

**Bittersweet School
Parent Teacher Organization (PTO)
Bylaws**

Adopted 1992
Revised May 2008

**Article I
Name**

The name of this organization is the Bittersweet School Parent Teacher Organization (PTO), located in Mishawaka, Indiana. The Bittersweet School PTO is chartered as a 501(c)(3) under the bylaws of the Penn-Harris-Madison Non-profit Organization (P-H-M NPO).

**Article II
Purpose and Objectives**

The Bittersweet School PTO is organized for charitable and educational purposes and has the following objectives:

1. To support Bittersweet Elementary School in its efforts to educate our children.
2. To enhance the overall educational environment at Bittersweet Elementary School by promoting volunteerism and parent involvement.
3. To build a partnering atmosphere, including enhanced communications, between parents, teachers, school administrators, and the Penn Harris Madison (PHM) School Corporation.
4. To promote programs that result in educational excellence and achievement at the individual student and school level.
5. To financially support the school through fund raising in order to purchase equipment/supplies for the school and to fund special programs.

**Article III
Membership and Dues**

1. Membership is open to all interested families with students at Bittersweet Elementary School and to the staff of Bittersweet Elementary School.
2. The annual dues for members shall be established by majority vote of the Executive Board on an annual basis before the beginning of the school year.
3. This PTO shall conduct an annual enrollment of members, but may admit individuals to membership at any time
4. Only active members (ones who have paid the current year's dues in this organization) shall be eligible to vote on all decisions and resolutions presented at the general meetings.

**Article IV
Governing Provisions**

1. The Bittersweet School PTO is organized exclusively for the charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding Section of any future tax code (hereinafter "Internal Revenue Code").
2. This Bittersweet School PTO shall abide by applicable local, state, and federal laws concerning non-profit organizations.
3. The Bittersweet School PTO shall be non-commercial, non-sectarian, non-partisan, and non-discriminatory. The name of the Bittersweet School PTO or the names of any members in their official capacity shall not be used for any commercial, partisan, or sectarian purpose.
4. The Bittersweet School PTO shall be a non-political organization. It shall not endorse, or promote any candidate for office. Members shall not campaign during meetings or use their affiliation with the Bittersweet School PTO in support of a candidate, nor shall the officers

use their title in promoting a candidate. However, they should not be precluded from supporting a candidate as an individual citizen.

5. The organization of members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distribution 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 for attempting to influence legislation by propaganda or otherwise.
6. Notwithstanding any other provision of these articles, the Bittersweet School PTO shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under Section 501(C)(3) of the Internal Revenue Code or by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
7. Upon dissolution of the Bittersweet PTO, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.
8. The Bittersweet School PTO shall not enter into membership with other associations except with the approval of the executive board, but may cooperate with other associations/organizations and agencies concerned with child welfare and education.
9. The utilization of PTO resources (time, money, and people) should be prioritized according to the following:
 - A. Programs directly impacting student education and/or student welfare and safety
 - B. The procurement and betterment of long lasting school facilities
 - C. Other programs, that support the objectives listed under the purpose and objectives of the organization.

Article V Fiscal Year

The fiscal year of the Bittersweet School PTO shall begin on July 1 and end on June 30.

Article VI Executive Board composition and duties

1. The Bittersweet Board PTO Executive Board shall be comprised of the following positions:
 - A. President (non-voting unless a tie vote)
 - B. Vice President
 - C. Treasurer
 - D. Secretary
 - E. Two members at large
 - F. Two teacher representatives
 - G. The school principal (non-voting)
 - H. Immediate past president (non-voting)
2. The duties of the Executive Board shall include the following:
 - A. The transaction of necessary business in the intervals between organization meetings.
 - B. The creation of standing and special committees as deemed necessary to promote the purpose and to carry on the work of the organization.
 - C. The approval of plans of the standing committees.
 - D. The presentation of a report at the general meetings of the organization.
 - E. The securing of a qualified person to complete Federal and State tax returns as required by Federal and State tax codes.

- F. The authorization of the payment of routine organization bills within the limits of the budget adopted by the PTO.
- G. The authorization of additional expenditures outside the approved budget to fund special programs and purchases.
- H. Filling all vacancies in office, including that of President. Interim officers will be elected for the remainder of the current term or until the next scheduled general election.
- I. Formulating a yearly PTO budget no later than November 30th of each fiscal year.

Article VII
Election and Duties of Officers

1. The duties of President shall include:
 - A. Presiding at all meetings of the organization and the Executive Board.
 - B. Setting the agenda for organizational and Executive Board meetings.
 - C. Coordinating and monitoring the work of officers and committees of the PTO in order that the objectives of the organization may be accomplished.
 - D. Appointing all special committees and chairpersons with the approval of the Executive Board.
 - E. Attending or appointing someone to attend the monthly PHM Forum meetings.
 - F. Producing a quarterly PTO newsletter.
 - G. Provide information concerning PTO activities for publication in the School newsletter as necessary.
 - H. Serving as the primary contact between the Principal and PTO.
 - I. Serving as an ex-officio member of all committees except the nominating committee.
 - J. Performing such other duties as may be prescribed in these bylaws or assigned by the PTO.
 - K. Ensuring all contracts and/or legally binding documents are approved by the PTO prior to signing.
2. The duties of Vice President shall include:
 - A. Assisting the president.
 - B. Presiding over meetings when the President is absent.
 - C. Assuming the office of President in the event of a vacancy.
 - D. Communicating the date, time, and place of Executive Board meetings to the members of the Executive Board.
 - E. To perform other duties as may be delegated by the Executive Board to the Vice President.
3. The duties of Secretary shall include:
 - A. Keeping an accurate record of the proceedings of all executive Board meetings and general PTO meetings of the organization.
 - B. Presenting minutes of the general meetings for approval by membership in attendance.
 - C. Being prepared to refer to minutes in previous meetings.
 - D. Keeping a current copy of bylaws, including addendums.
 - E. Recording attendance of all Bittersweet PTO executive board and general PTO meetings.
 - F. Being knowledgeable about and enforce Roberts Rules of Order at all meetings.
 - G. Performing other duties as may be delegated by the Executive Board to the Secretary.
4. The duties of Treasurer shall include:
 - A. Keeping permanent books of account and records that shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization. The books of

account and records shall be at reasonable times open to inspection by any member of the organization in the presence of a witness.

- B. Receiving all monies for the organization, giving a receipt and depositing them in the name of the organization in a bank approved by the executive board.
- C. Receiving and maintaining a copy of the deposit slip for any deposit made.
- D. Keeping an accurate record of receipts and disbursements in a ledger or computer software program, this is the permanent record of this organization.
- E. Keeping a comprehensive year-end summary record of expenditures and deposits including account registers.
- F. Retaining financial records for seven (7) years, including the current year.
- G. Keeping the membership informed of expenditures as they relate to the budget adopted by the organization.
- H. Presenting a statement of account at every meeting of the organization.
- I. Filling out and forwarding all necessary tax forms required by any government agency to an independent agent for completion.
- J. Making an annual report to the organization that includes receipts and disbursements for the year.
- K. The Treasurer will prepare an initial budget for the organization by the end of November. The final budget must be approved by the Executive Board.
- L. The budget will be reviewed with the entire organization at a general meeting.
- M. Performing other duties as may be delegated by the Executive Board to the Treasurer.

5. Nominating and Election Process

- A. Each elected officer shall be a member of this PTO.
- B. Each person nominated or elected for office must successfully meet all criteria required of volunteers as outlined by PHM school board policy (ie criminal background check, etc.)
- C. A Nominating Committee shall be created by no later than the March meeting of the Executive Board. The President and Treasurer shall not serve on the Nominating Committee.
- D. The Nominating Committee will be responsible for developing a ballot of nominations for each of the Executive Board positions.
- E. The Nominating Committee shall be composed of two chairmen appointed by the Executive Board. Chairmen will be free to select an additional three (3) to five (5) PTO members to serve on the nominating committee. The Nominating Committee chairmen do not have to serve on the Executive Board.
- F. The Nominating Committee shall accept nominations only from persons who have signified their consent to serve if elected.
- G. A ballot of nominations will be presented at the April Executive Board meeting.
- H. Nominations for office may be taken from the floor during the May general PTO meeting. All nominees will be given the opportunity to speak at the May meeting.
- I. The election of officers will take place at the May general meeting of the PTO. Only members of the PTO can vote.
- J. It is recommended that nominees for Treasurer have previous accounting, financial systems, and/or computer experience.
- K. Elected officers will assume their positions based on the fiscal year of the organization (July 1st). Terms shall be from July 1 – June 30th of the following year.
- L. The previous year President or other Executive Board officer shall be appointed as an Advisor to the Executive Board for the upcoming fiscal year of the organization.
- M. Where circumstances do not allow elected officers to be fulfilled by the last general meeting of the school year, elections must take place at the first general meeting of the upcoming school year.

Article VIII
Executive Board Meetings

1. The PTO Executive Board shall meet at least once a month during the school year, unless otherwise ordered by the PTO Executive Board. Regularly scheduled Executive Board meetings must have at least 7 days notice either in writing or by phone.
2. Special meetings of the Executive Board may be called by the President. The President must call a special meeting upon the written request of three (3) members. Special meetings must be held within ten (10) days the receipt of a request and all members must be notified in writing or by phone at least 48 hours prior to the meeting.
3. One half of the Executive Board members shall constitute a quorum for the transaction of business in any meeting of the Executive Board.

Article IX
Committees and Committee Chair people

The Executive Board may create standing or temporary committees, as it may deem necessary, to:

1. Promote the objectives and carry out the work of the organization.
2. A member of the Executive Board may serve as an ex officio member of each standing committee at the discretion of the Executive Board.
3. Each committee chairperson shall appoint their own committee members. The Executive Board may ask for a plan of work to the Executive Board for approval.
4. Committee expenditures are budgeted and approved in advance. If a committee anticipates non-budgeted costs, they must approach the PTO Executive Board for approval, and those expenses should be put to discussion and a vote **before** the costs are incurred.
5. Committee Chair people shall follow policies or procedures for the disbursement of funds as outlined by the Bittersweet School PTO treasurer.
6. Upon the expiration of the term of office or in case of resignation or termination, each chairperson shall turn over to the president, without delay, all records, books, and other material pertaining to the chairmanship, and shall return to the treasurer, without delay, all funds belonging to the organization.
7. Prior to year end, each committee chairperson shall submit to the president a report of the year's activities, an accounting of monies spent and recommendations for changes, if needed.

Article X
General Membership Meetings

1. General meetings of the PTO will be held during the school year. Dates of meetings shall be determined by the executive board and announced at least ten (10) school days prior to the meeting.
2. Members present at a duly called meeting shall constitute a quorum.
3. A vote of one-half of the members present shall be required for the passage of a motion.
4. Meetings will include a Treasurer's financial report and a vote for approval if needed.
5. All minutes of general membership meetings shall be made available following the general meeting upon request to the secretary. All minutes of any PTO meetings, including executive board meetings shall be made available upon request to the secretary.
6. There shall be at least three (3) general meetings of the PTO per school year.

**Article XI
Parliamentary Authority**

Robert's Rules of Order, Newly Revised, shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

**Article XII
Bylaw Amendments**

These bylaws may be amended at any general meeting of the membership by a two-thirds (2/3) vote of the members present and voting, provided the proposed amendment has been approved by the executive board and has been read at the previous meeting of the organization or has been made available to the members two weeks prior to the meeting that it will be considered for adoption.

APPROVED this _____ day of _____, 2008.

Bittersweet School PTO
Bittersweet Road
Mishawaka, IN 46545
Federal Employee Identification #