**CRANE ELEMENTARY PARENT-TEACHER ORGANIZATION**

**BY-LAWS**

**Article 1 – Name**

The Crane Elementary Parent Teacher Organization (Crane Elementary PTO a 501c3 ) shall be the name of the parent/teacher organization located at 85 Shell Edge Drive Rochester, New York 14623

**Article II - Mission Statement**

The Crane Elementary PTO’s mission is to enhance student achievement by providing enrichment opportunities that compliment educational programs in partnership with teachers, staff and community.

**Article III – Membership**

Membership in the Crane Elementary PTO shall be open to any parent/guardian of a current student enrolled at Crane Elementary Intermediate with the possibility of membership dues. Members have no voting rights or privileges.

**Article IV – Officers**

1. The Crane Elementary PTO shall appoint mutually agreed upon Members, who have served in the capacity of either a PTO committee chairperson or school or district committee, willing to uphold the terms of our By-Laws, to the offices of:
   1. Co-President (Business)
      1. Have general charge and supervision of the business and affairs of the organization and perform the duties usually incident to the office of president of a not-for-profit organization.
      2. Sign and execute all contracts, agreements, or other obligations in the name of the organization.
      3. When present, preside at all meetings of the organization, the executive board, and the executive committee.
      4. Keep a current copy of the organization’s by-laws.
   2. Co-President (Committee Liaison)
      1. Coordinate the work of the officers and committees of the organization in order that the purposes may be promoted.
      2. Coordinate with Fundraising Chairpersons.
      3. Coordinate with Chairs of PTO functions during the year.
   3. Treasurer
      1. Have custody of all of the funds of the organization.
      2. Obtain organizations debit card – added. We moved to a debit card 2 years ago to eliminate the need of any individual to use their own personal funds.
      3. Keep a full and accurate account of receipts and expenditures.
      4. Make disbursements as authorized by the president, executive board, or organization in accordance with the budget adopted by the organization.
      5. Issue written receipts for donations of seventy-five ($75) or more indicating the portion of the donation exceeding the value of the goods or services received that are deductible.
      6. Present a financial statement at every meeting of the organization and at other times when requested by the executive board.
      7. Present a complete annual report at the annual meeting of the organization.
      8. Have the accounts examined annually by a professional auditor who, satisfied that the treasurer’s annual report is correct, shall sign a statement of that fact at the end of the report.
      9. Submit all financial records to a professional auditor at least two weeks prior to date audit report is due.
      10. File all forms required by the Internal Revenue Service and New York State Agencies
   4. Recording Secretary
      1. Record and maintain a permanent file of the minutes and agendas of all meetings of the organization, executive board, and the executive committee.
      2. Maintain a permanent file of the committee reports, membership lists, and records pertaining to the work of the organization.
      3. Keep a current copy of the organization’s approved by-laws.
      4. Conduct the correspondence of the organization under the direction of the President.
      5. Maintain a file of all correspondence pertaining to the work of the unit
      6. Send notices of meetings as required.
2. Officer Positions of the Crane Elementary PTO shall be elected annually in May, for the following fiscal year, or at the next regularly scheduled meeting in the event that any officer cannot fulfill his/her term. Each year a co-president and either secretary or treasurer will be elected for a two year term. A removal from Office may occur by a majority vote of the Executive Board for missing more than two meetings, failure to perform assigned duties, corruption or any act that brings dishonor to the organization.
3. The term of office shall be equal to two fiscal years of the Crane Elementary PTO and will commence on July 1 and end on June 30 of the following year.
4. Officers may serve consecutive terms if such is mutually agreed upon by the Crane Elementary PTO.
5. No member or officer of the Crane Elementary PTO shall receive remuneration in the form of goods or services for the service rendered for the benefit of the Crane Elementary School or Crane Elementary PTO.
6. All paperwork and records pertaining to the Crane Elementary PTO are the property of the Crane Elementary PTO and shall be accessible to the general membership at any time and be permanently stored at Crane Elementary School in a place so designated for such storage. We use drop box to store all info. Access to the drop box is granted to district administrators and the executive PTO committee.

**Article V – Meetings**

1. The Crane Elementary PTO will hold at least five regularly scheduled meetings per school year. There will be no regularly scheduled meetings for the months of June, July, August and December. Crane Elementary PTO board members shall meet on the months there is no regularly scheduled meeting.
2. Meeting dates shall be published in the Rush Henrietta Central School District Calendar mailed to homes of all students at the beginning of each school year as well as in the monthly newsletters posted on the Crane Elementary website at the beginning of each calendar month.

**Article VI - Committees**

1. The Crane Elementary PTO shall appoint mutually agreed upon Member, willing to hold the positions of:
   1. Two representatives and two alternates on the District Parent Advisory Council (DPAC) for a term of two years.
   2. One representative on the Crane Elementary Shared Decision Making Team (SDM) for a term of two years
   3. Two representatives on the District Budget Advisory Committee
   4. Two representatives on the District Space Committee
   5. At least one representative on RHMPA
   6. At least one representative on MPAC
2. These representatives will be chosen in **September** of each year for the following school year or at the next regularly scheduled meeting in the event that any representative cannot fulfill his/her full term.
3. Responsibilities include attending both, the Crane Elementary PTO meetings and the DPAC, SDM, Space, Budget, MPAC (added) or RHMPA meetings to act in a liaison position between the two groups.
4. Two representatives per event or activity to serve as co-chairs or chair and assistant chair. Event chairs will serve for the current year and will be selected no later than the end of the first Crane Elementary PTO meeting of the school year. In the case where more than two Members express an interest in the role of chair for a specific event or activity, two chairs will be selected by a majority vote by eligible Crane Elementary members.

**Article VII – Funds**

1. All revenue generated by the Crane Elementary PTO will be generated by fundraising or by donations.
2. All funds spent will be done so, solely to uphold the mission of the Crane Elementary PTO.
3. An annual budget shall be presented to the general membership at the second to the last meeting for the purpose of establishing activities and corresponding funding levels for those activities for the following fiscal year. The annual budget will be accepted at the last regularly scheduled meeting by the Crane Elementary **PTO Executive Board** by a vote of two thirds. Adjustments to the annual budget may be requested at any time by the officers of the Crane Elementary PTO.
4. Any and all funds above $500 to be spent will be mutually agreed upon by a majority of votes cast by the Executive Board. All requests in excess of $500 will be discussed at the meeting presented and will not be voted on until the following meeting.
5. Officers may authorize expenditures up to $200 for non-budgeted committee expenses requested in writing by the committee chair(s) when necessary to do so between meetings when a majority of officers agree and shall be documented by the secretary. Such expenditures must be reported out to members at the next regularly scheduled meeting with explanation and documentation.

**Article VIII – Parliamentary Authority**

Roberts Rules of Order (SIMPLIFIED VERSION) shall be used in the general running of each regularly scheduled meeting.

**Article IX – Amendment of By-laws**

EXECUTIVE members of the Crane Elementary PTO may make a motion for an amendment to the by-laws. A vote on the motion for amendment must be listed on an agenda of a regularly scheduled meeting. The motion must be carried by a two-thirds majority of votes.

**Article X – Policies**

A set of written policies shall be established and maintained by the Crane Elementary PTO for the purpose of declaring and explaining the regular activities of Crane Elementary PTO.

**Article XI – Dissolution**

In the event of dissolution of the Crane Elementary PTO, all assets and inventories of The Crane Elementary PTO shall become the sole property of the Crane Elementary School, 85 Shell Edge Drive Rochester, New York 14623.

**These by-laws accepted, enacted and approved by the officers of the Crane Elementary Parent Teacher Organization Juila Monoski, Edward Gerger, Marlene Cortez Laura Borate, and Carrie Giambra on April 26th 2017.**