

**LANESVILLE COMMUNITY SCHOOLS PARENT TEACHER STUDENT ORGANIZATION**  
**LANESVILLE, INDIANA – HARRISON COUNTY**  
**BYLAWS**

Revised Date: October 2009

Effective Date: January 2010

**ARTICLE I: NAME**

The name of this organization is Lanesville Community School Parent Teacher Student Organization (PTSO), located in Lanesville, Indiana.

**ARTICLE II: OBJECTIVES**

The Lanesville PTSO is organized for charitable and educational purposes and has the following objectives:

- a. To promote a greater interest and involvement in school activities on the part of parents, teachers and students of the Lanesville Community Schools (LCS).
- b. To raise funds to assist LCS in meeting its objective of providing the best possible education for its school children.
- c. To provide programs with information and professional aids on subjects of interest to parents, teachers, and students.

**ARTICLE III: BASIC POLICIES**

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the organization or names of any members, in their office capacities, shall not be used in connection with any commercial concern, any partisan interest, or for any purpose not appropriately related to promotion of the objectives of the organization.
- c. The organization shall not, directly or indirectly, participate or intervene in any political campaign.
- d. The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization in such matters shall make no commitments that bind the organization.
- e. Upon dissolution of the organization, after paying or making provision for payment of all liabilities the remaining funds shall be held for a period of three (3) years. During such period the principals of LCS shall jointly monitor the funds. If the PTSO is not active before the end of the three year period the funds shall be distributed equally to the extra curricular funds of LCS.

**ARTICLE IV: MEMBERSHIP**

- a. Any parent or guardian who has a student currently enrolled in Lanesville Community Schools, and/or any teacher or administrator in this corporation, and/or any student enrolled in Lanesville Community Schools is considered a voting member of this organization.
- b. Any individual who does not meet the above criteria but subscribes to the objectives and basic policies of this organization may become a nonvoting member of this organization, subject to compliance with provision of the bylaws.
- c. Membership in this organization shall be nondiscriminatory. Membership shall be available without regard to race, color, gender, age, creed, national origin, or sexual orientation.

## **ARTICLE V: OFFICERS AND THEIR ELECTION**

### Section 1.

- a. The officers of the organization consist of a president, vice-president, recording secretary, corresponding secretary, and a treasurer.
- b. Officers shall be elected by ballot at a general meeting annually in the month of April. However, if there is only one nominee for any office, the election may be by a voice vote.

### Section 2.

- a. The executive committee shall appoint a nominating committee no later than February. The nominating committee shall have at least three (3) PTSO members. One of the three (3) members shall serve as chairperson of the committee.
- b. In addition to seeking individuals to nominate for election, the nominating committee shall also give notice to the membership of the upcoming election at least three (3) times before the election. All interested parties may submit their names to the nominating committee for consideration.
- c. The nominating committee shall nominate eligible persons for each office to be filled and report its nominees at the regular meeting in April, at which time additional nominations may be made from the floor.
- d. Only those persons who have signified their consent, if elected, shall be voted on.

Section 3. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the executive committee. Notice of the vacancy and the upcoming election shall be given to the membership two (2) weeks prior to said election. Interested parties may submit their names to the executive committee for consideration.

## **ARTICLE VI: DUTIES OF OFFICERS**

Section 1. The president shall: preside at all executive and general meetings of the organization; perform other duties as may be prescribed in these bylaws or assigned by the organization or the executive committee; and coordinate the work of the officers and committees of the organization in order that the objectives are promoted.

Section 2. The Vice President shall: act as an aide to the president; perform the duties of the president in the absence or disability of that officer; perform an end of the year audit on the permanent files of the organization; and perform such other duties as may be delegated. In case a vacancy occurs in the office of the president, the vice president shall assume that office.

Section 3. The Recording Secretary shall record and keep the minutes of all meetings, maintain a copy of these bylaws, and be responsible for the maintenance of all permanent records. The Recording Secretary will also assist the Corresponding Secretary as necessary.

Section 4. The Corresponding Secretary shall maintain the accuracy of the PTSO website and monitoring the PTSO school mailboxes, email account and maintenance of the PTSO volunteer databases. The Corresponding Secretary will also assist the Recording Secretary as necessary.

Section 5. The Treasurer shall:

- a. Maintain custody of all funds of the organization.
- b. Deposit all cash generated at fund raising events after being counted, immediately following the event, by at least two (2) individuals of the membership. If the Treasurer is not available to receive the funds they should be labeled and placed in a school vault. The individual placing the funds in a school vault shall notify the Treasurer. If the Treasurer or the school vault are not available to receive the funds they should be taken to a school vault on the next school day and the Treasurer notified.
- c. Maintain a full, accurate, and itemized account of receipts and expenditures.
- d. Make disbursements in accordance with the approved budget and approved funds requests.
- e. Publish and present a financial statement at every general meeting and at other times as requested by the executive committee.
- f. Balance monthly bank statement and have it initialed by another member of the executive committee.
- g. Release the check register by the beginning of August for auditing by an independent reviewer or an auditing committee, to be completed by the end of August.
- h. Submit statements signed by the auditing body indicating the account records are complete and correct to the permanent file.

Section 6. Outgoing officers shall deliver to their successors all official materials no later than ten (10) days following the end of the fiscal year with the exception of the treasurer who will turn over all materials after the audit review has been completed.

#### **ARTICLE VII: TERMS OF OFFICE**

All officers shall serve a term of one (1) fiscal year. Elections will take place at the April general meeting. Incoming officers may serve on the executive committee as Officers-Elect from the time of the election until their new term of office begins.

#### **ARTICLE VIII: EXECUTIVE COMMITTEE**

##### Section 1. Constituents

The executive committee shall consist of the elected officers, the chairperson(s) of standing committees, the school principals or an appointed representative, a teacher and a student representative from both the elementary and jr/sr. high schools. The members of the executive committee shall serve a term of one (1) fiscal year.

##### Section 2. Duties

- a. To transact necessary business in the intervals between the organization's general meetings.
- b. To present the next year's fiscal budget at the May general meeting for approval by the membership.
- c. To appoint an independent reviewer or an auditing committee of at least three (3) PTSO members at the April meeting to complete the annual fiscal audit.
- d. To appoint a nominating committee no later than the February general meeting to nominate eligible persons for PTSO officer positions.
- e. To approve emergency expenditures under \$60, without the approval of membership and to report those emergency expenditures at the next scheduled general meeting. A minimum of five (5) of the executive committee shall be needed to approve such expenditures.

##### Section 3. Meetings

- a. Meetings of the executive committee shall be held monthly with the exception of months in which Lanesville Community Schools has a two (2) or more week break.
- b. Notice of meeting dates shall be given to the entire membership at the start of each school year.
- c. Additional meetings may be called and can be conducted in person, by phone, or by e-mail whenever deemed necessary by the president or a majority of the executive committee.
- d. A majority of the filled executive committee positions shall constitute a quorum.
- e. In the event of a phone or e-mail meeting the person initiating the meeting shall present the minutes at the next regularly scheduled executive meeting and they must be added to the records.

#### **ARTICLE IX: GENERAL MEETINGS**

- a. General meetings of the organization shall be held monthly with the exception of months in which Lanesville Community Schools has a two (2) or more week break.
- b. Notice of meeting dates shall be given to the membership at the start of each school year.
- c. Additional meetings may be called by the executive committee, providing at least five (5) days notice is given to the membership.

#### **ARTICLE X: VOTING BODY**

- a. Ten (10) voting members shall constitute a quorum for the transaction of business in any general meeting of the organization.
- b. Nonvoting members, as outlined in these bylaws, may attend all meetings and participate in discussions and debates but will not be included in any vote held.
- c. All voting members shall have one (1) vote per issue.
- d. The privilege of holding office, introducing motions, and voting is limited to voting members of the organization as outlined in Article IV of these bylaws.

## **ARTICLE XI: SUBCOMMITTEES**

Section 1. The executive committee may create standing or special committees as it deems necessary to promote the objectives and carry on the work of the organization.

Section 2. Standing Committees:

- a. The standing committees of the organization consist of:
  - a. Program and Hospitality
  - b. Market Day
  - c. Elementary Yearbook
  - d. Santa Super Saturday
  - e. Spring Festival
  - f. 6th Grade Wrap
- b. The term of each chairperson shall be one year.

Section 3. Special Committees:

- a. The power to form special committees and appoint their members rests with the organization and/or the executive committee.
- b. Special committees shall be created for specific purposes and go out of existence when the purpose is fulfilled and a final report is received.
- c. Special committees include, but are not limited to:
  - a. Bylaw Committee
  - b. Nominating Committee
  - c. Audit Committee

Section 4. The chairperson of each committee shall present a plan of work and give updates at executive meetings as necessary or requested.

Section 5. No committee expenditures, above those in the budget, shall be undertaken without the consent of the executive committee.

Section 6. The organization's president shall be a member of all committees except the nominating committee.

## **ARTICLE XII: FUNDS REQUESTS**

Section 1.

- a. Any group or person requesting funds from the organization must complete a funds request form (see form A) and submit it to the executive committee for consideration at its next meeting at least one (1) week prior to that executive meeting.
- b. The group/person shall be notified by the executive committee of the date of the general meeting at which the request will be presented for the organization's approval.
- c. A representative of the group/person requesting the funds must be present and give a short, (less than 5 minute), presentation at that general meeting. If more than 5 minutes for the presentation are needed, special provisions must be made in advance with the executive committee
- d. Approved requests for funds must be spent within one (1) year of the approval date. If not spent, a new request must be submitted to the executive board.

Section 2. Budgeted items shall be considered and given priority in approving fund disbursements.

## **ARTICLE XIII: FISCAL YEAR**

The fiscal year of the organization shall end at the close of the current school year, and begin the day following the close of the current school year.

## **ARTICLE XIV: AMENDMENTS**

Section 1. These bylaws may be amended at any general meeting of the organization by a two-thirds vote of the members present, provided notice of the proposed amendment was given at the previous general meeting.

Section 2. On odd number years, a Bylaw Committee shall be appointed to review, and if necessary, revise these bylaws. The Vice President shall act as the executive liaison to this committee.

Section 3. These bylaws shall be available at both elementary and high school offices, open house/orientation, and all general PTSO meetings.