

BYLAWS OF THE IROQUOIS MIDDLE SCHOOL PARENT TEACHER ORGANIZATION (PTO)

(Adopted October 18, 2017; Revised February 25, 2018)

**Iroquois Middle School, Niskayuna Central School District
2495 Rosendale Road, Niskayuna, New York 12309**

ARTICLE I: NAME AND LOCATION

The name of this organization is the Iroquois Middle School Parent Teacher Organization, Inc. (PTO or Organization). The PTO is located at 2495 Rosendale Road, Niskayuna, New York 12309.

ARTICLE II: PURPOSE

Said organization is organized exclusively for charitable, educational, scientific and literary purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations described under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. It shall be operated to strengthen and support the Iroquois Middle School, its students, teachers, employees, parents, and/or administration; to promote the welfare and education of children at Iroquois Middle School in the home, school, and community by fostering parental involvement in the school and/or school district; and to conduct any other lawful activity or purpose consistent with the foregoing to include supporting other schools, parent-teacher organizations, and students within the Niskayuna Central School District.

ARTICLE III: GENERAL POLICIES

- A. To implement the purposes of this Organization, the PTO shall coordinate and arrange programs and activities for the Iroquois Middle School community.
- B. This Organization shall not attempt to direct or control the administrative activities or policies of the school. It should only act as a conduit of information among the PTO Council, district and school.
- C. This Organization may cooperate with the other organizations and agencies active in child welfare and education.
- D. This Organization shall be non-commercial, non-sectarian and non-partisan. It shall not endorse any commercial enterprise or political candidate. Neither the name of this Organization nor the names of any members in their official capacities shall be used by anyone in connection with any commercial or sectarian enterprise or partisan interest, or for any purpose other than the regular work of the Organization in carrying out the purposes stated in Article II.

- E. No substantial part of the activities of the Organization shall be for the purpose of attempting to influence legislation, and 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.
- F. The Organization shall comply with all Niskayuna School District Board of Education policies, rules, and regulations.

ARTICLE IV: MEMBERSHIP, CALENDAR AND MEETINGS

- A. Membership in this Organization is open to all parents, guardians, and caregivers of students at Iroquois Middle School, and to all faculty, support staff and administrators at Iroquois Middle School who subscribe to the purposes stated in Article II, and uphold the policies stated in Articles III, IV and V, and comply with these bylaws.
- B. An annual enrollment of dues-paying members shall be conducted. Additional members may be enrolled at any time. Membership identity and contact information shall be used only for the purposes stated in Article II.
- C. The membership year shall be from July 1 to June 30.
- D. There shall be a minimum of four general meetings of the membership during the school year. Members have the right to vote on any motion presented to them at any general meeting of the membership.
- E. Dates for meetings of the general membership will be posted on the Niskayuna School District Calendar and shall be published electronically or by hardcopy, by **September 15** or as practicable. Special meetings may be called at the request of the Executive Board. Special meetings and any changes to previously scheduled meetings shall be published electronically or by hardcopy, as practicable.
- F. The agenda for each regularly scheduled meeting along with draft(s) minutes from previous meetings not yet approved should be published prior to the meeting, electronically or by hardcopy, as practicable. The Executive Board shall strive to publish the agenda at least three days prior to the scheduled meeting.
- G. A quorum at any meeting of the general membership shall consist of **a minimum of 5 members**. Except where otherwise provided in these bylaws, decisions shall be made by majority vote.
- H. Minutes from meetings of the general membership shall be published, electronically or by hardcopy, as practicable, after they have been approved by the membership at the next scheduled meeting.

- I. The rules contained in the “Robert’s Rules of Order - Revised” shall govern this Organization in all cases in which they are applicable and practicable and in which they are not inconsistent with these bylaws.

ARTICLE V: FISCAL POLICIES

A. Policy Overview

1. The purposes of this Organization shall be financially supported through fund-raising activities, donations and contributions.
2. No part of the net earnings of the Organization shall inure to benefit of any member or officer of the Organization, or to any private individual except for the reasonable compensation for goods and services rendered to or for the Organization; and no member nor officer of the Organization nor any private individual shall be entitled to share in the distribution of any assets upon dissolution of the Organization.
3. Notwithstanding any other provisions of these articles, the PTO shall not carry on any other activities that are not permitted to be carried on by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or any corresponding section of any future federal tax code.
4. At the end of each fiscal year, the Co-Presidents have the option to appoint up to three individuals to review the financial records of this Organization; such individuals may be members, but not officers or chairpersons of the fundraising committee of this Organization. The report on the review of the financial records shall be approved by the officers no later than **August 31st**. If the above option is exercised, the Co-Presidents are required to make the membership aware of this review at the first meeting of the school year.
5. The fiscal year shall be from **July 1 through June 30**.

B. Budgeting

1. The Executive Board shall prepare an annual budget. The membership shall approve the budget at the first meeting of the school year.
2. Membership dues and/or class dues for the upcoming school year shall be approved at the last meeting of the school year.
3. The membership shall approve all expenditures greater than \$300.00, which were not previously included and approved in the annual budget.

4. The Executive Board shall determine the reasonable balance that should be carried over from one year to the next. The balance should be sufficient to cover delayed expenses and foreseeable contingencies, yet not large enough to compromise the use of funds each year to support the Organization's purpose. A reasonable balance could be 50 percent of your total expenses for the following year.
5. There shall be no deficit spending or borrowing.

C. Income

1. Immediately following all PTO-sponsored events, programs and activities at which money is received, at least two people shall count all checks and cash received and sign off on a deposit sheet. Such amount shall be submitted to the Treasurer as soon as possible, but no later than **five days** after such amount is received. The above should apply to any cash received that totals more than \$250.
2. All money transactions shall be accompanied by a signed receipt between the treasurer and committee chairperson, and such receipt shall remain with the treasurer's records.
3. All funds received by this Organization shall be deposited in a bank account maintained by this Organization. The treasurer shall be authorized to sign checks drawn on the account. Either Co-President shall be authorized to sign checks if the treasurer is unable to do so.

D. Reporting

1. There shall be a monthly filing of all monthly bank statements (front and back), bank reconciliations, and a Budget vs. Actuals report for all accounts to the PTO Secretary via email for archiving by the **20th of each month**.
2. A year-end financial report shall be submitted to the full Executive Board **within 30 days** of the end of the fiscal year.

E. Treasurer Duties

The Treasurer shall:

1. be responsible for all financial assets of this Organization;
2. keep accurate records of receipts and expenditures;

3. pay all bills incurred and approved by the Organization;
4. present a financial report at each business meeting and at other times when requested by the Executive Board;
5. prepare the monthly report as described in Article V Section D;
6. prepare an annual report for the Executive Board for annual budget purposes; and
7. assist and advise the Executive Board in preparing the annual budget.

ARTICLE VI: ELECTION OF OFFICERS

- A. Officers shall be elected annually at a regular membership meeting in May or June, but no later than **June 30**.
- B. Nominations of Executive Officers shall be made by a Nominating Committee of at least two members.
- C. The Nominating Committee shall be appointed by the Executive Board by **January 15**. If there are no members willing to serve on a Nominating committee, the Executive Board shall serve as the Nominating Committee for the election of the next school year's Executive Board.
- D. At least 4 weeks before the election (around **April 1** for a May election, **May 1** for a June election), the Nominating Committee, through written and/or electronic notice, shall:
 1. announce that the Nominating Committee is soliciting and accepting nominations for all offices being vacated with the description of each office;
 2. state that the consent of each candidate must be obtained before the candidate is nominated; and
 3. state the date by which nominations are due.
- E. After careful consideration of the qualifications of each nominee, and consultation with the President(s) and the principal, the Nominating Committee shall at least two weeks before the election (around **April 15th** for a May election, **May 15** for a June election), through written and/or electronic notice:
 1. inform the membership of the slate of officers;

2. state the date, time, and place of the election; and
 3. state that officers shall be elected by a majority vote of those present at the meeting.
- F. Each candidate must consent before the candidate's name is placed in nomination.
- G. Mid-year vacancies in Executive Offices shall be filled by majority vote of the remaining Executive Officers, and be subject to the approval of the membership by majority vote at the next regular meeting of the Organization.
- H. Officers may be removed from office for good cause by a majority vote of the membership at a regular or special meeting of the membership. The membership shall be given two weeks' notice that a vote to remove an officer has been scheduled.

ARTICLE VII: AMENDMENTS

- A. These bylaws may be amended at any regularly-scheduled meeting of the membership of this Organization by a two-thirds vote of the members present and voting. The Executive Board, through written notice, shall inform the members of the proposed amendment. The proposed amendment shall be presented and discussed at a meeting of the membership at least three weeks prior to the meeting of the membership at which the vote is to be held.

ARTICLE VIII: DISSOLUTION

- A. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.
- B. The Organization may be dissolved only by a two-thirds vote of the members present or due to circumstances beyond the Executive Board's control. These include, but are not limited to, the closing of this School or merging of this School with another School. The Executive Board shall inform the general membership of intention to dissolve at a regular meeting, or, if necessary, a special meeting following at least two weeks' written or electronic notice, or as practicable. Following a vote to dissolve, the Organization shall dissolve effective **June 30** of that year.

- C. In the event that the school is not closed, but continues to be a school within the Niskayuna Central School District serving a different population than previously, this PTO shall continue to provide programs and activities to further the mission of the organization regardless of the age and grade level of the students educated at the school. To that end and notwithstanding anything to the contrary in this Article, any amendment to these bylaws for the purpose of changing the organization's name to reflect a change in the use of Iroquois Middle School by the Niskayuna Central School District may be made by a majority vote of the Executive Board.

APPENDIX A: OFFICERS AND DUTIES OF OFFICERS

- A. The Executive Officers of the Organization are as follows:
 - 1. a President or two Co-Presidents;
 - 2. a Vice-President or two Co-Vice-Presidents;
 - 3. a Recording Secretary or two Co-Secretaries; and
 - 4. a Treasurer or two Co-Treasurers.
- B. The term of office for Executive Officers is one or two years, from July 1 to June 30. Executive Officers of the same position shall strive for staggered terms, such that only one vacancy at such position naturally occurs per year. No person shall serve more than two consecutive terms in the same office except 1) when there are no other volunteers to fill that office, or 2) a president serves another one-year term to preserve the staggering of a new Co-President with an experienced Co-President. No person shall serve more than five years as an Executive Officer unless there are no other volunteers for an office.
- C. The Executive Committee shall consist of the officers of the organization, with the principal of the school acting in an advisory (non-voting) capacity. It shall have the power to act in an emergency between meetings of the membership. Actions taken shall be reported to the membership at the next meeting of the membership. Each year, prior to the appointment of the Nominating Committee, the Executive Committee may issue a supplementary job description for each elected office, in addition to the Duties of Officers described in Article VII.
- D. The duties of Executive Officers are as follows:
 - 1. The President or two Co-Presidents shall:
 - a. preside at all meetings of the membership of the Organization and at all meetings of the Executive Board, and prepare the agendas for each meetings in consultation with the principal of the school;

- b. appoint the chairpersons and members of all standing committees and special committees, as needed to carry out the purposes and policies of the organization;
 - c. be an ex-officio member of all committees except the Nominating Committee;
 - d. be signatories to the bank account(s) of the Organization and have the authority to sign checks if the Treasurer is unable to do so;
 - e. authorize Organization expenditures as budgeted, or **up to \$300.00** in discretionary Organization expenditures;
 - f. represent the Organization on the PTO Advisory Council of the Niskayuna Central School District; and
 - g. relay communication to and from the District Office, or the principal, as requested.
2. The Vice-President or two Co-Vice-Presidents shall:
- a. aid and assist the President(s); and
 - b. perform the duties of the President(s) in the absence of the President(s).
3. The Recording Secretary or two Co-Secretaries shall:
- a. make and keep a record of the minutes of all meetings of the Organization and of the Executive Board;
 - b. prepare and distribute the minutes of all such meetings, and make copies available to the membership;
 - c. maintain the archive of past meeting minutes and reports;
 - d. provide notice of special meetings; and
 - e. oversee and archive the communications and records of the Organization.
4. The Treasurer or two Co-Treasurers shall:
- a. SEE ARTICLE V SECTION E

APPENDIX B: COMMITTEES

The President(s) shall establish committees for programs, events and projects as needed. Recruitment for chair(s) and members of committees shall begin in the spring of the preceding year and continue as needed throughout the year. The PTO shall strive to publish a list of the committees and their descriptions each September.