsible for adhering to and completing job descriptions as defined in the committee notebook including communicating to the General Membership through the school newsletter.

ARTICLE X
Standing Committees

The Standing Committees may consist of but are not limited to:

1. 4th-5th Social Events
2. All School Enrichment Committee
3. Community Rewards Committee (Box Tops, Amazon Smile, Kroger Rewards)
4. Directory Committee
5. Donuts With Dads Committee
6. Boosterthon/Fall Fundraiser
7. Spring Fundraiser/Soiree/Auction/Carnival
8. Community Shop & Dine
9. Grade Level Enrichment Committee
10. Green Team
11. Hospitality Committee
12. K-3rd Activity Nights
13. Lunchroom Coordinator
14. Math Pentathlon
15. Membership Committee
16. Muffins With Moms Committee
17. Newcomers Committee
18. Newsletter Committee
19. School Board Liaison
20. Scholarship Committee
21. School Spirit Committees (Spirit Wear)
22. Science Fair Committee
23. Smoky Row Greeters
24. Staff Appreciation Committee
25. Talent Show Committee
26. Teacher Liaison Coordinator
27. Volunteer Committee
28. Website Committee
29. Yearbook & Photographers Committee

ARTICLE XI
Coordinating Council

- Section 1 The Carmel-Clay Coordinating Council is comprised of the following members: The President and Vice-President of each PTO of each school and connected organizations.
- Section 2 The Coordinating Council acts as a clearinghouse to coordinate various activities and events of its member groups.
- Section 3 The chairperson of the Coordinating Council shall rotate annually among the elementary school PTO presidents.

ARTICLE XII
Bylaws

- Section 1 The Bylaws Committee will be chaired by the Recording Secretary. The committee will consist of the President, Vice-President, the Recording Secretary, and a minimum of three other persons from the membership. The bylaws shall be reviewed every three years and approved at the Annual Meeting by the PTO membership.

Section 2 The bylaws may be amended at any general meeting of the PTO membership, provided there is written notice that there will be a vote of the proposed amendments. Eleven or more members at a properly called general meeting shall constitute a quorum. A majority vote of the members present shall be necessary for any voting decisions. No absentee, proxy, or email voting will be allowed.

**ARTICLE XIII
Records**

Section 1 The Recording Secretary is responsible for ensuring that the following records are kept at the school in a designated PTO file:

- a) articles of incorporation;
- b) current bylaws;
- c) current membership list;
- d) a permanent file of the minutes of all meetings as required by Indiana State Code for Non-Profit Organizations from the 2007 General Assembly.

Section 2 The Corresponding Secretary is responsible for ensuring that the following records are kept in a secure digital location:

- a) the list of the Board of Directors for the past seven (7) years;
- b) copies of the newsletter for the past three (3) years;
- c) copies of annual meeting notices for the past three (3) years.

Section 3 The Treasurer is responsible for ensuring that the financial records for the past seven (7) years are kept at the school in a designated PTO file and all governmental filings are completed annually.

**ARTICLE XIV
Miscellaneous**

Section 1 Meetings shall be conducted under parliamentary procedure set forth in *Robert's Rules of Order*.

Section 2 The Executive Board will collaborate, upon request, to explore the role and define the necessary supportive persons to be involved with school or district committees.

**Article XV
Indemnification**

Section 1 The PTO shall indemnify an individual who is made party to a proceeding because the individual is or was a PTO Director, Member, Volunteer or Agent and is acting at the request of the PTO, against liability and reasonable expenses incurred in the proceeding if the individual's conduct was in good faith and the individual reasonably believed their conduct was in the PTO's best interest; and in the case of any criminal proceeding, the individual had reasonable cause to believe the individual's conduct was lawful, or had no reason to believe the conduct was unlawful.

This indemnification shall be limited to the net assets of the fiscal year in which the claim is made for indemnification. Its payment shall have priority over any gifts or grants to the school for the fiscal year.

This indemnification is as allowed by the Indiana State Code for Non-Profit Organizations from the 2007 General Assembly.

Article XVII
Dissolution

Section 1 The PTO may be dissolved at a PTO meeting according to the following procedure:

- (a) Fourteen (14) calendar days notice prior to the PTO meeting
- (b) Two-thirds vote of the quorum of members in attendance at the PTO meeting

Section 2 Upon dissolution of the PTO, any remaining funds should be used to pay any outstanding bills and, with a majority of the membership's approval, spent for the benefit of Smoky Row Elementary. No member shall be entitled to share in the distribution of the PTO's assets upon the dissolution of the PTO.