

Floyds Knobs Elementary School PTO BYLAWS

Article I: Organization's name

The name of the organization shall be the Floyds Knobs Elementary Parent Teacher Organization (FKE PTO, here after)

Article II: Mission Statement/Purpose

The mission of the FKE PTO is to enhance the educational experience of all students by

1. Supporting academic and enrichment activities through volunteer and financial assistance.
2. Encouraging parental involvement.
3. Providing a channel of communication between parents and teachers, administrators and staff.

Article III: Policies

A: This organization shall be nonprofit, noncommercial, nonsectarian and nonpartisan. Any commercial enterprise not specifically contracted with the organization will not be sponsored by the organization.

B. The organization endeavors to keep school officials and administration informed of legitimate concerns affecting quality education.

Article IV: Membership

A. Any person who is a legal/custodial guardian of a student enrolled at Floyds Knobs Elementary, and any person who is a member of the educational support staff of the school and is interested in the objectives of the FKE PTO, and is willing to uphold its policies and subscribe to its bylaws shall be considered to be a member of the FKE PTO.

B. These members will have the right to attend and provide input and vote on motions at any meeting for the FKE PTO. Members are encouraged to volunteer for the organization functions as well as any and all events sponsored by FKE and/or the FKE PTO. Members also participate in electing of officers of the FKE PTO who are to serve their one (1) fiscal term. See Article VI (E).

Article V: Structure of the Organization

A. A Board of Officers, (called "officers" here after) shall manage and administer the business of the organization with all meetings of the Officers open to the members of the organization except in the case of Executive sessions. Executive sessions are meetings of solely the board to plan and organize the events and undertakings of the organization.

- B. Officers are nominated and elected to their office by members of the organization.
- C. The officers by a majority consent will appoint chairpersons who will be responsible for gathering and organizing information to bring before the organization for approval and/or votes at the next available meeting. Such committees automatically go out of existence when the work is done and final report is received. See Article X.

Article VI: Officers and their Elections

- A. Officers of the FKE PTO shall consist of President, Vice President, Treasurer, Secretary, At Large Programs Director, At Large Easy Fundraising Director, At Large Communications Director, At Large Sponsorship Director and Teacher Representatives.
- B. A Nominating committee will be appointed by the Officers in the month of February. The committee will accept final nominations during the March meeting. A list of candidates will be published on the FKE PTO website prior to the April meeting. At the April meeting, the nominees will be voted upon. Incoming officers will be trained by current Officer during the month of April with installation coming Incoming Officers in May.
- C. Outgoing and Incoming Officers shall conduct a “dual” meeting in May or June.
- D. New Officers shall assume their duties on June 1st and conclude their term on May 31st of the following fiscal year.
- E. Officer vacancies during the school year shall be filled with a temporary appointed member, decided by majority vote by the remaining officers. The temporary term shall expire when the next election is held.
 - 1. President - If there is a vacancy in the office of President during the school year, the Vice President will become the “Interim” President.
 - 2. Other officers - If there is vacancy in any other office, it will be filled by election of the members at the next regular meeting. Officers and members shall nominate members from the floor to fill such vacancies.

Article VII: Duties of Officers

- A. The duties of the Officers are as follows:
 - 1. Hold and attend all regular monthly meetings to manage the business of the PTO.
 - 2. Appoint members to committees and oversee the functioning of committees.
 - 3. Approve the plans of the committees.

4. Appoint replacements to temporarily fill vacancies in offices and committees.
5. Each officer is to be responsible for the completion of their duties as described in duties below.
6. Appoint a competent impartial person to audit the books of the Treasurer prior to filling the current fiscal year end tax forms.
7. Officers shall be required to follow all state and federal tax laws and comply with the nonprofit status rules.

B. The **President** will:

1. Preside at all meetings of the FKE PTO.
2. Act as ex-officio member of all committees except the Nomination Committee.
3. Serve as acting Treasurer if needed and assemble Officers for a fiscal budget planing meeting in May or June before beginning of next school year.
4. Work with Treasurer to compile and file necessary tax form to State and Federal government.
5. Prepare a tentative agenda prior to meeting. Send to appropriate parties, so to be included on the FKE PTO website.
6. Maintain a job binder to be given to successor. (See job binder for duties)

C. The **Vice President** will:

1. Act as an aide to the President and shall perform the duties of the President in the absence of that officer.
2. Compile and keep a working file of volunteers for various events that have been supplied by data received at student registration or general PTO meetings. Be responsible for sharing this working file with At Large can be Program Director and Committee Chairs.
3. Make copies of volunteer lists and distribute to appropriate chairperson.
4. Perform such other duties as may be delegated to the office of the Vice President.
5. Maintain a job binder to be given to successor. (See job binder for duties)

D. The **Secretary** will:

1. Keep accurate records of the meetings and attendance of the organization.
2. Prepare proofed minutes of the meetings for review and approval of the Officers no later than 7 days after the monthly meeting.
3. Maintain and compile bylaw changes to be sent to the appropriate government agency.
4. Maintain a job binder to be given to successor. (See job binder for duties)

E. The **Treasurer** will:

1. Personally receive and document all monies of the organization, be custodian of the funds of the organization, and deposit the funds in depositories approved by the Officers.
2. Disburse the funds of the organization as directed by vote of the organization.
3. Present a monthly financial report (Balance Sheet, up-dated Budget and/or Profit/Loss statement) to Officers and members.
4. Adhere to written guidelines for all reimbursements, deposits or management of funds.
5. Compile, file and sign annual IRS and IN DOR tax forms prior to the following fiscal year.
6. Organize a group consisting of the Incoming President, Outgoing President, Incoming Treasurer, and Outgoing Treasurer and an impartial member who will review and proof documents. If no outgoing officers, other members of the board may be in this group.
 - a. Prepare a cover letter with signature of all five (5) members of this group which will be placed in the Officer's binder and official Tax Binder.
7. Be available until tax forms are mailed to the State and Federal Government.
8. Copy tax forms to be placed in storage.
9. Be available for "public" viewing of tax forms by interested parties up to three (3) years. Appointments are mandatory and no less than two (2) Officers (including treasurer) must be present with viewer. Treasurer will always keep

a 2 to 1 ratio of Officers to interested parties, and tax forms will not leave the room or be copied during viewing.

10. Perform other duties as may be delegated to the office of Treasurer.
11. Treasurer will remain an Officer until July 15th each year to assist with end of year taxes and training of incoming treasurer. New incoming treasurer will work alongside existing treasurer from June 1st to July 15th.
12. Maintain a job binder to be given to successor. (See job binder for duties)

F. At Large **Program** Director:

1. Delegate, train, and oversee chairpersons that have program events, which consist of any PTO sponsored events.
2. Be a liaison between committee chairpersons and the board. Give monthly reports on progress and needs for committees.
3. Maintain a job binder to be given to successor. (See job binder for duties)

G. At Large **Communications** Director:

1. Responsible for general communications with the membership and other communications as directed by the Officers.
2. Maintain the FKE PTO official website and keep the site updated with current information for the members and the general public.
3. Manage the email system and social media platforms in use by the organization.
4. Use the website, email system, social media platforms, and other similar systems to communicate with members in a timely fashion.
5. Maintain the organization's accounts for web domain name, email, website, etc. and inform the treasurer if there are fees to be paid for these accounts.
6. Maintain a job binder to be given to successor.

H. At Large **Hospitality** Director:

1. Delegate, train, and oversee chairpersons or chair personally hospitality events to include but not limited to: staff appreciation lunch, staff appreciation week, cougar cart, Artome, kindergarten roundup, and hospitality needs for new student registration.

2. Prepare a final report given to the Board on all hospitality events.
3. Maintain a job binder to be given to successor (See job binder for duties)

I. At Large **Easy Fundraising Director:**

1. Delegate, train, and oversee chairpersons or chair personally all easy fundraising efforts for FKE PTO, including but not limited to: Chick Fil A Spirit nights, Kroger card, Scrip Cards and Box Tops.
2. Prepare a final report given to the Board on all easy fundraising events.
3. Maintain a job binder to be given to successor. (See job binder for duties)

J. At Large **Sponsorship Director:**

1. Create and maintain relationships with community businesses/corporations that are interested in supporting projects for FKE and the FKE PTO.
2. Communicate with Officers and FKE administration on needs for corporate funds.
3. Maintain Sponsorship Board displayed in school.
4. Maintain a job binder to be given to successor. (See job binder for duties)

K. **Teacher Representatives:**

1. Act as a representative for the teaching staff. Preferably, but not limited to, representatives spanning all grade levels.
2. Attend meetings and serve as a voting member of the Board of Officers.
3. Work with teaching staff to bring appropriate concerns and information to the Board.

Article VIII: Meetings

A. Meetings:

1. All meetings that include voting on an issue(s) must have a quorum, which is a simple majority of the Executive Board in attendance.
2. Regular meetings may be held on a monthly basis and communicated to the members in advance. The time and place for the meetings shall be mutually agreed upon prior to the beginning of the school year by the current year Officers and Administration of FKE PTO.

3. A special meeting may be called by the Board or at the request of at least five (5) members of the PTO. The time and place of all special meetings shall be announced at least seven (7) days prior to the meeting and will be held within fourteen (14) days.
4. Emergency meetings of the Board may be called with twenty-four (24) hour notice to the membership and may only be held to decide issue necessitating the emergency meeting.
5. Any topic to be added to meeting agenda must be emailed to the President five (5) days prior to the meeting.
6. All incoming and outgoing Officers will meet in June of each year to determine the next school year's calendar of events and finalize the budget.

B. Voting:

1. The majority of attending members and Board that are present decide issues.
2. Quorum is required on all voting issues. Any issue that does not receive quorum may be tabled until the next meeting.
3. Non-members may not vote or serve in an office or be a chairperson; however, they may attend and speak at any meeting.
4. Veto-power - a majority vote of those on the board that are present will constitute a veto vote on any issue.
5. Approval of new funding requests outside of the approved budget may not occur without a current Treasurer's budget and contingent on current available funds.
6. When necessary, board voting may be completed via email or phone conference outside of a regular meeting. All officers must respond with a yea or nay vote within 48 hours of the call for a vote. Email and phone voting is only used for matters that cannot wait until the next monthly meeting and the results of such vote must be reported in the next monthly meeting minutes.

Article IX: Removals

A. Removal of Officers:

1. Any Officer who misses two (2) consecutive meetings without notification or resigns within a school year will be considered to have vacated his or her position, and the vacancy will be filled by special election.
2. Any Officer may be removed from the office by a majority affirmative vote from the organization's membership for:

- a. Failure or inability to fulfill the duties of his or her office as prescribed in the Bylaws.
 - b. Engaging in conduct that is injurious to the organization or its purposes.
3. Prior to removal from office, the Officer shall be given ten (10) days prior written notice by the President of the proposed action, the reason for the action and the date of the meeting when a vote on the removal is scheduled. At this meeting, the Officer shall be given an opportunity to address the membership prior to the vote to remove.

Article X: Committees

- A. Committees are to be organized by the Officers to accomplish specific PTO tasks.
- B. The Officers by majority consent shall appoint the chairperson of each Committee.
- C. The Committee chairperson, from a list of active volunteers, shall form the committees.
- D. All Committees will be listed on agenda until dissolved or completion of directives.
- E. Existence of committee is described in Article V (C).

Article XI: Budget

- A. Every year the current Officers will provide a proposed budget at the May meeting for the upcoming school year. This budget can be amended at any meeting during the fiscal year based on current Treasurer's budget and contingent on available year.
- B. Each year, the incoming and outgoing Officers will meet in June to finalize the budget for the next school year. (See Article III A. 6)

Article XII: Correspondences

- A. A disclaimer will be put on every email signature line for official communications, except regular email blasts to the membership and the website.
 1. Email Signature - This message is from an Officer of the FKE PTO and may contain confidential or privileged information. If you are not the addressee of this email or received in error, you are not authorized to read, copy, or distribute this email or its attachments. Any error in addressing or delivery of this email does not waive confidentiality or privilege. If you received this email

in error, please notify the sender by returning the email and deleting it from your mailbox. This email message may not be copied, distributed, or forwarded without this statement and the permission of the sender.

2. Website, Facebook, Instagram - The FKE PTO website and social media sites are a volunteer product and meant to be informational for parents, teachers or other interested parties. The ideas and opinions expressed are those of the authors and do not necessarily reflect the views of the organization.

- B. Officers shall attempt to use office named email address rather than personal email for all FKE PTO correspondence.

Article XIII: Parliamentary Authority

- A. Robert's Rules of Order shall govern the FKE PTO in all cases which they are applicable.

1. General Guidelines:
 - a. Motion/Issue is made.
 - b. Motion/Issue is seconded.
 - c. Motion/Issue is discussed.
 - d. President restates the motion/issue and calls first for the affirmative, then the negative vote.

Article XIV: Amendments

- A. These Bylaws may be amended at any regular meeting of the FKE PTO by a majority of the members present provided that notice has been given of the proposed bylaw changes at least one month in advance. This advance notice shall be placed on the FKE PTO website and sent via email blast.

Article XV: Directed by IRS

- A. Said organization, Floyds Knobs Elementary PTO, is organized exclusively for charitable, religious, educational, and 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.
- B. Upon the dissolution of Floyds Knobs Elementary PTO, 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 a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Organization is located, exclusively for such purposes or to such organization or

organizations as said Court shall determine, which are organized and operate exclusively for such purpose.

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