

Seneca Street School Parent-Teacher Organization By-Laws  
Oneida, New York

**Article I - Name**

The name of the organization shall be the Seneca Street School Parent-Teacher Organization, Inc. (Further known as Seneca Street School P.T.O.)

**Article II - Purpose**

**Section 1.**

The purpose of the Seneca Street School P.T.O. shall be to promote the growth and development of the children in the home, school and community by:

- Planning and providing school programs.
- Planning and participating in fund-raising projects which will provide additional funds to benefit the children.
- Assisting school personnel as needed.

**Section 2.**

Notwithstanding any other provisions of these articles, the organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

**Article III - Basic Policies**

**Section 1.**

The purpose of the Seneca Street School P.T.O. shall be promoted through an educational program directed towards parents, teachers, and the general public; shall be developed through conferences, committees, and projects; and shall be governed and qualified by the basic policies set forth in this Article.

**Section 2.**

This organization shall be noncommercial, nonsectarian, and nonpartisan. It shall not endorse a commercial enterprise or a candidate. The name of the organization or the names in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest, or for any other purpose than the regular work of the organization.

No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

**Section 3.**

This organization shall seek neither to direct the administrative activities of the school nor to control its policies.

**Section 4.**

This organization may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils, provided its representatives make no commitments that bind the group she/he represents.

**Section 5.**

Upon the dissolution of the corporation, after paying or making provisions for the payment of all legal liabilities of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code, or the 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 so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation 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.

**Section 6.**

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.

**Section 7.**

Any policies properly effectuated under the predecessors of the prior Seneca Street P.T.A. and the previous Seneca Street School Parent Teacher Organization dated October 18, 2001 shall remain in force until such time as properly amended under the procedures of Article XII.

**Article IV - Membership and Dues**

**Section 1.**

Membership shall be offered to any Seneca Street School parent or guardians who have child/ren attending the school or who will have the following fall, or any staff/faculty member of the school.

**Section 2.**

Members shall be permitted to express concerns, make recommendations and/or motions and vote at all meetings.

**Section 3.**

There are no annual dues required for membership.

**Section 4.**

The fiscal year shall be from July 1<sup>st</sup> thru June 30<sup>th</sup> inclusive.

**Article V - Voting**

**Section 1.**

Voting privileges will be extended to all members of this organization. Issues will be decided by a simple majority vote of the members present at the P.T.O. meeting when the vote is taken.

**Article VI - Executive Committee (Officers), Elections**

**Section 1.**

Officers of the Seneca Street School P.T.O. shall constitute being the Executive Committee. The Executive Committee will comprise elected officers from the Seneca Street School P.T.O. The main function of the officers shall be to administer, manage, or make executive decisions of the affairs for the Seneca Street School P.T.O.

- The officers of this organization shall be a President or Co-Presidents, First Vice-President, Second Vice President, Secretary, and Treasurer.
- Officers shall be elected annually in the month of May.
- Officers shall assume their official duties at the close of the year in June and shall serve a term of one year and/or until their successors are elected.
- No officer may hold the same office more than two consecutive full terms. A full term of office shall be one year.

- The consent of each candidate must be obtained before her/his name is placed in nomination. Additional nominations may be made from the floor providing the consent of each candidate has been obtained before her/his name is placed in nomination. Voting shall not be limited to the nomination.

**Section 2.**

Nominations for Officers shall be made by a Nominating Committee, three members appointed by the Executive Committee, at least one month preceding the election of the Officers. The Nominating Committee shall report at the April meeting the names of candidates for each office. Members of the Nominating Committee are not eligible to run for office.

**Section 3.**

A vacancy occurring in an Office shall be filled by majority vote of the members at the next regular meeting. The Nominating Committee will again meet to recommend candidates. Notice to all members of the Seneca Street P.T.O. will be sent two weeks in advance of the meeting that a vote will be taken on said vacancy.

**Section 4.**

Any officer may be dismissed of duties, by a majority vote of active P.T.O. members, for any actions not in accordance with her/his role or the purpose of the Organization. (Such as non-fulfillment of duties or theft)

**Article VII - Duties of Officers**

**Section 1.**

The President or Co-Presidents shall preside over all meetings; shall coordinate P.T.O. activities; shall perform other duties as usually pertain to office as prescribed in these by-laws or assigned to her/him by the P.T.O. members, in order that the Purpose be promoted.

- Shall prepare an agenda for all meetings of the organization in cooperation with the Vice-Presidents;
- Shall preside at all meetings of the organization and of the Executive Committee at which she/he may be present;
- Shall coordinate the work of the Officers and Committees of the Organization in order that the purpose of the organization may be promoted.

**Section 2.**

The First Vice-President shall act as an aide to the President and shall perform the duties of the President in the absence or inability of the Officer to serve. The First Vice-President shall assume the office of the President if that office is vacated before the term expired - until such time as an election may be held. The First Vice-President shall assume the duty to oversee the operations of the Fund-Raising Committees and notify the Executive Committee of all meetings.

The Second Vice-President shall act as an aide to the President and First Vice-President. The Second Vice-President shall help to oversee the operations of the remaining committees formed by the P.T.O. She/he shall specifically help to coordinate in the operations of the Program Committee; Public Relations Committee; and the formulation of reporting monthly P.T.O. meeting updates, to be used in the Seneca Street School Newsletter.

**Section 3.**

The Secretary shall record the minutes of all meetings of the organization and any business conducted by the Executive Committee. She/he shall keep a file of all letters, reports, records pertaining to the work of the organization and shall perform other duties as may be delegated to that office. The Secretary shall keep a list of all committee appointments and a filed calendar of scheduled year activities. A record of policies practiced by the Seneca Street School P.T.O. shall be recorded for reference. All minutes, correspondence, Seneca Street School policies, and by-laws of this organization shall be available to any member on request.

**Section 4.**

The Treasurer shall receive all monies of the organization; shall keep an accurate record of receipts and expenditures; and shall pay out funds in accordance with the approved budget as authorized by the organization. The Treasurer shall present a detailed financial statement at every meeting of the organization and at other times, when requested by the Executive Committee and shall make a full report at the June meeting. Signed authorization of funds for over \$5,000.00 shall require two authorized signatures of the Executive Committee.

The Treasurer shall ensure that a balance of no less than \$5,000 remains in the P.T.O. bank account at the end of the fiscal year, June 30<sup>th</sup>.

The Treasurer's accounts shall be examined annually by an auditor or a Budget Committee of not less than three members, who, satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact, at the end of the report. The Budget Committee shall be appointed by the Executive Committee, at least one month before the June meeting.

#### **Section 5.**

Executive Committee shall consist of the elected Officers of the Seneca Street School P.T.O. The Executive Committee will have the power to make executive decisions, only in the event that the governing power of the P.T.O. members are unable to meet in a timely fashion to give consent on P.T.O. matters. Such power of the Executive Committee shall require a majority vote of the Officers, to carry a directive.

P.T.O. member shall be any Seneca Street School Parent or Teacher, who is entitled to attend and participate actively in the functions of the P.T.O., attend regular meetings of the P.T.O., and be eligible to serve on any committee.

#### **Section 6.**

All Officers shall:

- A. Perform the duties prescribed in the parliamentary authority in addition to those duties outlined in the by-laws and those assigned from time to time.
- B. Deliver to their successors all official material within ten days following the transfer of official duties (see Article VI, section 1).

### **Article VIII - Meetings**

#### **Section 1.**

There shall be a minimum of five (5) regular meetings of the organization during the school year, which will be determined by the Executive Committee and appear in the school calendar. The date and time of the scheduled monthly meetings shall be agreed upon and conveyed to all members. Any changes must be conveyed to all members at least two weeks in advance.

#### **Section 2.**

Majority vote will rule to constitute a quorum for the transaction of business in any P.T.O. regular meeting.

### **Article IX - Standing Committee**

There shall be such Standing Committees as may be required by the organization to promote the purpose and interests of the organization. All Standing Committee Chairpersons shall present plans of the committee to the P.T.O.

members. The Executive Committee will charge the respective Chairpersons with their responsibilities. A.

Standing Committees include:

1. School Events
  2. Budget
  3. Fundraising
  4. Yearbook
  5. Staff Appreciation
- B. Special Committees shall be appointed, as necessary, by the Executive Committee.

### **Article X - Parliamentary Authority**

Robert's Rules of Order shall govern this organization in all cases in which they are applicable and in which they are not in direct conflict with these by-laws.

**Amended May 8, 2019**

## **Article XI - Articles of Organization**

The by-laws of this Organization shall be deemed to be part of its' articles of organization.

## **Article XII - Amendments**

### **Section 1.**

- A. These by-laws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting, provided notice of the proposed amendment shall have been given at the previous meeting.
- B. A committee may be appointed to submit a revised set of by-laws as a substitute for these by-laws only by a majority vote at a meeting of the organization.
- C. All proposed amendments to the by-laws must be submitted to the Executive Committee, prior to voting on them.