

**INDIAN HEAD ELEMENTARY SCHOOL  
PARENT-TEACHER ORGANIZATION**

**BY-LAWS**

May 4<sup>th</sup>, 2010

**ARTICLE I: ORGANIZATION**

**Section 1. NAME**

The name of this organization is the Indian Head Elementary School Parent-Teacher Organization (IHES PTO), Indian Head, Maryland.

**Section 2. PURPOSE**

The purpose of the IHES PTO is to promote the education and welfare of the students of Indian Head Elementary School. This shall be accomplished by fostering a cooperative relationship between home, school, and community.

**Section 3. NON-PROFIT ORGANIZATION**

The IHES PTO is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code or corresponding Section of any future Federal tax code (hereinafter "Internal Revenue Code").

**ARTICLE II – BASIC POLICIES**

The following are basic policies of the IHES PTO:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the Objects of the organization.
- c. The organization shall not directly or indirectly participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

- d. The organization shall work with the schools to provide quality education for all children and youth, and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education.
- e. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, 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 in Article I hereof.
- f. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501(c) (3) of the Internal Revenue Code.
- g. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundations, or organizations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

### **ARTICLE III: MEMBERSHIP AND DUES**

#### **Section 1. Eligibility for Membership**

Membership in the IHES PTO shall be open to any individual, organization, or business that supports the purposes of the IHES PTO, as described in Article I.

- a. All parents and/or Legal Guardians of current Indian Head Elementary School students and all current paid employees of Indian Head Elementary School are Regular Members of the IHES PTO.
- b. Grandparents, community members, organizations, or businesses that support the purposes of the IHES PTO, as described in Article I, are Honorary Members of the IHES PTO.
- c. Regular members and honorary members have the right to attend and participate in all public meetings and activities of the IHES PTO.

#### **Section 2. Statement of Non-Discrimination**

Membership in the IHES PTO shall be made available without regard to gender, race, color, creed, national origin, or disability.

#### **Section 3. Dues**

- a. IHES PTO shall not require annual membership dues.
- b. IHES PTO may seek individual, business, or organizational donations.
- c. Annual membership dues of the IHES PTO may be set at any general membership meeting of the IHES PTO by a two-thirds vote of the members present and voting, providing that notice of the proposed increase shall have been given at least thirty days prior to the meeting at which the amendment is voted upon.
- d. In the event annual membership dues are established in accordance with Article II, annual membership dues of the IHES PTO may be increased at any general membership meeting of the IHES PTO by a two-thirds vote of the members present and voting, providing that notice of the proposed increase shall have been given at least thirty days prior to the meeting at which the amendment is voted upon.

#### **Section 5. Annual Membership Drive**

The IHES PTO shall conduct an annual membership drive in August and September, but may admit persons to membership at any time.

### **ARTICLE IV: OFFICERS AND ELECTIONS**

#### **Section 1. Officers**

The officers of the IHES PTO shall consist of a president, vice president (teacher/staff), vice president (parent/guardian), a recording secretary, a corresponding secretary, a treasurer, and two (2) members-at-large. The offices of recording secretary and corresponding secretary may be held by the same person. No other two offices may be held by the same person.

#### **Section 2. President**

The president shall:

- a. preside at all meetings of the organization and of the executive board;
- b. perform such other duties as may be prescribed in these bylaws or assigned by the organization or by the executive board;
- c. coordinate the work of the officers and committees of the association in order that the objects may be promoted;
- d. with input from all interested members, set the agenda for all meetings of the organization and of the executive board;

- e. publish the agenda five (5) school days prior to meeting and make available to the school community; and
- f. be a member ex officio of all committees except the nominating committee.

### **Section 3. Vice President (Teacher/Staff)**

The vice president (teacher/staff) shall:

- a. act as aide to the president and shall, at the appointment of the president, perform the duties of the president in the absence or inability of that officer to serve;
- b. attend PTO meetings;
- c. perform such other duties as may be prescribed in these bylaws or assigned by the organization or by the executive board; and
- d. act as a liaison between IHES staff and the IHES PTO.

### **Section 4. Vice President (Parent/Guardian)**

The vice president (parent/guardian) shall:

- a. act as aide to the president and shall, at the appointment of the president, perform the duties of the president in the absence or inability of that officer to serve;
- b. attend PTO meetings;
- c. oversee all fundraising, and;
- d. perform such other duties as may be prescribed in these bylaws or assigned by the organization or by the executive board.

### **Section 5. Recording Secretary**

The recording secretary shall:

- a. record the minutes of all the meetings of the organization and of the executive board;
- b. attend PTO meetings;
- c. have a current copy of the bylaws;

- d. maintain a current contact roster;
- e. keep a calendar of PTO and school events; and
- f. perform other delegated duties as assigned.

### **Section 6. Corresponding Secretary**

The corresponding secretary shall:

- a. attend PTO meetings
- b. maintain a current sponsorship and partnership roster;
- c. keep a calendar of PTO and school events;
- d. maintain event rosters/sign-in sheets to track event volunteers;
- e. send thank you cards as needed;
- f. produce and send other correspondence and letters as needed; and
- g. perform other delegated duties as assigned.

### **Section 7. Treasurer**

The treasurer shall:

- a. coordinate custody of all funds of the association;
- b. attend PTO meetings;
- c. keep a full and accurate account of receipts and expenditures;
- d. make disbursements as authorized by the president, executive board, or the organization in accordance with the cash handling procedures and the budget adopted by the association;
- e. have checks or vouchers signed by one of four persons, the treasurer, the president, or the vice presidents;
- f. present a written financial statement at every meeting of the executive board and of the general membership and at other times when requested by the executive board; and

- g. make a full report before the newly elected officers officially assume their duties.

### **Section 8. Members-at-Large**

The members-at-large shall:

- a. attend PTO meetings; and
- b. perform delegated duties as assigned.

### **Section 9. Return of Records and Funds**

Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, without delay, all records, books, and other materials pertaining to the office, and shall return to the treasurer, without delay, all funds pertaining to the office.

## **ARTICLE V: FINANCES**

### **Section 1. Budget**

The executive board shall present to the membership at the last regular meeting of the year a proposed budget for the next school year. At the first regular meeting of the year a final budget of anticipated revenue and expenses for the year shall be presented to the membership. This budget shall be used to guide the activities of the executive board during the year. Any deviation from the budget must be approved in advance by the executive board.

### **Section 2. Obligations**

The executive board 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 Indian Head Elementary School, nor should they hold themselves out as having such authority.

### **Section 3. Books and Records**

The treasurer shall keep or cause to be kept complete and accurate books and records of the PTO and supporting documentation of the transactions with respect to the conduct of the PTO's business. (See attached Cash Handling Procedures) The books and records shall be maintained in accordance with sound accounting principles and practices and shall be kept intact for no less than seven (7) years for the purpose of audit and review.

### **Section 4. Loans**

No loans shall be made by the organization to its officers or members, or any other party.

### **Section 5. Commercial Paper**

All checks, drafts, or other orders for the payment of money on behalf of the organization shall be signed by the treasurer, the president, or the vice presidents of the organization or by any other person as authorized in writing.

### **Section 6. Deposit of Funds**

The treasurer (Pres. VP) shall deposit all funds of the organization to the credit of the organization in such banks, trust companies or other depositories as the organization may select and shall make such disbursements as authorized by the voting membership in accordance with the budget adopted by the membership. All deposits and/or disbursements shall be made within a maximum of fifteen (15) days from the receipt of the funds and/or orders of payment.

### **Section 7. Financial Report**

The treasurer shall present a financial report at each general membership meeting of the organization and shall prepare a final report at the close of the fiscal year. The executive board shall have the right to have the account(s) examined by an auditor, accounting firm or CPA as deemed necessary.

## **ARTICLE VI: NOMINATIONS AND ELECTIONS**

### **Section 1. Eligibility for Office**

Officers and candidates for officer shall be current Regular Members (see Article III, Section 1) of the IHES PTO. Candidates for vice president (teacher/staff) shall be current teachers, administrators, or staff personnel at Indian Head Elementary School. Candidates for vice president (parent) shall be the parent or guardian of a student currently enrolled in Indian Head Elementary School.

### **Section 2. Nominations**

Nominations will be taken on the floor at the IHES PTO meeting in May.

### **Section 3. Elections**

- a. Elections of officers shall be held at the general membership meeting in June.

- b. The executive board shall appoint an election committee consisting of three (3) IHES PTO members to solicit nominations, prepare ballots, monitor voting, and count ballots.
- c. Officers shall assume their official duties at the adjournment of the general membership meeting in June and shall serve for a term of one (1) year or until their successors assume their official duties.

#### **Section 4. Vacancies**

A vacancy occurring in any office shall be filled for the unexpired term by an eligible person elected by a majority of the executive board, notice of such election having been given at least two (2) weeks in advance. In case a vacancy occurs in the office of president, the recording secretary shall serve notice of the election.

### **ARTICLE VII: EXECUTIVE BOARD**

#### **Section 1. General**

The IHES PTO executive board shall consist of the officers of the organization and the principal of the school or a representative appointed by him/her. The president may appoint a parliamentarian (non-voting), subject to the approval of the officers of the organization.

#### **Section 2. Duties**

The duties of the executive board shall be to:

- a. transact business in the intervals between general membership meetings and such other business as may be referred to it by the organization;
- b. create event committees;
- c. approve the plans of work of event committees;
- d. present a report at the general membership meetings of the organization;
- e. select an auditor, accounting firm, or CPA to audit or review the treasurer's accounts;
- f. prepare and submit to the association for adoption a budget for the year; and
- g. approve routine bills within the limits of the budget.

#### **Section 3. Meetings**



Regular meetings of the executive board shall be held during the year, the time to be fixed by the board at its first meeting of the year. A majority of the executive board members shall constitute a quorum. Special meetings of the executive board may be called by the president or by a majority of the members of the board.

## **ARTICLE VIII: GENERAL MEMBERSHIP MEETINGS**

### **Section 1. Schedule and Notice of Meetings**

At least (four (4) general membership meetings of this organization shall be held during the school year. Dates of meetings shall be determined by the executive board and announced at the first general membership meeting of the year.

### **Section 2. Special Meetings**

Special general membership meetings of the organization may be called by the president or by a majority of the executive board, a minimum of five (5) school days' notice having been given.

### **Section 3. Annual Meeting**

The annual general membership meeting shall be held in September.

### **Section 4. Quorum**

Ten (10) members shall constitute a quorum for the transaction of business in any general membership meeting of this organization.

### **Section 5. Eligibility to Vote**

Regular Members (see Article III, Section 1) of Indian Head Elementary School PTO shall be eligible to vote on matters of the organization and in election of officers.

## **ARTICLE IX: COMMITTEES**

### **Section 1. General**

The executive board may create such event committees as it may deem necessary to promote the objects and carry on the work of the association.- Only parents/guardians/grandparents of Indian Head Elementary School students and staff of Indian Head Elementary School shall be eligible to serve in any appointive position. The president shall be a member ex officio of all committees except the nominating committee.

## **Section 2. Responsibilities of Committees and Chairpersons**

The chairperson of each event committee shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive board.

## **Section 3. Special Committees**

Special committees and their members shall be appointed by the executive board.

# **ARTICLE X: FISCAL YEAR AND REVIEW**

## **Section 1. Fiscal Year**

The fiscal year of this organization shall begin on July 1 and end on the following June 30.

## **Section 2. Review of Financial Accounts**

A review committee of not less than three (3) persons shall examine the association's accounts annually or upon change of treasurer. The committee shall be appointed at least thirty (30) days prior to the end of the organization's fiscal year. The committee shall submit a report to the executive board within sixty (60) days following the end of the organization's fiscal year. The executive board may authorize an audit by an independent auditor in lieu or in addition to that of the review committee.

# **ARTICLE XI: PARLIAMENTARY AUTHORITY**

The IHES PTO will use *Robert's Rules of Order Newly Revised* as a resource.

# **ARTICLE XII: AMENDMENTS**

## **Section 1. General**

These bylaws may be amended at any general membership meeting of the organization by a two-thirds vote of the members present and voting, providing that notice of the proposed amendment shall have been given at least thirty (30) days prior to the meeting at which the amendment is voted upon. Articles shall be in effect upon amendment.

## **Section 2. Total Bylaws Revision**

The PTO Bylaws should be reviewed every 2 years. A decision to totally revise the bylaws as a substitute for the existing bylaws requires a majority vote, at a meeting of the organization, of those members present and voting or a two-thirds vote of the executive board. A committee to carry out this task may be appointed by the executive board. The

requirements for the adoption of a revised set of bylaws shall be the same as in the case of an amendment.

**These bylaws were presented to the general membership of the Indian Head Elementary School Parent Teacher Organization at the general membership meeting held on May 4, 2010.**

**These bylaws were approved by the general membership of the Indian Head Elementary School Parent Teacher Organization at the general membership held on June 1, 2010.**

\_\_\_\_\_  
**President**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Recording Secretary**

\_\_\_\_\_  
**Date**