

Carlisle Parent Teacher Organization (PTO) Bylaws

Adopted May 16, 2025

Article I – Name and Purpose

The name of this organization shall be the **Carlisle Parent Teacher Organization (Carlisle PTO)**.

The purpose of the Carlisle PTO is to support the mission and values of Carlisle Public Schools (CPS) by:

- 1. Enhancing Educational Experiences**

Supporting curriculum enrichment and student learning through the funding and coordination of educational programs and activities. This also includes awarding faculty and staff grants to further innovative teaching and professional development.

- 2. Fostering a Supportive School Community**

Recognizing and supporting the dedication and efforts of CPS teachers and staff and strengthening the relationship between the school and families through volunteerism, communication, and community events.

The Carlisle PTO is a nonprofit organization operated exclusively for educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. It shall be non-commercial, non-sectarian, and non-partisan.

Article II – Membership

Membership is open to all parents and guardians of students enrolled at Carlisle Public Schools, as well as CPS faculty, staff, and administrators.

There are no dues or financial requirements for membership. All members are encouraged to participate, attend meetings, volunteer and contribute to the PTO's mission.

Article III – Governance

Section 1. Board of Directors

The Carlisle PTO shall be governed by a Board of Directors (“the Board”), consisting of the following voting positions:

- Two Co-Presidents
- Treasurer
- Publicity Chair
- Fundraising Chair
- Curriculum Enrichment Chair
- Middle School Vice President

If there are not two Co-Presidents, a Vice President may be added to the Board to assist with leadership duties and organizational continuity.

Each voting position, regardless of whether it is occupied by a single Director or co-Chair, shall have one vote.

The Board may appoint non-voting coordinators or committee leads as needed to support the PTO’s work.

Section 2. Term and Eligibility

Board members serve a one-year term, beginning July 1 and ending June 30. A President or Co-Presidents may serve no more than two consecutive terms. All other Board positions do not have a term limit but must be part of the annual vote to determine the Board each school year.

Section 3. Vacancies

In the event of a vacancy in one Co-President role, the remaining Co-President may continue independently for organizational continuity. The Board may appoint a replacement to serve the remainder of the term. Vacancies in other roles may also be filled by majority Board vote.

Article IV – Elections and Nominations

Section 1. Nominating Process

By March of each year, the Co-Presidents (or President / Vice President) will lead an effort to identify and recruit candidates for Board positions. They shall strive for inclusive representation from across the school community.

Section 2. Presentation of the Slate

The proposed slate of officers and chairs will be presented to the Board and school community at least one week prior to the annual meeting.

Section 3. Election Procedure

Elections will take place at the PTO's annual meeting, typically held at the beginning of May. If the slate is uncontested, elections may proceed by voice vote. Contested positions will be decided by confidential ballot. All Board members in attendance are eligible to vote.

Section 4. Assumption of Duties

Elected individuals begin their term on July 1 and are expected to coordinate transition activities with their predecessors beforehand.

Article V – Meetings

Section 1. Regular Meetings

Regular PTO meetings are held monthly during the school year or as determined by the Board. Meetings are open to all members and will be publicized in advance.

Section 2. Annual Meeting

The Annual Meeting occurs in the final quarter of the fiscal year to elect officers, review achievements, approve the upcoming budget, and conduct any year-end business.

Section 3. Special Meetings

Special meetings may be called by a Co-President or a majority of the Board to address time-sensitive or confidential matters. At least 24 hours' notice must be provided to Board members, and the purpose of the meeting must be stated.

Section 4. Quorum and Voting

A quorum for official PTO business consists of a majority of voting Board members. Unless otherwise specified, decisions are made by majority vote of those present.

Section 5. Transparency and Access

Meeting minutes will be posted to the PTO website, and financial records and minutes from Special Meetings are available to the school community upon request, except where confidentiality applies (e.g., legal or personnel issues).

Article VI – Committees

Section 1. Formation

The Board may establish standing or ad hoc committees to support PTO activities. Each committee will be led by a coordinator appointed by the Board or elected during the annual meeting.

Section 2. Membership

Committee membership is open to volunteers from the school community. Committee coordinators may form teams to help carry out their responsibilities.

Section 3. Responsibilities

Committee chairs and Middle School representatives shall report regularly to the Board on activities and needs. No committee may make financial or contractual commitments without approval from the Co-Presidents and Treasurer. The Co-Presidents and Treasurer may consult the Board, as needed.

Section 4. Financial Authority

Board Chairs and committee coordinators may authorize expenditures up to \$250 for activities aligned with their role, up to two separate occasions per school year per committee. Expenses beyond that require prior approval by the Treasurer and Co-Presidents or the Board. Carlisle Family Connection (CFC) finances will be handled separately by the CFC in coordination with the PTO Treasurer.

Article VII – Fiscal Year

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

Article VIII – Amendments

These bylaws may be amended as needed provided that proposed amendments are shared with the Board in advance. A two-thirds vote of the voting members present is required for adoption.

Article IX – Parliamentary Authority

The PTO shall be governed by *Robert's Rules of Order, Newly Revised* where applicable and not inconsistent with these bylaws.

Article X – Indemnification

To the extent permitted by law, the Carlisle PTO shall indemnify its Board members, committee chairs, coordinators, and volunteers against expenses and liabilities incurred while acting in good faith on behalf of the organization.

Article XI – Dissolution

Upon the dissolution of the Carlisle PTO, any remaining assets shall be distributed to one or more organizations that qualify as exempt under Section 501(c)(3) of the Internal Revenue Code.

Article XII – Operating Procedures

The Board may develop and update mission statements, procedures, and guidelines as needed to support the efficient operation of the organization and the Carlisle Public Schools. These shall not conflict with the bylaws.

Article XIII – Severability

If any provision of these bylaws is found to be invalid or unenforceable, all other provisions shall remain in full force and effect.

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