

Constitution and Bylaws  
Of Bunker Hill Elementary School PTO  
Franklin Township  
Marion County, Indiana

***Revised May, 2016***

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**Article I            Name and Place**

Section 1. This organization shall be known as the Bunker Hill Elementary School PTO (Parent-Teachers Organization). The Organization is part of the Franklin Township Community School Corporation located in Franklin Township, Marion County, Indiana.

Section 2. The Organization shall meet regularly each month during the school year. Once the date and time is decided it shall be announced. Meetings are open to all members.

**Article II           Objectives**

The objectives of the organization shall be:

- A. To promote the welfare of children and youth in the home, school, church and community.
- B. To bring into closer relationship the home and the school; so that the parents and teachers may cooperate intelligently in the training of the child.
- C. To work toward the improvement of the facilities of Bunker Hill Elementary School.

**Article III          IRS Regulations**

Section 1. Bunker Hill Elementary School PTO is the name used in all federal, state and legal matters.

Section 2. Bunker Hill Elementary School PTO is organized exclusively for charitable, educational, religious or scientific purposes, within the meaning of section 501(c)3 of the Internal Revenue Code (or corresponding section of any future Federal tax code).

Section 3. No part of the net earnings of the organization shall incur to the benefit of, or be distributable to its members, trustees, directors, officers or other private persons. The organization shall be authorized and empowered to pay reasonable compensation for services rendered, and to make payments and distributions in furtherance of Section 501(c)3 purposes. No substantial part of the activities of the organization shall be carrying on the propaganda, or otherwise attempting to influence legislation. The organization shall not participate in or intervene in (including the publishing or distribution of statements) a political campaign on behalf of or in opposition to any candidate for public office.

Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (A) by an organization exempt for Federal income tax under Section 501(c)3 of the Internal Revenue Code (or 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 Federal tax code).

Section 4. Upon dissolution of this organization assets shall be distributed to Bunker Hill Elementary School. If Bunker Hill Elementary School no longer exists, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)3 of the Internal Revenue Code, voted on by the majority of the members, i.e. charitable, education, religious or scientific, 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.

#### **Article IV      Policies**

Section 1. The program of the organization shall be developed through conferences, committees and projects keeping in mind our objectives.

Section 2. This organization shall be non-commercial, nonsectarian, and nonpartisan. It shall not endorse a commercial enterprise or a candidate. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern, with any partisan interest, or for any purpose other than the regular work of the organization.

Section 3. This organization shall seek neither to direct the administrative activities of the school nor to control its policies.

Section 4. This organization may cooperate with other organizations and agencies in child welfare, such as conference groups or coordinating councils, provided its representatives make no commitments that bind the group they represent.

#### **Article V      Membership**

Membership in the Bunker Hill Elementary PTO shall be open only to persons who are parents, grandparents, or guardians of children who are or have been enrolled in the current school year and to all administrators, teachers and staff of the Bunker Hill Elementary School.

#### **Article VI      Dues**

The annual dues shall be decided at the last PTO meeting of the school year. Payment, if required, is due when the application is submitted. Approved application and/or payment of dues constitute the privilege to vote at PTO meetings.

#### **Article VII      Officers and their Duties**

The Executive Board shall consist of the following officers: President, Vice President, Secretary, Social Media Correspondent and Treasurer. The positions of the Executive Board shall be elected positions and serve a term of one year. No two members of the Executive Board shall be from the same household. The PTO Board of Directors shall consist of the Executive Board and all Chairpersons of Standing Committees. The elected officers to the Executive Board of this organization shall be as follows:

President

1. Direct and preside over all General or Executive Board Meetings
2. Be a member of all committees (except Nominating Committee)
3. See that programs and functions are carried out and that committee chairpersons know their responsibilities
4. Work with the principal on any matters that come up concerning the PTO – keep them advised on all activities

5. Prepare the agenda for each meeting seeing that the committees, programs and parties all fit within the school calendar year
6. The President should be prepared to delegate authority, assist or step into any position necessary to help the PTO run smoothly
7. The President and Executive Board shall present a budget proposal to the membership by the end of the second month of the school semester.

#### Vice President

1. Assume the President's duties in the President's absence
2. Act as an aide to the President and perform such other duties as may be delegated to them

#### Secretary

1. The Secretary is the person who takes the official minutes for the meeting, types them up and distributes them to the PTO members
2. During the meeting, if the President requests, the Secretary will read the minutes aloud to the attendees, otherwise the minutes will be distributed via paper copy and read silently by meeting attendees
3. In addition, the Secretary is in charge of keeping track of meeting attendance
4. This person is responsible for handling any incoming or outgoing correspondence that may be required
5. They will read all incoming correspondence to the PTO during the PTO meetings, if the President requests, and compose and/or proofread any outgoing letters/memos/flyers that need to be written or sent
6. The Secretary will be responsible for the monthly newsletter

#### Social Media Correspondent

1. This person is responsible for keeping the website current
2. This person is responsible for keeping the Facebook page current
3. They will work to connect with our members through all electronic means available to the PTO

#### Treasurer

1. The Treasurer shall receive all moneys of the PTO of Bunker Hill Elementary School and keep an accurate record of receipts and expenditures. The Treasurer shall submit a written financial statement at every meeting of the organization and at other times when requested by the Executive Board. All checks shall be signed by the Treasurer or the President.
2. The Treasurer's accounts shall be presented for examination annually by a committee of at least three members, including at least two PTO Board Members (excluding the President and Treasurer) or an outside accountant willing to examine the records. This shall take place between May 1<sup>st</sup> and July 1<sup>st</sup> of each year.
3. Cash deposits need to be stored in the safe or money mailbox and then counted and initialed by the Treasurer and one other PTO member at the same time.
4. Indiana Federal IT-35 AR Tax Form is to be completed and mailed by October 15<sup>th</sup> of each year.

### **Article VIII Committees**

Section 1. The President will appoint a chairperson for each of the committees and will advise them of their duties. It is deemed advisable that an attempt be made for each chairperson to obtain an assistant chairperson for their committee.

Section 2. Each chairperson will select their committee and will report their selection at the first Board meeting following their appointment.

Section 3. The chairperson of each standing committee shall present a written summary of the duties and activities of their office at the end of the school year. All chairpersons will retain a file of their work for the year, and the file will be given to the newly elected officers.

Section 4. Each committee chairperson will act as members of the PTO Board of Directors.

Section 5. Special committees shall be appointed by the President as they deem them necessary to the good of the organization.

Section 6. Each committee chair will be required to provide an oral or written summary of their committee activities during the previous month at each meeting.

Section 7. Any money spent over \$50 must be approved by vote at a meeting, even if the committee has an annual budget. It can also be approved by the PTO President or Vice President.

#### **Article IX        Elections**

Section 1. The officers of the PTO shall be elected at the general meeting preceding the final meeting of the school year. They shall be installed at the close of the PTO fiscal year and shall assume their duties immediately.

Section 2. Any elected officer shall have been an active member of the PTO for at least one year.

Section 3. There shall be a nominating committee of three members appointed and announced by the President two meetings before the final meeting of the school year. The committee shall prepare a slate of at least one candidate for each office and present the slate to the organization at least one week prior to the general meeting preceding the final meeting of the school year. Additional nominations may be made from the floor. Where more than one candidate is nominated for any office, voting must be by ballot. Consent of any candidate must be obtained either by the committee or from the floor before their name is placed in nomination. If any candidate is nominated for more than one office and is elected to more than one office, then the candidate must choose which office to fulfill and the runner up will fill the other office.

Section 4. At the end of each year of service, if a person wants to continue with their current position and it is uncontested, this should be allowed.

Section 5. In the event the President cannot complete their elected term, the Vice President will automatically succeed to this office. Vacancies in all offices shall be filled for the unexpired term by a majority vote of the remaining members of the board.

#### **Article X        Amendments**

This Constitution and Bylaws may be amended at any regular PTO meeting by a two-thirds vote of the members present and voting, providing a notice of the proposed amendment has been given at the previous regular meeting.

#### **Article XI        Rules of Order**

The rules contained in "Robert's Rules of Order Revised" shall govern the Bunker Hill Elementary School PTO in all cases in which they are applicable and in which they are not in conflict with this Constitution and Bylaws.