

## Leary Parent Teacher Organization Bylaws

### Article 1 – Name

The Leary Parent Teacher Organization (LearyPTO) shall be the name of the parent/teacher organization located at 5509 East Henrietta Road, Rush, NY 14543.

### Article II - Mission Statement

The Leary PTO's mission is to enhance student achievements by providing enrichment opportunities that compliment educational programs in partnership with teachers, staff and community.

### Article III – Members

Membership in the Leary PTO shall be open to all individuals in the Monica B. Leary Elementary School community with the possibility of membership dues. All Members are of equal status with equal voting rights and privileges.

### Article IV – Officers

1. The Leary PTO shall appoint mutually agreed upon Members, who have served in the capacity of either a committee chairperson or District based committee, willing to uphold the terms of our By-Laws, to the offices of:
  - a. Co-President (Business)
    - i. 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.
    - ii. Sign and execute all contracts, agreements, or other obligations in the name of the organization.
    - iii. When present, preside at all meetings of the organization, the executive board, and the executive committee.
    - iv. Keep a current copy of the organization's bylaws.
    - v. Be a member ex-officio of all committees except the nominating committee or the audit committee. The president may not be an ex-officio, elected, or appointed member of these two committees.
  - b. Co-President (Committee Liason)
    - i. Be a member ex-officio of all committees except the nominating committee or the audit committee. The president may not be an ex-officio, elected, or appointed member of these two committees.
    - ii. Coordinate the work of the officers and committees of the organization in order that the purposes may be promoted.

- iii. Coordinates with Fundraising Chairpersons
  - iv. Coordinates with Chairs of PTO functions during the year
- c. Treasurer
  - i. Have custody of all of the funds of the organization
  - ii. Keep a full and accurate account of receipts and expenditures
  - iii. Make disbursements as authorized by the president, executive board, or organization in accordance with the budget adopted by the organization
  - iv. 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 is deductible
  - v. Serve as chairperson of the budget committee to prepare a budget for submission to the executive board for review and to the organization for adoption
  - vi. Present a financial statement at every meeting of the organization and at other times when requested by the executive board
  - vii. Present a complete annual report at the annual meeting of the organization
  - viii. Have the accounts examined annually or upon change of treasurer by an audit committee or 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
  - ix. Submit all financial records to the audit committee or a professional auditor at least two weeks prior to date audit report is due
  - x. File all forms required by the Internal Revenue Service and New York State Agencies
- d. Recording Secretary
  - i. Record and maintain a permanent file of the minutes and agendas of all meetings of the organization, executive board, and the executive committee
  - ii. Maintain a permanent file of the committee reports, membership lists, and records pertaining to the work of the organization
  - iii. Keep a current copy of the organization's approved by-laws.
    - iv. Conduct the correspondence of the organization under the direction of the president
    - v. Maintain a file of all correspondence pertaining to the work of the unit
    - vi. Send notices of meetings as required

2. Officer Positions of the Leary 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
  3. The term of office shall be equal to two fiscal years of the Leary 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 Leary PTO
  5. No member or officer of the Leary PTO shall receive remuneration in the form of goods or services for the service rendered for the benefit of the Leary School or the Leary PTO
  6. All paperwork and records pertaining to the Leary PTO are the property of the Leary PTO and shall be accessible to the general membership at any time and be permanently stored at Leary Elementary School in a place so designated for such storage
- Article V – Meetings
1. The Leary 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. Leary 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 Leary website at the beginning of each calendar month.
  3. Special meetings may be called by 5 or more Members regarding a specific topic. The special meeting must be advertised at least 72 hours in advance by a notice sent home with each Leary student containing the reason, date, location and time.

#### Article VI - Committees

1. The Leary PTO shall appoint mutually agreed upon Member, willing to hold the positions of:
  - a. Two representatives and two alternates on the District Parent Advisory Council (DPAC) for a term of two years.
  - b. Two representatives on the Leary Shared Decision Making Team (SDM) for a term of two years
  - c. Two representatives on the District Budget Advisory Committee
  - d. Two representatives on the District SPACE Committee
  - e. At least one representative on RHMPA
2. These representatives will be chosen in May 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 Leary PTO meetings and the DPAC, SDM, SPACE, Budget 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 Leary PTO meeting of the school year. In the case where more than 2 Members express an interest in the role of chair for a specific event or activity, 2 chairs will be selected by a majority vote by eligible Leary members.

## Article VII – Funds

1. All revenue generated by the Leary PTO will be generated by fundraising or by donations.
2. All funds spent will be done so, solely to uphold the mission of the Leary 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 Leary PTO membership by a vote of two-thirds. Adjustments to the annual budget may be requested at any time by the officers of the Leary PTO by any member of the Leary PTO with voting rights and will be incorporated into the budget by the two-thirds approval of the members of the Leary PTO.
4. Any and all funds above \$200 to be spent will be mutually agreed upon by a majority of votes cast by the membership with voting rights. Only one vote per member with voting privileges, either in person or by signed and completed ballot, will be accepted or counted. Ballot votes must be received prior to the in-person voting. An officer of the Leary PTO shall count the ballot votes. All requests in excess of \$100 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 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 shall be used in the general running of each regularly scheduled meeting. A summary of Roberts Rules will be provided to each member and will be available at each meeting along

with a complete copy of Roberts Rules for research purposes if an issue arises that needs to be researched.

#### Article IX – Amendment of Bylaws

Any member of the Leary PTO may make a motion for an amendment to the bylaws. 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 cast by the membership with voting rights. Only one vote per member with voting privileges, either in person, or by signed and completed ballot will be accepted and counted. Ballot votes must be received prior to the in-person voting. An officer of the Leary PTO shall count the ballot votes.

#### Article X – Policies

A set of written policies shall be established and maintained by the Leary PTO for the purpose of declaring and explaining the regular activities of Leary PTO. A sub-committee of Leary PTO members will exist for the purposes of maintaining the bylaws and policies of the Leary PTO.

#### Article XI – Dissolution

In the event of dissolution of the Leary PTO, all assets and inventories of The Leary PTO shall become the sole property of the Monica B. Leary School, Rush-Henrietta Central School District, 5509 East Henrietta Road, Rush, NY 14543.

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