



OSSIAN ELEMENTARY PTO

BY-LAWS

Adopted: 09/26/2012

Last Revised: 11/16/2019

Last Board Approval: 11/26/2019

By-Laws for Ossian Elementary PTO

ARTICLE I: NAME

The name of this organization shall be Ossian Elementary Parent Teacher Organization (PTO).

ARTICLE II: OBJECTIVES

To promote the welfare of Ossian Elementary School (OES) and to bring into closer relation the home and the school; that parents and teachers/staff may cooperate intelligently in the training of the child.

ARTICLE III: PURPOSE

This organization is a Non-profit Corporation formed exclusively for educational and charitable purposes to promote the welfare of the Ossian Elementary School, students and staff. Its activities are to be conducted in such a manner that no part of its net earnings will inure to the benefit of any member, director, officer, or individual. It will not have the power to issue certificates of stock or declare dividends.

Mission Statement: The mission of Ossian Elementary PTO shall be:

- To enhance the educational environment at OES through volunteer and financial resources.
- To promote communication between the school administration, staff, parents, and students.
- To foster pride in OES throughout the community.

Notwithstanding the foregoing, the Corporation shall not carry on any activity not permitted to be carried on by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (as amended, the "Code"). The Corporation shall function as a nonprofit, nonpartisan, and non-sectarian organization incorporated under the laws of the State of Indiana. No substantial part of its activities shall be devoted to carrying on political activities, lobbying, or otherwise attempting to influence legislation, nor shall the Corporation participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. The Corporation shall not engage in any activity which could jeopardize its qualification for income tax exemption under the Code.

ARTICLE IV: MEMBERSHIP

Membership in PTO shall be comprised of any parent, guardian, adult standing in loco parentis, teacher or staff of an Ossian Elementary student. Members are invited to attend PTO meetings. No dues or membership fees will be assessed.

ARTICLE V: OFFICERS AND THEIR ELECTION

Section 1. The officers of this organization shall be a president, vice-president, secretary, and treasurer. Open nominations for these positions shall be accepted. The elections of the officers shall be performed by use of voice vote if a slate is presented. If more than one person is running for office, a written ballot vote will be taken. Each household of an OES student as well as each teacher or staff is entitled to one vote.

- Terms of service are from May 1st to April 30th.
 - The month of May shall be used for the former board to train the new board, and for the new board to set the budget for the following year.
- Each person elected shall hold only one office at a time.
- The officers are elected for one year and may serve no more than three consecutive terms in the same office. If there are no other interested parties for officer positions, then officers may serve more than three consecutive terms.

Section 2. A vacancy occurring in an office shall be filled by the Executive Board. In the case of the president's office, the vice-president shall fill the vacancy.

Section 3. Election of officers will take place at the April meeting.

ARTICLE VI: EXECUTIVE BOARD

The Executive Board shall consist of the president, vice-president, secretary and treasurer.

ARTICLE VII: GENERAL BOARD MEMBERS AND THEIR ELECTION

Eight to ten general board members will volunteer and/or shall be elected at the first meeting of the school year. They shall be required to promote the objectives and interests of this organization. Every board member should attend at least 50 percent of the meetings.

ARTICLE VIII: PTO BOARD

The PTO Board shall be comprised of the Executive Board and the General Board.

ARTICLE IX: DUTIES OF OFFICERS

Section 1. The president shall schedule, attend and preside over all meetings of the organization and the Executive Board; shall serve as the primary contact for the principal, coordinate the work of all officers, oversee the work of all committees, and shall keep all records of the organization including a copy of the minutes book, by laws, rules, and membership list. The president shall perform all other duties usually pertaining to the office.

Section 2. The vice-president shall act as an aide to the president and shall perform the duties of the president in the absence of that officer.

Section 3. The secretary shall take and record minutes, prepare the agenda, handle correspondence, send notices of meetings to the membership, and communicate reminders and notifications to membership via the organization's social media account(s).

Section 4. The treasurer shall receive all funds of the organization; shall keep an accurate record of receipts and expenditures; and shall pay out local funds only as authorized by the organization. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year. The treasurer shall prepare the budget and file the organization's taxes.

ARTICLE X: MEETINGS

Section 1. Regular meetings of the organization shall be conducted each month at a time and place determined by the executive board. Such time and place shall be established for the upcoming school year at the last regularly scheduled meeting of the current school year.

Section 2. Special meetings may be called by the president, any two members of the executive board, or five general members. To call a special meeting, a written request must be submitted to the secretary.

Section 3. The quorum shall be at least half of the PTO board present at a meeting to conduct regular PTO business.

Section 4. Parliamentary authority: Robert's Rules of Order will be the final rulemaking authority.

ARTICLE XI: VOTING

Section 1. All members of the PTO Board shall have the right to vote.

Section 2. PTO Board members may submit an absentee vote on a given issue or may appoint a proxy to vote for him/her.

Section 3. The Executive Board may make decisions on timely matters, by unanimous vote, when scheduling a meeting is not feasible. In event a vote must occur between scheduled meetings, an online vote will be sufficient. At a time that any such vote is taken, a report of such action shall be made at the next regular board meeting.

ARTICLE XII: COMMITTEES

Section 1. Committees may consist of members, board members or officers. An officer or board member will chair the committee with the president overseeing activity of all committees.

Section 2. Standing committees will be the following: Staff Appreciation, Class Parties, and Activities. There may be sub-committees as needed under these committees.

Section 3. The board may appoint additional committees as needed.

Section 4. On all committees: the committee shall report to the chair, and the chair shall report to the president.

ARTICLEXIII: AMENDMENTS

These by-laws may be amended at any board meeting of the organization by a 2/3 vote of the PTO Board.

ARTICLE XIV: DISSOLUTION

In the event of the dissolution of the Corporation, its assets shall be distributed to another organization which is exempt from federal income tax under the Code with a purpose similar to that of the Corporation within the Northern Wells School District, Wells County, Indiana. If such distribution is not possible, the Corporation's assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such asset not so disposed of shall be disposed of by the Wells Circuit Court of Wells County, Indiana, exclusively for such purposes or to such organization or organizations, as such Court shall determine, which are organized and operated exclusively for such purposes.