

# By-Laws of PARENT TEACHER ORGANIZATION McGraw, New York

## Article I

**Section 1.** The name of the organization is the McGraw Central School Parent Teacher Organization (PTO)

**Section 2.** The location of the organization is McGraw, NY.

**Section 3.** The organization exists as an unincorporated association of its members. These by-laws, from time to time amended, shall comprise its Articles of Organization.

## Article II

**Section 1.** The purposes for which this organization is formed are:

- (a) To bring into closer relationship the home and the school in order to foster the intelligent cooperation of parents and teachers.
- (b) To develop united efforts to secure for children the highest advantages in education.
- (c) To promote the welfare of children through programs.

**Section 2.** The policies of the Organization are as follows:

- (a) The organization shall be non-commercial, nonsectarian, non partisan and non-profit.
- (b) The organization shall not interfere, participate or in any way intervene in any political campaign for any candidate for public office.
- (c) The organization shall cooperate with the school to support the improvement of education.
- (d) In the event of dissolution of the organization, its assets shall be distributed for exempt purposes as specified in Section 501 (c)(3) of the Internal Revenue code of 1954 (from time to time amended.)

## Article III Membership and Dues

**Section 1.** Membership shall be available without regard to race, color, creed, sex, or national origin.

**Section 2.** The organization shall conduct an annual enrollment of members, and additional members shall be accepted at any time, with membership beginning on the date of enrollment and extending to September 30 of the following or present year (whichever applies).

**Section 3.** The membership shall be from October 1 to September 30.

**Section 4.** Dues shall be \$1.00 per annum (membership year) per person.

**Section 5.** Any honorary membership may be created, and the recipient shall be exempt from payment of dues thereafter.

## Article IV Officer and Elections

**Section 1.** The officers of this organization shall be a president, vice-president, secretary, and treasurer. The High School and Elementary Representatives, chosen by the MFA, will be considered officers of the organization.

**Section 2.** Officers shall be elected annually in the spring, and if there is only one nominee for any office, it shall then be in order to move that the secretary cast the elective ballot of the organization at the meeting of the membership.

**Section 3.** Officers shall assume their duties at the close of the school year in June.

**Section 4.** A nominating committee shall consist of at least three members, only one of whom shall be from the executive committee. The organization shall elect at least two members of the nominating committee from its membership at a regular meeting held not more than thirty days prior to election. The Chairperson of the nominating committee shall be elected by its members.

**Section 5.** The nominating committee shall select one or more nominees for each office to be filled and report at the next regularly scheduled meeting.

**Section 6.** An opportunity shall be given for nominations from the floor.

**Section 7.** Only members who have consented to serve if elected shall be eligible for nomination. In addition, only members in good standing and who have been in good standing for at least 90 days prior to election shall be eligible for nomination.

**Section 8.** A vacancy occurring in any office shall be filled for the unexpired term by a majority vote of the remaining members of the executive committee.

## Article V Duties of Officers

**Section 1.** The president shall preside at all meetings of the organization, and the executive committee shall be an ex-officio member of all committees. The president shall also coordinate the work of the officers and committees.

**Section 2.** The vice-president shall act as aid to the president and perform the duties of the president in that officer's absence.

**Section 3.** The secretary shall record the minutes of meetings of the organization and executive committee and shall also maintain records pertaining to the work of the organization. Copies of the above minutes should be distributed to members of the executive committee within the week of the meeting.

**Section 4.** The treasurer shall receive all of the monies of the organization, keep accurate records of receipts and expenditures and pay out funds in accordance with the approved budget. The treasurer shall also present a fiscal statement annually or as requested by the executive committee of the membership. The treasurer's accounts shall be examined annually by an accountant, with whom the books shall be presented at the end of the school year.

#### **Article VI Executive Committee**

**Section 1** The executive committee shall consist of officers of the organization, chairpersons of standing committees, at least two representatives from the faculty (selected by the MFA, one from each building), and in an advisory capacity, the school administrators.

**Section 2** The duties of the executive committee are:

- (a) To transact necessary business between general meetings.
- (b) To create standing committees.
- (c) To prepare and submit to the organization a budget for the fiscal year.
- (d) To approve routine bills.

**Section 3** The meetings of the executive committee shall be governed as follows:

- (a) They shall be held on a regular monthly basis or as needed.
- (b) They will need a majority of the committee or members of committee present in order to take any actions.

#### **Article VII Meetings**

**Section 1.** Regular meetings of the organization shall be held at decided upon times, and meeting dates of the executive committee will be held as needed.

**Section 2.** Special meetings may be called by the executive committee at the written request of a majority of the

membership. Such meetings must be held within ten days of such a request.

**Section 3.** Printed notice of a special meeting, except with respect to "Dissolution" (Article IX), shall be given to each member who can vote at least five days prior to such meeting.

**Section 4.** Four members shall constitute a quorum for the transactions of business at a regular meeting.

**Section 5.** Only those individuals who are paid members in good standing for a period of thirty days prior to a meeting shall be entitled to vote at a meeting. Voting by proxy is prohibited.

**Section 6.** Any action taken at a meeting shall require the affirmative vote of the majority of those members present and entitled to vote, providing a quorum be present, and excepting as otherwise provided with respect to "Dissolution" (Article IX, and Amendments Article XI)

#### **Article VIII Standing and Special Committees**

**Section 1.** Standing committees shall be created by the executive committee as necessary to carry on the work of the organization. The chairperson shall be selected by the executive committee.

**Section 2.** No committee work shall be undertaken without the consent of the executive committee.

**Section 3.** A special committee may be appointed by the executive committee for a specific purpose, and it shall automatically cease to exist when its work is done. This is known as an "ad hoc" committee.

(a) A representative of the school administration is on the committee.

(c) Funds would be raised prior to purchase or construction of said project.

(d) A mixture of teachers, students, and committee members select said equipment.

(e) The Board of Education would agree to accept (as a gift) and maintain said project.

(12/8/93)

#### **Article IX Dissolution**

**Section 1.** The executive committee, in order to adopt a resolution dissolving this organization, shall first direct that the question of dissolution be submitted to a vote of the membership at a special meeting called for such purposes.

**Section 2.** Printed notice of such special meeting shall be distributed to each member entitled to vote at least thirty days prior.

**Section 3.** Only those individuals who are paid members in good standing for a period of thirty days prior to such meeting shall be entitled to vote at such meeting.

**Section 4.** Approval of dissolution shall require affirmative two thirds of the membership present and entitled to vote at such special meeting.

### Article X Scholarship Fund

**Section 1.** The intent of the organization is to award at least one scholarship each year of two hundred fifty dollars (\$250).

(a) *Purpose:* The McGraw PTO has established a \$250 scholarship to give some financial aid to the student of our school in the furthering of his/her education.

(b) *Qualifications:* All applicants must be accepted to a two or four year college program leading to an associate's or bachelor's degree. The students must show a potential for completing his/her education. The scholarship will not be based on academic standing within the class. The student must submit his/her application by June 1 of the given year. Any unforeseen problems will be considered by the education committee.

(c) *Selection:* All applications will be submitted to the PTO educational chairperson. Applications will be screened by a PTO committee to be named by the PTO Executive Committee.

(d) *Presentation:* The scholarship will be granted to the senior at graduation, and the stipend will be paid to the student after the first completed semester of the 1<sup>st</sup> year of college. The student should present a transcript to the McGraw PTO, showing completion of one semester of college.

**Section 2.** The scholarship shall be presented to a student who has been accepted in a college or university for one year. He or she must have graduated from McGraw Central School.

**Section 3.** *Math Award-* A \$50 award is awarded to the student who has received the highest Math averages in math courses in grades 9-12. This award is presented at the graduation exercises in June.

**Section 4.** Funds shall be made available on an annual basis for awarding two (2) awards to sixth grade students in recognition of outstanding citizenship. These awards will be selected by a committee. These awards shall be presented to one boy and one girl annually in the amount of \$25.00 and will include a certificate. These awards will be made by the elementary principal and the sixth grade teachers.

### Article XI Intent of Organization

**Section 1.** The intent of the organization is to supplement each year the cost of all the "intangible things tax money can't buy" - a cultural arts program; field trips; a curriculum

enrichment program; and family programs and activities deemed necessary for a better total well-rounded educational environment.

**Section 2.** Funds shall be derived from profits and dues collected from annual events as specified by the executive committee.

**Section 3.** Each year, the PTO will provide three \$50 grants. Grants will be given on a first come, first serve basis. Grants will be open to all High School and Elementary teachers.

### Article XII Amendments

**Section 1.** These by-laws may be amended at a regular meeting of the organization by the two-thirds vote of the membership present, providing notice of the proposed amendment is given at the previous regular meeting of the membership.

Written and approved by the Executive Committee:

Dated: \_\_\_\_\_

Name	Title
_____	President
_____	Vice President
_____	Secretary
_____	Treasurer

2/24/04 revised

page 3

11/12/08 revised scholarship sections 1 (b), 2, 4