

**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 Organization 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: OBJECTIVE**

- 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: This Organization may not seek to direct the administrative activities of the school nor to 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.

#### **Article IV: MEMBERSHIP**

- Section 1: Eligibility
- A. All parents, guardians, interested patrons of NCES students and all NCES teachers, staff and administrators shall be considered members of this Organization.
- B. New members are welcome at any time.
- Section 2: Dues
- No dues shall be assessed for membership.
- Section 3: Policy
- 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 V: OFFICERS**

- Section 1: The Organization Officers shall include in all years: President, Vice-President, Communications Secretary, and Treasurer(s). 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 the 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 one of the Treasurer(s) vacate their office, the remaining Treasurer will assume full responsibilities of the office. If the office of any other Officer is 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 VI: DUTIES OF OFFICERS**

- Section 1: The President shall:
- A. Preside at all meetings of the Organization and all Executive Committee meetings.
  - B. Serve as 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. Upon approval, the President will pass the calendar to the Communications Secretary for distribution.
  - 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 Treasurer(s).
  - 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. Update content on PTO website as back-up administrator to the Communications Secretary.

Section 2: The Vice-President shall:

- A. Preside at meetings in the absence of the president.
- B. Assist the president and assume such other duties as may be delegated by the President.
- C. Chair and appoint a Review Committee 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 Treasurer(s).
- H. Assist President with all fundraising efforts.

Section 3: The Communications Secretary shall:

- A. Keep accurate minutes and attendance records of general PTO and Executive Committee meetings and give a copy to the Executive Committee within 1 week after each meeting. In the absence of the Communications Secretary, either the Vice-President or a Communications Chair, if applicable, will record minutes.
- B. Have available at each meeting: agenda, minutes, by-laws and a current list of officers and committee chairs.
- C. Send out meeting notices at the request of the President.
- D. Be responsible for the PTO content on NCES website, all social media, and the school newsletter.
- E. Prepare promotional materials for programs, fundraisers, and forward to administrator for distribution.
- F. Maintain a Communication Schedule to help coordinate outgoing communications.

Section 4: The Treasurer(s) shall:

- A. Receive all monies and maintain an accurate record of the receipts and expenditures. Two (2) signatures are required on all checks. Signatures may be those of a Treasurer, Vice President, or President.
- B. Disburse all funds of budgeted expenditures, or as authorized by the PTO membership.
- C. Coordinate prompt collection, and deposit of funds from committee chairs

- D. Maintain bank accounts as directed by the Organization and keep records thereof.
- D. Be responsible for preparation of an annual budget in coordination with the Executive Committee.
  - a) This preliminary budget shall be submitted at the first meeting of the new school year.
  - b) This budget shall state that amount of cash to be carried from one year to the next.
- E. Be bonded while serving.
- F. Provide for audit of the books and make a report of it.
- G. Have available at all meetings copies of a written report, including receipts, expenditures, balances, and a budget update.
- H. Make accounts available for a financial review within thirty (30) days after the close of the school year for the year being reviewed.
- I. Engage a CPA (or other person proficient in the preparation of Not-For-Profit Tax Forms) to prepare Form 990, IT- 20NP, and related Schedules in time to file taxes by November 15 deadline.
- J. Be responsible for filing all taxes by November 15. If taxes cannot be properly filed by November 15, file an extension.

## **Article VII: NOMINATIONS AND ELECTIONS**

- Section 1: Each year nominations will be accepted for the Offices of President, Vice-President, Communications Secretary, and Treasurer(s). Due notice of the nomination process 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/guardian of a current NCES student or by a current NCES staff member. The consent of each candidate must be obtained before his/her name is placed on the ballot. The Vice President will obtain consent from each nominee and submit it to the principal for final approval.
- 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 prior to the second to last meeting of the school year.
  - B. The Vice President shall present a slate of officers at the second to last meeting of the school year.
  - C. The officers shall be elected at the last scheduled meeting of the school year.

D. Officers shall assume duties at the close of the fiscal year.

Section 5: Members shall elect the 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 VIII: EXECUTIVE COMMITTEE**

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, Treasurer(s), and an optional Advisor (immediate past President or designee).
- 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. Members-at-Large have full voting privileges.
- D. Minimum of two (2) / maximum of three (3) faculty members, as appointed by the Principal or designee, 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 approved grant requests to the Organization at the next meeting.

- 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 proxy.
- Section 6: A majority of the Executive Committee members present, and/or by proxy, constitutes a quorum.

#### **Article IX: ORGANIZATION 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 in conjunction with or around the same time as the May PTO meeting or some time before the new school year begins if May isn't possible.
  - B. The transition meeting will allow past committee chairs and officers to aid in the transition of the newly elected officers and selected committee chairs.
  - C. All information, financial documents, binders and materials will be issued at this time.

D. Outgoing officers will continue to aid in the transition of the new officers for a minimum of a 30 day period.

- Section 5: Notice of regular meetings will be publicized. Notice of regular meetings may be published in the school newsletter by the Communications Secretary.
- 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 X: 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 XI: PARLIAMENTARY AUTHORITY**

Robert's Rules 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 XII: 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 (2/3) vote of the members present and voting, provided notice of the proposed amendment has been given at the previous regular meeting.

## **Board of School Trustees Parent Organization Policy**

The School Board supports all organizations of parents whose objectives are to promote the educational experiences of Noblesville Schools' students. Therefore, the Board relies upon approved organizations such as the Noble Crossing PTO to operate in a manner consistent with public expectations for the schools which do not violate the bounds of community taste.

*(Please refer to the Board of School Trustees Noblesville Schools Policy - Relations - 9210 entitled Parent Organizations.)*

As a parent or representative of Noble Crossing Elementary School, you are requested to follow the expectations stated in the above policy. Anyone who does not abide by these standards may face removal from any school function or special event.

All parents are encouraged to play an active role in their child's education. Parents, teachers, and students working together will help make the school year enjoyable for everyone.



*Engage. Inspire. Empower.*