

Sunnyside School PTO By-Laws

Revised 10-31-10

Article I: NAME

The name of this organization shall be the Sunnyside School Parent –Teacher Organization

Article II: OBJECTIVES

1. The purpose of the Sunnyside Elementary School PTO is to support and improve the relationship between home and school; promote the welfare of our students and provide enriching experiences for all students; and support a safe learning environment for children, staff and educators.
2. To support closer relations among home, school and community, that parents and teachers may cooperate effectively in the education of children.
3. To develop united efforts of ideas between educators and the general public which will secure for every child the best educational advantage.
4. To support laws for the care and protection of children.

Article III: POLICIES

1. This organization shall support and/or sponsor activities at Sunnyside School that will be in the best interest of its students. It shall also support efforts that help secure for children in the Shelton Public School System the best possible means for their mental, physical, social and emotional development.
2. This organization is non-commercial, nonsectarian and nonpartisan. It does not endorse any commercial enterprise or any candidate for public office. Neither the name of the organization nor the names of its officers in their official capacities may be used in any connection with a commercial concern or with any partisan interest, or for any purpose other than the regular work of the organization.

3. This organization may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils, provided that no commitments are made without the approval of the Executive Board.
4. The fiscal year end of this Organization shall be June 30th.

Article IV: MEMBERSHIP AND DUES

1. Any member of the Sunnyside School staff, parent or guardian of Sunnyside School students, or member of the Sunnyside community shall be eligible to become a member of this organization, provided he or she subscribes to its by-laws.
2. Any eligible family member (parent(s) and/or guardian(s) shall become a member of this organization upon the payment of the yearly dues. Each shall be entitled to a separate vote. If dues are increased or decreased from the previous year's dues a vote will be taken at the first General Meeting.
3. Only members of this Organization shall be eligible to participate in the business portion of general meetings or to serve in any of its elective or appointive positions. Voting on official PTO matters is restricted to members in good standing –one vote per member.
4. The membership fee is due and payable by the second General Meeting of the school year for the period extending throughout the remainder of the school year. Notwithstanding the annual membership period, eligible persons may become members at any time during the school year upon payment of the yearly dues.

Article V: GENERAL MEETINGS

1. The general meetings of this organization shall be scheduled prior to the beginning of the school year and the membership notified.
2. Special General Meetings may be called by the Executive Board giving advanced notice.

3. At the first general meeting of the year, the President(s), Co President(s), Treasurer, or Co-Treasurer shall present the proposed budget for the academic year for approval by a majority of the members present.
4. The annual installation meeting shall be held at the last General Meeting of the school year.
5. The number of members of the Organization in attendance at any general meeting of the Association shall constitute a quorum.
6. The meetings shall be open to the general public, but the privilege of holding office, introducing motions, debating and voting shall be limited to members of the organization whose current dues are paid.
7. Members must be attendance to vote. If an individual is prevented by a permanent physical disability, as defined in the Americans With Disabilities Act of 1990 from voting on a) amendments to the by-laws b) election of officers or c) an issue where there is prior written notice from the Executive Board of a vote to be taken, the Principal shall allow for a proxy vote for that individual. In the event that no individual is designated as the proxy, the principal shall cast the proxy vote.

Article VI: EXECUTIVE BOARD

1. The Executive Board shall consist of the officers of the organization, the principal of the school or a representative appointed by him or her.
2. The duties of the Executive Board shall be:
 - a. To transact necessary business in the intervals between General Meetings and such other business as may be referred to it by the organization;
 - b. To create committees;
 - c. To oversee the plans of the committees;
 - d. To present a report of activities at the General Meetings of the organization;
 - e. To review and submit to the general members of the organization, for approval, a budget for the fiscal year;

- f. To approve routine bills within the limits of the budget and these by-laws;
 - g. To review a calendar of PTO events to be published in the student handbook;
 - h. To ensure that an annual audit of the finances of the organization is conducted;
 - i. To ensure that the organization has in place adequate insurance coverage.
 - j. To sign and abide by the Sunnyside School PTO Executive Board Member Agreement attached at the end of the by-laws.
3. Regular meetings of the Executive Board [will be held with the regular monthly meetings] for the upcoming school year, shall be held monthly during the school year; the time to be fixed by the board. A majority of the Executive Board shall constitute a quorum.
4. Special meetings of the Executive board may be called by the President or by a majority of the members of the board, twenty four (24) hours notice having been given.
5. Each member of the Executive Board shall have one vote.
6. If it is necessary to hold an email vote by the executive board between meetings to determine an issue, the following standards will apply:
- a. All Executive Board Members will be included in the email distribution.
 - b. All persons responding to the email will use the “Reply All” response option so that all can be aware of any discussion.
 - c. Motion needs to be made and seconded by voting members via email.
 - d. All persons shall respond to email either as a “yea”, “nay” or abstention and a tally of these votes will be kept by the President(s). The record of the vote will be added as an addendum to the previous meetings minutes by the Recording Secretary.
 - e. Persons not possessing email access shall be provided with a hard copy of all correspondence dealing with the vote by the Recording Secretary and may vote either verbally by phone or in writing to the President(s)

Article VII: OFFICERS, NOMINATION AND ELECTION OF

1. The Officers of this Organization shall be a President/Co-President, a Vice President(s), a Recording Secretary, a Corresponding Secretary and a Treasurer/Co-Treasurer. Offices may be shared at the recommendation of the Nominating Committee and approval of the Executive Board. The Officers shall be elected at the general PTO meeting held in May and shall serve for a term of one year. No officer shall hold the same office for more than two consecutive terms unless at the election meeting no other candidate has been presented.
2. The Nominating Committee shall consist of no less than three (3) and no more than five (5) members. The principal of the school shall be a member ex-officio. A majority vote shall be decisive. The consent of each candidate to serve, if elected, must be obtained before his/her name is placed in nomination, and he/she must be on the membership list at the time of nomination. Nominees for the office of President must have served on the Executive Board for at least one year.
3. The Nominating Committee shall nominate an eligible and qualified person for each office to be filled and report its nominees at the general meeting in April. At that time additional nominations may be made from the floor, provided that the nominees are in attendance or have submitted written acceptance of the nomination to the Nominating Committee chairperson.
4. A majority vote by the Organization membership in attendance at the general meeting is necessary to elect an officer.
5. A vacancy occurring in any office, other than President, shall be filled for the unexpired term by a PTO member elected by a majority vote of the Executive Board, notice of such election having been given to the Organization.

Article VIII: DUTIES OF OFFICERS

1. The President or Co-President shall preside at all General Meetings and Executive Board meetings; shall be a member ex-officio of all committees except the nominating committee; shall coordinate the work of the officers and committees in order that the objectives may be achieved, and attend or designate a representative to attend public meetings when necessary.

The President may designate an Executive Board Officer to oversee all Fundraising activities.

2. The Vice- President(s) shall act as an aide(s) to the President(s) and will, in their designated order, perform the duties of the President in the absence or inability of that office to serve. The Vice President(s) shall assist in any PTO matters as deemed necessary by the President(s).
3. The Treasurer shall receive and pay put monies of the Organization as authorized by the Association or the Executive Board. The President can authorize up to \$100.00 in order to transact regular business that may occur between Executive Board meetings. The Treasurer shall keep a full and accurate account of receipts and expenditures and shall present a financial statement at every meeting of the Organization and written financial statement will be distributed at every Executive Board meeting. The Treasurer shall maintain a financial report for each PTO activity. The Treasurer shall be responsible for submitting all necessary documents to the Internal Revenue service in accordance with current laws. At the first PTO meeting of the school year, the Treasurer shall present a written annual financial report for the previous fiscal year.
4. The Recording Secretary shall record the minutes of the business portion of all meetings of the Association and of the Executive Board and shall perform such other duties as may be delegated to him/her by the President or the Organization.
5. The Corresponding Secretary(s) shall carry on the correspondence of the Organization, the Executive Board and the President(s). The Corresponding Secretary(s) shall assist in any PTO matters as deemed necessary by the President(s).
6. The Organization shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the Organization. These records are to include the number of its members, the dues collected from its members. The written annual financial report shall also be submitted to the Board of Education by their specified date.

Article IV: COMMITTEES: STANDING AND SPECIAL

1. Committees shall be established and/or dissolved by the Executive Board as necessary. (The appointment and approval of the chairperson(s) shall be by the majority of the officers of the organization.) Chairpersons shall not chair or co-chair the same committee for more than two (2) consecutive terms unless at the time of designation of chair people by the majority of officers no other candidate has been submitted.

2. Special committees may be formed as necessary with the approval of the majority of the Executive Board. A special committee is dissolved when its work is done and its final report is received. The report will be subject to the approval of a majority of the Executive board.
3. The chairperson(s) of each committee shall present a plan to the Executive Board prior to their first activity. Work will be undertaken with the consent of the Executive board. Committee chairpersons are to attend the Executive Board meetings just prior to and just after their activity, if applicable, and/or prepare a written plan and final report for review by the Executive Board.
4. A current listing of all committees will be published at the beginning of each school year and maintained on the PTO web site.

Article X: PARLIAMENTARY AUTHORITY

1. The rules contained in the current edition of Robert's Rules of Order, Newly Revised will govern this organization in all cases to which they are applicable and in which they are not in conflict with the by-laws. These by-laws are to be reviewed every two years or as deemed necessary by a majority vote of the Executive board.

Article XI: ADMENDMENTS

1. These by-laws may be amended at any General Meeting of the organization by an affirmative vote of two-thirds (2/3) of the members present. Notice of the proposed amendment(s) must be given ten (10) days prior to the General Meeting.

Article XII: FINANCIAL CONTROLS; AUDIT

1. Proper invoices or receipts for reimbursement are required for all payments, provided, however, that up to \$100.00 may be given to cover reasonable out of pocket expenses incurred prior to an organization activity or event.
 - a. Within 72 hours after the conclusion of the activity or event proper receipts should be provided.
 - b. Within 2 business days after the conclusion of the event all deposits should be made.

2. PTO funds:
 - a. At the close of each day of an event and at the conclusion of the event, all PTO funds must be counted at the event by 2 people, each initialing the appropriate treasury form.
 - b. All PTO funds shall be handled by the committee chairperson(s) or a committee member as designated by the chairperson(s).
3. An Audit Committee made up of 1 officer (who is not authorized to sign organizational checks) and 1 general member shall conduct an annual review of the finances of the organization. The financial review shall take place at or near the conclusion of the school year and the Audit Committee shall present its report at the first General Meeting of the next school year.

Article XIII: TAX EXEMPT STATUS; DISSOLUTION

1. No part of the net earnings of the organization shall inure to the benefit of or be distributable to its members, officers or other private persons, except that the organization is authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of educational purposes. No substantial part of the activities of the organization shall carry on a propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing for distribution of statements) any political campaign on behalf of any candidate for public office. The organization shall not carry on any other activities not permitted to be carried on:
 - a. By an organization exempt from Federal Income tax under Section 501 (c)(3) of the Internal Revenue Code (or corresponding provision of any future United States internal Revenue Law) or
 - b. By an organization, contribution to which are deductible under Section 170 (c)(2) of the Internal Revenue Code (or the corresponding provisions of any future United States internal Revenue Law)
2. Upon dissolution of the organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations which have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

