

Elma Primary
Parent and Teacher Organization
PTO

BYLAWS

Revised 2012

Article I – Name

- Section 1 The name of this organization shall be the Elma Primary Parents and Teachers Organization (PTO).

Article II – Objective

- Section 1 To recognize and support the Mission Statement of Elma Primary. The Mission Statement reads as follows:

The mission of Elma Primary School is to provide a positive learning environment which will enable each child to achieve his/her individual potential, thus providing the foundation for becoming an open-minded, lifetime learner. Each child will show continued development academically, emotionally, physically, and socially in preparation for an ever changing world. This mission will be supported by the staff, parents, community, Board of Education and administration.

- Section 2 To promote the welfare of children and youth in the home, school and community.
- Section 3 To bring the home and school into closer relation, so that parents and teachers may cooperate intelligently in the education of children.
- Section 4 To encourage educators and the community to cooperate in efforts that will prepare the children socially, physically, and mentally for higher education.

Article III – Policies

- Section 1 To fulfill objectives as stated in Article II by means of meetings, committees, projects and district workshops.
- Section 2 The organization shall be noncommercial, nonsectarian, and nonpartisan. No commercial enterprise and no candidate shall be endorsed by it. Neither the name of the organization, nor the names of its officers in the organization, shall be used in any connection with a commercial concern not with any partisan interest nor for any other purpose than the regular work of the organization.
- Section 3 The organization shall not seek to direct the administrative activities of the school nor to control the policies. The resources of the PTO shall be available to the administration in an advisory capacity whenever called upon.

- Section 4 The organization may cooperate with other organizations and agencies active in the cause of child welfare and community service, i.e. SafeHomes.
- Section 5 Should the PTO sponsor a community activity, it will be done under the complete control of the PTO; and the use of the PTO name will not be given except under these conditions.
- Section 6 The PTO will sponsor only those activities which in its judgments are nondiscriminatory.
- Section 7 Requests for PTO funding from outside sources shall be submitted to the PTO in writing at least three (3) weeks prior to the event or need.
- Section 8 Fundraising will be limited to covering basic PTO expenses and/or covering specific fundraising requests.
- Section 9 All general expenditures over one hundred dollars (\$100.00) must be approved by the Executive Board.
- Section 10 All expenditures over two hundred dollars (\$200.00) must be approved by the Executive Board and the general body – excluding budgeted expenditures by standing committees.
- Section 11 An audit of the PTO financial records shall be performed and will take place between July 15th and September 1. An audit verification statement shall be made detailing account number and title, name of bank, federal tax ID number, and bank balance as of the date of the audit. The Treasurer shall keep a record of this audit and forward a copy to the District Business Office.
- Section 12 No substantial part of the activities of the organization shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by the Internal Revenue Code section 501-(h) or participation in, or interviewing in, including the publication or distributing of statement), any political campaign on behalf of any candidate for public office.
- Section 13 In the event of dissolution, all of the 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 of 1954, as amended or to the federal government, for public purposes.
- Section 14 No part of the net earnings of the organization shall be used to benefit any members, trustee, director, officer of the organization or any private individual, nor shall such individual be entitled to share in the distribution of any of the assets on dissolution of the organization.

Article IV – Membership

- Section 1 Membership in this organization is open to all parents and legal guardians of students attending Elma Primary, as well as faculty and staff at Elma Primary, who agree to abide by the rules and regulations described in these Bylaws.
- Section 2 Term of membership shall be from July 1 to June 30.
- Section 3 No dues shall be collected.
- Section 4 Each family member shall be entitled to one (1) vote on each matter submitted to a vote of the membership, if present at the meeting at which such a vote is taken.
- Section 5 The PTO requests a faculty or staff representative to be present at all general meetings. This individual will be chosen by the building Principal.
- Section 6 All PTO members are encouraged to attend one of the two Volunteer Orientation meetings offered at the beginning of the academic year.

Article V – Officers and Term of Office

- Section 1 Officers and their elections:
- a. Executive officers of the PTO shall be Co-Presidents (2), Secretary, and Treasurer, in addition to the Building Principal.
 - b. Officers shall serve for a term of one (1) year and shall remain in office until the work for the current year has been completed. The term of the office shall be from July 1 to June 30. No officer shall be eligible for the same office for more than two (2) consecutive terms unless no other person is seeking the position. The PTO must still vote and approve the appointment.
 - c. Standing committee chairpersons shall be appointed from volunteers of the general PTO membership, at the discretion of the current PTO board for all approved PTO events.
 - d. Nominations for officers can be made by any PTO member, with a motion to “second” the nomination. PTO member(s) nominated for Executive Office will be presented at the May meeting. At that time, an approval vote by the general membership will take place to appoint officers. The appointed officers and their position will be documented in the meeting minutes.
 - e. In order to hold office in the PTO, one must be a parent or legal guardian with a child or children attending Elma Primary.

- f. It is mandatory that officers shall attend sixty percent (60%) of all regularly scheduled meetings. If an officer does not meet attendance requirements, they may be asked to submit a written resignation within thirty (30) days of the written request.
- g. A vacancy occurring in an office shall be fulfilled by appointment from the Co-Presidents, subject to the approval of the Executive Board.

Section 2 Duties of Officers

- a. The Co-Presidents shall preside at all meetings of the organization and shall be a member ex-officio of all committees.
- b. The Secretary shall keep an accurate written record of all meetings of the PTO and of the Executive Board. All monthly PTO meeting minutes shall be recorded in the monthly newsletter for review by the membership. All reports, meeting minutes, newsletters, etc. shall be kept on file – either at school or with the Co-Presidents. The secretary is also responsible for preparing the agenda and getting the approval from the Co-Presidents prior to the monthly meeting. **The Secretary shall be responsible for sending thank you notes as needed.**
- c. The Treasurer shall keep an accurate record of PTO receipts and expenditures. The Treasurer shall present a written statement of account at every meeting and at other times when required by the Executive Board. At the last meeting of the academic year (May or June), the Treasurer shall submit a proposed budget for the following school year for general membership review. A Reimbursement Request Form along with all committee receipts are to be forwarded to the Treasurer for reimbursement. All deposits will be made by the Treasurer. Only the Treasurer and one Co-President may make withdrawals (paperwork needs to be completed via the bank when the Treasurer and/or Co-President personnel change).
- d. In the event that the Co-Presidents are absent, the Secretary and the Treasurer shall serve as acting officers.

Section 3 Executive Board

- a. The Executive Board shall consist of the officers of the organization (PTO) and the building Principal.
- b. The duties shall be to transact any/all necessary business of the unit in the interval between PTO meetings and such other business as may be referred to it by the PTO. They shall also approve the working plans of the standing committees.
- c. Special meetings of the Executive Board may be called by the Co-Presidents, by a majority of the members of the committees of the PTO by submitting a petition to the Co-Presidents, or by the building Principal.

Section 4 Head Room Parent

Duties shall consist of gathering a list of room parents, contacting room parents as requested by the faculty/staff for any activities and/or celebrations. A collection of five dollars (\$5.00) from each student is to be used for classroom activities / parties.

Section 5 All Chairpersons

The event chairperson or designee should be present at the PTO meeting(s) prior to the event. At this meeting, details will be given to the general PTO body regarding the event. Any changes, updates, or problems will be addressed to an Executive Board member. After the event, the Chairperson will update the Executive Board and general body at the next PTO meeting discussing any problems and recommendations for future events.

Section 6 Standing Committee Chairperson

- a. The PTO Secretary shall collect news items, art work, and written work from faculty/staff, the PTO and/or students at Elma Primary. The Secretary will be responsible for the editing, typing, reproduction and possible distribution of the newsletter on a monthly basis.
- b. The Book Fair Chairperson shall coordinate two (2) Book Fairs annually held in the fall and in the spring. The fall Book Fair traditionally sells books at a designated percentage off with more current books in the collection. The spring Book Fair solicits "Buy 1 Get 1 Free." Both Book Fairs usually coincide with another event in the building.
- c. The Staff Appreciation Chairperson shall be responsible for planning the luncheon for all faculty/staff members held on Staff Appreciation Day.
- d. The Social Chairperson shall be responsible for coordinating the refreshments for all regularly scheduled PTO meetings.
- e. The Family Fun Night Chairperson will be responsible for planning, organizing and hosting the event.
- f. Santa's Secret Shop Chairperson will coordinate this event held in December. Children that attend Elma Primary are allowed to shop for gifts at a minimal charge with assistance from adult volunteers.
- g. Field Day Chairperson is responsible for the planning, organizing and hosting this event. Assisted by the Physical Education teacher - game stations are set up outside. Chairperson will need to coordinate with each classroom lunch and special schedule.
- h. Third Grade Picnic Chairperson will meet with representatives from the other two (2) primary schools to discuss this event. Elma was the lead in 2009-10 Wales was the lead in 2010-11 and Elma in 2011-12. Held at Elma Meadows each year. The Physical

Education teachers from each school organize activities (water balloon toss, tug of war, sack races, etc.) as well as water and/or watermelon stations. Each school as well as each class donates items.

- i. See attached list of Event Descriptions where additional Chairpersons may be needed.

Section 7 Meetings

- a. Regular meetings of the PTO will be held in accordance to the calendar set up by the officers of the Executive Board and the building Principal. These dates are then submitted to the District office for placement in the Iroquois Central School calendar available to all district residents.
- b. There will be an annual meeting of the old and new PTO officers and the building Principal to be held in June (reorganization period). The calendar for the next year is discussed and the PTO binder, Secretary folder and Treasurer files (once the annual audit is completed) will be passed on to the new officers.
- c. In addition to the annual reorganization meeting held in June, the PTO officers and the building Principal will also meet at a minimum three (3) additional times (ie August, December, and March) as the Executive Board.
- d. Prior to September 1, the PTO financial records will be prepared for audit and submitted by the Treasurer. The annual audit statement will be reviewed and signature verified by the Executive Board members and the building Principal. The annual audit statement will be presented at the first (1st) general body meeting in September and a copy filed in the PTO binder. Also a copy is to be filed with the building Principal (original filed with the Treasurer's records).

Article VI – Bylaw Revision

- Section 1 The Executive Board, or a committee formed by the Executive Board, shall review the PTO Bylaws and propose any necessary revisions.
- Section 2 The recommendations of the above committee shall be read and submitted in writing to the PTO for approval at a general meeting.
- Section 3 A vote shall take place on the proposed revisions at the next PTO meeting. A majority vote of the members present is needed to pass the revision(s).
- Section 4 After signatures have been obtained, a copy of the Bylaws should be sent to the Superintendent's office. Attach a copy of the attendance sign-in sheet and the agenda from the PTO meeting at which members voted.

Est. 1994, Revised-March, 1996 (Laura Anderson, President)
2nd Revision-August 2005 (Deborah Wilson, Past Co-President)
3rd Revision-September 2006 (Annette Dorsey, President)
4th Revision-September 2009 (Sheri Dorchak, President)
5th Revision-September 2011 (Phyllis Campofelice, President)
6th Revision-September 2012 (Phyllis Campofelice, Past President)



General Body Review (statement):

Verification by Executive Board:

_____ Co-President	_____ Date
_____ Co-President	_____ Date
_____ Secretary	_____ Date
_____ Treasurer	_____ Date
_____ Building Principal	_____ Date

/pec 9/12