

# Bylaws of the Utica Elementary School Parent Teacher Organization

Original Dated: February 5, 2002

Revisions Dated:

April 24, 2007,

August 21, 2007,

August 19, 2008

April 11, 2013

September 12, 2017

September 11, 2018

May 16th, 2024



### **Article I – Name**

The name shall be Utica Elementary School Parent and Teacher Organization, Inc. or “Utica PTO”.

### **Article II – Purpose**

The purpose of the organization shall be to aid the students, faculty, staff and parents of Utica Elementary School by providing support for their educational and recreational needs.

### **Article III – Membership**

All parents and/or legal guardians of students who currently attend Utica Elementary School and all current faculty and staff of Utica Elementary School shall be eligible for membership in the organization. Members shall have the right to attend and participate in all meetings and activities of the organization.

### **Article IV – Officers**

Positions – The officers of the organization shall consist of a President, two Vice-Presidents, Secretary and Treasurer. The members of the Executive Committee shall not be related. Members of the Executive Committee must not retain more than one additional leadership position with Utica Elementary PTO activities, including fundraisers and or committees.

- A. **President** – The President shall be the principal executive officer of the organization and, subject to the control of the Executive Committee and the direction of the membership, shall in general supervise and control all of the activities of the organization. The President shall be a member of the Executive Committee and, when present, shall preside at all meetings of the Executive Committee and all meetings of the membership. The President shall select and appoint the chairpersons of all Standing and Special Committees and shall be an ex-officio member of all committees of the organization.
- B. **First Vice-President** – The First Vice-President shall be a member of the Executive Committee and, in the absence of the President, shall perform the duties of the President. The First Vice-President shall perform such other duties as are assigned by the President or the Executive Committee.
- C. **Second Vice-President** - The Second Vice-President shall be a member of the Executive Committee and, in the absence of the First Vice-President, shall perform the duties of the President. The Second Vice-President shall perform such other duties as are assigned by the President or the Executive Committee.
- D. **Secretary** – The Secretary shall be a member of the Executive Committee. The Secretary shall keep the minutes of the proceedings of the membership and the Executive Committee, shall see that all notices are duly given in accordance with these Bylaws, and, in general, perform all duties incident to the office of the secretary and such other duties as may be assigned by the President or the Executive Committee.

- E. **Treasurer** – The Treasurer shall be a member of the Executive Committee. The Treasurer shall have charge of and be responsible for all funds of the organization from all sources and shall deposit such funds in such banks or other organizations as are selected by the Executive Committee. The Treasurer shall make disbursements as authorized by the President, Executive Committee, or membership in accordance with the budget adopted by the membership. The Treasurer shall present a written financial report at each meeting of the membership, the close of the fiscal year and at other times as requested by the Executive Committee. The Treasurer is responsible for the timely filing of all required tax reports for the Corporation, including but not limited to, Federal Form 990 and Indiana Form NP-20. These reports can be self-prepared or outsourced.

## **Article V – Elections**

- A. **Procedure** – The election of officers shall take place during the February board meeting of each school year. All members of the organization may vote in the election. The Nominating Committee shall present a slate of officers for election. Further nominations may be received from the floor. The election of the slate shall be by written ballot.
- B. **Term of Office** – The term of each office shall be one year, beginning on July 1 and ending on June 30 of each year. Newly elected officers will operate as a shadow board during the months of March, April, May and June. No individual may fill the same office for more than two terms.
- C. **Nominating Committee** – The Nominating Committee shall be responsible for receiving all suggestions for persons to serve as officers. The committee shall prepare a slate of officers and a ballot to present for election by the membership during the January board meeting. The committee shall contact all persons who will be nominated to confirm their willingness to serve. The committee shall ensure that all nominees are members and otherwise eligible to serve in the office.
- D. **Selection** – A majority of the written votes cast by the members shall be necessary for election. The nominee receiving the most written votes will be elected to the office. In the event of a tie, a run-off will be held between the two persons.
- E. **Vacancies** – Any vacancy in office because of death, resignation or inability to serve shall be filled by the Executive Committee for the unexpired portion of the term. However, should a vacancy occur in the office of the President, the First Vice-President shall immediately assume office. Should a vacancy occur in the office of the First or Second Vice-President for any reason, the vacancy shall be filled by election at the next regular meeting of the membership, consistent with the established procedures in Article V.
- F. **Removal from Office** – In the event an officer commits a crime against the PTO, this will result in immediate dismissal from the Executive Committee. If an officer shows disregard for the common good of the organization, a motion can be made at a general meeting for dismissal by a member. A 2/3 majority vote must be received in order for the officer to be dismissed.

## **Article VI – Committees**

### *Executive Committees*

- A. **General Powers** – The affairs, activities and operation of the organization shall be managed by the Executive Committee. The Executive Committee shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to it by the membership or these Bylaws. It may create Standing and Special Committees, approve the plans and work of standing and special committees, present reports and recommendations at the meetings of the membership, prepare and submit a budget to the membership for approval, and, in general, conduct the business and activities of the organization.
- B. **Membership** – The membership of the Executive Committee shall consist of the President, First and Second Vice-Presidents, Secretary, Treasurer, and one faculty representative selected by the faculty. The principal and one faculty representative and the chairperson(s) of all Standing Committees shall serve as ex-officio members.
- C. **Meetings** – Regular meetings of the Executive Committee shall be held monthly during the school year. Meeting dates are to be established during the regular August board meeting. Special meetings may be called by the President or by a majority of the Executive Committee. One week notice of all meetings shall be given to all members of the Executive Committee. Any member may attend a meeting of the Executive Committee. If a confidential matter occurs, a closed session of the officers may be requested.
- D. **Quorum** – A majority of the officers of the Executive Committee shall constitute a quorum for the transaction of business.
- E. **Voting** – The act of the majority of the officers of the Executive Committee present at the meeting shall have a vote.

### *Other Committees*

- A. **Nominating Committee** – The Nominating Committee shall be composed of at least three persons who shall be selected by the Executive Committee approximately 60 days before the next election. In addition, the Second Vice-President shall be an ex-officio member of the committee.
- B. **Other Standing Committees** – The Executive Committee may establish such other Standing Committees, as it deems necessary and advisable. The chairperson of each committee shall recruit the members for the committee.
- C. **Special Committees** – The President and/or Executive Committee may create Special Committees. Special Committees shall be created for a specific time and/or task and shall cease to exist when that time or task has been completed, or on June 30 of each year, whichever occurs first. The President shall appoint the chairpersons of all Special Committees.

## **Article VII – Finances**

- A. **Budget** – The Executive Committee shall present to the membership at the first regular meeting of the year a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the organization during the year.
- B. **Obligations** – The Executive Committee may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the organization. The officers shall not have the authority, however, to enter into such agreements on behalf of Utica Elementary School or the Greater Clark County School District, nor should they hold themselves as having such authority.
- C. **Loans** – No loans shall be made by the organization to its officers or members.
- D. **Financial Controls** – The GCCS policy governs the procedures of cash revenues and disbursements. All financials must be submitted to the principal monthly and approved by the Executive Committee annually.
- E. **Taxes** – The treasurer who filed Utica PTO's taxes will present proof of filing the 990-EZ form each year at the November meeting even if they are not acting treasurer for that school year.
- F. **Checks** – There must be 2 Signatures on PTO Checks over the amount of \$100.00 with the exception of the teacher reimbursement checks. No Check shall have a Persons Name (Pay to the Order Of ) and have signed the check for payment. Must have 2 other Signatures not pertaining to the Payee.

## **Article VIII – Meetings**

Executive Committee meetings are held monthly at 6:00 pm. Meetings will be scheduled at the prior month's meeting and will be advertised through regular school communications.

## **Article IX – Rules of Order**

- A. The organization shall follow the basic procedure of making a motion, allowing discussion and then call for a vote.
- B. The organization adheres to School Board Policy 1260 (Adult School Support Groups) adopted by the Greater Clark County Schools, Board of Trustees.

## **Article X – Amendments**

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the members at any regular or special meeting.

## **Article XI – Authority**

If any part of these Bylaws shall conflict with the decisions, policies or procedures adopted by the Greater Clark County School Board, they shall be deemed null and void and the decision of the Greater Clark County School Board shall, in all cases, control.

**Effective Date**

- These Bylaws were adopted by the membership by a majority vote during a meeting called on February 5, 2002, and shall take effect immediately.
- These Bylaws were amended and adopted by the membership by a majority vote during a meeting called on April 24, 2007.
- These Bylaws were amended and adopted by the membership by a majority vote during a meeting called on August 21, 2007.
- These Bylaws were amended and adopted by the membership by a majority vote during a meeting called on April 16, 2013.
- These Bylaws were amended and adopted by the membership by a majority vote during a meeting called on September 12, 2017.
- These Bylaws were amended and adopted by the membership by the majority vote during a meeting called on September 11, 2018.
- These Bylaws were amended and adopted by the membership by the majority vote during a meeting called on May 16, 2024.