****Bylaws of

Fillmore Central School PTO

**ARTICLE I – NAME & MISSION STATEMENT**

**Section 1: NAME** – The name of the organization shall be Fillmore Central School PTO; hence forth referred to as the PTO.

**Section 2: MISSION STATEMENT** – The PTO exists for the purpose of partnering alongside teachers and school personnel to promote volunteerism where needed, and to foster collaborative relationships for the purpose of supporting the education and well-being of our children.

**ARTICLE II – MEMBERSHIP**

Membership shall be automatically granted to all parents and guardians of Fillmore Central School students, plus all staff at Fillmore Central School. There are no membership dues. Members have voting privileges, one vote per household.

**ARTICLE III – OFFICERS**

**Section 1: EXECUTIVE BOARD** – The Executive Board shall consist of the following officers: President, Vice President, Secretary and Treasurer. Officer positions can be shared. The School Administration and the Teachers Union can send at least one representative. The School Administration and the Teachers Union shall have one vote each on the Executive Board.

**Section 2: TERM OF OFFICE** – Officers are elected for two years and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time.

**Section 3: ELIGIBILITY** – Members are eligible for office if they are members in good standing.

**Section 4: INDIVIDUAL DUTIES** –

* ***Executive Board*** – Develop the PTO’s annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs. Attend quarterly meetings and coordinate the calendar with a member of school administration or their designee.
* ***President*** – Preside over meetings of the organization and Executive Board, serve as the primary contact for administration, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served and retain a copy of **all** official records of the PTO.
* ***Vice President*** – Assist the president and carry out the president’s duties in his or her absence or inability to serve.
* ***Secretary*** – The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of and brings to meetings: the minute’s book, bylaws, rules, and any other necessary supplies.
* ***Treasurer***- The treasurer shall serve as custodian of the PTO’s finances, collect revenue, pay authorized expenses, follow all financial policies of the PTO, and hold all financial records. All funds shall be kept in a checking account in the name of Fillmore Central School PTO requiring the signature of either the Treasurer or President and held at Allegany First FCU.

**PTO Funds Policies**

* Expenditures must be approved by a majority vote the Executive Board.
* The PTO shall not be liable for any expenditure without submission of such expenditures to the Executive Board for approval.
* PTO Board Members have the obligation to be conservative in the use of PTO funds and to report to the Board at monthly meeting regarding the intended use of any funds.
* In order for PTO funds to be disbursed (for a reimbursement or to initiate a payment to an external company) original store/business receipts need to be submitted to the treasurer
* All reimbursement requests must be submitted within 60 days of the expense.
* Any commitment of funds that does not follow these policies is the personal responsibility of the initiator.

**Section 5: GENERAL OFFICER DUTIES** –

* ***Records***- Chairpersons for each committee shall keep a written record of all committee activities in a manner that can be passed along to future chairs.
* ***Monthly Reports*** - Chairpersons shall attend monthly PTO meetings to report on the activities of the committee.

**Section 6: REMOVAL** – Officers can be removed from office with cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

**Section 7: VACANCY** – If there is a vacancy in the office of President, the Vice President will become the President. At the next regularly scheduled meeting, a new Vice President will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

**Section 8: ELECTIONS** - Elections will be held at the second to last meeting of the school year. One month prior to the election nominations can be given, but at that meeting, nominations may also be made from the floor.

**Section 9: VOTING** - Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

**ARTICLE IV – MEETINGS**

**Section 1: GENERAL PTO MEETINGS** – General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board. Dates and times of the regular monthly meetings shall be presented by the President at the first regular meeting of the school year.

**Section 2: BOARD MEETINGS** –Executive Board meetings shall be held no less than quarterly on a date mutually agreed upon by the officers, or at the discretion of the President.

**Section 3: VOTING** – Each member in attendance at a PTO meeting is eligible to vote. There will be only one vote per household and absentee or proxy votes are not allowed.

**Section 4 – QUORUM** – A majority of the Executive Board and at least five (5) members of the PTO must be present to constitute a quorum for the purpose of voting. A quorum must be met in order for any vote to take place. For example, a quorum could be at least three (3) Executive Board members and at least five (5) general members.

**ARTICLE V – COMMITTEES**

**Section 1: FORMATION** - Special committees may be formed at any time either at the request of the PTO officers or by a majority vote of the membership.

**Section 2: CHAIRPERSONS** - Officers or members can serve as a chairperson.

**Section 3: RECORDS** - Chairpersons for each committee shall keep a written record of the committee activities in a manner that can be passed along to future chairs.

**Section 4: COMMITTEE MEMBERS** - Chairpersons shall solicit members to serve on their committee.

**Section 5: MONTHLY REPORTS** - Chairpersons shall attend monthly PTO meetings to report on committee activities.

**ARTICLE VI – BYLAW AMENDMENTS**

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. At least 2/3 of all members present must vote in approval to adopt an amendment to the Bylaws.

**ARTICLE VII - PARLIAMENTARY AUTHORITY**

**Section 1: RULES -** The authority for this organization shall be “Robert’s Rules of Order Newly Revised.”

**Section 2: BYLAWS AMENDMENT -** These Bylaws may be amended under the following conditions:

* At least 5 PTO Members shall submit the revision request to the Secretary; and
* At least 14 calendar days prior notice shall be given to the PTO Membership that a vote will be taken at the next scheduled Regular PTO meeting and
* A quorum is met at the meeting and the revision request is approved by 2/3 of those present.
* All approved amendments shall become effective immediately. These will be recorded by the Secretary.

**ARTICLE VIII - DISSOLUTION**

**Section 1: DISSOLUTION -** The PTO may be dissolved provided prior notice is given to the PTO Membership, a vote is taken at the next scheduled Regular PTO meeting (a quorum must be met), and the request is approved by a majority vote of those present.

**Section 2: MATERIALS -** In the event of dissolution of the PTO, any remaining materials shall be donated to Fillmore Central School.

**These bylaws were adopted on March 10, 2016; amended November 9, 2017.**