

# Southwest Elementary School PTO Bylaws

## SOUTHWEST ELEMENTARY SCHOOL PARENT TEACHER ORGANIZATION

Greenwood, Indiana

### BYLAWS

Adopted (Revised) 2017

#### ARTICLE I: NAME

The name of this organization shall be the Southwest Elementary School Parent Teacher Organization (hereinafter referred to as "SWPTO")

#### ARTICLE II: PURPOSE

The purpose of this organization shall be to work with the school administration, teachers and parents to achieve the following objectives:

1. To promote the welfare of children in home, school & community,
2. To facilitate communication between home and school so that parents may cooperate in school and SWPTO related events,
3. To promote family involvement in the education of Southwest's children,
4. To create a greater sense of family within the school community,
5. To support school programs and activities,
6. To support the mission of the school and corporation.

#### ARTICLE III: POLICIES

- A. The organization is organized exclusively for charitable and educational purposes under Section 501(c)3 of the Internal Revenue Code and shall be not-for-profit, non-sectarian and nonpartisan. The name of the organization or its officers in their official capacities shall not be used in any connection with any political interest or for any other reason than the regular work of the organization. No political candidate shall be endorsed by this organization.
- B. This organization shall carry over the amount of at least \$5,000 from one SWPTO Board to the next for a calendar school year.
- C. Expenses totaling more than \$100 must be approved by the Board before payment by the Treasurer. Expenses totaling less than \$100 may be approved for payment by the majority (51%) of the executive officers.
- D. In the event of the dissolution of the organization any remaining assets will be distributed for use within the Southwest Elementary School. This distribution will be decided upon by a majority vote of the SWPTO Board.

E. Robert's Rules of Order Newly Revised should govern the activities of this organization.

#### ARTICLE IV: MEMBERSHIP AND DUES

- A. Adult family members or guardians whose children are attending Southwest Elementary School and the faculty of that school are encouraged to become members of the SWPTO provided that they are willing to uphold the policies and subscribe to the bylaws, upon payment of dues as hereinafter provided.
- B. The annual membership dues shall be set at the spring board meeting. The fee amount could change each year. Any membership dues collected will be used for supplemental classroom supplies and will be earmarked as such.
- C. Associate membership shall be extended to interested residents and businesses within the school district to provide for their attendance and participation in any projects of the SWPTO except voting in business meetings or holding office. Associate members shall not require payment of dues or have voting rights.
- D. The Membership Committee Chairperson will maintain an accurate current listing of active members.

#### ARTICLE V: OFFICERS

- A. Membership is required to be eligible to serve as Executive Officers or Committee Chairpersons for SWPTO.
- B. The Executive Officers of the SWPTO shall consist of President, Vice-President, Secretary, Treasurer and Volunteer Coordinator.
- C. Officers shall be elected by the members in the spring (April) every other year. The President's positions shall be nominated from the existing SWPTO Board.
- D. All PTO board positions shall be elected for (2) year terms.
- E. No Executive Officer may serve more than two (2) consecutive terms in the same office. Members can run for more than 2 terms if it is approved by the Board.
- F. When an Executive Officer resigns, the SWPTO Board will appoint a replacement to serve the remainder of the current term.
- G. The principal of Southwest Elementary School and the SWPTO President shall be ex-officio members of all SWPTO Committees.

#### ARTICLE VI: THE BOARD OF SWPTO

- A. The Board shall consist of the five (5) officers, the Chairpersons, of the Standing Committees, the Principal of Southwest Elementary School, and two (2) Faculty Representatives.
  - A. Examples of Standing Committees could include Accelerated Reader (AR), Fundraising, Membership, and Nominating.
- B. The Board shall conduct necessary SWPTO business between PTO meetings.

- C. The Board will meet once a month during the school year. Emergency Board meetings may be called by the President. Business may be conducted at the Emergency Board meetings only if a majority of Board members are present.
- D. No business requiring a vote may be conducted without a quorum. A quorum for a Board meeting shall be a majority (51%) present as described in Article VI-A.
- E. Faculty Representatives will be appointed by the Principal.

#### ARTICLE VII: ELECTION OF OFFICERS

- A. The Nominating Committee shall consist of six (6) members. The Nominating Committee Chairperson and two (2) additional SWPTO members will serve on the committee. This committee shall obtain names of those willing to serve as SWPTO Officers. The Principal and two (2) Faculty Representatives will automatically have a position on the Nominating Committee.
- B. The Southwest Elementary School Community will be notified in January that the Nominating Committee is accepting nominations for SWPTO Executive Officers.
- C. A slate of at least one (1) candidate per office will be presented by the Nominating Committee at the March Board meeting for approval by the Board.
- D. Announcement of nominees will be sent home in the March school newsletter.
- E. Election of Executive Officers will be held at the April PTO meeting with the results being made available to the general school population the following day.
- F. Each Executive Officer shall be elected by a simple majority of those voters cast by those present.

#### ARTICLE VIII: DUTIES OF OFFICERS

- A. The president shall preside at all the meetings of the SWPTO and of the Board. The President shall coordinate the work of the Executive Officers and of the Standing Committees. The President shall have final approval of all Standing Committee appointments. The President shall provide notification of all Board meetings and of PTO meetings as well as an agenda.
- B. The Vice President shall assist the President and shall perform the President's duties in the President's absence or inability to serve.
- C. The Secretary shall record the minutes of all meetings and provide written minutes to the Board members. The Secretary will serve as the first source of school-to-home communication that could include meeting agendas and local advertisements of SWPTO events.
- D. The Treasurer shall keep full and accurate record of all income and expenses. The Treasurer shall give a financial report at all Board and PTO meetings. A CPA approved by the Board shall review the account of the SWPTO at the end of each fiscal year. The CPA shall prepare and file the required tax forms within 90 days of the end of the final year. At the first PTO meeting of each SWPTO year a complete financial summary shall be made

available in written form. The President shall maintain the evidence of Bonding of the Treasurer.

- E. The Volunteer Coordinator will be charged with the responsibility of coordinating and organizing volunteers for SWPTO activities as needed.

#### ARTICLE IX: STANDING AND SPECIAL COMMITTEES

- A. The Standing Committees for the upcoming year will be formed at the last SWPTO Board meeting of the school year. Chairpersons will be appointed as needed.
- B. Job descriptions of the Standing Committees shall be determined by the SWPTO Board when the committees are created.
- C. The Board, at the request of the President, may create special committees. Special committees do not carry over from one SWPTO year to the next.
- D. A Faculty Representative can be an active member of each committee.

#### ARTICLE X: PTO MEETINGS

- A. SWPTO shall hold one (1) monthly PTO meeting during the school year.
- B. The purpose of each PTO meeting shall include the following:
  - A. Inform members of SWPTO actions,
  - B. Provide financial reports,
  - C. Update the status of SWPTO purchases
  - D. Address pertinent topics of interest to the Southwest Elementary School.
- C. Any member may submit meeting agenda items two (2) weeks in advance to a SWPTO officer for inclusion in the next scheduled PTO meeting or at the next scheduled Board Meeting as determined by the President.
- D. All SWPTO members are welcome at PTO meetings, however; only Board members shall have the right to make motions. All members can vote on issues at any PTO meeting. Visitors may be called upon to address the Board or to ask or answer any questions pertinent to SWPTO activities.
- E. Members may request a vote at a PTO meeting in order to advise the Board of the desires of the membership on specific topics.
- F. Members will elect SWPTO officers at the April meeting.

#### ARTICLE XI: AMENDMENTS

- A. These bylaws may be amended at any regular meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.