

**BY-LAWS OF THE CLARENCE HIGH SCHOOL
PARENT TEACHER ORGANIZATION
CLARENCE, NEW YORK 14031**

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Amended/approved: March, 2000; March, 2001; September, 2002;
May, 2003; September, 2005; October, 2012;
and March, 2014*

ARTICLE I

NAME AND ARTICLE OF ORGANIZATION

The name of this organization will be the **CLARENCE HIGH SCHOOL PARENT TEACHER ORGANIZATION (CHS PTO)**. The Articles of Organization comprise these by-laws, as originally approved by the elected President of May, 1995. This constitution is subject to approval of the board and is to be reviewed annually by the board.

ARTICLE II

MISSION STATEMENT

1. To promote the interest of parents in the educational process used in our school.
2. To integrate the parents, teachers and administrators of Clarence High School into a functioning unit, and to cooperatively improve, supplement and aid the educational process in our school.
3. To communicate information to the parents about the entire Clarence High School community by maintaining liaisons with the Board of Education of the Clarence Central School District, the adjacent Parent Teacher Organizations and the community.

ARTICLE III

BASIC POLICIES

Section 1.

The objectives of the CHS PTO shall be promoted through an educational program directed toward parents, teachers and the general public, and shall be governed and qualified by the basic policies set forth in this article.

Section 2.

This organization shall be non-commercial, non-sectarian, non-partisan and non-profit. It shall not endorse a commercial enterprise or candidate. The name of the organization or names of any members in the official capacities shall not be used in endorsement of a commercial concern or a partisan interest or for any purpose other than the regular work of the organization.

Section 3.

This organization shall not, directly or indirectly, participate or intervene in any way (including the publishing or distributing of statements) in any political campaign on behalf of or in opposition to any candidate for public office, or devote any part of its activities in an attempt to influence legislation.

Section 4.

This organization shall seek neither to direct the administration activities of the school nor to control its policies. It may act in an advisory capacity.

Section 5.

This organization may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils, provided its representatives make no commitments that bind the PTO.

Section 6.

No part of the net earnings of the organization shall inure to benefit any member, trustee, director, officer of the organization or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization), and no member, trustee, officer of the organization or any private individual shall be entitled to share in the distribution of any of the assets of dissolution of the organization.

Section 7.

In the event of a dissolution of this organization, all remaining assets and property of the organization shall, after necessary expenses thereof, be distributed to such organizations as shall qualify under Section 501(c)(3) of the Internal Revenue Code, or corresponding provisions of any subsequent provisions of any federal tax laws, or to the federal government or to a state or local government for public purpose.

ARTICLE IV

MEMBERSHIP AND DUES

Section 1.

Membership includes all teachers, administrators and parents/guardians of a Clarence High School student who are willing to uphold its basic policies and by laws.

Section 2.

The Executive Board will set dues, if any.

Section 3.

The fiscal year shall be from July 1 through June 30, inclusive.

ARTICLE V

OFFICERS AND THEIR ELECTION

Section 1.

- a. The officers of this organization shall be President, Vice President, Recording Secretary, Communications Secretary, Treasurer, Administrative Representative and Teacher/Staff Representative. Each position, except Treasurer, may be filled by two people with mutual agreement to work together to fulfill the obligations of the position.
- b. These officers shall be elected bi-annually -
 - By ballot at the May meeting of the organization
 - By voice vote if there is only one nominee for the office
- c. It shall be in order to move that the Recording Secretary cast the elective ballot of the organization for the nominee.
- d. Officers shall serve two year terms and no more than two consecutive terms in the same position. Upon election, the new officers will begin to formulate plans and establish programs and standing committees for the coming year. On July 1, the beginning of the fiscal year, they will assume their full responsibilities.
- e. Past officers will serve as advisors to incoming officers.

Section 2.

A vacancy occurring in an office shall be filled by a majority vote of the remaining members of the Executive Board, due notice of such election having been given. In case of vacancy occurring in the office of President, the Vice President(s) shall serve in that capacity for the remainder of the term

Nominating Committee

Section 1.

A Nominating Committee determined by the Executive Board shall make nominations for officers. All members shall be elected from the association membership at the regular January meeting. The first person elected from the floor shall be chairperson of the Nominating Committee.

Section 2.

The Nominating Committee shall report at the March meeting, the name(s) of a candidate for each office to be filled. Additional nominations may be made from the floor, and voting shall be limited to the nominees. The consent of each candidate must be obtained before his or her name is placed in nomination.

ARTICLE VI

DUTIES OF OFFICERS

Section 1.

The President shall:

- a. Preside at all meetings of the organization and of the Executive Board.
- b. Attend Presidents' Council meetings for the presidents of all Clarence PTOs.
- c. Be an ex-officio member of all committees except the Nominating Committee and perform other duties as may be prescribed in the by-laws or assigned to the President by the organization or Executive Board.
- d. Coordinate the work of the officers and committees in order that the objectives may be promoted.
- e. Prepare a schedule of meetings and activities for the school year and submit to District Office prior to July 1.
- f. Attend meetings of the Academy of Business and Finance Advisory Board, up and until the time the PTO no longer provides financial/banking services to the Academy.
- g. Produce monthly letter for the Clarion.
- h. Oversee Mailchimp electronic newsletter; write, edit and send newsletters as needed. Within that capacity, manage and update mailing lists.

Section 2.

The Vice-President shall:

- a. Serve as acting President during any absence of the President.
- b. Serve as General Chair for the By-Laws Committee.
- c. Serve as Chair for the Fundraising Committee.

Section 3.

The Recording Secretary shall:

- a. Record the minutes of the meetings of the organization and of the Executive Board, including compiling a list of all members present.
- b. Submit minutes at the next meeting for approval.
- c. Place approved minutes in a book to be permanently kept and passed on to the incoming Recording Secretary as the official minutes.
- d. Keep a backlog of minutes of at least five years.

Section 4.

The Communications Secretary shall:

- a. Conduct all correspondence for the organization under the direction of the President and shall keep a file of letters, reports and records pertaining to the work of the organization.
- b. Be responsible for cards to members of the school or staff from the PTO as necessary.
- c. Serve as website editor, including posting information, minutes and other relevant materials to the PTO website.
- d. Oversee other electronic and social media such as Facebook, Twitter, etc.

Section 5.

The Treasurer shall:

- a. Receive all monies of the organization and keep an accurate account of receipts and expenditures.
- b. Present a financial statement at meetings and at other times as requested by the Executive Board.
This report should reflect both bank accounts - general fund and post prom, and also include any dedicated funds within the accounts.
- c. Make disbursements in accordance with approved budget of the following school year.
- d. Submit a copy of the budget by July 1 for the incoming Treasurer for the following school year.
- e. Upon request of the Executive Board, open all books, records, etc. for inspection or audit.
- f. Bank statements should be provided bi-monthly to the President.
- g. At the end of each two year term, the outgoing President and Treasurer shall review the books with the incoming President and Treasurer.
- h. Manage and keep a separate accounting of the Post Prom Committee.
- i. All accounts will require the signatures of both the Treasurer and President.

Section 6.

All member shall:

- a. Perform the duties described in the parliamentary authority outlines in these by-laws and those assigned from time to time.
- b. Delivers to their successors all official material no later than July 1.
- c. In those officers shared by two people, each person shall poll one vote.

ARTICLE VII

MEETINGS

Section 1.

Regular meetings of this organization shall be held bi-monthly or as authorized by the Executive Board. Open meetings will be publicized with time and place.

Section 2.

Special meetings may be called of the Executive Board within five days after notice is given. All Executive Board members must be notified.

Section 3.

The annual meeting (also known as the election) shall be held in April and shall include a complete Treasurer's report, nominations and elections of officers and appointments of committee chairs for the next term.

ARTICLE VIII

EXECUTIVE BOARD

Section 1.

The Executive Board shall consist of elected officers of the organization, an administrative representative and one faculty representative, if faculty so chooses.

Section 2.

A majority of the Executive Board members constitutes a quorum.

Section 3.

The duties of the PTO Executive Board shall be:

- a. To transact necessary business in the intervals between organization meetings and such other business as may be referred to by the organization.
- b. To hear and approve the plans of work of the standing or special committees.
- c. To present reports at regular meetings of the organization.

- d. To appoint a committee to audit the Treasurer's accounts at the end of the fiscal year.
- e. To approve routine bills within the limits of the budget.
- f. To prepare and submit a budget for the fiscal year to the organization.

ARTICLE IX

STANDING AND SPECIAL COMMITTEES

Section 1.

The Executive Board as deemed necessary to promote goals and carry on the works of the organization shall create Standing Committees. Chairs for Standing Committees will be appointed annually. Standing Committees are:

- Welcome Back Breakfast
- School Pictures
- Holiday Cookies
- Sleepout for the Homeless
- Staff Appreciation Luncheon
- Post Prom Party
- Senior Awards
- Farewell Breakfast

Section 2.

The Executive Board may create special committees and appoint their members. A special committee is created and appointed for a specific purpose and automatically goes out of existence when its work is done and its final report is submitted. Special Committees may include merchandise sales, book fairs, and special events.

Section 3.

The responsibilities of Standing and Special Committee Chairs are as follows:

- a. Plan and coordinate the project:
 - Develop a plan for the event using information provided from past Chairs.
 - Solicit subcommittee chairs, committee members and volunteers.
 - Coordinate the support of committee members and volunteers.
 - Follow procedures for monetary donations and expenditures.
 - Bring problems or changes to the attention of the President of the PTO and address any issues at the next scheduled meeting.
 - Turn in applications for building permits at least two weeks prior to the event.
 - Submit, in person or in writing, a final report to be discussed at the following PTO meeting with recommendations for any changes or improvements.
 - Submit a letter of thanks to all volunteers and donors. The letter will be posted in the Clarion and via the electronic newsletter.
- b. Follow account procedures for monetary donations and expenditures.
 - Donations - All monetary donations must be submitted to the Treasurer within seven days of receipt. Both the Chair and the Treasurer must keep an accounting of incoming funds and compare lists for accuracy. The funds submitted to the PTO become 'dedicated PTO funds' and should not be considered distinct from the general PTO funds, except in the case of the Post Prom Subcommittee, which will have its own separate bank account, managed by the PTO Treasurer. The Chair must also maintain a list of donors, contact persons and addresses.
 - Expenditures - The Chair must keep a list of all expenditures by date and subcommittee, if applicable. Update subcommittee lists must be provided on a regular basis to subcommittee Chairs. The Chair is also required to fill out the mandatory Reimbursement form found on the PTO website.

- Cash Advances - If a cash advance is necessary, the Chair can request an advance from the Treasurer and must sign a receipt for that amount when it is received. The Chair must provide store receipts for the amount of the cash advance and they should be noted as such. If receipts for the full or partial amount of the cash advance are not represented through valid receipts, that amount will be deducted from allowable reimbursable expenses.
- Reimbursable Expenses - The PTO will reimburse only those allowable expenses which are used directly and exclusively for their intended purpose. The PTO will not reimburse the following:
 - Expenses not directly related to and/or used at the event.
 - Non-documented expenses, that is, no receipt and/or verification in some form that the items were used for the event.
 - Expenses incurred after the event.
 - Alcohol or any other purchase deemed inappropriate.
 - Post event activities, such as volunteer thank you parties.

Questionable expenditures must be presented to the President of the PTO for Executive Board approval prior to purchase or contract. All reimbursable expense receipts must be submitted within one week of the event along with project reports for final review and approval of the Executive Board.

- Tax Exempt Status - Our PTO is a tax-exempt organization and as such, does not pay nor reimburse sales tax. Committee chairs are to use the New York State Exempt Purchase Certificate for any and all purchases.

ARTICLE X

SCHOOL IMPROVEMENT TEAM (SIT) REPRESENTATIVES

Section 1.

Parent representatives shall:

- a. Have a student in Clarence High School for the duration of their term. A term is two years, from July 1 through June 30.
- b. Not serve more than two consecutive terms. If a parent wishes to serve a consecutive term, s/he must follow the application process.
- c. Not be an employee of the Clarence Central School District.
- d. Represent their constituency (parents) by attending PTO meetings at which they share SIT information and minutes and solicit input and feedback from the PTO. A minimum of one parent representative must attend the PTO meetings.
- e. Attend training sessions as set by the district.
- f. Submit regular reports on SIT activities for the Clarion.
- g. Bring issues and concerns of all parents to the SIT.
- h. Focus on making decisions that positively impact the learning environment for all students.
- i. Be willing to make an extensive time commitment.

Section 2.

The application process is as follows:

- a. In February, the PTO will notify parents of vacancies on the SIT through the Clarion (high school newsletter), Mailchimp and Windows (middle school newsletter). Normally two vacancies will be filled each year.
- b. Any interested candidates must send a letter of interest and qualifications to the PTO Executive Board before March 31st.
- c. Interested parents must attend at least one SIT meeting before consideration for appointment.
- d. A candidate may rescind his/her letter of application any time prior to the PTO meeting at which the vote is to be taken.
- e. To resign from the SIT, a parent representative must send a letter of resignation to the PTO. The designated alternate will then complete the term.

Section 3.

The selection method is as follows:

- a. In May, applicants may be asked to attend a special PTO meeting. The format of this meeting will be 'questions and answers' to assist the PTO in their selection of the representative.
- b. The PTO will select the SIT parent representative by secret ballot.
- c. The runner up may be appointed as an alternate, if needed, for that term.

ARTICLE XI

PARLIAMENTARY AUTHORITY

Roberts' Rules of Order shall govern this organization in all cases where they are applicable.

ARTICLE XII

BUDGET AND REGULAR MEETINGS

The Treasurer's proposed budget will be submitted at an Executive Board meeting prior to the first general meeting for the purpose of amendment and ratification.

ARTICLE XIII

BY-LAWS AND AMENDMENTS

Section 1.

These by-laws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting, provided notice of the proposed amendment was given at the previous meeting, or posted electronically 30 days prior to the vote.

Section 2.

A committee may be appointed to submit a revised set of by-laws as a substitute for existing by-laws only by a majority vote at a meeting of the organization, or by a two-thirds vote of the Executive Board. The requirements for the adoption of the revised set of by-laws shall be the same as in the case of the amendment. The Vice President(s) shall serve as the General Chair of said committee.

Section 3.

All revised by-laws amendments shall become effective upon approval of the membership.

Section 4.

Any PTO member may propose revisions to the by-laws in writing to the Executive Board to be passed on to the By-Laws Committee.