



Carmel Middle School

CARMEL MIDDLE SCHOOL  
PARENT TEACHER ORGANIZATION  
BYLAWS

Amended October 31, 2008

**I. NAME**

This organization shall be named the CARMEL MIDDLE SCHOOL PARENT TEACHER ORGANIZATION (CMS PTO).

**II. PURPOSE**

The purpose of this organization is to encourage involvement in our students' education, provide support for school programs, and strengthen the sense of community at Carmel Middle School.

**III. MEMBERSHIP**

- A. All parents or guardians of any child enrolled at Carmel Middle School and all members of the school staff shall be members of the PTO.
- B. All members are eligible to vote and to hold office.

**IV. ORGANIZATION**

The day-to-day operations of the PTO will be managed by the Executive Board, which will report to the General Membership and seek advice and consent from the General Membership at the monthly General Membership Meetings.

**A. General Membership Meetings**

1. General Membership Meetings shall be held monthly during the school year.
2. Special General Membership Meetings shall occur at least twice a year. The Fall Special General Membership Meeting is for the purpose of introducing officers, reviewing the calendar of events, and other PTO matters. The Spring Special General Membership Meeting is for the purpose of electing officers and approving the budget for the following year.
3. At all meetings, votes will be by voice, each member present having one vote.
4. A matter of significance may not be brought to a vote at a meeting where it is first presented, unless the President or the Executive Board has placed it on the agenda. Such matters of significance may be discussed and shall be put on the agenda for the following meeting.

**B. Executive Board**

1. The Executive Board shall consist of seven officers: the President, Vice-President, Secretary, Treasurer, Finance Officer, Teacher Representative, and the Principal.
2. Executive Board Officers' Duties
  - a) The **President** shall preside at all General Membership and Executive Board Meetings. Subject to ratification by the Executive Board, the President shall appoint special officers and chairs of ad hoc committees.
  - b) The **Vice-President** shall assist the President and shall perform all duties of the President in his/her absence. The Vice-President shall chair the Nominating Committee as well as Co-Chair Ways and Means with the Treasurer.
  - c) The **Secretary** shall keep a summary record of items discussed and actions taken of all Executive Board and General Membership Meetings. The Secretary shall electronically distribute minutes of the Executive Board and General Membership meetings to the Executive Board within one week following any meeting.
  - d) The **Treasurer** shall collect all monies belonging to the organization and shall deposit the same in a bank under the name of the organization. The Treasurer shall pay all bills and prepare financial statements. The Treasurer is responsible for filing all required tax reports. The Treasurer co-chairs the Ways and Means committee with the Vice President.
  - e) The **Class Representative Director** shall be responsible for recruitment and coordination of the class representatives or (class reps). The class reps are made up of parents who coordinate the specific events for their child's class group. Each grade level should have at least 4 class reps. Examples of events include but are not limited to dances, honors lunches and breakfasts and end of the year parties. Each class is responsible for a certain number of events a year.
  - f) The **Communications Director** shall facilitate communication between the faculty and PTO, serving as the primary coordinator of volunteers of general purpose for the school. General purpose volunteers are those volunteers who help the school run on a daily recurrent basis and for special requests from the school. The communications director also coordinates the registration roundup, the student directory and is responsible for the PTO entries in the school newsletter and web pages.

- g) The **Principal** shall represent the interest of the whole school and of the district. The Principal shall be an ex officio member of all committees.

### 3. Executive Board Meetings

- a) The Executive Board shall meet as needed. Scheduled meeting dates and times will be posted in the school office as soon as they are known.
- b) Decisions will be made by consensus. However, if a vote is taken, each member of the Executive Board shall have one vote. A quorum shall consist of four of the seven members.
- c) Executive Board Meetings are open to the General Membership. However, making motions and voting is reserved to Executive Board members.
- d) The President may call special meetings and make exceptions to the regular meeting dates.
- e) Executive Board Meetings may take place electronically (by email or other means) or by telephone.
- f) Any officer absent from an Executive Board Meeting shall advise the President of any pending business or submit a report in advance of that meeting.
- g) A report of all decisions of the Executive Board will be made at the following General Membership Meeting.
- h) The President shall set a meeting of the old and new Executive Board and other officers at the conclusion of each school year to acquaint new officers with their responsibilities, and to develop a tentative calendar of events for the following school year.

### 4. Terms of Office, Elections, Vacancies, and Appointments

- a) Executive Board Officers shall be elected each spring at the Special General Membership Meeting. The terms of office shall be July 1 through June 30.
- b) Executive Board Members who miss more than three consecutive meetings without prior notice may be replaced by two-thirds of the majority of the Executive Board Members present at a regular monthly Executive Board Meeting.
- c) Vacancies that occur during the year may be filled by appointment of the Executive Board.

**C. Other Officers**

1. Other Officers' Duties

- a) The **Coordinator of Volunteers** shall be responsible for recruiting and organizing volunteers for PTO events and school-wide areas of service, with the assistance of the grade-level parent representatives. This person reports to the Communications Director.
- b) The **Hospitality Officer** shall be responsible for arranging for refreshments for monthly PTO meetings and for special events such as the Teacher Appreciation Luncheon. This person reports to the Class Rep Director.
- c) The **Publicity Officer** shall publicize PTO events. The Publicity Officer shall oversee the publication of the Student Directory, and the content of the PTO web page.
- d) The **Grade-Level Parent Representatives** (one for each grade) shall facilitate communication between the parents and PTO, serving as spokespersons for parents and making regular reports to the parents of their respective grade-levels about PTO issues. The Grade-Level Parent Representatives will assist the Coordinator of Volunteers in recruiting volunteers.
- e) The **Bilingual Parent Representative** will act as a liaison between the PTO and the English Learners Advisory Committee (ELAC).

2. Terms of Office, Elections, Vacancies, and Appointments

- a) Officers shall be elected each spring at the Special General Membership Meeting. The terms of office shall be July 1 through June 30.
- b) Other officers may serve more than two consecutive years
- c) Vacancies that occur during the year may be filled by appointment of the Executive Board.
- d) Officers who miss more than three consecutive meetings without prior notice may be replaced by two-thirds of the majority of the Executive Board Members present at a regular monthly Executive Board Meeting.

**V. COMMITTEES**

- A. The Executive Board may establish and dissolve other ad hoc committees from time to time as circumstances warrant.
- B. Other officers and chairs may establish committees to help with their specific duties.

- C. Each PTO Officer and Committee Chair shall keep a current notebook of their yearly activities to serve as a guideline for the incoming officers.

## **VI. USE OF FUNDS AND BUDGETING**

- A. All funds of this organization shall be spent only for purposes that clearly benefit the students at Carmel Middle School. The property of this organization is irrevocably dedicated to charitable purposes and no part of the net income or assets of this organization shall be used to benefit any director, officer or member or to benefit any private persons.
- B. The signature of the Treasurer, Vice-President or the President shall be required on all checks drawn against the account. Two signatures shall be required on all checks over \$500.00. The Treasurer shall pay all bills upon the approval of the Executive Board and shall maintain itemized statements of all receipts and disbursements in a permanent record. The Treasurer shall prepare a financial statement for each monthly meeting, giving expenditures, present balance, profits and proposed expenditures and prepare a public financial statement of expenditures each year. The Treasurer is responsible for filing all required tax reports.
- C. The Ways and Means Committee shall prepare a budget proposal to present to the Executive Board at the May meeting. The Executive Board will approve the budget for ratification by the General Membership at the spring General Membership Meeting.
- D. The Ways and Means Committee shall solicit from the faculty and staff, requests for funds from the Materials Equipment and Supplies Budget (The Wish List), at least twice each year (if funds allow). The list of requests shall be prioritized by the faculty and reviewed by the Ways and Means Committee prior to submittal to the Executive Board and General Membership for approval.
- E. From time to time the Executive Board may withdraw proceeds from the Carmel Middle School PTO Certificate of Deposit for any special purpose or to augment the general budget.
- F. Financial Records shall be preserved for at least five years, or as required by law.

## **VII. PUBLICATIONS AND DISTRIBUTION OF INFORMATION**

All material distributed by the PTO to the General Membership shall be reviewed by the PTO President and the Principal, or Principal's Secretary prior to distribution.

## **VIII. RULES OF ORDER**

The rules contained in Robert's Rules of Parliamentary Law and Procedure shall govern the proceedings in all cases not covered by these by-laws.

**IX. POLITICAL LIMITATIONS**

No substantial part of the activities of this organization shall consist of carrying propaganda or otherwise attempting to influence legislation. The organization shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office. This does not preclude such activities as hosting an impartial forum for candidates for the Carmel Unified School District School Board, or supporting local measures for the benefit of the district.

**X. DISSOLUTION**

Upon dissolution of the organization, its assets remaining, after payment, or provision for payment of all debts and liabilities of this organization, shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501c (3) of the Internal Revenue Code.

**XI. AMENDMENTS**

- A. These by-laws may be amended by an affirmative vote of not less than: (1) Two-thirds of the Executive Board Members, provided a quorum is present; and (2) A simple majority of members present at a General Membership Meeting
- B. A copy of the proposed changes must be advertised at least two weeks prior to the vote by (1) The proposed changes must be posted in Carmel Middle School Office and (2) a flyer sent home with every child, or in the Carmel Middle School Website.

Mat Fuzie, President

Pam Sheppard, Secretary

Lori Hightower, Vice-President

Ken Grice, Principal

Date: