***\*This is a draft and will be voted on at the June meeting.\****

***The ByLaws Committee has recommended the following improvements to the ByLaws. Please note proposed changes are in blue. The black text reflects the current ByLaws verbiage. Any questions or feedback, please contact the ByLaws Committee at*** ***eastmorichesschoolspto@gmail.com******.***

***East Moriches PTO***

***9 Adelaide Ave.***

***East Moriches, NY 11940***

**BY-LAWS**

***Article 1***

***Name, Purpose, Tenets and Structure***

Section 1 **–** This organization shall be known as the East Moriches Parent-Teacher Organization.

Section 2 – The purpose of this organization shall be to:

1. maintain communication between the parents, teachers, and administrators of the East Moriches Union Free School District;
2. support extracurricular activities that enhance the fulfillment of the social and educational needs of our students;
3. provide opportunities for parents and legal guardians to educate and equip themselves as partners in the education of our children.

**Section 3 - The tenets of this organization shall be to:**

1. **respect the cultures, backgrounds, beliefs, opinions and decisions of others despite our differences;**
2. **value each other’s gifts, talents and contributions to the organization;**
3. **encourage all members to participate and succeed;**
4. **treat others the way we would want to be treated;**
5. **be equitable and sincere in reciprocal communication;**
6. **denounce bullying of any sort.**

Section 4 – The structure of this organization shall be as follows:

1. Executive Officers;
2. Teacher Representatives: **at least** one from each school (Elementary & Middle);
3. General Membership.

***Article II***

***Policies***

Section 1 - The objectives of this organization are to:

1. promote educational and cultural experiences for the children of the K-8  East Moriches Union Free School District;
2. maximize community and parental involvement in school activities;
3. provide a pool of volunteer help and talent for extracurricular school activities;
4. provide support for parents through such means as informative speakers, discussion groups, and participation in educational and extracurricular activities;
5. **raise funds for PTO-related expenses, events, activities, programs, school improvements, and charitable donations.**

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 political campaigns, on behalf of or in opposition to, of candidates for public office.

**Section 4 – This organization shall not permit solicitation of any kind during PTO-sponsored activities.**

**Section 5 - This organization shall adhere to the EMPTO Code of Conduct, *see addendum.***

***Article III***

***General Membership***

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

1. the parents or legal guardians of the children **currently** enrolled in the East Moriches Union Free School District;
2. teachers and administrators **currently** **employed** by the East Moriches Union Free School District.

**Section 2 – An Active Member is defined as:**

1. **a parent or legal guardian of a student currently enrolled in the East Moriches Union Free School District OR an East Moriches Teachers’ Association teacher currently employed by the East Moriches UFSD; and**
2. **one who has a current, legible, accurate and completed individual or family membership form on file with the corresponding secretary; and**
3. **one who has read and signed The EMPTO Code of Conduct, *see addendum*; and**
4. **one who has paid the current year’s membership dues.**
	1. **Membership Dues are $20.00 per family, $15 per teacher, per year.** Dues can be changed each year, as per the board's discretion. The membership period will be from October 1 to September 30 of the following year.

**Section 3 - An Active Member, as defined in Article III, Section 2,  is eligible to:**

1. **one vote in each of the following, but not limited to: Board elections, amendment adoptions, budget adoptions, funding for special purchases, etc;**
2. **join the PTO Facebook page;**
3. **receive regular emails informing of the following, but not limited to: meetings, upcoming votes, events, activities, and volunteer opportunities, etc.**
4. **chair events or activities.**
5. **If a member’s status is inactive, as defined in Article III, Section 2,** that member is ineligible to vote, **join the PTO Facebook page, receive regular emails, or chair events.**

***Article IV***

***Executive Officers & Duties***

Section 1- The President **or Co-Presidents** shall:

1. preside at all meetings of the general membership and the executive board;
2. be advised of all committee meetings and serve as a member in an advisory capacity, if so desired;
3. coordinate the work of the officers and the committees of the organization;
4. communicate with the membership through social media platforms. **(Removed monthly newsletter)**

Section 2 – The Vice President shall:

1. act as an aid to the president or **Co-Presidents**;
2. perform the duties of the president or **Co-Presidents** in the absence or disability of that officer to act;
3. **be the Point of Contact with both building principals and/or administration for future events and fundraisers;**
4. coordinate special events.

Section 3 – The Recording Secretary shall:

1. record and distribute **(removed: read)** the minutes of all meetings of the general membership and **upload them to the PTO website within 21 days post-meeting;**
2. record the minutes of Executive Board Meetings and distribute those minutes to the Executive Board post-meeting;
3. prepare the Agenda for the upcoming general membership meeting and upload it to the PTO website at least 24 hours in advance of the meeting.

Section 4 – The Corresponding Secretary shall:

1. conduct all correspondence under the direction of the president;
2. keep a file of all letters, reports, correspondence, and records pertaining to the work of the organization for **five years;**
3. keep track of attendance at all general membership meetings;
4. email meeting reminders to the general membership, including a link to the Previous Meeting’s Minutes and Current Meeting’s Agenda on the PTO website, 1-2 days prior to scheduled meeting;
5. post meeting reminders on the PTO Facebook page, including a link to PTO website and Minutes/Agenda;
6. **monitor and update social media platforms, such as the PTO Facebook page, Twitter, and Instagram;**
7. notify all officers and/or committee chairpersons of their appointment or required presence at meetings;

Section 5 – The Treasurer shall:

1. have custody of the organization’s funds;
2. be responsible for the maintenance of the books by keeping accurate ledgers and checkbooks;
3. provide monetary procedures to Event Chairs;
4. make disbursements for approved expenses in accordance with the approved budget;
5. pay bills when received;
6. keep a full and accurate account of receipts and expenditures;
7. present a financial statement at every meeting of the organization and give a copy to each member of the executive board;
8. work with an auditing committee **yearly to review the budget and accounting books;**
9. present an annual budget for review at the May meeting.

Section 6 – The Teacher Representative(s) shall:

1. be chosen by the faculty, **preferably at least one teacher from each school.**
2. **serve for a period of no less than one year and for as long as is agreeable to them and the Executive Board.**
3. be responsible for keeping lines of communication open between the organization and the faculty;
4. aid as an advisor;
5. **participate in committees as needed;**
6. have an alternate attend when the representative(s) cannot attend.

Section 7 – The duties of the Executive Officers **as a whole** shall be to:

1. communicate the needs, interests, **events, programs, and activities** of the organization to the administration and membership;
2. transact business necessary to the operation of the organization, and such other business referred by the membership;
3. create committees;
4. approve committees’ plans of work;
5. present a report at the regular meetings of the membership;
6. appoint an auditing committee consisting of **the current treasurer, plus** three **other** 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.

Section 8 – **The authorities of the Executive Officers as a whole shall be:**

1. The executive board, with majority approval, has the authority to spend up to $500.00, if expense is time-sensitive and needs to be finalized prior to the next scheduled membership meeting (i.e. securing an event during summer months, inflation, etc).
2. **If it has been determined that a member is not in compliance with the *East Moriches PTO Code of Conduct*, as stated in an *addendum* to these By-Laws, the Executive Board reserves the right to suspend or revoke that member’s membership with a simple majority board vote.**
3. **If the Executive Board finds that an executive officer or member of the Executive Board has failed to perform their duties for more than 2 consecutive months, that officer can be removed from office with a supermajority two-thirds ⅔ Board vote.**
	1. **The Executive Board can then appoint a replacement to finish out the term of that office, with the exception of the office of President or Co-President.**
	2. **In the event that the President or Co-Presidents are removed from office, the Vice-President shall assume that role until a nominating committee is formed (according to the guidelines set forth in these By-Laws)*.***
	3. **Following nominations of eligible candidates according to the criteria listed in *Article V, Sections 2-B,* the membership shall vote in a special election for a new President or Co-Presidents to finish out the term of that office, as stated in *Article V, Section 5-B.***

***Article V***

***Election of Officers***

Section 1 – Elected officers of the organization shall be:

1. President;
	1. The office of the President may be served by two members and if so, they become Co-Presidents.
2. Vice-President;
3. Secretary;
	1. The office of the Secretary may be served by two members and if so, they become Recording Secretary and Corresponding Secretary.
4. Treasurer.

Section 2 – Executive Board Officer Nominations:

1. The Nominating Committee will consist of five members, **not more or less**, as follows: **(removed: from the membership present at March Meeting)**
	1. one single Executive Officer, **not more or less,**  chosen by the Executive Board;
	2. one single Teacher Representative, **not more or less;**
	3. three Members, **not more or less,** from the General Membership.
	4. The President, **or Co-President,** may not serve on the Nominating Committee.
2. Eligibility for Nomination:
	1. Candidates who are nominated for an Executive Office must:
		1. consent to the nomination;
		2. **be an active member (as defined in Article III, Section 2)**
		3. **attended at least 50% of all general membership meetings, unless the candidate is running unopposed;**
		4. **have preferably served as chairperson for at least one event or activity, although not required.**
	2. **Candidates for the Office of President must have served at least one full term in another capacity on the Executive Board, such as Vice-President, Secretary, or Treasurer, unless there are no other nominees for said office.**
	3. Members of the Nominating Committee are **ineligible** for nomination to the Executive Board.
3. The Nominating Committee shall announce the eligible nominees for the Executive Board Vacancies at the April meeting.

Section 3 - Executive Board Elections:

1. At the April meeting, the Nominating Committee (as described in *Article V, Section 2-A),* shall announce the nominees for each vacant Executive Board position. At this time, the  membership shall be given the opportunity to nominate candidate(s) for the board elections.
2. Executive officers are elected by a simple majority vote of the membership present at the May meeting.
	1. Voting Procedures are outlined in *Article VI, Section 5.*

**Section 4 - Executive Board Officer Terms:**

1. The terms of the officers shall be staggered.
	1. The offices of the President and the Secretary shall be elected in even-numbered years.
	2. The offices of the Vice-President and the Treasurer shall be elected in odd-numbered years.
2. The officers shall serve for a period of two years.
3. The officers shall assume their official duties on July 1 in the year they are elected.

Section 5 – Procedures for Premature Executive Office Vacancy:

1. 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.
2. If the office of the President becomes vacant, the Vice-President shall assume that role until a Nominating Committee is formed, as per guidelines (*Article V, Section 2-A).*

Section 6 - Transition:

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

***Article VI***

***Meetings***

Section 1 – Scheduling Meetings:

1. Regular monthly meetings shall be held at a time and place agreed upon by the Executive Board  and school administration.
2. The meeting dates, times, and locations shall be communicated to the membership in the following ways:
	1. included in the school district’s calendar;
	2. written notice stating the date, time and location of each general meeting shall be listed **(removed: in monthly newsletter) on the EMPTO website, on the PTO Facebook page, and emailed to the membership prior to the meeting.**

Section 2 – Robert's Rules of Order Newly Revised are followed at all meetings.

Section 3 – At  General Membership meetings, the Executive Board shall report to the Membership the following, as applicable, **but not limited to:**

1. PTO participation in school events, activities and/or programs during or outside of the school day;
2. fundraising activities;
3. reports from committee chairpersons;
4. communication between the PTO and the school district’s administrators and/or teachers;
5. expenditures greater than $500.

Section 4 – A **simple** majority vote of members present at a regular monthly meeting shall decide any questions, **following the Voting Procedures as outlined in *Article VI, Section 5,***except as otherwise provided in these By-Laws.

**Section 5 - The following Voting Procedures are applicable to all voting situations:**

1. A minimum of 10 people must be present.
2. **One must be an Active Member, as defined in *Article III, Section 2,* for at least 48 hours before being eligible to vote.**
3. **Members must be physically present at meeting in order to vote.**
4. Each member is entitled to one vote regardless of the number of children they have enrolled in the school.
5. **All voting shall be done using paper ballots.**
6. **The paper ballots shall be collected by the Corresponding Secretary and counted in front of the membership.**

Section 6 – By the June meeting, the Budget for the following school year will be voted on, **following the Voting Procedures as described in *Article VI, Section 5.***

Section 7 – Executive Board meetings shall be held during the school year at the discretion of the President.

***Article VII***

***Committees for***

***Events / Programs / Fundraising***

Section 1 – **Formation of Committees for Events, Programs, Fundraising and Activities:**

1. Chairpersons shall be appointed by the Executive Board, and **shall be Active Members, (as defined in *Article III, Section 2).* If there are no Active Members willing to be chairpersons, then the Executive Board has the authority to appoint non-active members.**
2. A Chairperson’s term shall be for the school district’s calendar year or until their successor assumes official duties;
3. The types of committees that are described in *Article VII, Section 1* may include volunteers who are Active or Non-Active members.

Section 2 – Responsibilities of Committee Chairpersons:

1. A chairperson(s) shall present a plan of work **including, but not limited to, an itemized list of proposed expenses within the event’s budget line allocation (for events that have budgets greater than $500),** at an Executive Board meeting or at a regular monthly meeting for approval **by the Executive Board.**
2. A chairperson(s) shall provide the Treasurer, in a timely manner, with the following:
	1. an accurate record of all transactions;
	2. bills, receipts, and correspondence.
3. **If a chairperson(s) seeks reimbursement for expenses, they shall submit a reimbursement request, including original receipts, to the Treasurer within 14 business days of the event/program/fundraiser.**
4. A chairperson(s) is responsible for providing an accurate written account of the Event/Program/Fundraiser they chaired, which shall serve as a guide for their succeeding chairperson. **This written record shall be included in the Event Binder within 30 days of the event. (Removed: given to secretary)**

***Article VIII***

***Treasury***

Section 1 – The treasury shall consist of all membership dues, fundraising monies, and contributions to the organization. The accounts shall be entitled East Moriches Parent-Teacher Organization.

Section 2 – The checking account shall maintain a balance not to exceed $15,000.00, 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 check request form signed by the payee, the treasurer or another executive board member other than the payee.

C. shall be signed by treasurer and one other officer of the executive board if amount is over $500.

Section 4 – All checks or withdrawals drawn on the money market account shall be signed by two members of the executive board.

Section 5 – A minimum of $7,500, not to exceed  $15,000.00, shall be left in the checking account in June for the upcoming year.

***Article IX***

***Amendments to the By-Laws***

Section 1 –  **By-Laws Amendment Procedures:**

1. Any proposed amendments to these By-Laws shall be read or presented in writing at a regular meeting of the membership and tabled until the next regular meeting.
2. Once a By-Laws Amendment has been proposed, the amendment may be adopted by a **simple** majority vote of the members present at the next regular meeting, provided that notice of the proposed amendment(s) is given at the previous meeting.
	1. A minimum of 10 members must be present.
	2. **Voting Procedures as detailed in *Article VI, Section 5*, shall be followed.**
	3. **If approved, the By-Laws Amendment shall be considered effective immediately.**

Section 2 – **Triennial By-Laws Revision Committee:**

1. Every three years, these By-Laws shall be carefully reviewed by a By-Laws Committee **appointed by the Executive Board.**
2. The By-Laws Committee shall include:
	1. **three Active General Members, no more or less; and**
	2. **one single Executive Officer.**
3. **The By-Laws Committee shall present their draft revisions to the general membership at least by the May meeting.**
4. The Revised By-Laws Draft shall then be voted on and reapproved by a **simple** majority membership vote, **following Voting Procedures as detailed in *Article VI, Section 5.***

By-Laws approved: October 2, 1984.

Amended: Article III, Section 2 - May 20, 1986.

Revised & approved: Article V, Section 1-C (now C-E) - March 24, 1987.

By-Laws revised and approved - June 21, 1994.

Amended: Article V, Section 1, Section D added - March 21, 1995.

By-Laws revised and approved - June 6,1998

Amended: Article III, Section 3, Article IV, Section 7, Article V, Section 1 – B and C, Article VI, Section 3.

Amended: Article VI, Section 1 - May 31, 2001.

Amended: Article VI Section 1 - June 3, 2002.

Amended: Article V, Section 3, Section E added – May 14, 2002.

Amended: Art I, Section 3B, Article II, Section 3 & 4, Article V, Section 1, A & E Article VII, Section 2 & 3 - January 2018.

By-Laws revised and approved - June 13, 2019

Amended: Article III Section 2, Article IV Section 6 H, Section 3 E, Article V Section 1, Article VI Section 5, Article VIII Section 3 C, Section 4, Section 5.

Amended: Article V, Section 1 - A and D April 26, 2023.

**Addendum**

**East Moriches PTO Code of Conduct *(adapted from other PTOs C.O.C.)***

*as of June, 2023*

**Purpose**: This Code of Conduct has been put in place to support and maintain the PTO and ensure civil, safe, secure, supportive, and disciplined meetings and events that take place on or off the school grounds of East Moriches Union Free School District.

**Integrity First:**

* Be respectful. Children are guided by the behavior of adults. If we are respectful of EMO rules, administration, teachers, staff, students, and each other, regardless of our personal feelings, we are providing a future foundation for children to build on when they work with others.
* Be polite. Discussions, questions and, yes, even disagreements should be polite, courteous and seemly.  Support the final decision of the organization, whether you agree with it or not. Sometimes, mistakes happen – know it, note improvements for the future, and move on. Second-guessing, complaining, pointing fingers, and/or gossiping not only weaken the organization, it reflects ill of you.
* Keep your promises. If you say you will do something, including maintaining confidentiality and keeping commitments, please fulfill your obligations to the very best of your ability. The reputation and success of the PTO and of the event or job for which you have volunteered depend on promises kept. If you cannot fulfill your promise, please immediately notify an Executive Officer so appropriate steps may be taken.
* No member shall benefit financially, whether directly or indirectly, through their involvement with this organization.

**Service Before Self:**

* Remember why. Read and re-read the purpose of the PTO as specified in the PTO By-Laws:  “To maintain communication between the parents, teachers, and administrators of the East Moriches Union Free School District; to support extracurricular activities that enhance the fulfillment of the social and educational needs of our students and to provide opportunities for parents and legal guardians to educate and equip themselves as partners in the education of our children.” This is not about you; it is about the betterment of East Moriches Schools and our children.
* Organizational goals before personal goals. Keep the best interest of the PTO and the school ahead of your own personal agenda and image. Use the PTO By-Laws as the guide for deciding what situations and projects are appropriate for the PTO.
* Be open-minded. Look for ways to improve the organization, a function or an event. View situations from an organization-wide perspective. Listen to others’ ideas, suggestions and solutions.
* Be altruistic. Volunteer to help a group even if your child is not affected. We all need to be willing to help each other for the best overall good of our children.
* Be a team player. You have a unique set of gifts and talents to bring to the PTO. Use them to the best of your ability, and allow others to do the same.

**Excellence in All We Do:**

* Be an ambassador. Look for opportunities to introduce yourself and draw other parents into the organization.
* Take pride in your task, your PTO and your school. Do your best – it’s a reflection of you and the organization. Don’t complain – offer a solution, instead.
* Give credit and accept responsibility. Congratulate a fellow member on a good idea or successful event. Graciously accept responsibility for your mistakes and shortcomings.
* Remember who you are. You represent East Moriches Schools, you represent your PTO, and you represent your family.

**Meetings**

* PTO meetings are reserved for reading the minutes, presenting budget information, discussing old business and new business and hearing current updates.
* Criticism of individual teachers, administrators, parents, members, or executive officers shall not be voiced in open meetings.
* Any individual problems arising shall be taken up outside the meeting and should be addressed with the President of the PTO in accordance with the PTO By-Laws.

**Adherence to Code:**

* This Code of Conduct represents the minimum standards of behavior and performance. The Code cannot cover every conceivable type of situation members may encounter, but it is intended to be used as a guide during EMPTO events and meetings.
* This Code of Conduct document will be made available during the PTO meetings and through online communication tools.
* All members, meeting attendees, and volunteers shall adhere to these standards or shall be subject to possible removal from the EMPTO meetings, events, activities, committee and/or membership.
	+ **Removal Protocol for Meetings:** Each PTO Officer has the power to request an individual remove themselves from a meeting. Once a removal request has been made at a meeting, the PTO President will adjourn the meeting until the situation has been resolved. Once the member has removed themselves, the PTO President will restart the meeting.
	+ **Removal Protocol for Events:**  Each PTO Officer has the power and authority to have an individual removed from a PTO event/activity whether on school grounds or at a separate venue if they feel the Code of Conduct has been broken.