

Jackson Creek Middle School Parent Teacher Organization

BY-LAWS

I. Article I - Name

The name of the association is Jackson Creek Middle School Parent Teacher Organization, hereinafter called JCMS PTO. The association is located in Bloomington, Indiana.

II. Article II - Objectives

The objectives of this organization are to:

Promote learning and well being of children at home, school and community.
Maintain active communications between parents, faculty, administrators and students.

Promote policies and academic programs for the care and development of students.

III. Article III - Endorsement and prohibited purposes and acts

Section 1 - Endorsement

The organization or membership, as a unified body, will not endorse any candidate or take any political stand.

Section 2 - Prohibited purposes and acts

No part of the net earnings of the organization shall inure to the benefit of, or be distributed to, any of its members, 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 purpose set forth above.

IV. Article IV - Membership, Dues, Resignation and Voting rights

Section 1 - Membership is open to parents, guardians, teachers and staff of JCMS and to anyone who is at least 18 years of age and would like to support JCMS PTO's endeavors.

Section 2 - JCMS PTO shall conduct an annual enrollment of members, but may admit people to membership at any time during the year.

Section 3 - Dues shall be a minimum of \$10.00 per family and paid annually.

Section 4 - Voting rights

Members shall have the right to vote upon the election of the Board of Directors, amendment of Articles of the Organization By-Laws, substantial change in the assets or purposes of the Organization, dissolution of the Organization, and such matters as the Executive Committee determines shall be submitted to vote of the members.

Section 5 - Resignation

Members may resign from membership in the Organization by submitting written notice to the Secretary of the Organization.

V. Article V – Executive Committee and Board of Directors

The President, 1st Vice President, 2nd Vice President, Treasurer and Secretary will henceforth be referred to as **Executive Committee** (EC).

The Executive Committee (EC), Committee Chairpersons, Class representatives (1-2), Faculty Representatives (2), Student Council Sponsor, and a Student Council Officer will henceforth be referred to as **Board of Directors** (BOD).

Section 1 – EC Officers and Committee Chairpersons will be:

EXECUTIVE COMMITTEE OFFICERS:

President
1st Vice President
2nd Vice President
Secretary
Treasurer

CHAIRPERSONS:

Membership/Directory Coordinator
Student Program Coordinator
Staff Appreciation Coordinator
Volunteer Coordinator

Section 2 – EC Officers and Committee Chairpersons must be of the JCMS PTO or a Student Council Officer at JCMS.

Section 3 – The position of an auditor is selected by the President

The Auditor's annual duties are:

Audit the JCMS PTO financial report annually,

Audit the JCMS Bookstore financial report twice a year.

Section 4 – A nominating committee of up to three (3) members shall be appointed by the BOD at the February meeting. No member shall serve more than two (2) consecutive years on the Nominating Committee.

Section 5 – A proposed slate is to be presented at the April BOD meeting, and the election is to be held at the May General meeting. Nominations may be made from the floor at that time. Nominees must give permission to be placed on the slate.

Section 6 – Voting will be held by printed ballot. Nominations made from the floor and approved by the nominee may be written in.

Section 7 – A term of office is one year in duration. July 1 through June 30.

Section 8 – A President cannot serve more than two (2) consecutive years.

Section 9 – Vacancies of a position shall be filled for a non-expired term by appointment by the President.

VI. Article VI. – Duties of Officers and Committee Chairpersons

Section 1 – All officers are expected to attend all JCMS monthly EC or BOD meetings and assist in JCMS PTO sponsored activities. The President or the Secretary shall be notified in the case of an absence and a report shall be provided to the EC.

Section 2 – EC Officer Duties

a. The President shall:

Preside over all meetings.

Oversee the enforcement of the By-Laws and policies of the JCMS PTO.

Help with the coordination of the chairpersons.

When necessary, appoint committee chairpersons after receiving the majority approval from the EC Officers.

Serve as an ex-officio member of all committees (other than the Nominating Committee).

Provide communication between parents, students, teachers, and administration.

Call meetings of the EC Officers as necessary.

Coordinate, review, and approve all printed materials for school distribution under the JCMS PTO Heading. This includes websites, newsletters, and all official communication (These printed materials must also be reviewed by the Principal).

b. The Vice Presidents shall:

Participate fully in all EC or BOD activities.

Act as President whenever President is unable to fulfill or attend to his/her duties.

Assume other duties and special projects as outlined by the President.

1st Vice President shall:

Chair the Standing School Committee Volunteers:

Drug Free and Safe School

Technology

School – to – Career

Advisor / Advisee

Performance Base Accreditation

Generate General Meeting Agendas.

2nd Vice President shall

Act as the JCMS PTO public relation person.

Act as the JCMS Advisor -Advisee Committee PTO representative.

Coordinate and publish PTO newsletter.

- c. The Secretary shall:
 - Keep accurate minutes of JCMS PTO EC, BOD and general meetings.
 - Meeting minutes procedures: The secretary shall submit a draft of the meeting minutes to the JCMS PTO President for review and approval within seven (7) consecutive days after a meeting.
 - The secretary shall submit the JCMS PTO President approved meeting minutes draft to the JCMS principal for review.
 - The secretary shall provide JCMS PTO president and JCMS principal copies for file and distribution after JCMS review.
 - Provide a condensed version of the minutes for the Principal's newsletter by the newsletter deadline.
 - Have minutes available at all the meetings.
 - Keep copies of the by-laws and the Membership Directory.

- d. The Treasurer shall:
 - Keep permanent books of accounts of gross income, receipts, and disbursements.
 - Prepare the proposed annual budget for BOD approval, including authorized expenditures.
 - Receive all monies and deposit them into the JCMS PTO bank account.
 - Process proper vouchers for disbursement and pay JCMS PTO bills.
 - Give financial reports at JCMS PTO meetings.
 - Keep running budget accounts (Membership and General).
 - File required tax forms.
 - Create an annual financial report, which shall be audited annually.

Section 3 – The Committee Chairpersons' duties:

- a. The Membership/Directory Chairperson shall:
 - Conduct the annual JCMS PTO membership drive in the fall.
 - Maintain accurate records of JCMS PTO members.
 - Report to the President and Treasurer with membership results and deposits.
 - Coordinate and publish the Membership Directory with the aid of the Class Representatives.

- b. The Volunteer Coordinator shall:
 - Coordinate the volunteer list received from the Membership Chair and recruit volunteers as needed during the school year.
 - Maintain accurate records of volunteers used during the course of the school year.
 - Prepare and distribute the Parent Volunteer Survey; Coordinate surveys, match needs and volunteers, and distribute information at appropriate times.
 - Coordinate the JCMS Bookstore's maintenance and operation.

- c. Student Program Coordinator
 - Coordinate all student programs sponsored by the JCMS PTO.
 - Consult and coordinate with JCMS staff members regarding program planning.
 - Host special events to expand the after-school involvement for a broad-based representation of students.

- d. The Staff Appreciation Chair shall:
 - Periodically coordinate provision of tokens of appreciation to staff members.
 - Host special events for the recognition of staff members.

- e. Class Representatives:
 - Coordinate all fund-raising events in keeping with the goals and objectives of the JCMS PTO.
 - Serve as the liaison for student council Class Advisors for the appropriate grade levels they represent.
 - Coordinate and host special student recognition events.
 - Assist the Volunteer Coordinator.
 - Assist the Membership Directory Coordinator.

Section 4 - - Resignation

A BOD member may resign at any time by delivering a written notice to the President or the Secretary of the Organization. A resignation shall be effective at the time that the written notice is received, unless the notice specifies a later effective date. If a resignation is made effective at a later date and the BOD accepts the future effective date, the BOD may fill the vacancy before such date, provided the successor does not take office until such later effective date.

VII. Article VII- Meetings, Reports and Records

Section 1 - The EC & BOD meetings will be scheduled by the President and held as needed. General meetings will be held at least twice a year during the school year. No general meetings will be held during the summer months.

Section 2 - Special meetings of the EC or the BOD may be called by or at the request of the President or any two EC members. The person or persons authorized to call special meetings of the EC or BOD may fix any place, within or without the JCMS, as the place for holding the special meeting.

Section 3 - The election of the JCMS PTO BOD members for the coming year will be held at the May General Meeting.

Section 4 - Voting on the election of BOD Members and budget approval shall be limited to JCMS PTO members.

Section 5 - Voting on all other Board business shall be limited to JCMS, EC, and BOD members.

Section 6 – A BOD meeting quorum shall consist of at least ten (10) BOD members, represented in person. An EC meeting quorum shall consist of at least three (3) EC members represented in person.

Section 7 – The President, EC Officers, the Committee Chairpersons, the Class Representatives and the Standing School Committee Volunteers shall submit annual reports at the end of their terms. JCMS PTO President shall compile these reports into a document hereinafter called JCMS PTO annual report. The JCMS PTO annual report shall be kept at the JCMS library in a hard copy for at least 5 years. The JCMS PTO annual report shall be also available on line at the JCMS PTO web site.

Section 8 – The Organization shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members. The Organization shall keep at its JCMS PTO office or JCMS library a record giving the names and addresses of the members entitled to vote. All the books and records of the Organization may be inspected by any director, any member entitled to vote, or any director's such member's agent or attorney, for any proper purpose at any reasonable time.

Section 9 – The fiscal year is July 1 to June 30.

Section 10 – Robert's Rules of Order shall govern this Organization's meetings and its conduct, where applicable and not in conflict with the By-Laws.

VIII. Article VIII – Financial Transactions

Section 1 – Loans

No loans shall be contracted on behalf of the Organization and no evidences of indebtedness shall be issued in the name of the Organization.

Section 2 – Checks, Drafts, etc.

All checks, drafts or other orders for the payment of money, notes or other evidence of indebtedness, issued in the name of the Organization, shall be signed by a minimum of two (2) JCMS PTO EC members. All disbursements not previously approved in the budget, above \$100.00 must have the approval of a minimum of three (3) JCMS PTO EC members. Lesser amounts may be approved by the majority decision of the JCMS PTO EC members.

Section 3 – Deposits

All funds of the Organization shall be deposited, from time to time, to the credit of the Organization in such banks, trust companies, or other depositories as the BOD may select.

Section 4 – Requests for disbursement of funds shall be in writing to the Treasurer with appropriate documentation.

Section 5 – The BOD may accept on behalf of the Organization any contribution, gift, bequest or devise for the general purpose or for any special purpose of the Organization.

IX. Article IX - Amendments

These By-Laws can be amended at any BOD General meeting of the school year by a majority of the voting members of the JCMS PTO, who are present at the meeting, voting in favor of the modifications. Any member of the JCMS PTO can submit a proposed amendment. All proposed amendments must be submitted in writing by a PTO member to the President a month in advance of the General meeting. All members of the JCMS PTO must be notified by receiving a copy of the proposed modifications in advance of the vote at the General meeting by at least two weeks.

X. Article X. - Dissolution

Upon the dissolution of the Organization, the BOD shall, after paying or making provision for the payment of all liabilities of the Organization, distribute all of the remaining assets of the Organization for one or more exempt purposes. Any such assets not so disposed of shall be disposed of by the Monroe County, Indiana, Circuit Court or other Monroe County court of competent jurisdiction, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.