

**Bylaws**  
**Carlisle Parent Teacher Organization**  
**(Amended 5/5/2016)**

**ARTICLE I**

**Name and Organization**

The name of this organization shall be the Carlisle Parent Teacher Organization (Carlisle PTO). A Board of Officers and Chairpersons, hereafter referred to as “the Board”, shall govern this organization.

The Carlisle PTO shall be non-profit, and shall be organized and operated in accordance with [Section 501\(c\)\(3\) of the Internal Revenue Code](#) as it applies to organizations carrying out charitable, scientific, literary or educational purposes. The organization shall be noncommercial, non-sectarian, and non-partisan. The name of the organization shall not be used to endorse or promote commercial enterprises or political candidates, nor shall it be used for any purpose not appropriately related to promotion of the objectives of the organization.

**ARTICLE II**

**Objective**

The objective of the Carlisle PTO shall be to support Carlisle Public Schools in its pursuit to provide high-quality education for all students. This shall include:

- Organizing volunteers and encouraging appropriate parental and community involvement
- Organizing and sponsoring community-centered events
- Sponsoring Curriculum Enrichment programs
- Awarding Faculty and Staff grants
- Generally, fostering communication and relationships among all school community members

While not an objective, service-oriented fundraisers shall be organized and carried out by the Carlisle PTO in support of its main objective.

**ARTICLE III**

**Members**

**Section 1. Membership**

Any parent, guardian, or other adult standing in loco parentis for a student at the Carlisle Public Schools may be a member. The administrators and any teacher employed at the school may be a member.

**Section 2. Dues**

Annual dues are payable throughout the PTO fiscal year. Dues shall be established by and voted upon by the Board. Proposed changes in the dues shall be published to the membership prior to the annual meeting.

## **ARTICLE IV**

### **The Board and Elections**

#### **Section 1. Composition**

The Board shall consist of three officers and seven committee chairs who shall be considered voting members of the organization.

#### **Section 2. Eligibility**

No person shall be elected or shall continue to serve as a member of the Board unless that person is a member in good standing of the Carlisle PTO. Officers are elected for one year, and may serve no more than two consecutive terms in the same office. All board members shall serve a term of one year, coincident with the PTO fiscal year (July 1 through June 30).

#### **Section 3. Nominations and Elections**

Elections will be held at the annual meeting. The recruiting committee shall select a candidate for each office and chair, and publicize the slate prior to the annual meeting or date of the election. The recruiting chair shall present the slate to the membership at the annual meeting. At that meeting, nominations may also be made from the floor, provided that the consent of the nominee has been secured. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office or chair, a ballot vote shall be taken. The presence of the majority of voting members and the act of voting shall constitute an election. Absentee or proxy voting shall not be permitted.

#### **Section 4. Vacancies**

If there is a vacancy in the office of president, the vice president shall become the president. At the next regularly scheduled meeting, a new vice president will be elected. Any other vacancy occurring on the Board or a committee may be filled for the remaining unexpired term by a vote from the Board.

#### **Section 5. Duties**

The Board shall manage the business and affairs of the PTO, including establishing a budget and appropriating funds, and establishing committees and coordinators to carry out the work of the organization. The Board shall exercise all powers of the PTO not expressly reserved by its members. The Board shall also have charge of the property and funds belonging to the PTO, with full power and authority to manage and appropriate the same.

## **ARTICLE V**

### **Officers**

#### **Section 1. Enumeration**

The officers shall be a President, a Vice President, and a Treasurer.

#### **Section 2. President**

The president shall preside over all meetings of the organization, serve as the primary contact for the school administration, represent the organization at meetings outside the organization,

serve as an ex-officio member of all committees except the recruiting committee, and coordinate the work of all the officers and chairs so that the objective of the organization is served. In the absence or disability of the treasurer, the president shall sign or endorse checks, drafts, and notes.

### **Section 3. Vice President**

The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve. The vice president shall take minutes of all meetings, and act as custodian of records and other materials of the organization. Generally, the vice president succeeds to the office of the president in the following fiscal year, provided that the nominee is successfully voted in by the Board in accordance with the procedures for nominating and voting as identified in Article IV, Section 3.

### **Section 4. Treasurer**

The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and disperse funds in accordance with the approval of the Board. The treasurer shall present a financial statement at every meeting, and at other times when requested by the Board, and make a full report at the end of the fiscal year.

## **ARTICLE VI Meetings**

### **Section 1. Regular Meetings**

The regular meeting of the organization shall be on the first Thursday of each month during the school year at 9:00 a.m., or at a time and place determined by the Board.

### **Section 2. Annual Meeting**

The annual meeting shall be held during the fourth quarter of the PTO fiscal year. The time and place shall be determined by the Board. The purposes of the annual meeting are to elect the Board, to amend the bylaws and change dues if necessary, and to conduct any other business as specified by the president, the Board, or five members in good standing with the Carlisle PTO who have submitted a written request to the secretary.

### **Section 3. Special Meetings**

In special, limited situations where closed meetings are determined to be necessary, the president or any two members of the Board may call a special meeting open only to board members. Criteria for special meetings include matters involving potential litigation, personnel matters, tactical negotiation sessions, and other matters deemed too sensitive to be discussed in an open meeting. Minutes are required to be maintained of these closed meetings and maintained by the organization in non-public files.

### **Section 5. Quorum and Action**

A majority of the members of the Board shall constitute a quorum at regular and annual meetings. Assuming a quorum, a two-thirds vote by the Board is required to pass any matter properly brought before such a meeting, including elections, except where a different vote is required by law or these bylaws.

A majority of the Board in attendance at any special meeting shall, in the presence of a quorum, decide its action.

### **Section 6. Notice of Meetings**

A written notice of the date, time and location of regular and annual meetings, stating the agenda of the meeting, shall be publicized at least five days prior to the meeting. The Board shall receive notification of time, location and purpose of a special meeting at least 24 hours prior to the meeting.

### **Section 7. General Membership Access to PTO Meetings and Records**

As a nonprofit organization, it is the PTO's goal to operate in the best interests of the children and families in the Carlisle Public Schools. As such, all regular meetings and the annual meeting are open to members. In addition, PTO meeting minutes and financial books and records are open to inspection by members at mutually convenient locations and times.

However, meeting minutes from special meetings as authorized in Article VI, Section 3, may be kept confidential as authorized by law.

## **ARTICLE VII Committees**

### **Section 1. Purpose and Establishment**

The Board shall appoint committees as deemed necessary to carry out the work of the organization. When a committee or coordinator is identified as needed in advance of an annual meeting, the recruiting committee shall make recommendations to the Board for the positions of coordinators, with votes on the positions taken at the annual meeting. Votes for coordinators can be taken as a single slate vote. When the need for a committee or coordinator arises during the fiscal year and outside of the normal PTO voting cycle, the Board may vote in a committee chair or coordinator mid-year. Committee chairs and coordinators serve for the fiscal year for which they are elected or appointed.

### **Section 2. Committee Membership**

Coordinators may establish committee membership based on available volunteers, whether obtained through recruitment, volunteers, or otherwise. Coordinators may establish teams to conduct their activities, also through recruitment, volunteers, or otherwise.

### **Section 3. Committee Meetings**

The meetings of committees and coordinators shall be at the call of the coordinator. Coordinators must report on the status of committee and other activities to the Board on an ongoing basis.

### **Section 4. Authority**

No committee or coordinator has the authority to make any commitments on behalf of the PTO unless specifically authorized by the Board. Committee chairs and coordinators are authorized to obligate up to \$250 of PTO funds provided that the obligations are in accordance with the committee or coordinator's charter or charge. Expenditures above \$250 require discussion with the Treasurer or the Board prior to being authorized, unless specifically authorized in advance.

Any committee or coordinator expenditures are subject to the availability of funds to pay for the activity.

## **ARTICLE VIII**

### **Fiscal Year**

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

## **ARTICLE IX**

### **Parliamentary Authority**

*Robert's Rules of Order Newly Revised* shall govern all Carlisle PTO meetings when they are not in conflict with the organization's bylaws.

## **ARTICLE X**

### **Dissolution**

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of the *entire* Board. In the event of dissolution of the Carlisle PTO the assets of the organization remaining after paying or adequately providing for the debts and obligations of the organization shall be distributed for one or more of the exempt purposes specified in Section 501(c)(3) of the Internal Revenue Code of 1954 as from time to time amended.

## **ARTICLE XI**

### **Amendments**

These bylaws may be amended at any regular or annual meeting, provided that the amendments are made available to the Board prior to the meeting. Amendments will be approved by a two-thirds vote, assuming a quorum.

## **ARTICLE XII**

### **Indemnification**

The Carlisle PTO and any person who is or was a party or has been threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative by reason of the fact that he or she is or was serving on The Board or a committee or as a coordinator of the Carlisle PTO, or as the Carlisle PTO staff, shall be indemnified by the Carlisle PTO against expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonable incurred by him or her in connection with such acts, suit or proceeding if he or she acted in good faith and in a manner reasonably believed to be in, or not opposed to, the best interests of the Carlisle PTO.

## **ARTICLE XIII**

### **Obligations**

The Carlisle PTO shall hold the Carlisle Public Schools harmless and free from responsibility or any financial obligations of the Carlisle PTO.

**ARTICLE XIV**  
**Operating Procedures**

The Board may develop mission statements and/or procedural guidelines, which may be revised from time to time and include matters such as frequency of meetings, reports, budgets, and other items deemed relevant.

**ARTICLE XV**  
**Severability**

In the event that any of the provisions, or portions thereof, of these bylaws are held to be unenforceable or invalid by any court or administrative body, the validity and enforceability of the remaining provisions or portions thereof shall not be affected thereby.