

# Edward Smith Elementary School PTO By-Laws

## PROPOSED CHANGES

**Name:** The name of the organization shall be the Parent-Teacher Organization of the Edward Smith Elementary School, Syracuse, New York.

**Tax Status:** The Edward Smith Elementary School PTO is a not-for-profit educational organization filed under 501(C)(3) of the IRS code.

**Purpose:** The organization will work to achieve a quality and equitable education for our children. It shall serve on behalf of the children as a forum for communication, understanding, support and cooperation among parents, guardians, faculty, administration, staff and community. It shall attempt to be inclusive of the diverse population of our community. The PTO shall raise funds to achieve its purpose; host and support school events; discuss opinions and concerns of the members with school staff; and advocate on the school's behalf with the district and various funding entities.

**General Membership:** The membership shall consist of all parents and/or legal guardians of Edward Smith Elementary School students, teachers, staff, and administrators of Edward Smith Elementary School.

**Board of Directors:** The Board of Directors consists of the elected officers and one faculty representative. The elected officers shall be the President[s], the two Vice-Presidents, the Corresponding Secretary, the Recording Secretary and the Treasurer. The school administrators and the immediate Past-President(s) shall serve as ex-officio members.

### Section 1. **President**

- a. Presides over general membership meetings.
- b. Presides over meetings of the Board of Directors.
- c. Acts as ex-officio member of all committees.
- d. Represents the PTO at faculty meetings.
- e. Acts as spokesperson for the organization.
- f. Fills vacancies on the Board of Directors as required, subject to approval of the Board of Directors.
- g. Convenes Ad Hoc Committees as necessary.
- h. The term of office for the President shall be limited to one two-year term.
- i. The President may not serve consecutive terms.
- j. May approve expenditures up to \$100, after consultation with the Treasurer.
- k. Reviews annual committee reports prior to June general membership meeting.
- l. The President position may be equally shared by a maximum of 2 people.

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

- a. They shall share the responsibility of attending PTO events
- b. The Vice President shall act as chairperson in absence of the President and assist the President with all in-school activities.
- c. The term of office for each vice-president shall be one year. The Vice-Presidents may serve up to two consecutive terms.
- d. This position may be equally shared by a maximum of 2 people.

**Section 3. Corresponding Secretary**

- a. Oversees communications for the organization.
- b. Notifies all members of the Board of Directors of all regular and special meetings.
- c. Maintains a file of correspondence pertaining to business of the organization.
- d. Convenes the Nominating Committee each March and acts as one of its members.
- e. The term of office shall be one year.
- f. The Corresponding Secretary may serve consecutive terms.

**Section 4. Recording Secretary**

- a. Keeps the minutes and attendance of all Board, general membership and special meetings.
- b. Acts as custodian of meeting minutes during their term of office and shares approved meeting minutes with the membership
- c. The term of office shall be one year.
- d. The Recording Secretary may serve consecutive terms.
- e. This position may be shared by two people.

**Section 5. Treasurer**

- a. Accepts donations and maintains all funds in approved bank accounts.
- b. Keeps full and accurate statement of accounts.
- c. Presents statement of accounts at monthly meetings.
- d. Submits the annual PTO budget for ratification at the first general membership meetings.
- e. Maintains the PTO checkbook and may prepare and sign checks for co-signature by the PTO President.
- f. The term of office shall be two years.
- g. The Treasurer may serve consecutive terms.

**Section 6. Faculty Representative**

- a. Encourages cooperation, goodwill, and sense of community between parents and staff.
- b. Serves as liaison between PTO and faculty.
- c. The term of office shall be one year.
- d. Faculty Representative may serve consecutive terms.

**Section 7. Principal and/or Vice Principal**

- a. Shall be ex-officio members of the Board of Directors.
- b. Shall make a monthly report to the Board regarding activities at the school.

**Section 8. Immediate Past-President**

- a. Shall be an ex-officio member of the Board of Directors.

**Meetings:**

Section 1. The Board of Directors shall convene and meet at least once monthly during the school year.

Section 2. The PTO shall hold at least six general membership meetings during the school year.

Section 3. All meetings of the PTO shall be held at the Edward Smith Elementary School or a site that serves the Edward Smith Elementary School community.

Section 4. Special meetings may be called for any purpose by a majority of the Board of Directors or the President[s].

Section 5. Six members of the Board of Directors shall constitute a quorum to transact business at meetings of the Board of Directors. A vote of a majority of those present shall be required to approve any matter before the Board of Directors.

Section 6. Executive decisions can be made by a majority of the Board of Directors when immediate decisions are necessary. The full PTO membership will then be notified at the next meeting.

Section 7. A meeting of all new, continuing and outgoing members of the Board of Directors shall be held prior to the start of school.

Section 8. On failure to attend three consecutive Board of Directors meetings or to submit a report to the president, a member of the Board of Directors shall be deemed to have resigned and a new member shall be nominated by the President to take his/her place.

**Voting:**

Section 1. Each member of the PTO organization (parents and/or legal guardians, teachers, staff and administrators) shall have one vote on the elections of officers.

Section 2. All members of the Board of Directors and organization members present at meetings shall have one vote on voting matters put before the PTO. No proxy votes for absent members or directors shall be accepted at meetings.

**Financials:**

Section 1: A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present at the first general meeting.

Section 2: The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3: The President[s] may approve expenditures up to \$100 in consultation with the Treasurer.

Section 4: All expenditures over \$100 must be approved by the PTO membership at a regular meeting. Emergency requests can be approved by a majority of the Board of Directors.

Section 5: Two authorized signatures are required on each check. Authorized signers shall be the Treasurer and President.

**PTO Committees:**

Section 1: PTO committees may be formed to address a particular issue or to organize and implement a PTO supported project.

Section 2: All committees are open to any member of the PTO.

Section 3. Each of the Committees will select its chair, subject to the approval of the Board of Directors. The Committee Chair shall be responsible for developing committee membership and attending Board of Directors meetings to report on activities.

Section 4: Any expenditure request must be presented to and approved by the Board of Directors. All committees must adhere to the same financial protocols as outlined in the PTO by-laws.

Section 5: Each Committee is responsible for submitting a Final Report, including a written budget, by the June Board of Director's Meeting.

### **Nomination and Election of Board Members:**

**Nominating Committee:** The Nominating Committee shall be composed of five members, no more than two of whom shall come from the current Board of Directors. The Corresponding secretary shall convene the Nominating Committee in March and act as its Chair (providing no conflict of interest arises there from).

Section 1. The Nominating Committee shall be responsible for creating a slate of PTO officers for the upcoming year.

- a. Nominations will be open to the membership and they will be so notified in writing: a sheet requesting nominations for officers will be sent home with each child on or before April 1.
- b. The Nominating Committee shall present to the Board of Directors at the April Board of Directors meeting a single slate of nominees for all open positions. The report of the nominating Committee, in the form of a ballot, shall also be transmitted to the membership in writing at least one week prior to the election.
- c. The election of the officers of the Board of Directors shall take place at the May general membership meeting. The general membership (all parents/guardians of students who attend Edward Smith Elementary School) may place names in nomination in addition to the slate at the time.
- d. For positions for which more than one name has been nominated, the general membership shall elect a single person to be included in the slate. Subsequently, the slate shall be approved by the majority of those present.
- e. A transition meeting between the former Board of Directors and the newly elected members shall be held in June.

Section 2. The Nominating Committee shall identify and select a Faculty Representative.

- a. Nominations will be open to all staff members and they shall be notified in writing. A memo soliciting volunteers for this position shall be sent to all staff members. The memo shall state the duties of the Faculty Representative as noted in the Duties of the Board of Directors, Section 6.

### **Amendments:**

Section 1. These by-laws may be amended at a general membership meeting, as appropriate, by a vote of two-thirds of the members present. A written notice of proposed amendment(s) must be sent to all general members no less than 14 days prior to the vote.

Section 2. PTO members may submit, in writing, changes or corrections to or comments about proposed amendments to the PTO mailbox in the Edward Smith School Elementary School office a minimum of seven days prior to the vote.