

BY-LAWS OF THE  
PARENT- TEACHER ORGANIZATIONS and COORDINATING COUNCIL,  
OF THE EAST WILLISTON SCHOOL DISTRICT,  
FOR EACH OF THE FOLLOWING,  
NORTH SIDE SCHOOL, WILLETS ROAD SCHOOL,  
WHEATLEY SCHOOL AND COORDINATING COUNCIL

Revised April 2014

Review and reapprove ~ May/June 2017

**ARTICLE I: Name of Organization**

The name of the organization is the Parent-Teacher Organization, Coordinating Council, of the East Williston School District. Each of the North Side School, Willets Road School and Wheatley School (hereinafter referred to as a unit) shall maintain a separate parent-teacher organization unit (hereinafter referred to as a PTO).

The PTO is an organization of parent volunteers, with membership consisting of both teachers and parents, mandated to promote a closer working relationship between parents and administration in seeking a common goal of providing a quality education to the children of the East Williston School District (EWSD).

**ARTICLE II: The Purpose of the Organization**

**Section 1.**

Promote closer cooperation between teachers and parents, schools and community, and to advocate, at all times, the best interests of education for all children.

**Section 2.**

Develop between faculty and the general public such united efforts as will secure for every child the highest advantages in physical, mental, social and ethical education.

**Section 3.**

To cooperate to its fullest with the Coordinating Council in its endeavor to unify local P.T.O. units by avoiding duplication of projects and competitive fundraising methods.

**Section 4.**

Act as liaison among parents, administration, faculty and Board of Education.

**Section 5.**

Address relevant educational or child welfare issues on local, state or national levels.

## **ARTICLE III: Basic Policies**

### **Section 1.**

The P.T.O. shall be non-commercial and non-profit.

### **Section 2.**

Neither the name of the organization nor the names of any members in their official capacities shall be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the Purpose of the Organization.

### **Section 3.**

The P.T.O. shall not directly or indirectly participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office. In addition, the P.T.O. shall not devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

### **Section 4.**

The P.T.O. shall cooperate with the East Williston school district to support the improvement of education and to otherwise further their goals.

### **Section 5.**

The P.T.O. will remain neutral during contract negotiations between the Board of Education and any collective bargaining units.

### **Section 6.**

The P.T.O. shall work with the school to provide quality education for all children and shall participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated to the Board of Education.

### **Section 7.**

The P.T.O. may cooperate with other P.T.O.s and agencies concerned with the welfare of children, but persons representing the unit in such matters shall make no

commitments that bind the P.T.O., without a vote from the Executive Board (as defined herein).

### **Section 8.**

The P.T.O. may not make a contribution to any charitable organization in excess of \$100 unless such contribution conforms to the Purpose of the Organization.

## **ARTICLE IV: Membership and Dues**

### **Section 1.**

Any parent and/or legal guardian of a unit student and any professional staff member of a unit who subscribes to the Basic Policies and Purpose of the Organization may become a member of the P.T.O. subject only to compliance with the provisions of the by-laws. Membership in the P.T.O. shall be available without discrimination.

### **Section 2.**

The P.T.O. shall conduct an annual enrollment of members. Additional members shall be accepted at any time, and his/her membership shall begin on the date of enrollment and extend through the school year.

### **Section 3.**

The annual dues shall be set at the discretion of the Executive Board. Dues shall be no less than \$5.00 and not to exceed \$25.00 per family or professional staff member. Dues may be waived in the case of financial hardship at the discretion of the President(s) of the P.T.O.

### **Section 4.**

Only paid members of the P.T.O. shall be eligible to participate in its business meetings, to serve in any of its elected or appointed positions and to vote. Votes shall be extended as a family unit, with one vote per family. The privilege of holding office, making motions, debating and voting shall be limited to members of the P.T.O. whose dues are not in arrears

## **ARTICLE V: Officers, Election of Officers and Voting Procedures**

### **Section 1.**

- a. The officers of the P.T.O. shall be a President, two Vice Presidents (or Co-Presidents and one Vice President), a Secretary, a Treasurer, a Member at Large and a Past President. Officers shall assume their official duties immediately following the close of the May/June meeting and shall serve for

a term of two years. Officers wishing to serve a second term in a particular position must be elected. No officer may hold the same office for more than two consecutive terms unless no other candidate is available for such position.

- b. Officers shall constitute the Executive Board.
- c. A slate of officers shall be presented by the Immediate Past President (Nominating Committee Chairperson) at a general meeting in February or March. If no meeting is held the slate of officers shall be presented through the Unit PTO Newsletter. The Immediate Past President must then cast the elective ballot of the P.T.O. and elect the nominees for a term of two year.
- d. Any candidate for office shall have been a paid member of their P.T.O. and a member in good standing. A member in good standing shall be defined as one who has paid their membership dues for the current year and has served on at least one committee.
- e. In the event that no candidate can be found for a particular Executive Board position from the parent community, incoming parents who are members in good standing of another unit P.T.O. shall be eligible for said position. Exceptions to these eligibility criteria may be made in the event that candidates meeting such criteria are not identified.
- f. Failure of an Executive Board member to attend two consecutive meetings without due notification to the President(s) and without valid reason, shall be grounds for such member to be replaced by a vote of the remaining Executive Board.
- g. Failure of an Executive Board member to perform their official duties, as outlined in the by-laws, shall be grounds for such member to be replaced by a vote of the remaining Executive Board.
- h. A vacancy occurring in any office, with the exception of Past President, shall be filled for the unexpired term by a vote of the Executive Board.
- i. A staff member, an administrator, a Board of Education Trustee or spouses of any of the aforementioned may not hold office on the Executive Board.
- j. Any person holding an Executive Board position, or their spouse, who becomes a member of staff, administration or the Board of Education, must resign his/her Executive Board position.

## **Section 2.**

- a. A Nominating Committee shall consist of three members. The Immediate Past President(s) shall serve as chairperson(s) of the Nominating Committee and shall solicit and appoint volunteers to serve on the committee. In addition to the Immediate Past President(s), the Nominating Committee shall consist of: one member of the Executive Board and one non-board members, in good standing, chosen by lottery, no later than the January/February P.T.O. meeting. In the event one members cannot be found from the general membership, the Chairperson of the Nominating Committee may appoint the remaining member. One alternate name will also be chosen at this time, in the event a member of the Nominating Committee should decide to run for office. Notice of volunteer requests shall be distributed to the general membership at least two weeks prior to the January/February P.T.O. meeting.
- b. The Nominating Committee shall report at the February/March meeting the name of one candidate for each office to be filled. The consent of each candidate must be obtained before the name is placed in nomination. If no meeting is held the candidates names shall be reported in the Unit PTO Newsletter.
- c. A member of the Nominating Committee may not be a candidate for an Executive Board office without resigning from the Nominating Committee.

## **Section 3.**

To qualify to vote in the election of officers, to make nominations from the floor or to make motions, one must be a member in good standing of the P.T.O.

## **ARTICLE VI: Duties of Officers**

### **Section 1.**

President(s)

- a. The President(s) shall preside over all meetings of the P.T.O. and of the Executive Board.
- b. The President(s) shall represent their P.T.O. where a specific request is made for such a representative.
- c. The President(s) shall appoint standing committees and chairpersons.

- d. The President(s) shall coordinate the work of the officers and the committees in order to carry on the work of the P.T.O.
- e. The President(s) shall serve as an *ex officio* member of all committees.
- f. The President(s) shall serve on the Coordinating Council and shall deliver a Coordinating Council report of activities and issues of its unit at these meetings. In the event of Co-Presidents, one or both President(s) shall serve on the Coordinating Council.

## **Section 2.**

### Vice President(s)

- a. One of the Vice President(s) may serve on the Coordinating Council.
- b. The Vice President(s) shall perform duties assigned by the President(s)
- c. The Vice President(s) shall preside at the meetings in the absence of the President(s).

## **Section 3.**

### Secretary

- a. The Secretary shall record the minutes of all the P.T.O. and Executive Board (including the attachment of all written reports distributed at such meetings) and keep accurate attendance of each meeting. They will be posted to the PTO Application and the EWSD Website prior to the next scheduled meeting.
- b. The Secretary shall distribute to the members the previous meeting's minutes at the proceeding meeting. The minutes of each P.T.O. meeting, after having been accepted, along with a copy of the signed attendance sheet and all written reports, shall be filed and kept in a binder by the Secretary.
- c. The Secretary shall take care of the correspondence (including all email correspondence) of the P.T.O. and shall send notices of its meetings and events.
- d. The Secretary shall keep an accurate roster of the names and addresses of the P.T.O's members.

- e. The Secretary shall conduct correspondence delegated to him/her by the Executive Board.
- f. The Secretary shall perform other duties as shall be delegated to him/her.

#### **Section 4.**

##### Treasurer

- a. The Treasurer shall have custody of all funds of the P.T.O.
- b. The Treasurer shall collect and keep a full and accurate account of all monies and keep account of all receipts and expenditures of the P.T.O.
- c. The Treasurer shall pay out funds in accordance with the approved budget and shall pay any expenditure authorized by the P.T.O. Executive Board. The Treasurer will provide all individual contractors with disbursements in excess of \$600 with a Form W-9 prior to or at the time of payment. In addition, the Treasurer will provide a letter to any donor of goods or services in excess of \$250 indicating that such donation is tax deductible to the fullest extent of law and that no goods or services were provided in return for such contribution. Any disbursements of funds not already included in the approved budget shall be voted on by the general membership. Suggestions for the disbursement of funds can be initiated by the Executive Board or the general membership.
- d. The Treasurer shall present a financial statement at every meeting of the P.T.O. and at other times when requested by the Executive Board and shall make a full report at the annual meeting in May/June.
- e. The four Unit's Treasurer's accounts shall be examined through a yearly internal review conducted by the Coordinating Council President & Past President. This shall not be constituted as an audit.
- f. The Treasurer shall prepare an annual budget for the period July 1<sup>st</sup> through June 30<sup>th</sup> of the following year. The budget shall be prepared with the President(s), the past Treasurer (if it is the Treasurer's first year), and anyone else that would be of assistance. The budget shall be submitted to the P.T.O. no later than the September/October general meeting and shall be voted for approval.
- g. The Treasurer shall submit to the treasurer of the Coordinating Council all paperwork necessary for the filing of the IRS tax return by August 31<sup>st</sup> of each year.

## **Section 5.**

### Member at Large

- a. The Member at Large shall coordinate attendance at all Board of Education meetings, work sessions and community meetings. They shall report on all activities and issues of each such meeting at P.T.O meetings.
- b. The Member at Large shall coordinate maintenance of the PTO Application and work with School Staff to keep the PTO Websites current.
- c. The Member at Large shall perform other duties as shall be delegated to him/her.

## **Section 6.**

### Past President

- a. The Immediate Past President(s) of the P.T.O. or a Past President of any unit shall serve on the Executive Board following his/her term of office.
- b. The Past President shall serve on the Coordinating Council.
- c. The Past President shall serve as chairperson(s) of the Nominating Committee.
- d. The Past President shall serve as a Parliamentarian and be responsible for having a copy of the P.T.O.'s current by-laws as well as the most current edition of Robert's Rules of Order at each meeting of the P.T.O.

## **Section 7.**

### **The Executive Board**

- a. All officers shall deliver to their successors all official material at the joint (outgoing and incoming Boards) Executive Board meeting in May/June.
- b. Special meetings of the Executive Board may be called by the President(s) or by a majority of the Executive Board, provided at least five days notification thereof. All Executive Board meetings are closed meetings, notwithstanding invitations to PTO Members.



- c. The duties of the Executive Board shall be to transact necessary business in the intervals between P.T.O. meetings and such business as may be referred to it by the P.T.O., including but not limited to the review and approval of disbursements of PTO funds.
- d. A majority of the Executive Board shall constitute a quorum.
- e. All Officers shall perform the duties prescribed in the parliamentary authority (The most current addition of Robert Rules of Order Revised) in addition to those outlined in these by-laws and those assigned.

## **ARTICLE VII: Standing Committees**

### **Section 1.**

The President(s) and/or Executive Board may create such committees as it may deem necessary to promote the purpose and carry on the work of the P.T.O.

### **Section 2.**

The chairperson and/or co-chairperson of the standing committees shall be appointed by the President following a solicitation of volunteers from the general membership.

### **Section 3.**

The chairpersons of all standing committees shall present a plan of work to the Executive Board and no committee work shall be undertaken without the approval of the Executive Board.

## **ARTICLE VIII: Special Committees**

There shall be such special committees for specific purposes as the P.T.O. or the Executive Board may deem necessary and desirable. The chairperson of each committee shall be appointed by the President(s).

## **ARTICLE VIII: Meetings**

### **Section 1.**

There shall be, during the school year, a minimum of three regular business meetings of the P.T.O. Five days notice shall be given of the change of date of the regular business meeting.

**Section 2.**

Additional meetings may be called by the Executive Board at its discretion or upon the written request of 30% of the membership. There shall be at least five days notice by the Executive Board if there is to be a vote taken.

**Section 3.**

The last regular meeting of the school year shall be the transitional meeting which may be held either in May or June. At this time, all annual reports shall be made to the membership and the Treasurer's report shall be given .

**Section 4.**

The privilege of holding office, making motions, debating and voting shall be limited to paid members of the P.T.O., whose dues are not in arrears.

**Section 5.**

Ten members shall constitute a quorum for the transaction of business in any meeting of the P.T.O.

**ARTICLE VIII: FISCAL YEAR**

**Section 1.**

The fiscal year of the P.T.O. shall be July 1 through June 30 of the following year.

**ARTICLE XI: PARLIAMENTARY AUTHORITY**

**Section 1.**

The most current edition of Robert's Rule of Order shall govern the P.T.O. in case in which they are applicable.

**ARTICLE XII: AMENDMENTS**

**Section 1.**

- a. These by-laws may be amended at any regular meeting of the P.T.O. by a quorum of its members and voted on, at least thirty days prior to the date of the meeting at which action is to be taken.

- b. A committee may be appointed to submit a revised set of by-laws at any time, if deemed necessary, by a majority vote of a meeting of the Coordinating Council, or by two-thirds vote of the Executive Board. The requirements for adoption of a revised set of by-laws shall be the same as in the case of an amendment, as stated above.

**Section 2.**

A committee shall review by-laws every three years, revise if necessary and re-approve by May/June 2017.

- a. Any committee formed for the purpose of amending or revising these by-laws must be formed in conjunction with the other P.T.O.s of the Coordinating Council.

**ARTICLE XIII: Coordinating Council**

**Section 1.**

**Voting Body**

- a. The three P.T.O.s in the East Williston School District shall unite to form a Coordinating Council for the purpose of unifying the endeavors of all the parent-teacher organization groups.
- b. The voting body of this Council shall consist of the Past President of Coordinating Council, three (3) representatives from each P.T.O. unit (two of such representatives to be Presidents an/or Vice Presidents and one to be the Past President), and one (1) representative from the Special Education Parent Council (SEPC).
- c. One (1) alternate delegate from each P.T.O. may vote in place of a regular absent member of that unit.
- d. The Superintendent of Schools shall serve as an *ex officio* member of the Council.

**Section 2.**

**Officers and Election of Officers**

- a. The officers of this Council shall be a President, a Secretary, a Vice President/Treasurer and a Past President. Officers shall assume their official duties immediately following the close of the May/June meeting and shall serve for a term of one year.

- b. The officers shall assume and hold office for a term of one year. The rotating basis for Presidency, among the three immediate Past Presidents, for the position of President, should be in the following order: North Side, Willets Road and Wheatley. If the next school in order of rotation is not willing to accept the Presidency of Coordinating Council, it can pass the Presidency on to the next school in the rotation. The Secretary, Vice President/Treasurer and any chairpersons shall be appointed by the President from the Council membership and should be rotated among the other two schools so that each school is represented as an officer of the Council. Council members should be in agreement with these appointments.

### **Section 3.**

The Coordinating Council shall have the authority to legislate for the three P.T.O.s with a majority vote.

### **Section 4.**

The Vice President/Treasurer shall file a Form 990 in October in accordance with the Internal Revenue Code or any future federal tax code in order to comply with the November 15<sup>th</sup> IRS filing date. In addition, Vice President/Treasurer shall file any other forms required under the Internal Revenue Code or other charitable laws.

### **Section 5.**

The Coordinating Council's activities are financed by appropriation from each P.T.O. yearly. The fee is determined by actual yearly needs.

### **Section 6.**

At the discretion of the Coordination Council, all candidates for seats on the Board of Education may be invited to receive questions from the public, at a MEET THE CANDIDATE night, to be sponsored by Coordinating Council.

## **ARTICLE XIV: Dissolution**

The P.T.O. may dissolve and shall conclude its affairs in the following manner:

### **Section 1.**

- a. The Executive Board shall adopt a resolution recommending that the P.T.O. be dissolved and directing that the question of such dissolution be submitted

to a vote at a special meeting of members having voting rights. The dissolution must be discussed and agreed upon at Coordinating Council. Written or printed notice stating the purpose of such meeting is to consider the advisability of dissolving the P.T.O. and shall be given to each member entitled to vote at such a meeting at least thirty days prior to the date of such meeting.

- b. Only those persons who are members in good standing of the P.T.O. on the date of adoption of the resolution and who continue to be members in good standing on the date of the special meeting (as defined in Article VIII) shall be entitled to vote on the question of dissolution.
- c. Approval of dissolution of the P.T.O. shall require the affirmative vote of at least two-thirds of the members present and entitled to vote at the special meeting, a quorum being present.
- d. Upon the dissolution of the P.T.O., 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.

#### **ARTICLE XV: By-laws**

A current copy of these revised by-laws shall be available for public record at the main office of each of the units and with the current President of each unit. They should also be posted on the PTO Application and can be provided via email upon request.

Revisions Approved: **May 2014**

By law review committee: **Kathy Drenis-Tsakonas, Lauren Shannon, and Sarah Testani.**