

BYLAWS

CHURCHVILLE-CHILI MIDDLE SCHOOL PARENT TEACHER  
ORGANIZATION

MODIFIED SEPTEMBER 2008  
[PREVIOUS VERSION MAY 2005]  
[PREVIOUS VERSION MAY 1996]

Churchville-Chili School District

## BYLAWS

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## BYLAWS

The Churchville –Chili Middle School Parent Teacher Organization, a volunteer organization serving the school located at 139 Fairbanks Road, Town of Churchville, County of Monroe, in the State of New York.

### **ARTICLE I – NAME**

The name of this organization shall be the CHURCHVILLE-CHILI MIDDLE SCHOOL PARENT TEACHER ORGANIZATION (C.C.M.S.P.T.O).

### **ARTICLE II – ARTICLES OF ORGANIZATION**

The CHURCHVILLE-CHILI MIDDLE SCHOOL PARENT TEACHER ORGANIZATION exists as an unincorporated organization of volunteer members. These bylaws, as amended, comprise the organizations formal articles of organization.

No part of the net earnings of the organization shall benefit, or be distributed to, its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions furtherance of its purposes.

No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation. The organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

### **ARTICLE III – ORGANIZATION OBJECTIVES**

- A. The Organization shall provide a forum for parents to obtain information, seek guidance or express concerns regarding school related topics. In turn, the school should address these topics. The Organization also provides an opportunity for the school to inform, educate and keep parents up to date regarding the status of education at the school.
- B. The Organization will also create and support special activities which compliment and enhance the educational experience of students. Some of these functions may be fundraisers.
- C. The Organization shall not be used as a forum to air personal concerns regarding individual children, teachers or problems of a non-general nature. In order for the Organization to function effectively, the good of the whole school must be kept in the foreground or the Organization will cease to be a viable organization.

## **ARTICLE IV – MEMBERSHIP**

- A. Membership of this Organization shall consist of the Executive Board (see Articles V & VI), parents, teachers, and any residents of the Churchville-Chili Middle School District.
- B. All officers and members are subject to the Bylaws of the Organization.

## **ARTICLE V – ELECTION OF OFFICERS**

### **Section A**

- 1. The Executive Board shall consist of President, a Vice-president/President-elect, a Treasurer and a Secretary and the Middle School Principal.
- 2. Elections shall be held in the month of May.
- 3. All officers shall be elected for a one-year term.
- 4. New officers shall transition with current officers at a meeting to occur prior to July 1.
- 5. The New officers and the Middle School principal shall meet before the beginning of the new school year. This meeting date will be determined by the Middle School principal.
- 6. Any officer who cannot fulfill his or her obligation shall be replaced according to the Bylaw procedure (see Article VII, section D).
- 7. Officers are not eligible to serve more than two (2) consecutive terms in the same office except by a majority vote by the executive board based on extenuating circumstances.

### **Section B**

- 1. There shall be a nominating committee elected or appointed by the at-large Organization members. This committee is to be elected at least thirty (30) days prior to an election. Members of the nominating committee may not nominate themselves.
- 2. The nominating committee shall nominate at least one eligible person for each office to be filled, and report its nominees no later than the May meeting, at which time additional nominations may be made from the floor.
- 3. Only those persons who have given their consent to nomination shall be so nominated for office.

### **Section C**

- 1. A vacancy occurring in any office shall be filled for the un-expired term by a person elected by a majority vote of the Organization, previous notice of such election having been given by the President or other officer.

## **ARTICLE VI – OFFICER’S PRIMARY DUTIES**

### **Section A – President**

1. Preside at all meetings of the Organization.
2. Check PTO mailbox on a regular basis to check for bills and other correspondence and disseminate as appropriate.
3. Prepare meeting agendas.
4. Appoint such committees and sub-committees as deemed necessary to promote the purposes and carry on the work of the Organization.
5. Coordinate the work of the Organization officers and all committees and sub-committees of the Organization.
6. Be responsible for initiating and appointing such committees, and subcommittees, as the President may deem necessary to promote pose and carry on the work of the Organization. The President should be available to the committees as a resource for answering questions and providing guidance as necessary.
7. Perform such duties as may be prescribed in the Bylaws, as amended, or as assigned by the Organization.
8. The President serves as an authorized signatory for all PTO checks.
9. The President will be the primary point of contact with the school principal.

### **Section B – Vice President/ President-Elect**

1. Perform the duties of the President in the event of her/his absence or disability.
2. Assist the President in coordinating the programs of the Organization.
3. Work closely with the President to understand and learn the duties of the President in order to assume the position in a future school year.
4. Perform such other duties as may be assigned by the President or the Organization.

### **Section C – Secretary**

1. Record the minutes of all meetings of the Organization and submit them to the Organization for approval at the next scheduled meeting.
2. Maintain a file of letters, reports, records and minutes of the Organization, pertaining to the work and programs of the Organization and ensure passage to the new board.
3. Assist the President in developing all correspondence from the Organization, including notices of meeting dates to all members.
4. Send approved minutes and pertinent information to the CCMS PTO Webmaster.
5. Send appropriate correspondence: including but not limited to: thank you notes to guest speakers and condolence cards when appropriate.

### **Section D – Treasurer**

1. Maintain custody of all funds of the Organization.

2. Keep a full and accurate account of receipts and expenditures and report regularly at meetings and send a copy of the report to the CCMS PTO Webmaster.
3. The financial records shall be available for review at each meeting.
4. Make a full report at the last meeting of the school year and have written copies available for the members.
5. All PTO bills will be paid within 3 school days of receipt and deposits made within 5 business days of receipt.
6. Project monies. All individual committee/event/project monies must be counted and verified by the Treasurer and the committee leader. In the case where the committee leader is the treasurer, an executive board member will count and verify the monies. Monies collected must be given to the treasurer within 5 days of receipt.
7. The Treasurer's books should be audited (see Auditing Article X), by a committee of Parents/Faculty members within a month of the books closing to be chosen at the final meeting.

### **Section E**

1. All outgoing officers shall deliver to their successors all official materials of the Organization no later than the first meeting of the new officers.
2. All incoming officers will arrange/organize with school principal the topics and featured guest speaker(s) for future CCMS PTO meetings.

## **ARTICLE VII – OPERATING PROCEDURES**

### **Section A – Other duties of the officers**

1. To define measurable projects and programs for the Organization.
2. To transact necessary business in the intervals between Organization meetings, and such other business as may be referred by the Organization.
3. To present such reports as the President deems necessary at the regular meetings of the Organization.

### **Section B - Meetings**

1. Meetings of the Organization shall be held during the school year or at the discretion of the Executive Board.
2. Those members present, including the officers, shall constitute a quorum as long as 50% of those present are parents of Churchville Chili-Middle School children.
3. Special meetings of the Organization officers, committees and sub-committees, may be called by the President or other appropriate officer, or by a petition of 50% of the members at large, as necessary.
4. If necessary, between scheduled meetings, a quorum of the Executive Board (3 members) may make executive decisions for the Organization. All information and the decision results will be made available at the first regular meeting thereafter. Decisions have a monetary cap of \$250.00.

### **Section C – Special Committees or Chairs**

The officers shall appoint special committees or chairs as necessary to carry out the objectives of the Organization.

### **Section D-Regular Meeting Attendance**

All officers are required to attend the regular meetings. Any officer not in attendance at 2 or more consecutive meetings or missing a total of 3 meetings throughout the year without sufficient cause shall be asked to resign by the other officers.

### **Section E-Removal from Office**

All officers are expected to fulfill the responsibilities of the positions as stated in Article VI and to be an active participant of the organization. When duties are not being met, it is the responsibility of other board members to raise performance concerns to the board. Performance concerns should be addressed by the board in an executive session and worked at being resolved. If a concern has not been resolved after reasonable attempts are made to correct the situation and support the individual, the officer will be asked to leave, and the remaining board members will fulfill those responsibilities until a replacement is elected by membership.

## **ARTICLE VIII – FISCAL YEAR**

The fiscal year of the Organization shall begin on July 1 and end on the following June 30. Proposed budget will be presented at the second to last meeting with the final budget voted on the last meeting.

## **ARTICLE IX – PARLIAMENTARY PROCEDURE**

Robert's Rules of Order, as revised, shall govern the Organization in all cases in which they are applicable and in which they are not in conflict with these Bylaws.

## **ARTICLE X – DISSOLUTION**

Approval of dissolution of the Organization shall require the affirmative vote of at least two-thirds of the members present and entitled to vote at a special meeting. Upon dissolution of the Organization, the governing body shall, after paying or making provision for the payment of all liabilities, contribute all remaining assets to the Churchville-Chili Middle School for educational purposes.

## **ARTICLE XI – AMENDMENT PROCEDURES**

### **Section A**

1. These Bylaws may be amended at any regular meeting of the Organization by a two-thirds vote of the members present and voting, providing that notice of the proposed amendment shall have been given at the previous meeting.
2. A committee may be appointed to submit revised Bylaws as a substitute for the existing Bylaws, only by a majority vote of the Organization.

### **Section B**

The Bylaws shall be revised by a committee as necessary for the purpose of:

- a) Evaluating the effectiveness of the Organization's programs in light of its long range goals and objectives; and
- b) To recommend modifications or alterations in the Bylaws, which will enable the Organization to better, achieve its stated goals.