

# ZIONSVILLE MIDDLE SCHOOL PARENT-TEACHER ORGANIZATION CONSTITUTION AND BY-LAWS

## CONSTITUTION

### Article I - Name

This organization shall be known as the Zionsville Middle School Parent-Teacher Organization (PTO).

### Article II – Objectives

The objectives of this organization shall be:

1. To enhance communications among Zionsville Middle School parents, teachers, students and administration and the Zionsville Community School Corporation and Board.
2. To promote a greater interest and involvement in school activities on the part of parents of Zionsville Middle School children.
3. To raise funds to be used to assist Zionsville Middle School in meeting its objective of providing the best possible education for its school children.
4. To provide programs with information and professional aids on subjects of interest to parents and students.
5. To provide information to school officials and to the Zionsville Community School Board related to issues of concern to parents, students and teachers of Zionsville Middle School children.

### Article III – Membership

Membership in this organization shall be open to all parents, faculty, students and adult members of the school community interested in the welfare of the Zionsville Middle School.

### Article IV – Officers

- Section 1. The officers of this organization shall be a president, vice-president, secretary, and treasurer. The office of president may be filled by one or two individuals. If co-presidents are elected, each party shall have all of the duties and authority of the office.
- Section 2. The officers shall be nominated by a nominating committee. The chairman will be selected by the president. The nominating committee will present a slate of one or more nominees for each office. Additional nominations will be accepted from the floor at the time of election with the consent of the nominee.
- Section 3. Officers shall be elected for a term of one year by a majority vote of the members present.
- Section 4. Officers shall be elected at the last meeting of the school year.

- Section 5. Officers shall be limited to two consecutive terms.
- Section 6. In the event of the vacancy of the president, the vice-president shall incur that position. Other vacancies shall be filled by a vote of the Executive Board.
- Section 7. The vice-president shall serve as president following his/her term of office as vice-president. In the event that the vice-president is unable to assume the presidency, the nominating committee shall select a nominee for president from the Board of Directors.

#### **Article V – Other**

Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its 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 in the purpose clause hereof. No substantial part of the activities of organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future tax code.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes 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 a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

**Article VI – Amendments**

- Section 1. All amendments to this Constitution shall be submitted in writing prior to the meeting at which a vote is taken.
- Section 2. An Amendment to this Constitution shall be published in the local newspaper one (1) week before the regularly scheduled meeting.
- Section 3. A majority vote of members present shall be required for its adoption.

Adopted as amended \_\_\_\_\_ (Date)

President \_\_\_\_\_

Secretary \_\_\_\_\_

# **BY-LAWS**

## **Article I – Duties of Officers**

- Section 1. The president shall preside at all meetings of the organization and of the Executive Board, shall be an ex officio member of all committees except the nominating committee, shall appoint all special and standing committees and shall perform such other duties as are ascribed commonly to the office.
- Section 2. The Vice-President shall preside in the absence of the President and shall act as an aid to the President implementing PTO Programs.
- Section 3. The Secretary shall keep an accurate record of all meetings of the organization and the Executive Board, shall have custody of all books and records pertaining to the business of the organization except those of the Treasurer, shall notify members of their appointment to committees and shall conduct the correspondence of the organizations.
- Section 4. The Treasurer shall receive all money; pay all authorized bills and financial obligations of the organization and shall keep accurate records of such receipts and expenditures. A copy of the current tax return form must be given to the President by December 1<sup>st</sup> of the current school year.
- Section 5. Officers shall attend in rotation all school board meetings, or shall read the minutes of said meetings.
- Section 6. All committee chairs shall deliver to their successors all official materials within ten (10) days following the expiration of their term of office.

## **Article II – Executive Board**

- Section 1. The PTO Board shall consist of the following:
- A. Executive Board/Officers including the President, Vice President and Secretary.
  - B. Committee Chairpersons
  - C. Principal of the school or a representative appointed by him/her.
  - D. Teacher representatives who shall include two (2) representatives; one from the 5<sup>th</sup>/6<sup>th</sup> grades and one from the 7<sup>th</sup>/8<sup>th</sup> grades.
  - E. PTO members at large

- Section 2. The duties of the Executive Board shall be:
- A. To transact necessary business in the intervals between organizational meetings and such other business as may be referred to it by the organization.
  - B. To create standing committees.
  - C. To approve plans of work of the standing committees.
  - D. Terms will run for one year beginning June 1 of elected year.
- Section 3. The duties of the Committee Chairs shall be:
- A. To present a report at the regular meeting of the organization.
  - B. To serve until his/her successor assumes office.
- Section 4. Meetings of the Executive Committee shall be held at the discretion of the President, the time to be fixed by the committee at its first meeting of the year. A majority shall constitute a quorum. Special meetings of the Executive Committee may be called by the President or by a majority of the members of the committee.

### **Article III – Committees**

- Section 1. Such standing committees shall be created by the Executive Board as deemed necessary to promote the objectives and carry on the work of the organization. The chairmen of the standing committees shall be selected by the Executive Board or appointed by the President with ratification of the Executive Board.
- Section 2. The chairman of each standing committee shall present a plan of work to the Executive Committee for approval. No committee work shall be undertaken without the consent of the Executive Board.
- Section 3. The power to form special committees and appoint their members rests with the Executive Board. Since a special committee is created and appointed for a

specific purpose, it automatically goes out of existence when its work is done and its final report is received.

#### **Article IV – Meetings**

- Section 1. **Regular Meetings:** The Executive Board shall set the dates for at least four (4) regular meetings of the organization during the school year and shall give notice of such meetings dates.
- Section 2. **Special Meetings:** Special meetings of the organization may be called by the President or the Vice-President acting in the absence of the President; by three (3) or more members of the Executive Board; or upon written notice signed by not less than ten (10) members of the organization, in each of which cases seven (7) days published notice or mailed notice of such special meetings shall be given to all members.
- Section 3. **Quorum:** Majority of membership present shall constitute a quorum at any regular or special meeting.

#### **Article V – Dues**

Annual dues for members shall be established by the officers prior to the beginning of school. Payment by one (1) parent automatically makes the other a member. Teachers and Administration shall be exempt.

#### **Article VI – Rules**

“Roberts’ Rules for Order, Revised”, when not in conflict with this Constitution and By-Laws, shall govern the proceedings of this organization.

#### **Article VII – Amendments**

These By-Laws may be amended at any regular meeting for the organization by a majority vote of the members present, provided notice has been given at a previous regular meeting.