

Bylaws
Of the
Thornton Central School
Parents & Teachers Organization

I. Name:

The name of the organization shall be the Thornton Central School Parents and Teachers Organization (PTO).

II. Purpose:

The purpose of the organization shall be to aid all and/or the majority of the students of Thornton Central School by providing support for their educational and recreational needs and the promote open communication between the administration, teachers and parents.

III. Membership:

- A. Regular Membership: All parents, grandparents and/or legal guardians of students who currently attend Thornton Central School and all current faculty and staff of Thornton Central School shall be eligible for membership in the organization. Regular Members shall have the right to attend and participate in all meetings and activities of the organization, but shall not have the right to vote or to hold office.
- B. Voting Membership: All Regular Members who are current in the payment of annual dues, as established pursuant to Section X herein, shall be designated as Voting Members. Voting Members shall have the right to vote on all issues before the membership, to elect officers and to hold office.
- C. Honorary Membership: All parents, grandparents, and/or legal guardians of children who are not able to attend school because of age have the right to participate in the organization as Honorary Members. Honorary Members may also be extended to other persons by a vote of membership. Honorary Members shall have the same rights as Regular Members.

IV. Meetings:

- A. Regular Meetings: At least six General Membership Meetings of the organization shall be held during each school year. The time and place shall be announced at least (7) days prior to the meeting. Meetings will begin in September and end in June of the following year.
- B. Special Meetings: Additional meetings of the organization may be called, either by vote of the Executive Committee or by petition of a majority of the Voting Members. The time and place of all Special Meetings shall be announced at least seven (7) days prior to the meeting.
- C. Quorum: Those persons present at a properly called General Membership or Special Meeting shall be designated as a quorum and shall be entitled to take action on behalf of the organization.
- D. Voting: A majority vote of the Voting members present at any meeting shall be required for all action to be taken by the organization.

V. Officers:

- A. Positions: The officers of the organization shall consist of a president, Vice President, Secretary, Treasurer
- B. President: The President shall be the principle executive officer of the organization and, subject to the control of the Executive Committee and the direction of the membership, shall in general supervise and control all of the activities of the organization. The president shall be a member of the Executive Committee and, when present, shall preside at all meetings of the Executive Committee and all meetings of the membership. The president shall select and appoint the chair persons of all Special Committees.
- C. Vice President: The Vice President shall be a member of the Executive Committee and, in the absence of the President, shall perform the duties of the President. The Vice President shall perform such other duties as are assigned by the President or the Executive Committee.
- D. Secretary: The Secretary shall be a member of the Executive Committee. The Secretary shall keep minutes of the proceedings of the membership and the Executive Committee, shall receive from the Treasurer the list of Regular Members who have paid dues and prepare the official list of Voting Members, shall see that all notices are duly given in accordance with these By-laws, and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Executive Committee.
- E. Treasurer: The Treasurer shall be a member of the Executive Committee. The Treasurer shall have charge of and be responsible for all funds of the organization and shall receive and give receipts for monies due and payable to the organization from all sources and shall deposit such funds in such banks or other organizations as are selected by the Executive Committee. The Treasurer shall make disbursements as authorized by the President, Executive Committee, or membership in accordance with the budget adopted by the membership. The Treasurer shall collect all membership dues as are established by the organization and shall certify to the Secretary an accurate list of the Voting Members of the organization. The Treasurer shall present a written financial report at each General Membership Meeting of the membership and at other times as requested by the Executive Committee.

VI. **Elections:**

- A. Procedure: The elections of officers shall take place during the last General Membership meeting of each year. All Voting members of the organization may participate in the election. Further nominations may be received from the floor. The election of the slate, if non-contested, may be by voice vote. Any contested election shall be by written ballot.
- B. Term of Office: The term of each officer shall be one year, beginning on June 20th and ending on June 19th of each year. A person may be elected to the same office for more than one term.
- C. Selection: A majority of voted cast by the Voting Members shall be necessary for election. Should no person receive a majority of the votes cast, a run-off between the two (2) persons who received the largest number of votes shall immediately be held.
- D. Vacancies: Any vacancy in office because of death, resignation or inability to serve shall be filled by the Executive Committee for the unexpired portion of the term. However, should a vacancy occur in the office of the President, the Vice President shall immediately assume the office. Should a vacancy occur in the office of Vice Presidents for any reason, the

vacancy shall be filled by election at the next regular meeting or the membership, consistent with the procedures established herein.

- E. Removal of Office: Removal of any officer shall be for gross incompetence intentional or misconduct. A special meeting will be held to answer the complaint.

VII. Executive Committee:

- A. General Powers: The affairs, activated and operation of the organization shall be managed by the Executive Committee. The Executive Committee shall transact necessary business during the intervals between meetings of the membership and such other business as may be referred to it by the membership or these bylaws. It may create Special Committees, approve the plans and work of special committees, present reports and recommendations at the meetings of the membership, prepare and submit budget to the membership for approval, and, in general, conduct the business and activities of the organization.
- B. Membership: The membership of the Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer and one (1) faculty representative selected by the faculty.
- C. Meetings: Regular meetings of the Executive Committee shall be held during the year, the time to be established at the first meeting of the year. Special meetings may be called by the President or by a majority of the Executive Committee. Adequate notice of all meetings shall be given to all members of the Executive Meeting and, in the absence of an emergency, at least seven (7) days in advance. When possible, notice of the meetings should be announced to all Regular Members of the organization. Any Regular, Voting, or Honorary Member may attend a meeting of the Executive Committee, but shall not be entitled to vote on matters before the body. The membership meeting will last for one (1) hour only. Business not completed will be brought to the next meeting unless there is a time factor involved with a particular request.
- D. Quorum: A majority of the regular members of the Executive Committee shall constitute a quorum for the transaction of business.
- E. Voting: The act of the majority of the regular and ex-officio members of the Executive Committee, present at a meeting at which a quorum is present shall be required for all action to be taken by the Executive Committee.

VIII. Standing and Special Committees:

- A. Nominating Committee: The Nominating Committee shall be composed of three (3) persons who shall be selected by the Executive Committee. The committee shall carry out its responsibilities, as specified in Section VI.
- B. Other Standing Committees: The Executive Committee may establish such other standing committee as it deems necessary and advisable. The President shall appoint the chair persons of all Standing Committees, who shall serve as ex-officio members of the Executive Committee. Only Voting Members may serve as chairpersons. The chairperson of each committee shall recruit the members of his or her committee. Any Regular or Honorary Member may serve as a committee member. The Chairperson shall report the plans and activities of the committee to the Executive Committee, which must approve all such reports.
- C. Special Committees: The President and/or the Executive Committee may create Special Committees. Special Committees shall be created for specific time and/or task and shall

cease to exist when that time or task has been completed, or on June 1 of each year, whichever occurs first. The president shall appoint the chairpersons of all Special Committees. Only Voting Members may serve as a chairperson of all Special Committees. Only Voting Members may serve as chairpersons. Any Regular or Honorary Member may serve as a committee member. The Chairperson shall report the plans and activities of the committee to the executive Committee, which must approve all such reports.

IX. Finances:

- A. Budget: The Executive Committee shall present to the membership at the first Regular Meeting of the year a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the Executive Committee during the year. Any substantial deviation from the budget must be approved in advance by the membership.
- B. Obligations: The Executive Committee may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the organization. The officers shall not have the authority, however, to enter into such agreements on behalf of Thornton Central School, nor should they hold themselves out as having such authority.
- C. Appropriations: All appropriations of funds for any and all school related expenditures exceeding \$100 shall be approved by a majority vote of the body at a general meeting. Appropriations of funds for any and all school related expenditures less than \$100 shall be made by majority vote of the Executive Committee.
- D. Commercial Paper: All checks, drafts, or other orders for the payment of money on behalf of the organization shall be signed by the treasurer or by any other person as authorized in writing by the Executive Committee.
- E. Deposits: The Treasurer shall deposit all funds of the organization to the credit of the organization in such banks, trust companies or other depositories as the Executive Committee may select and shall make such disbursements as authorized by the Executive Committee in accordance with the budget adopted by the membership. All deposits and/or disbursements shall be made within a maximum of thirty (30) days from receipt of the funds and/or orders of payment.
- F. Financial reports: The treasurer shall present a financial report at each General Membership Meeting of the organization and shall prepare a final report at the close of the year.

X. Membership Dues:

- A. Amount: The organization shall authorize and collect membership dues to be used for the operation of the organization. Any change in the amount of the dues shall be approved by a vote of the Voting Members acting in the manner prescribed in Section IV. The current membership dues are \$5.00 per member annually.
- B. Financial Hardship: No Regular Member shall be denied the right to participate in the activities of the organization or to become a Voting Member due to financial hardship. The Executive Committee shall establish a procedure for alternative payments or waivers to ensure compliance with this policy.

XI. Funding Requests:

Funding Requests: Requests submitted to the TCS PTO for funds must benefit all and/or the majority of the students and should not be used for capital expenditures that should be included in the school budget. Requests requiring funding from the PTO must be in writing using the funding request form, which can be obtained from the Executive Committee, and given to the Executive Committee before the next scheduled General Membership Meeting and a representative requesting of the funding must be present at the next scheduled General Membership Meeting so that questions can be answered. After such representation of such and a vote of the majority of the Voting Membership is required to approve funding. The Executive Committee shall grant funding as described in Section IX if it deems it necessary and required before the next scheduled General Membership Meeting.

XII. Parliamentary Authority:

The rules contained in the current edition Bylaws *of the* Thornton Central School Parents & Teachers Organization (PTO) shall govern the PTO in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the PTO may adopt.

XIII. Amendments:

These Bylaws must be able to grow with the body and may be altered, amended or repealed and new Bylaws may be adopted by the Voting Members at any Regular or Special Meeting.

Bylaws Adopted: August 2000

Bylaws Amended: August 2001

Bylaws Amended: March 2003

Bylaws Amended: June 2006 - membership dues