

Prairie Vista Elementary School Parent-Teacher Organization

Granger, Indiana
County of St. Joseph

BYLAWS

Article I. Name

This organization shall be recognized as **Prairie Vista Elementary School Parent-Teacher Organization, Inc.** hereafter referred to as PV-PTO, and shall exercise all rights implied under Sect. 501 (c) (3) of a non-profit entity under the Internal Revenue Code.

Article II. Mission

- A. To promote, enhance, influence open and reflective communication amongst parent(s)/guardian(s) and school staff.
- B. To develop unified efforts amongst educators and the greater community for the advancement of physical, social and academic education of every child within the aforementioned school and its proximal community.
- C. To appropriate funds in a manner that promotes educational enrichment, school safety/design, implementation of yearly events and supplies that forward the progress of school achievement.

Article III. Policy/Procedure

- Sect. 1. This organization is solely intended to be non-commercial, nonsectarian, and nonpartisan. It shall not endorse any commercial enterprise or candidates. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern nor with any partisan interest, nor for any other purpose than that of its written intent.
- Sect. 2. This organization and its existence are promoted through an educational program directed toward parents, teachers, and the community; developed through comprehensive projects, and programs; and are governed and qualified by these bylaws.
- Sect. 3. The organization is structured in whole and in part, for the charitable, scientific, literary and educational purposes within the meaning of Sect. 501 (c) (3) of the Internal Revenue Code (or corresponding provision of any future U.S. Internal Revenue Code) and in the furtherance of its stated Mission.
- Sect. 4. The organization subjects to and is absent conflict that no part of the net earnings acquired shall inure to the benefit of or be distributable to its members, directors, officers or any other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution for the objectives set forth in this article.
- Sect. 5. The organization (notwithstanding any other provision of these bylaws) shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under Sect. 501 (c) (3) of the Internal Revenue

Code (or corresponding section of any future federal tax code) or (b) by an organization, contributions to which are deductible under Sect. 170 (c) (2) of the Internal Revenue Code (or corresponding section of any future federal tax code).

Article IV. Mutual Relationship of Parties: PHMNPO & Subsidiary Organizations

P.H.M. Nonprofit Organizations, Inc. (PHMNPO) is a supervisory organization of local parent/teacher organizations and other nonprofit associations which provide funding for programs and supplies for the Penn-Harris-Madison schools and who raise their funds through public funding in accordance with Internal Revenue Code 501(c)(3), organized under the authority of the PHMNPO, a non-profit corporation. PHMNPO has chartered the PV-PTO as a subsidiary organization under PHMNPO and the PV-PTO agrees to abide by the PHMNPO Bylaws. PV-PTO shall adhere to the objects and basic policies of the PHMNPO and the PV-PTO Bylaws as stated herein shall not conflict with the PHMNPO Bylaws.

The PV-PTO shall keep such permanent books of account and records that shall be sufficient to establish the items of gross income, receipts and disbursements of the organization as per the PHMNPO Bylaws. Such books of accounts and records shall be open to review by a Certified Public Accountant upon request by the majority of the PHMNPO officers.

The charter of the PV-PTO shall be subject to withdrawal and the status of the PV-PTO shall be subject to termination by PHMNPO if the PV-PTO exempt from federal income tax under 501 (c) (3) of the Internal (c) (2) of the Internal Revenue Code is evocated or if PV-PTO refuses to abide by the PHMNPO Bylaws.

The charter of PV-PTO may be renewed annually upon certification by the PHMNPO.

Article V. Membership and Dues

Sect.1. Membership shall be extended to any and all parent(s), guardian, or another adult standing in loco parent is for a student actively enrolled at Prairie Vista Elementary School. Any and all school representatives (e.g. principal, teacher, etc.) currently employed by the school may participate as a member. All parties meeting this aforementioned criteria shall be permitted as members and have due access to voting privileges. Such membership stands and shall be available without regard to race, color, creed, or national origin, under such rules and regulations not in conflict with the provisions of the PHMNPO Bylaws.

Sect.2. No member of the PV-PTO is required to pay membership dues.

Sect.3. Only members of the PV-PTO meet eligibility to participate in business meeting or to serve in any of its elected or appointed positions.

Article VI. Officers

Sect. 1. Composition

Officers of the PV-PTO shall consist of:

- A. President
- B. President-Elect
- C. Treasurer
- D. Recording Secretary
- E. Corresponding Secretary

Sect. 2. Nominating Committee

- A. There shall be a Nominating Committee composed of three members, one of whom shall be elected by the Executive Board from its body, and two of whom shall be selected by the PV-PTO at a regular meeting at least one month prior to election. The President shall appoint one of the three to serve as Chair of the Committee.
- B. The Nominating Committee shall nominate at least one eligible person for each office to be filled and report its nominees at the regular March meeting, at which time additional nominations may be made from the floor. The Nominating Committee shall use best efforts to search for a person to nominate for Treasurer. If such effort is unsuccessful the Nominating Committee may nominate the current Treasurer if such Treasurer has not served more than one (1) term.
- C. Only members of the PV-PTO shall be considered eligible for office.
- D. Only those persons who have signified their consent to serve, if elected, shall be nominated for or elected to such office.

Sect. 3. Election

- A. Every PV-PTO member is eligible to vote for Officers.
- B. Officers shall be elected in the month of April, however, if there is but (1) nominee for any office, election for that office may be made by voice vote.
- C. A person shall not be eligible to serve more than (2) consecutive terms in the same office.

Sect.4. Terms of Office

- A. Officers, with the exception of the Treasurer, shall assume their duties at the end of the close off the meeting in May and shall serve for a term of one (1) year or until their successors are elected. The Treasurer shall serve for a term of no more than two (2) years.
- B. The Treasurer shall assume his/her duties at the end of the fiscal year.

Sect. 5. Removal and Resignation

- A. Any officer may be removed by the Executive Board whenever, in the Board's judgment, the best interests of the PV-PTO will be served thereby, provided, however, that the removal shall be without prejudice to the person so removed.
- B. Any officer may resign, at any time, by giving written notice to the President of the Executive Board. Any such resignation shall take effect on the date of the receipt thereof or at any later time specified therein, and, unless specified therein,

the acceptance of such resignation shall not be necessary to make it effective.

Sect. 6. Vacancies

A vacancy occurring in any office of the Executive Board shall be filled for the remainder of the term by special election. Once notice of such election has been given, the candidate may be elected by a majority vote of the Executive Board. In the case of a vacancy occurring in the Office of the President, the President-Elect shall serve notice of the election.

Sect. 7. Expiration of Term/Resignation

Upon expiration of the term of office, each officer shall turn over without delay all records, books, or other materials pertaining to that office to the newly elected replacement. In the case of a resignation, the resigning officer, shall turn over without delay all records, books, or other materials pertaining to that office to the President.

Sect. 8. Duties

A. General Duties: The Officers shall have full power and authority to set policy and direct the affairs of the PV-PTO as provided in the Articles of Organization and these Bylaws, with such restrictions as may be imposed by PHMNPO or the State of Indiana. The duties of the Officers shall be to execute the purposes of the PV-PTO by setting policies and establishing goals and objectives and to obtain funds to carry out the purposes of the PV-PTO. Officers shall perform all duties outlined in these Bylaws as well as any additional duties that may be required throughout their term of office.

B. Duties of Officers

1. President

- A. Preside at all meetings of the PV-PTO and the Executive Board.
- B. Be a member ex officio of all committees.
- C. Maintain fiscal responsibility with PV-PTO funds.
- D. Maintain communication between the Executive Board, general membership, and school administration.
- E. Coordinate the work of the Officers and committees of the PV-PTO in order that the objectives of the PV-PTO may be promoted.
- F. Serve as a liaison between the chairs of assigned standing committees and the Executive Board.
- G. Perform any other duties as necessary.

2. President-Elect

- A. Act as a general aid to the President.
- B. Preside at any meetings of the PV-PTO or the Executive Board, in the absence of the President.
- C. Perform the duties of the President in the absence or inability of that officer to act.
- D. Serve as a liaison between the chairs of assigned standing committees and the Executive Board.
- E. Maintain all information and accounts pertaining to Charity Gaming.
- F. Perform any other duties as necessary.

3. Treasurer

- A. Have custody of all funds of the PV-PTO.
- B. Keep a full and accurate account of all receipts and expenditures.
- C. Make disbursements as authorized by the President, Executive Board, or the PV-PTO in accordance with the budget adopted by the organization.
- D. Have all checks signed by two persons, the Treasurer and either the President or the President-Elect.
- E. Present a financial statement at every meeting of the PV-PTO and the Executive Board.
- F. Maintain such books of accounts and such records as to conform to the requirements of these Bylaws.
- G. Prepare and present a Year-End Report at the final meeting of the PV-PTO and the Executive Board.
- H. File federal and state taxes for the PV-PTO.
- I. Perform any other duties as necessary.

4. Recording Secretary

- A. Records minutes and takes attendance at all meetings of the PV-PTO and the Executive Board.
- B. Print and distribute meeting minutes to all Executive Board members.
- C. Ensure copies of all meeting minutes are placed in a designated notebook, kept in the Prairie Vista front office, and made available to all PV-PTO members and Prairie Vista Office Staff.
- D. Serve as liaison between the chairs of assigned standing committees and the Executive Board.
- E. Maintain current copy of the PV-PTO Bylaws.
- F. Maintain membership list via school directory, include additions as notified by Welcoming.
- G. Perform any other duties as necessary.

5. Corresponding Secretary

- A. Compile, edit, and distribute PV-PTO Newsletter, write articles as necessary.
- B. Write all PV-PTO Board's Thank You Notes or other correspondence, as needed.
- C. Serve as liaison between the chairs of assigned standing committees and the Executive Board.
- D. In the absence of the Recording Secretary, records minutes and takes attendance of monthly meetings of the PV-PTO.
- E. Perform any other duties as necessary.

Article VII.

Executive Board

Sect. 1. Members

The Executive Board shall consist of the Officers of the PV-PTO and the Principal of the school or a representative appointed by him/her. The Chair(s) of Standing Committees shall be selected by the Officers of the PV-PTO to offer

input to the Executive Board where appropriate. Members of the Executive Board shall serve until the election or selection of their successors.

Sect. 2. Duties

- A. To transact business in the intervals between PV-PTO general meetings and to conduct any other such business as may be referred to it by the PV-PTO.
- B. To create Standing and Special Committees.
- C. To approve the plans of work of the Standing or Special Committees.
- D. To present a report at a regular meeting of the PV-PTO.
- E. To use their best efforts to appoint a person(s) to complete an appropriate annual investigation of the PTO financials to confirm the financial records of that year. Such person(s) shall be appointed, by the PV-PTO Executive Board, no later than two weeks prior to the close of the PTO fiscal year. If deemed necessary the PV-PTO Executive Board may seek additional assistance from a CPA.
- F. To direct the allocation of PV-PTO funds for special purposes.

Sect. 3. Meetings

- A. Regular meetings of the Executive Board shall be held during the school year, the time to be fixed by the Executive Board at its first meeting of the year.
- B. The Majority of the Executive Board shall constitute a Quorum.
- C. Special meetings of the Executive Board may be called by the President or by a Majority of the Board members, with one days notice.
- D. Meetings of the Executive Board may take place via teleconference provided all members are able to participate equally.
- E. Board business may be conducted without a meeting if all members of the Executive Board sign a written consent, setting forth the business to be conducted, and such written consent is filed with the record of regular proceeding minutes.

Article VIII. Standing Committees

Standing committees are established to oversee the operation of various continuing programs of the PV-PTO. The Executive Board may set up any standing or special committees at its own discretion and will determine the function of these committees, as needed.

Article IX. General Meetings

Sect. 1. At least three (3) regular meetings of the PV-PTO shall be held during the regular school year. Dates of meetings shall be determined by the Executive Board and announced at the first regular meeting of the year. Seven (7) days notice shall be given of a change of date.

Sect. 2. Special meetings of the PV-PTO may be called by the President or by a Majority of the Executive Board. One (1) day's notice shall be given of the special Meeting.

Sect. 3. A majority of members present at any regularly scheduled meeting of the PV-PTO shall constitute a Quorum for the purposes of transacting business.
Sect. 4. The privilege of holding office, introducing motions, debating, and voting shall be limited to members of the PV-PTO.

Article X. Accounting Procedures

Sect. 1. Fiscal Year- The fiscal year of the PV-PTO begins on the first (1st) day of July and ends on the thirtieth (30th) day of June.
Sect. 2. Budget- A budget for the next fiscal year shall be prepared by the incoming Treasurer for presentation to and approval by the Executive Board by the November meeting.
Sect. 3. Reimbursement- Officers, Chairpersons, and members of the PV-PTO may be reimbursed for reasonable out-of-pocket expenses made on behalf of the PV-PTO, but shall not otherwise be compensated.
Sect. 4. Record Keeping- This PV-PTO shall keep such permanent books of accounts and records that shall be sufficient to establish the items of gross income, receipts, and disbursements of the PV-PTO.

Article XI. Amending Bylaws

Sect.1. A committee of at least three (3) members may be appointed by the Executive Board to submit a revised set of bylaws as a substitute for these Bylaws or to submit an amendment to these Bylaws.
Sect.2. These Bylaws shall be revised or amended at a regular meeting of the Organization provided notice and a copy of the proposed bylaws revision or amendments are provided to the members at least thirty (30) days prior to the meeting at which the revision or the amendments are to be voted upon. The proposed bylaws revision or amendments require a two-thirds vote of the members present and eligible to vote.

Article XII. Parliamentary Authority

The PV-PTO and the Executive Board shall use best efforts to conduct meetings according to the rules of **Robert's Rule of Order** in all cases in which they are applicable and not in conflict with these Bylaws.

Article XIII. Legislative Action

No part of the activities of the PV-PTO shall be devoted to the distribution of propaganda or any other attempts to influence legislation. The PV-PTO shall neither participate in nor intervene in any political campaign in any manner.

Article XIV. Dissolution

Upon dissolution of the PV-PTO, after all just debts have been discharged; all remaining assets of the PV-PTO shall be liquidated and distributed among Charitable or educational organizations that qualify as tax exempt under Sect. 501 (c) (3) of the Internal revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law), as decided upon by a vote of the majority of the PV-PTO's members at the time of dissolution. Any such assets not so disposed of shall be disposed of by the St. Joseph County Court of Common Pleas, exclusively for such purposed or to such organization(s), as said court shall determine, which are organized and operated exclusively for such purposes.

Article XV. Conflict of Interest Policy

The purpose of the conflict of interest policy is to protect the PV-PTO'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. Whenever a director or officer has a financial or personal interest in any matter coming before the board of directors, the affected person shall a) fully disclose the nature of the interest and b) withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested directors/officers determine that it is in the best interest of the corporation to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.