BYLAWS OF BROADALBIN-PERTH ELEMENTARY PARENT TEACHER STUDENT ORGANIZATION INC.

ARTICLE 1 - NAME

The name of the organization shall be the Broadalbin-Perth Elementary Parent Teacher Student Organization Inc., doing business as Broadalbin-Perth PTO.

ARTICLE 2 - PURPOSE

Section 1. The purpose of the Broadalbin-Perth PTO is to enhance and support the educational and social experience of primarily grades Pre-K through 6 in the Broadalbin-Perth Central School District to develop a closer connection between school, home, and community by encouraging parent involvement, and to improve the environment primarily in grades Pre-K through 6 through volunteer and financial support.

Section 2. To accomplish the aims and goals of Section 1, the Broadalbin-Perth PTO is a nonprofit organization organized exclusively for charitable or educational purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

ARTICLE 3 – BASIC POLICIES

The following are basic policies of the Broadalbin-Perth PTO:

Section 1. The organization will work collaboratively with parents/guardians, schools, and the community at large to promote the health and welfare of children and youth.

Section 2. The organization shall work with the school and community to help provide a quality education for all students and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the Board of Education, state education authorities, and local education authorities.

Section 3. The organization shall be noncommercial, nonsectarian, and nonpartisan.

Section 4. No dispersal of funds will be given to PTO officers for their personal use, profit, or which has not been approved in support of a PTO activity.

Section 5. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purposes not appropriately related to promotion of the objectives of the organization.

Section 6. The 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. The only exception to this policy shall be public votes on school district propositions and candidates for the Board of Education. Organization endorsement of a candidate for the Board of Education or a public stance on a school district proposition may only be approved by a majority vote of the Executive Board. Executive Board members who are themselves candidates for the Board of Education or are immediate family members of candidates must recuse themselves from votes concerning candidate endorsements.

Section 7. This organization may cooperate with other organizations and agencies concerning child welfare as approved by the Executive Board, but persons representing the organization in such matters shall make no commitments that will bind the organization.

Section 8. No part of the net earnings of the organization shall be used to benefit, or be distributable, to its members, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered.

ARTICLE 4 – MEMBERSHIP AND DUES

Section 1. Membership. Any parent, guardian, or other adult standing in loco parentis for a student in grades Pre-K through 6 in the Broadalbin-Perth Central School District may be a member and shall have voting rights. Any administrator, faculty, or staff employed by the Broadalbin-Perth Central School District and serving students in grades Pre-K through 6 may be a member and have voting rights. The PTO encourages student involvement in organization activities through committee participation; however, children under the age of 18 shall not be granted voting rights.

Section 2. Dues. Dues, if any, will be established by the Executive Board, and must have been paid at least 14 calendar days before the meeting for an individual to be considered a member in good standing with voting rights. If dues are not established by the Executive Board, all individuals defined in Section 1 above shall be considered members in good standing with voting rights.

Section 3. Enrollment. The organization shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

Section 4. Eligibility. Only members in good standing of the organization shall be eligible to participate in business meetings, to vote, or to serve in any of its elected or appointed positions.

ARTICLE 5 - OFFICERS AND ELECTIONS

Section 1. Officers. The officers of this organization shall be: a) President b) Vice President c) Secretary d) Treasurer. In any given term, any officer position may be filled by two individuals as co-officers.

Section 2. Terms of Office. Officers shall be elected for a term of one (1) year and shall serve no more than two consecutive years in the same position. If a position cannot be filled, the outgoing officer may be asked to serve an additional term(s). Each person elected shall hold only one office at a time. The term begins July 1 and ends June 30 of the following year.

Section 3. Nominations. There shall be a nominating sub-committee of the membership committee composed of an uneven number, no less than three members, of which one member must be from the Executive Board. The nominating sub-committee shall select an eligible candidate for each office to be filled and present the slate at a general PTO meeting in the month of April, at which time additional nominations may be made from the floor. Only those members consenting to serve, if elected, shall be nominated.

Section 4. Elections. Officers shall be elected by majority vote of members present at the May general PTO meeting and assume the official duties July 1st. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, in opposition to each other, a ballot vote shall be taken.

Section 5. Vacancies. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board, notice of such election having been given by the President. In case a vacancy occurs in the office of President, the Vice President shall serve notice of the election.

ARTICLE 6 - DUTIES OF EXECUTIVE OFFICERS

Section 1. The President shall:

1. Preside over meetings of the organization and Executive Board.
2. Be a member ex-officio of all PTO standing committees, with the exception of the nominating committee.
3. Have signatory rights for all financial accounts.
4. Appoint the chairperson of standing committees.
5. Coordinate the work of the organization's officers and committees so that the purpose of the organization is served.
6. Perform such other duties as may be assigned by the organization.

Section 2. The Vice-President shall:

1. Assist the President and shall perform the duties of the President in the absence or inability of that officer to act.
2. Represent the President upon request.
3. Support the President in moving the organization to achieve its missions and goals.
4. Perform other duties as may be delegated to the office.

Section 3. The Secretary shall:

1. Keep all records of the organization.
2. Record the minutes of all general PTO and Executive Board meetings.
3. Distribute official minutes to each Executive Board member and others determined by the Executive Board.
4. Prepare agendas for general PTO and Executive Board meetings and distribute them to participants.
5. Send notices of meetings to the membership.
6. Keep a copy of the current bylaws and minutes book and be prepared to refer to minutes of previous meetings.
7. Conduct necessary correspondence for the organization in cooperation with the Executive Board.
8. Perform other delegated duties as assigned.

Section 4. The Treasurer shall:

1. Have custody of all the funds and financial records of the organization.
2. Along with the other members of the Executive Board, prepare an annual budget.
3. Have signatory rights for all financial accounts.
4. Keep a full and accurate account of receipts and expenditures.
5. Make disbursements as authorized by the President, Executive Board, or organization in accordance with the budget adopted by the organization.
6. Establish and/or maintain a checking account and other accounts as determined by the Executive Board.
7. Have checks signed by two authorized officers.
8. Present a financial statement showing all expenditures and receipts at Executive Board and general PTO meetings and at other times when requested by the Executive Board.
9. Provide an End-of-Year financial report to the Executive Board and general Membership.
10. Perform other duties as may be delegated to the office.

Section 5. All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the President, without delay, all records, books, and other materials pertaining to the office, and shall return to the treasurer, without delay, all funds pertaining to the office.

Section 6. Removal From Office. Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a general PTO meeting where previous notice has been given.

ARTICLE 7 – EXECUTIVE BOARD

Section 1. Membership. The Executive Board of this organization consists of the officers of this organization as stated in ARTICLE 4, Section 1.

Section 2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general PTO meeting, create standing rules and policies relating to the success of the organization's Purpose (see ARTICLE 2), create standing and special committees, approve all plans of work of the committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3. Meetings. Meetings of the Executive Board shall be called by the President and/or upon the request of a majority of the board with two (2) days notice having been given. The purpose of the meeting shall be stated in the call.

Section 4. Quorum. Half the number of the board members plus one constitutes a quorum.

Section 5. Voting. A simple majority vote of those present (assuming a quorum) shall decide any issue voted upon. In the event of a tie vote, the issue will be referred to a general PTO meeting.

ARTICLE 8 - MEETINGS

Section 1. General Meetings. The regular meeting of the organization shall be on the same day and at the same time each month to be determined by the Executive Board. The Executive Board will decide and announce meeting dates for the upcoming school year no later than July 15. Meetings may be held in person or using virtual meeting technology at the discretion of the Executive Board. Scheduled meetings may be canceled or rescheduled as needed at the discretion of the Executive Board with three (3) days notice having been given whenever feasible.

Section 2. Special Meetings. Special meetings of the organization may be called by the president or by a majority of members of the Executive Board, three (3) days notice having been given.

Section 3. Quorum. The presence of a minimum of five (5) members in good standing of the organization, including at least two (2) Officers, shall constitute a quorum to enable the transaction of business in general PTO meetings.

Section 4. Voting. Each member in good standing in attendance at a general PTO meeting is eligible to vote, one vote per household. A majority vote of members present shall be sufficient to approve or reject the vote called upon. Absentee and proxy votes are not allowed.

Section 5. Meeting Rules. In general, all PTO meetings will follow Roberts Rules of Order to ensure an orderly flow and structure to meetings and proceedings. Motions will be called and seconded and membership will respect the order of the floor.

ARTICLE 9 - COMMITTEES

Section 1. Creation of Committees. Standing and special ad-hoc committees shall be created by the Executive Board as may be deemed necessary to promote the objectives of the organization and carry on the work of the organization.

Section 2. Standing Committees. A standing committee is one that will continue to exist from year to year. Each standing committee must have a written description of goals and responsibilities of the committee. The following standing committees shall be held by the organization: Membership, Fundraising, Communications, Enrichment, and Events. See Appendix A, Organizational Chart.

Section 3. Additional Committees. The Executive Board may appoint and/or amend additional committees as needed.

Section 4. Membership. Committees may consist of members in good standing and Executive Board members, with the president acting as an ex officio member of all committees except for the nominating sub-committee.

Section 5. Responsibilities. The chairperson of each committee shall be responsible for planning and initiating all the necessary requirements to fulfill the assigned purpose of the committee.

Section 6. Plan of Work. The chairperson of each committee shall present a plan of work to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board.

Section 7. Term Limits. There will be no term limits on how long a volunteer can chair a committee.

ARTICLE 10 - FINANCIAL POLICIES

Section 1. Fiscal Year. The fiscal year of the organization begins August 1 and ends July 31 of the following year.

Section 2. Banking. All funds shall be kept in a checking account in the name of the organization requiring two signatures of the Executive Board and held at a local financial institution.

Section 3. Reporting. All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The organization shall arrange an independent review of its financial records each year.

Section 4. Ending Balance. The organization shall leave a minimum of $5,000 in the treasury at the end of each fiscal year. A higher minimum threshold may be set at the discretion of the Executive Board.

Section 5. Contracts. Authority to sign contracts is limited to the President or the President's designee.

ARTICLE 11 - PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall govern this organization, in a flexible manner, when necessary to resolve disputes. A conflict between Robert's Rules of Order and these bylaws shall be resolved in favor of the bylaws.

ARTICLE 12 - DISSOLUTION

The organization may be dissolved with at least 30 calendar days notice and a quorum vote at a general meeting. The purpose/reason for dissolution will be sent to the general membership 30 days prior to said meeting.

Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the schools.

ARTICLE 13 – AMENDMENTS

Section 1. These bylaws may be amended at any regular or special meeting of the organization by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall be given at least fifteen (15) days prior to the meeting at which the amendment is voted upon.

Section 2. Amendments to the bylaws may be proposed in writing by any PTO member to the President and shall be read at the first general meeting after the President receives the request.

Section 3. A committee may be appointed to submit a revised set of bylaws as a substitute for existing bylaws only by a two-thirds vote at a meeting of the organization, or by a two-thirds vote of the Executive Board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

ARTICLE 14 - CONFLICT OF INTEREST

All members of the Executive Board will enforce the PTO's conflict of interest policy, shall annually disclose potential conflicts of interest in writing, and shall report all potential conflicts that occur during the year to the PTO President.

Full Revision Date: May 14, 2024

PARENT-TEACHER ORGANIZATION

Appendix A:
Broadalbin-Perth Parent-Teacher Organization (PTO) Organizational Chart

Executive Board

President
Vice President
Secretary
Treasurer

Elementary Principals

Teacher Representative

STANDING COMMITTEES

Membership Committee

Duties include membership recruitment, member appreciation, annual review of bylaws, periodic revision of bylaws (at least every three years), and overseeing the annual officer nomination process.

Chair (must be an officer)
President (ex officio)
Additional PTO members in good standing

Fundraising Committee

Duties include coordinating annual fundraising campaigns, requests for donations of cash or product, and annually auditing the organization's financials.

Chair
President (ex officio)
Treasurer (ex officio)
Additional PTO members in good standing

Communications Committee

Duties include publicizing PTO activities and events. The chair shall serve as the organization's liaison to the district communications team.

Chair
President (ex officio)
Secretary (ex officio)
Additional PTO members in good standing

Enrichment Committee

Duties include coordinating mini-grants program, senior scholarship program, and additional PTO support of school-sponsored programs. The chair and an additional member of the Enrichment Committee shall serve on the district's Arts in Education Committee.

Chair
President (ex officio)
Instructional Leadership Representative (ex officio)
Teacher Representative (ex officio)
Additional PTO members in good standing

Events Committee

Duties include coordinating vendors, managing concessions, and overseeing subcommittees created to plan and execute specific events.

Chair
President (ex officio)
Additional PTO members in good standing

SUB-COMMITTEES

Membership Sub-Committees

At the discretion of the Membership Committee, with the advice and consent of the executive board, separate sub-committees may be established to complete the work of the committee. Such sub-committees may include, but are not limited to:

Member Appreciation Sub-Committee
Staff Appreciation Sub-Committee
Bylaws & Policy Sub-Committee
Nominations Sub-Committee

Fundraising Sub-Committees

At the discretion of the Fundraising Committee, with the advice and consent of the executive board, separate sub-committees may be established to complete the work of the committee. Such sub-committees may include, but are not limited to:

Fall Fundraiser Sub-Committee
Holiday Shoppe Sub-Committee
Spring Fundraiser Sub-Committee
Business Relations Sub-Committee

Communications Sub-Committees

At the discretion of the Communications Committee, with the advice and consent of the executive board, separate sub-committees may be established to complete the work of the committee. Such sub-committees may include, but are not limited to:

Social Media/Website Sub-Committee
Photo/Video Sub-Committee
Flyer Sub-Committee
Yearbook Sub-Committee

Enrichment Sub-Committees

At the discretion of the Enrichment Committee, with the advice and consent of the executive board, separate sub-committees may be established to complete the work of the committee. Such sub-committees may include, but are not limited to:

Mini-Grants Sub-Committee
Senior Scholarship Sub-Committee
Missoula Children's Theatre Sub-Committee
Sixth-Grade Celebration Sub-Committee
Kids Vote Too/Budget Vote Ice Cream Social Sub-Committee

Events Sub-Committees

At the discretion of the Events Committee, with the advice and consent of the executive board, separate sub-committees may be established to complete the work of the committee. Such sub-committees may include, but are not limited to:

Vendor Committee
Decorating Committee
Concessions Committee
Back-to-School Sub-Committee
Boo at the School Sub-Committee
Breakfast with Santa Sub-Committee
BINGO Night Sub-Commitee
Spring EGG-stravaganza Sub-Committee

updated 3/22/2024