

By Laws

The name of this non-profit organization is the Rockwell-Wheeler Parent-Teacher Organization (P.T.O.). This organization will exist solely for the benefit of the children in the Onondaga Central School District.

PURPOSE:

1. This organization will organize and sponsor activities and programs pertaining to the improvement of the education of the children.
2. The P.T.O. shall develop a united effort between parents and educators to assist every child with the highest advantages in physical, mental and social education.

POLICIES:

1. The organization shall be non-commercial, non-sectarian and non-partisan. No commercial enterprise and no candidates shall be endorsed by it. Neither the name of the organization nor the names of its officers in their official capacities shall be used in any connection with a commercial concern, or with any partisan interest, or for any other purpose than the regular work of the organization.
2. The organization may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils.
3. No part of the net earnings of the Rockwell-Wheeler PTO shall inure to the benefit of, or be distributed to any member, trustee, director, or officer of the organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization. Said compensation will be determined by the Executive Board.) No member, trustee, director, officer of the organization or any private individual shall be entitled to share in the distribution of any of the assets on dissolution of the organization.

MEMBERSHIP:

1. The general membership of Rockwell-Wheeler PTO shall consist of:
 - a) All parents and guardians of any child attending Onondaga Central Schools
 - b) The faculty and staff members of Rockwell and Wheeler schools. Including both Principals and the Superintendent.
2. Members agree to uphold the objectives and bylaws of the Rockwell-Wheeler PTO.
3. All members of the Rockwell-Wheeler PTO shall be eligible to participate in the business meetings (making motions, debating, and voting) or to serve in any of its elected positions.
4. The Superintendent and Principals are excluded from holding office.

OFFICERS AND ELECTIONS:

The officers of this organization shall be a President, Vice-President, Secretary, and Treasurer. Officers shall be elected every 2 years at a designated meeting of the organization. Officers shall serve for a term of two years and their term shall follow the fiscal year.

1. The Offices of the President and Vice President shall be alternated terms.
2. Nominations for Officers shall be made by motions from the floor at the May meeting and voting to occur at the June meeting of each year.
3. A vacancy occurring in an office shall be filled by a majority of the remaining members of the Executive Board.
4. There shall be no limit for consecutive terms for Officers.
5. Officers must be eligible members of the organization.

DUTIES OF THE OFFICERS:

1. The President:
 - a) The President shall preside at all meetings of the organization and of the Executive Board.
 - b) The President shall be responsible for providing a written agenda for each general membership meeting and Executive Board meeting.
 - c) The President shall be responsible for providing an opportunity for each Coordinator and for each committee formed to present updates of their activities at general meetings.
 - d) The President shall recommend all Coordinators and Committee Chairpersons for vote to the membership present at general meetings.
 - e) The President shall have full voting privileges regarding all matters being voted upon either by the general membership or the Executive Board.
 - f) The President shall also perform other duties as stated in these Bylaws and that usually pertain to this office.
2. The Vice-President:
 - a) The Vice-President shall act as an aide to the President and shall perform the duties of the President in the absence of that Officer.
 - b) The Vice-President shall handle the Public Relations function of the PTO.
 - c) The Vice-President shall have full voting privileges regarding all matters being voted upon either by the general membership or the Executive Board.
 - d) The Vice-President shall perform other duties designated by the Executive Officers.
3. The Secretary shall keep a correct record of all meetings of the organization. All agendas and minutes shall be kept together in an accessible location.
 - a) The Secretary shall be responsible for presenting minutes from preceding meetings.
 - b) The Secretary shall be responsible for collecting data from Chairpersons of each PTO sponsored activity.

- c) The Secretary shall have full voting privileges regarding all matters being voted upon either by the general membership or the Executive Board.
- d) The Secretary shall perform other duties designated by the Executive Officers.
- 4. The Treasurer shall receive all monies of the organization, shall keep an accurate record of the receipts and expenditures, and shall pay out funds as authorized by the organization. The Treasurer shall present a statement of account at every meeting of the organization, and when deemed necessary by the Executive Board. Accounts will be examined when deemed necessary by a professional auditor. When said auditor is satisfied that the Treasurer's annual report is correct, a signed statement to that effect shall be given to the organization.
 - a) The Treasurer shall maintain a savings account and checking account in good order.
 - b) Bank accounts shall have both the Treasurer and President's names on them.
 - c) No funds shall be paid out by the Treasurer without proper receipts or documentation.
 - d) All requests for funds should be submitted to the Treasurer for presentation to the Executive Board and general membership for approval. Requests need to be submitted in advance of a meeting prior to the event in order to allow time for presentation and voting on fund dispersal.
 - e) The Treasurer shall present an annual report at the September meeting.
 - f) The Treasurer's records shall be reviewed once a year by an auditing Committee.
 - g) The fiscal year shall be July 1 through June 30.
 - h) The Treasurer shall have full voting privileges regarding all matters being voted upon either by the general membership or the Executive Board.
 - i) The Treasurer shall perform other duties designated by the Executive Officers.
- 5. Officers will turn over to their successor or to the President all pertinent records, books and materials, and return to the Treasurer all funds without delay upon the expiration or their term of office or in the case of their resignation.

EXECUTIVE BOARD:

The Executive Board shall consist of the Officers of the organization, the Principal(s) of the school(s), and the Member-at-Large. The Member-at-Large is a PTO eligible member nominated and voted upon by the general membership at the May and June meetings. The position is a one year term. There is no limit on consecutive terms.

The duties of the Executive Board shall be:

- a) To transact necessary business in the intervals between meetings, and such other business as may be referred to it by the organization. All decisions made between meetings must be passed by a two-thirds (2/3) majority of the Executive Board.
- b) To create committees as needed and to approve plans of said committees.
- c) To present recommendations at the regular meetings of the organization.
- d) Special meetings of the Executive Board may be called by the President or by a majority of the members of the Board.

- f) No monetary decisions in excess of \$200.00 shall be made between meetings by the Executive Board. If in excess of \$200.00, a special meeting of the organization must be called.

COORDINATORS:

Each Coordinator shall present work plans to the Executive Board if decisions need to be made between regular meetings of the organization. No work shall be undertaken without approval of the Executive Board.

1. Volunteer Coordinator

- a) The Volunteer Coordinator shall survey the parent/guardian population of Rockwell-Wheeler students for possible volunteers for PTO sponsored events.
- b) The Coordinator shall create lists of volunteers for each PTO event.
- c) The Coordinator shall assist the Chairperson of each PTO event in obtaining volunteers.
- d) The Volunteer Coordinator shall have full voting privileges at general membership meetings.
- e) The Volunteer Coordinator shall perform other duties designated by the Executive Officers.

2. Fundraising Coordinator

- a) The Coordinator shall investigate possible fundraisers for the Rockwell-Wheeler PTO organization.
- b) The Coordinator shall present all fundraising information to the organization for consideration.
- c) The Coordinator shall coordinate and/or assist an appointed Chairperson for all approved fundraisers.
- d) The Coordinator shall keep accurate records of funds raised, expenses, monies earned, and submit earnings in a timely manner to Treasurer for each PTO sponsored fundraiser.
- e) The Fundraising Coordinator shall have full voting privileges at general membership meetings.
- f) The Fundraising Coordinator shall perform other duties designated by the Executive Officers.

3. Yearbook School Picture Coordinator

- a) The Yearbook School Picture Coordinator shall research and present pricing for school pictures and the yearbook on an annual basis.
- b) The Coordinator shall coordinate dates and volunteers for school pictures at each school.
- c) The Coordinator shall perform photography, obtain pictures, and produce school yearbook.
- d) The Coordinator shall organize the collection of yearbook pre-orders and the distribution of the yearbooks.

- e) The Yearbook School Picture Coordinator shall have full voting privileges at general membership meetings.
- f) The Yearbook/School Picture Coordinator shall perform other duties designated by the Executive Officers.

COMMITTEES:

The Chairperson of each committee shall present work plans to the Executive Board if decisions need to be made between regular meetings of the organization. No committee work shall be undertaken without the approval of the Executive Board.

MEETINGS:

1. There shall be monthly meetings of this organization from September through June; time and location to be determined by the Executive Board. Appropriate notice of the meetings shall be given. Special meetings may be called by the Executive Board appropriate notice having been given.
2. Business may be transacted by the approval of the majority of those present at the general meeting.
3. The approval of an annual Rockwell-Wheeler PTO budget shall take place at the June meeting.
4. The Order of Business at Meetings: Welcome, Sign In, Welcome of Guests: Minutes of previous meetings/Secretary's report; Treasurer's report; Other Officer's reports: Principals' reports: Coordinators' reports: Committee reports: Financial requests; Old business; New business: Adjournment.

AMENDMENTS:

1. These Bylaws may be amended at any general meeting of the Rockwell-Wheeler PTO by a majority of the members present providing notice has been given of the proposed amendment (s) at least one month in advance.
2. A committee may be recommended by the President to submit a revised set of Bylaws as a substitute for these Bylaws.

DISSOLUTION PROVISION:

1. In the event of dissolution all the remaining assets of the organization shall, after necessary expenses thereof, be placed in a special fund to be disbursed by the Principal(s) of grades K-6. These funds may only be used for non-budgetary items. Any property owned by the organization becomes the property of grades K-6.
2. Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be used solely for educational programs and/or equipment needed to enhance the education of the children in grades K-6 at Rockwell and Wheeler Schools.
3. Approval of dissolution of this organization shall require the affirmative vote of at least two-thirds (2/3) of the eligible members present at the special meeting.

Revised and Approved September 11, 2002 in a special meeting of the organization held in accordance with Bylaws procedures.