

Noblesville Middle School  
Parent-Teacher Organization  
By-Laws

## Article I. Name

Section 1.01 The name of this organization shall be NEMS Parent-Teacher Organization of Noblesville, Indiana. Herein after referred to as the Organization.

## Article II. Mission Statement

Section 2.01 The objectives of this Organization shall be the unified effort of parents and teachers:

- (a) To promote the welfare of our children in our school and community
- (b) To share the responsibility for helping students gain knowledge by fostering trust, self-esteem, and mutual respect in the pursuit of the productive citizenship.

## Article III. Policies

Section 3.01 The purpose of this Organization shall be to support the educational process at NEMS.

Section 3.02 This Organization shall be non-commercial, non-sectarian, and non-partisan.

- (a) It is organized exclusively for the charitable and educational purposes under Section 501(C)(3) of the Internal Revenue Code.
- (b) No part of the net earnings for 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 NEMS, or other exempt purpose within the meaning of section 501 (C) (3) of the IRS, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purpose. Any such asset(s) not disposed of shall be disposed of by the Court of Common Pleas of Hamilton County, IN exclusively for such purpose or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Section 3.03 This Organization may not seek to direct the administrative activities of the school nor to control its policies.

Section 3.04 This organization may cooperate with other organizations and agencies active in promoting child welfare, such as coordinating councils.

Section 3.05 This Organization may participate in approved fundraising activities.

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Section 3.06 Monies earned by the Organization shall be used to promote the education and environment of the students at NEMS.

#### Article IV. Membership

Section 4.01 All parents and/or guardians of current NEMS students, all NEMS teachers and staff and all NEMS administrators shall be considered members of this Organization.

Section 4.02 Member donations may be requested if needed for the upcoming school year, but may only be solicited by a vote of members at the annual May meeting.

Section 4.03 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 Noblesville Schools volunteer policy.

#### Article V. Officers

Section 5.01 The Organization Officers shall include in all years: President, Vice President, Secretary, and Treasurer. In any given year, the Officers may be temporarily expanded to include additional officers to meet the goals and/or objectives of the organization.

Section 5.02 The term of the office shall be for 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 full terms in the same office except as approved by the Executive Committee.

Section 5.03 Officers must be a parent or guardian of a student enrolled at a Noblesville School

Section 5.04 A vacancy in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the executive board, notice of such election having been given. In case a vacancy occurs in the office of president, the vice president shall, the vice president's chair shall remain open to nominations and voting.

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## Article VI. Duties of Officers

### Section 6.01 The President shall:

- (a) Preside at all meetings of the organization and all Executive Committee meetings.
- (b) Serve as official spokesperson of the organization.
- (c) Coordinate work of the officers and committees in accordance with PTO objectives.
- (d) Prepare calendar of PTO meetings and functions to be made available to the membership.
- (e) Collect year-end reports and job descriptions and give it to the incoming president by the last PTO meeting of the school year.
- (f) Shall prepare and make available a written agenda for each meeting.
- (g) Appoint and oversee committee chairpersons for all standing committees.

### Section 6.02 The Vice-President shall:

- (a) Preside at meeting in the absence of the president.
- (b) Recruit and encourage parent participation as PTO Volunteers.
- (c) Assist the president in any and all ways
- (d) Chair an appointment committee to review the By-Laws once every two years.
- (e) Act as PTO publicity agent.

### Section 6.03 The Treasurer shall:

- (a) Receive all monies and maintain an accurate record of the receipts and expenditures.
- (b) Disburse all funds from budget expenditures or as authorized by the PTO membership.
- (c) Maintain bank accounts as directed by the Organization and keep records thereof.
- (d) Maintain accounting records on a fiscal year basis from July 1 to June 30.
- (e) Be Responsible for preparation of an annual budget in coordination with the Executive Committee.
  - (i) *This preliminary budget shall be submitted at the Annual Meeting in May and be approved at that time.*
  - (ii) *This budget shall state the amount of cash to be carried from one year to the next.*
- (f) Have available at all meetings copies of a written report, including receipts, expenditures, balances and a budget update.
- (g) The Treasurer's accounts shall be subject to a financial review within thirty (30) days after the close of the school year by the Principal and the President.
- (h) The Treasurer shall 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 which are due by the 15<sup>th</sup> day of the 5<sup>th</sup> month after the organization's accounting period ends per IRS reporting rules, therefore: this should be completed by November 15 and provide an Audit Report.

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Section 6.04 The Secretary shall:

- (a) Keep accurate minutes of general body and Executive Committee meetings.
- (b) Keep accurate attendance records
- (c) Have available at each meeting: agenda, minutes and current By-laws
- (d) Maintain a current list of officers and committee chairpersons and have copies available as necessary.
- (e) Provide a meeting summary for PTO publications (website).

## Article VII. Nominations and Elections

Section 7.01 Each year nominations will be accepted for the Offices of President, Vice President, Secretary, and Treasurer.

Section 7.02 Nominations may be made by a parent/guardian of a current NEMS student or by a current NEMS staff member. The consent and willingness to serve of each candidate must be obtained before his/her name is placed on the ballot. The President will obtain consent and willingness to serve from each nominee. The ballot will be finalized by the President.

Section 7.03 Members shall elect the Officers (as stated above in Sections 1 & 2) by written ballot, except no ballot is necessary when a candidate is unopposed.

Section 7.04 Only members of the Organization who are present at the organization election meeting may vote for the candidate for these offices.

Section 7.05 If the office of President is vacated, the Vice President shall succeed him/her. If the office of any other Officer is vacated before the end of the one-year term, 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 to notice of such election having been given.

Section 7.06 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 two-thirds majority vote, in the affirmative, of the Executive Committee for such removal to take place.

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## Article VIII. Executive Committee

Section 8.01 The President shall serve as chairperson of the Executive Committee. The Executive Committee shall consist of the President , Vice President, Secretary, Treasurer, NEMS Principal or a Principal designated appointee.

Section 8.02 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 maybe closed session The Executive Committee must then report said business at the next regular Organization meeting.

Section 8.03 Meetings of the Executive Committee shall be held at the call of any member of the Executive Committee. A member of the Executive unable to attend a meeting may appoint another member of the organization as proxy.

Section 8.04 A majority of the Executive Committee members present, and/or by proxy, constitutes a quorum.

Section 8.05 The Executive Committee shall:

- (a) Prepare and submit the new year's proposed budget to the Organization.
- (b) Monitor the budget.
- (c) Review the Treasurer's monthly financial report for approval.
- (d) Review written grant requests. If there is no meeting within a reasonable timeframe, the EC may meet to discuss
- (e) 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 Organizations at the next meeting.

Section 8.06 The President, Treasurer collectively shall be authorized to make non-budget expenditures up to \$200, within the constraints of available funds and meets objectives of the Organization, when the need arises and is necessary.

## Article IX. Organization Meetings

Section 9.01 Meetings of the Organization will be held as to a set calendar and must have at least 7 meetings during the school year with the Principal and incoming President setting the dates.

Section 9.02 The regular meeting in May shall be known as the Annual Meeting and shall be for the purpose of:

- (a) Electing officers
- (b) Reviewing & approving the Organization's budget
- (c) Conducting any other business that may arise

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Section 9.03 Notice of regular meetings will be publicized through regular school communication channels (i.e. social media, school website)

Section 9.04 Special meetings may be held upon the call of the President. Notice of special meetings shall be given at least five days in advance.

Section 9.05 All regular meetings shall be open to the public.

Section 9.06 The privilege of making motions, seconding motions, speaking, debating, and voting shall be limited to members of the Organization.

Section 9.07 A majority of the members present at regular meetings shall constitute a quorum.

## Article X. Committees a Representatives

Section 10.01 The Executive Committee may form committees as needed to serve the Organization's objectives, and shall appoint the chairpersons of such committees.

Section 10.02 The chairpersons of such committees shall work within the approved budget and parameters of his/her 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 chairperson to complete the committee report and deposit summary, if applicable.

## Article XI. Amendments

Section 11.01 The Executive Committee may review and revise these By-Laws. These By-Laws may be amended at any regular meeting of the Organization by a 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.

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## Article XII. PTO Standards

Section 12.01 The Noblesville School Board supports all organization of parents whose objectives are to promote the educational experiences of Noblesville Schools' students. Therefore, the Board relies upon approved organizations such as NEMS 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 – 9211 entitled Parent Organizations. As a parent or representative of NEMS, you are requested to follow the expectations stated in the above-referenced 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.