

**Noble Crossing Elementary School
Parent-Teacher Organization
Amended By-Laws**

ARTICLE I: NAME

The name of this organization shall be Noble Crossing Elementary School Parent-Teacher Organizations of Noblesville, Indiana. Hereinafter referred to as the Organization.

ARTICLE II: PURPOSE

The purpose of this Organization shall be to support the education and environment of Noble Crossing Elementary School (NCES) and to foster relationships amongst parents/ guardians, teachers, and students.

ARTICLE III: OBJECTIVES

- A. The objectives of this Organization shall be the unified effort of parents/guardians and teachers.
- B. To promote the welfare of our children in our school and community.
- C. To share the responsibility for helping students gain knowledge by fostering trust, self-esteem, and mutual respect in the pursuit of the productive citizen.

ARTICLE IV: POLICIES

Section 1: This Organization shall be non-commercial, non-sectarian, and non-partisan.

- A. It is organized exclusively for charitable and educational purposes under section 501c (3) of the Internal Revenue Code.
- B. No part of the net earnings of the organization shall inure to the benefit of, or be distributed to 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 payments and distributions in furtherance of the purposes set forth hereof.
- C. The Organization shall not directly or indirectly participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.
- D. In the event of dissolution of the Organization, the assets of the Organization shall be distributed to NCES.

Section 2: The Organization may not seek to direct the administrative activities of the school nor control its policies.

Section 3: This Organization may cooperate with other organizations and agencies active in promoting child welfare, such as coordinating councils.

Section 4: This Organization may participate in approved fundraising activities.

Section 5: The Executive Committee can alter the budget if a proposed fundraiser is canceled due to unforeseen circumstances (volunteer changes and shortages, weather, school closure) or does not perform as expected. Any budget adjustments must be voted by general membership.

ARTICLE V: MEMBERSHIP

Section 1: All parents, guardians, current caregivers of NCES students and all NCES teachers, staff, and administrators shall be considered members of this Organization. New members are welcome at any time.

Section 2: No dues shall be assessed for membership.

Section 3: Members in leadership and/or student supervisory positions (for example but not limited to, officers, Executive Committee and committee chairs, etc.) are required to comply with the Noblesville Schools volunteer policy.

ARTICLE VI: OFFICERS

Section 1: The Organization Officers shall include in all years: President, Vice-President, Communications Secretary, Recording Secretary, Lead Treasurer and Assistant Treasurer. In any given year, the Officers may be temporarily expanded to include additional officers as deemed necessary to meet the goals and/or objectives of the organization.

Section 2: The term of office shall be one year. The term shall commence at the end of the last meeting of the school year. An officer shall serve a maximum of 2 consecutive terms in the same office.

Section 3: Officers must be the parent or guardian of a student enrolled at NCES.

Section 4: No member shall hold more than one executive office at a time.

Section 5: If the office of President is vacated at any time during the school year, the Vice President shall succeed him/her. Likewise, in the event that the Treasurer vacates their office, the Assistant Treasurer will assume full responsibilities of the office. A new Assistant Treasurer will be nominated by the board by the next EC meeting with a vote by the next general meeting. If either the Communication Secretary or Recording Secretary vacates their office, the Executive Committee shall vote to either: proceed with filling the position or shall transfer all secretary

duties to the remaining secretarial officer until the term is complete. If any other offices are vacated before the end of the one-year term, or either successor is unable to perform the job responsibilities, the Executive Committee shall report at the next regular meeting the name of a candidate to fill the vacated office. A vote of the members of the Organization present at the meeting will take place, due notice of such election having been given. There must be a majority vote.

Section 6: Any office, committee position or representative position may be vacated by resignation, death, or removal. Any officer, committee member or representative may be removed for “just cause” by members of the Executive Committee. In the unlikely event such action is warranted, all Executive Committee members must be represented in person or by proxy. There must be a majority vote, in the affirmative, of the Executive Committee for such removal to take place.

ARTICLE VII: DUTIES OF OFFICERS

Section 1: The President shall

- A. Preside at all meetings of the Organization and all Executive Committee meetings.
- B. Serve as the official spokesperson for the Organization.
- C. Coordinate work of the officers and committees in accordance with PTO objectives.
- D. Propose the calendar dates of PTO and Executive Committee meetings and other functions for approval by administration.
- E. Prepare content and make available a written agenda for each PTO and Executive Committee meetings.
- F. Conduct meetings in accordance to Roberts Rule of Conduct (As stated in Article XI).
- G. Have check signing privileges to aid the Treasurers.
- H. Collect year-end reports, and obtain a post-event report from each Committee Chair, and provide them to the incoming president by the last PTO meeting of the school year.
- I. Serve as back-up administrator to the Communications Secretary to update content on the PTO website and social media platforms.
- J. Delegate Members-at-large to assist in duties beneficial to officers or committee chairs.
- K. Communicate with membership, front office staff, and teachers or teacher representatives monthly.
- L. Serve on the scholarship committee or appoint another board member to serve on committee in case of conflict of interest.
- M. Read and respond to PTO emails several times throughout the week.

Section 2: The Vice President shall:

- A. Preside at meetings in the absence of the president.

- B. Assist the president and assume such other suits as may be delegated by the President.
- C. Chair and appoint a Review Committee of 3-5 Executive Committee members to review the By-Laws once every two years.
- D. Act as Chair for Officer Nominations (See Article VII)
- E. Appoint PTO committee chairpersons with the approval of the Executive Committee. The list of chairpersons will then be presented to the Organization.
- F. Assist the President in overseeing PTO Committees and Chairs.
- G. Have check signing privileges to aid the Treasurers.
- H. Assist President with all fundraising efforts.
- I. Assist Secretaries with social media communications.
- J. Check and respond to Organization emails 2-3 times per week.

Section 3: The Communications Secretary shall:

- A. Send out meeting notices at the request of the President.
- B. Be responsible for school newsletter.
- C. Assist committee chairs in preparing and distributing promotional materials for events and other correspondence as requested.
- D. Maintain a Communication Schedule to help coordinate communications to students and staff.
- E. Partner with Recording Secretary to update content on Organization website.
- F. Partner with Recording Secretary and Vice President to update all social media platforms.
- G. Communicate monthly with Recording Secretary regarding partnered responsibilities.
- H. Communicate weekly with President regarding newsletter content.
- I. Check and respond to Organization emails and social media messenger 2-3 times per week.

Section 4: Recording Secretary shall:

- A. Keep accurate minutes of general PTO and Executive Committee meetings, and email a copy to the Executive Committee within 1 week after each meeting. In the absence of the Recording Secretary, either the Communications Secretary or Vice-President will record minutes.
- B. Keep attendance records of all meetings. Request members share names during virtual meetings to ensure accurate records. Record attendance on minutes.
- C. Have available at each meeting: agenda, minutes, by-laws and a current list of officers and committee chairs.
- D. Partner with Communications Secretary to update content on Organization website.
- E. Partner with Communications Secretary and Vice President to update all social media platforms.
- F. Communicate monthly with Communications Secretary regarding partnered responsibilities.

- G. Communicate weekly with President regarding newsletter content.
- H. Check and respond to Organization emails and social media messenger 2-3 times per week.
- I. Check and respond to Organization emails 2-3 times per week.

Section 5: Lead Treasurer shall:

- A. Categorize and track all the bank transactions on a budget spreadsheet.
- B. Disburse funds of budgeted expenditures or as authorized by the PTO membership.
 - a. Two signatures are required on all reimbursement forms and paper checks for budgeted expenses greater than \$50.
 - b. Funds may be disbursed electronically to corporations. Two electronic approvals (through Organization email) are required for electronic bill pay over \$50. Approval must be stored for record.
 - c. Signatures/ approval may be those of a Treasurer, Assistant Treasurer, Vice President, or President
 - d.
- C. Maintain a shared document with the proposed budget (expenses and income), actual expenses and actual income that is visible to the Officers and other board members as requested.
 - a. Update document approximately every two weeks.
 - b. Reconcile document with bank statements monthly. Record reconciliation with initials next to each transaction. Reconciliation will be completed by both Lead and Assistant Treasurer.
- D. Prepare a budget update that includes expenditure summary, actual balance, and forecasted expenses that is available to all members at each meeting.
- E. Collect Organization cash and checks (with deposit form as applicable) from the school treasurer or PTO mailbox, and deposit these funds in the bank on the same business day as taken off school grounds in accordance with the financial institution's Deposit Account Agreement.
- F. Annually review the financial institution's banking services and fees
- G. Maintain and review passwords, access, and profiles of all fiscal accounts including checking, payment processing, and retailers
- H. Review and approve any financial contracts such as rental agreements and fundraising vendors.
- I. Keep records of all receipts and reimbursement forms and contracts.
- J. Contact a tax professional and ensure that the taxes are filed by November 15. If taxes cannot be properly filed by November 15, file an extension.
- K. Serve as a point person for the financial portion for any fundraiser expected to bring in over \$1,000 in revenue
- L. Collaborate with the President, Vice President, and Assistant Treasurer to create a proposed workable budget for the following school year at the end of each fiscal year.

- a. This preliminary budget shall be submitted to the EC team at the summer meeting and to the general membership at the first meeting of the new school year.
 - b. This budget shall state the amount of cash to be carried from one year to the next.
- M. Make reconciled accounts available for a financial review within thirty (30) days after the close of the school year.
- N. Collaborate with Assistant Treasurer to determine clear duties prior to the start of the school year, and share respective duties with the President.

Section 6: The Assistant Treasurer shall:

- A. Collaborate with the Lead Treasurer to determine clear duties prior to the start of the school year, and share with the President.
- B. Assist and/or substitute for the treasurer in all the treasurer's duties listed above as requested by Lead Treasurer.
- C. Reconcile bank statements with transaction spreadsheet monthly. Mark reconciliation with initials next to each transaction.
- D. Act as a liaison between the treasurer and committee chairpersons to coordinate prompt collection and deposit of funds.
- E. Assist with ordering supplies, disbursing funds of budgeted expenditures, and depositing cash and checks to the bank in accordance with the same guidelines as the lead treasurer
- F. Review budget update with the lead treasurer prior to PTO meetings
- G. Work with the Lead Treasurer to create a proposed workable budget for the following school year at the end of each fiscal year.

Section 7: All officers on the board, except for staff representatives, will be required to chair or co-chair a committee in the event chair positions are not filled. Officers will also be expected to volunteer for events such as Tiger Trek, Book Fair, Carnival, and other large fundraisers.

ARTICLE VIII: NOMINATIONS AND ELECTIONS

Section 1: Each year nominations will be accepted for the Offices of President, Vice-President, Communications Secretary, Recording Secretary and Assistant Treasurer. Due notice* of the nominations must be published in the school newsletter and/or a PTO document sent home with all students.

Section 2: Nominations may be made by a parent or guardian of a current NCES student or by a current NCES staff member. Nominees must complete the Nomination Form (approved by administration) providing consent of being a candidate. The Vice President will obtain consent from each nominee and submit to the principal for final approval. Nominations will be closed two weeks (14 days) after the March general meeting announcement in order for an official ballot to be prepared.

Section 3: Only members of the Organization who are present at the Election meeting may vote.

Section 4:

- A. A call for nominations will be issued by the March general meeting.
- B. The Vice President shall present a slate of officers at the April general meeting or within PTO Communications.
- C. The officers shall be elected at the May general meeting.
- D. Officers shall assume duties at the close of the fiscal year.

Section 5: Members shall elect Officers (as stated above in Sections 1 and 2) by written ballot, except no ballot is necessary when a candidate is unopposed.

Section 6: All contested elections, whether between 2 or more nominees, shall be decided by a majority vote.

ARTICLE IX: EXECUTIVE COMMITTEE (EC)

Section 1: The President shall serve as chairperson of the Executive Committee.

The Executive Committee shall consist of:

- A. Administrator(s) of the school
- B. President, Vice President, Communications Secretary, Recording Secretary, Lead Treasurer, Assistant Treasurer and an optional Advisor.
- C. Two (2) Members-at-Large, as appointed by the Principal or designee. The term is for one school year. Each member selected may serve no more than two years. Member-at-Large have full voting privileges.
- D. Minimum of two (2)/ maximum of three (3) faculty members, as appointed by the Principal of designees, once NCES staff has the opportunity to express interest in serving in this role.

Section 2: The duties of the Executive Committee shall be to transact necessary business in the intervals between Organization meetings, and such other business as may be referred to it by the Organization. These meetings shall be closed-session. The Executive Committee must then report said business at the next regular Organization meeting. The Executive Committee shall:

- A. Prepare and submit the new school year's proposed budget to the Organization.
- B. Monitor the budget.

- C. Review the Treasurers' monthly report (which shall include a Balance Sheet and Profit & Loss Budget vs. Actual) for approval.
- D. Consider for approval written grant requests not previously budgeted that are within the constraints of available funds and meet objectives of the Organization, approve or deny such requests, and present approve grant requests to the Organization at the next meeting.
- E. Conduct business between regular PTO meetings if necessary.
- F. Make recommendations to the PTO for consideration.

Section 3: Monies earned by the Organization shall be used to promote the education and environment of the students at NCES. The President may authorize an increase of a line item by up to 10% of the budgeted value, without approval of the Executive Committee.

Section 4: Emergency expenditures may be administered with the consent of the President, Treasurer, Administrator, and two (2) other Executive Committee members, subject to availability of funds.

Section 5: Meetings of the Executive Committee shall be held at the call of any member of the Executive Committee. A member of the Executive Committee unable to attend a meeting may appoint another member of the Organization as a proxy. If both teacher representatives are unable to attend, another teacher may attend as a proxy.

Section 6: A majority of the Executive Committee members present, and/or by proxy, constitutes a quorum. If a quorum is established, the EC team may vote on matters brought to the table. Majority votes will pass. Result of a split vote will be determined by the Principal.

ARTICLE X: ORGANIZATIONAL MEETINGS

Section 1: Meetings of the Organization will be held a minimum of five (5) times in a school year with the Principal and incoming President setting the dates.

Section 2: The first regular meeting of the school year will review and approve the budget for the current academic calendar.

Section 3: The regular meeting in May shall be known as the Election Meeting and shall be for the purpose of:

- A. Electing Officers
- B. Reviewing the Organization's budget, and
- C. Conducting any other business that may arise

Section 4: Transitions

- A. A transition meeting will occur after the May general meeting where new officers are elected, and before August 1 (or the start of the new school year).

- B. A transition period will occur between June 1, and the start of the fiscal year on July 1 to allow past officers to aid in the transition of the newly elected officers and selected committee chairs. All information, financial documents, binders and materials will be issued at this time.
- C. Outgoing officers will continue to aid in the transition of the new officers for a minimum of a 30 day period.
- D. An annual planning meeting will be held in summer. All outgoing and incoming officers are requested to attend. Note: Members new to the board would not have voting privileges until the start of the new fiscal year on July 1. At that meeting the following will be discussed:
 - a. Proposed budget
 - b. Proposed calendar
 - c. Year-end Schoolwide Enhancement** spending requests
 - d. Beginning of year events (Ice Cream Social, Back to School Bash, etc)

Section 5: Notice of regular meetings will be publicized. Notice of regular meetings will be published in the school newsletter.

Section 6: Special meetings may be held upon the call of the President. Notice of a special meeting shall be given at least five days in advance.

Section 7: All regular meetings of the Organization shall be open to the public.

Section 8: The privilege of making motions, seconding motions, speaking, debating, and voting shall be limited to members of the Organization.

Section 9: A majority of the members present at regular meetings shall constitute a quorum.

ARTICLE XI: COMMITTEES AND REPRESENTATIVES

Section 1: The Executive Committee may form committees as needed to serve the Organization's objectives. The Vice President shall appoint the chairs of such committees.

Section 2: The committee chairs shall work within the approved budget and parameters of their committee. Any deviations in excess of the approved budget or from previous year's operations must first be approved by the Executive Committee. It is the responsibility of the chairs to complete the committee report and deposit summary, if applicable.

ARTICLE XII: PARLIAMENTARY AUTHORITY

Robert's Rule of Order Revised shall govern this Organization in all cases to which they are applicable.

- A. Call to Order
- B. Reading and Approval of the Minutes
- C. Reports of Officers, Boards, Standing Committees
- D. Reports of Special Committees
- E. Old Business
- F. New Business
- G. Adjournment

ARTICLE XIII: AMENDMENTS

The Executive Committee may review and revise these By-Laws. These By-Laws may be amended at any regular meeting of the Organization by two-thirds ($\frac{2}{3}$) vote of members present and voting, provided notice of the proposed amendment has been published in the school newsletter two weeks in a row prior to the regular meeting (due notice).

*Due notice defined as twice within 7 days

**Schoolwide Enhancement includes purchases that fulfill the Organization's purpose (see Article II) among a large scope of the Noble Crossing Elementary community.