

**NOBLESVILLE MIDDLE SCHOOL
PARENT-TEACHER ORGANIZATION
BY-LAWS
Adopted September 8, 1993**

Article I: NAME

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

Article II: MISSION STATEMENT

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 1: The purpose of this Organization shall be to support the educational process at Noblesville Middle School.

Section 2: 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 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 Noblesville Middle School, or other exempt purpose 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 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 purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Section 3: This Organization may not seek to direct the administrative activities of the school nor to control its policies.

- Section 4: This Organization may cooperate with other organizations and agencies active in promoting child welfare, such as coordinating councils.
- Section 5: This Organization may participate in approved fundraising activities.
- Section 6: This Organization shall provide ongoing communication with the Noblesville Schools Community Advisory Council.
- Section 7: Monies earned by the Organization shall be used to promote the education and environment of the students at Noblesville Middle School.

Article IV: MEMBERSHIP

- Section 1: All parents and/or guardians of current Noblesville Middle School students, all Noblesville Middle School teachers and staff, and all Noblesville Middle School administrators shall be considered members of this Organization.
- Section 2: No dues shall be assessed for membership.
- Section 3: Members in leadership and/or student supervisory positions (for example but not limited too 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, 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 2: 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 3: Officers must be a parent or guardian of a student enrolled at Noblesville Middle School.
- Section 4: No member shall hold more than one office at a time.

Article VI: DUTIES OF OFFICERS

1. The President shall:
 - A. Presides 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.
2. The Vice-President shall:
- A. Preside at meetings 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. Act as Chair of the Nominating Committee.
 - E. Chair an appointment committee to review the By-Laws once every two years.
 - F. Act as PTO publicity agent.
3. 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.
 - a) This preliminary budget shall be submitted 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.
 - F. The Treasurer shall be bonded while serving in this position.
 - G. Provide for audit of the books and make a report of it.
 - H. Have available at all meetings copies of written report, including receipts, expenditures, balances, and a budget update.
 - I. 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.
 - J. 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 15th day of the 5th month after the organization's accounting period ends per IRS reporting rules, therefore; this should be completed by November 15.
4. 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 (PTO website or newsletters).

Article VII: NOMINATIONS AND ELECTIONS

Section 1: Each year nominations will be accepted for the Offices of President, Vice-President, Secretary, and Treasurer.

Section 2: Nominations may be made by a parent/guardian of a current Noblesville Middle School student or by a current Noblesville Middle School 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 prepared and finalized by the President.

Section 3: 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 4: Only members of the Organization who are present at the Organization election meeting may vote for the candidate for these offices.

Section 5: 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 notice of such election having been given.

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

Article VIII: EXECUTIVE COMMITTEE

Section 1: The President shall serve as chairperson of the Executive Committee. The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, Noblesville Middle School Principal, and a Noblesville Middle School teacher appointed by the Principal.

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 may be closed session. The Executive Committee must then report said business at the next regular Organization meeting.

Section 3: 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 4: A majority of the Executive Committee members present, and/or by proxy, constitute a quorum.

Section 5: 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.
- 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 Organization at the next meeting.

Section 6: The President, Treasurer, and Principal 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 1: Meetings of the Organization will be held once a month during the school year with the Principal and incoming President setting the dates.

Section 2: The regular meeting in May shall be known as the Annual 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 3: Notice of regular meetings will be publicized through regular school communication channels (PTO website, school events, newsletters, etc.).

Section 4: 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 5: All regular meetings of the Organization shall be open to the public.

Section 6: The privilege of making motions, seconding motions, speaking, debating, and voting shall be limited to members of the Organization,

Section 7: 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 President shall appoint the chairpersons of such committees.

Section 2: 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.

Section 3: Each year the school Principal shall appoint one (1) parent/guardian of Noblesville Middle School student to serve as a Community Advisory Council (CAC) Representative for (2) year rotating term, to represent the Organization at the CAC Meetings and report back to the Organization. Recommendation for this appointment is made by and approved by the Executive Committee.

Article XI: 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 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.

Article XII: PARLIAMENTARY AUTHORITY

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

Article XIII: PTO STANDARDS

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 Noblesville Middle School 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 Noblesville Middle 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.