

**East Moriches PTO
9 Adelaide Ave.**

BY-LAWS

***Article I
Name and Purpose***

Section 1 – This organization shall be known as the East Moriches Parents-Teachers Organization.

Section 2 – The purposes of the organization shall be:

- A. To maintain communication among the parents, teachers, and administrators of the East Moriches Union Free School.
- B. To support extracurricular activities that enhance the fulfillment of the social and education needs of our school;
- C. To provide opportunities for parents and other interested persons to educate and equip themselves as partners in the education of our children.

Section 3 – The structure of the organization shall be as follows:

- A. Executive Officers
- B. Teacher Representatives, Preferably one from ES & one from MS
- C. General Membership

***Article II
Policies***

Section 1 – The objectives of this organization are:

- A. To promote education and cultural experiences for the children of the East Moriches Union Free School, K-8
- B. To maximize community and parental involvement in school activities.
- C. To provide a pool of volunteer help and talent for extracurricular school activities;
- D. To provide support for parents in the process of conscious parenting through

such means as informative speakers and discussion groups and participation in educational and extracurricular activities;
E. To raise funds to enable the accomplishment of our goals.

Section 2 – This organization shall be non-commercial, non-sectarian, and non-partisan. It shall not endorse a candidate or any partisan interest.

Section 3 – This organization shall not participate or intervene in any political campaign, on behalf of or in opposition to, any candidate for public office.

***Article III
Membership***

Section 1 – The structure of the General membership shall be:

- A. The parents or legal guardians of the children enrolled in the East Moriches Union Free School;
- B. Teachers and administrator of the East Moriches Union Free School;

Section 2 – Dues can be changed each year as per the board's discretion but not to exceed \$10.00 per family. The membership period will be from October 1 to September 30 of the following year.

Section 3 – Each member is entitled to one vote regardless of the number of children they have enrolled in the school. Non-members are ineligible to vote.

***Article IV
Executive Officers & Duties***

Section 1- The President shall:

- A. Preside at all meetings of the general membership and of the executive board;
- B. Be advised of all committee meetings and serve as a member in an advisory capacity, if so desired;
- C. Coordinate the work of the officers and the committees of the organization;

D. Communicate with the general membership through a monthly newsletter.

Section 2 – The Vice President shall:

- A. Act as an aid to the president and shall;
- B. Perform the duties of the president in the absence or disability of that officer to act;
- C. Coordinate special events.

Section 3 – The Secretary(ies) shall:

- A. Record and read the minutes of all meetings of the organization and the executive officers;
- B. Keep a file of all letters, reports, correspondence, and records pertaining to the work of the organization; for the current year;
- C. Conduct all correspondence under the direction of the president;
- D. Notify all officers and committee chairpersons of their appointment or required presence at meetings and to collect all final summaries from chairpersons.

Section 4 – The Treasurer shall:

- A. Have custody of all the funds of the organization;
- B. Keep a full and accurate account of receipts and expenditures; pay bills when received; keeps accurate ledgers and check books;
- C. Make disbursements for approved expenses and in accordance with the approved budget;
- D. Present a financial statement at every meeting of the organization and give a copy to each member of the executive board;
- E. Present an annual budget for review at the May meeting;
- F. Be responsible for the maintenance of the books and work with an auditing committee.
- G. Provide monetary procedures to Event Chairs

Section 5 – The Teacher Representative(s) shall;

- A. Be responsible for keeping open lines of communication between the organization and the faculty;
- B. Aid as an advisor.
- C. An alternative shall attend when the representative cannot attend.

Section 6 – The duties of the Executive Officers shall be:

- A. To communicate the needs, interests, and information regarding general activities of the organization to the administration of the school and the membership;
- B. To transact business necessary to the operation of the organization, and such other business referred by the membership;
- C. To create committees.
- D. To approve the plans of work of the committees;
- E. To present a report at the regular meetings of the membership;
- F. To appoint an auditing committee consisting of three members, at least one month before the June meeting to satisfy that the treasurer's annual budget and books are correct and shall sign a statement verifying this.
- G. To compile a proposed budget for the following year in May of the current year.
- H. To consider, in the event that it becomes necessary, an expense above \$300.00 and not part of an approved budget monthly meeting where there is no regular monthly meeting of the general membership. The executive board with majority approval has the authority to spend up to \$500.00.
- I. Should an office become vacant during a term (excluding that of president), the remaining officers shall appoint a replacement from the membership at the next executive board meeting called as soon as possible. If

the office of the president becomes vacant the vice president shall assume that role until a nominating committee is formed as per guidelines.

Section 7 – All officers shall turn over to their successors written documentation of all matters involved in the performance of their duties and all official materials and records within two weeks after July 1 or at the time of their resignation.

Article V Election of Officers

Section 1 – Elected officers are the president, vice-president, secretary(ies), and treasurer. They are elected by vote of the membership present at the May meeting.

A. The terms of the officers shall be staggered with the president and the secretary(ies) being elected in odd-numbered years and the vice-president and the treasurer in even-numbered years.

B. The officers shall serve for a period of two years;

C. The officers shall assume their official duties on July 1 in the year they are elected.

D. The office of the President may also be served by two members and if so, they become co-presidents whose term begins in odd-numbered years.

E. The Secretary(ies) position may be served by two members and if so, they become Recording Secretary and Corresponding Secretary.

Section 2 – The teacher representative(s) will be chosen by the faculty and will serve for a period of one year.

Section 3 – The Nominating Committee:

A. Will consist of five members; one elected by the executive officers from their group, one teacher member, and three from the general membership at the March meeting.

B. The president may not serve on the nominating committee.

C. Shall nominate an eligible person who has consented to serve for each office and announce the nominees at the April meeting.

D. Eligible member of the committee may be a candidate.

E. Candidates who are up for election must have attended at least 50% of the meetings and participated in at least one activity (Ex. Fun Fair).

F. In the event there is no PTO Board membership, general membership may forgo requirements of nominees

Section 4 – At the April meeting the membership will be given the opportunity to nominate or volunteer.

Article VI Meetings

Section 1 – Regular monthly meetings shall be held at a time and place agreed upon by the executive officers and school administration.

Section 2 – The meeting dates and time shall be included in the school calendar. Written notice of each general meeting stating time and place shall be listed in the monthly newsletter.

Section 3 – The majority vote of members present at a regular monthly meeting shall decide any questions, except as otherwise provided in these by-laws. A minimum of 10 members must be present.

Section 4 – The Robert's Rules of Order Newly Revised are followed at all meetings.

Section 5 – All decisions of the executive officers are reported to the membership. Important decisions regarding fund raising activities, (major) purchases and expenditures (above \$500.00), participation in school activities during or outside the school day, communication with and to the administration and/or teachers of the school, and reports from

committees are taken to the membership for approval.

Section 6 – At the June meeting the budget for the following year will be voted on.

Section 7 – Executive board meetings shall be held monthly through the school year at the discretion of the president.

Article VII Committees

Section 1 – Committees for program activities and fundraising:

A. Shall be volunteers chosen from the general membership at a regular monthly meeting as needed.

B. Chairpersons shall be appointed by the executive officers at the same meeting when possible;

C. Their terms shall be for the school calendar year and/or until their successors assume official duties.

Section 2 – The chairpersons shall present a plan of work at an executive board or the regular monthly meeting for approval. The chairperson shall be responsible for an accurate written account which shall serve as a guide for their succeeding chairperson. The chairperson shall submit this account to the secretary within 30 days of the event.

Section 3 – The committee chairperson shall keep an accurate record of all transactions, report their activities, and provide bills, receipts, and correspondence as required by the treasurer and secretary.

Article VIII Treasury

Section 1 – The treasury shall consist of all membership dues, fund raising moneys, and contributions to the organization. The accounts shall be entitled East Moriches Parents-Teacher Organization.

Section 2 – The checking account shall maintain a balance not to exceed \$10,000.00 if a savings or money market account exists.

Section 3 – All checks drawn on the checking account:

- A. Shall be signed by the treasurer or one other officer of the executive board.
- B. Shall be accompanied by a petty cash form signed by the payee, the treasurer, and another executive board member other than the payee.

Section 4 – All checks or withdrawals drawn on the money market account shall be signed by two members of the executive board. All funds above \$1,500.00 shall be deposited in the money market account.

Section 5 – A minimum of \$3,000.00 shall be left in the checking account in June for the upcoming year.

Article IX Amendments

Section 1 – Any proposed amendments to these by-laws shall be read or presented in writing at a regular meeting of the membership or made available upon request, and tabled until the next regular meeting.

Section 2 – These by-laws may be amended, altered, or adopted by a majority vote of the members present at any regular meeting, provided that notice of the proposed amendment(s) is given at the previous meeting. A minimum of 10 members must be present.

Section 3 – The by-laws shall be reviewed by a committee every three years, revised if necessary and reapproved.

By-Law approved; October 2, 1984
Amended: Article III, Section 2; May 20, 1986
Article V, Section 1-C (now C-E); March 24,
1987
By-Laws revised & approved; June 21, 1994
Amended: Article V, Section 1, Section D
added; March 21, 1995
By-Laws revised & approved; June 6, 1998
Amended: Article III, Section 3, Article IV,
Section 7, Article V, Section 1 – B & C, Article
VI, Section 3
Amended: Article VI, Section 1; May 31, 2001
Amended: Article V, Section 3, Section E
added; May 14, 2002
Amended; Article VI Section 1, June 3, 2002
By-Laws revised & approved; January 31, 2018