

BY-LAWS OF THE WEST CARTHAGE PARENT-TEACHER ORGANIZATION

ARTICLE I NAME

The name of this organization is the West Carthage Parent-Teacher Organization.

ARTICLE II ARTICLES OF ORGANIZATION

The organization exists as an unincorporated organization of its members. Its "articles of organization" comprise these by-laws, as from time to time amended.

ARTICLE III OBJECTIVES

SECTION 1. The objectives of the organization are:

- a) To promote the welfare of children and youth in home, school, church, and community.
- b) To secure adequate laws for the care and protection of children and youth.
- c) To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of the child.
- d) To develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental and social education.

ARTICLE IV BASIC POLICIES

The following are the basic policies of the organization:

SECTION 1. The organization shall be non-commercial, non-sectarian and non-partisan.

SECTION 2. The name of the organization or the names of any members in their official capacities shall not, directly or indirectly, be used in any connection with a commercial concern or with any partisan interests or for any purpose not appropriately related to promotion of the objectives of the organization.

SECTION 3. The organization shall not in any way, directly or indirectly, participate or intervene (including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

SECTION 4. The organization shall cooperate with the school to support the improvement of education in ways that will not interfere with administration of the school and shall not seek to control its policies.

SECTION 5. The organization may cooperate with other organizations and agencies concerned with child welfare, but a person representing the organization in such matters shall make no commitments that bind the organization.

SECTION 6. In the event of dissolution, all of the remaining assets and property of the West Carthage Elementary Parent-Teacher Organization shall, after necessary expenses thereof, be distributed to such organizations as shall qualify under section 501(c)(3) of the Internal Revenue Code of 1954, as amended; or to the federal government, or to a state or local government, for a public purpose.

SECTION 7. Notwithstanding any other provision of these articles, the West Carthage Elementary Parent-Teacher Organization is organized exclusively for one or more of the following purposes: religious, charitable, scientific, testing for public safety, literary, or education purposes, or to foster national or international amateur sports competition (but only if no part of its activities involve the provision of athletic facilities or equipment), or for the prevention of cruelty to children or animals, as specified in section 501(c)(3) of the Internal Revenue Code of 1954.

ARTICLE V

MEMBERSHIP

SECTION 1. Any individual who subscribes to the objectives and basic policies of this organization may become a member of this organization, subject only to compliance with the provision of the by-laws. Membership in this organization shall be available without regard to race, color, creed, or national origin. No dues are required for membership.

SECTION 2. No substantial part of the activities of the West Carthage Elementary Parent-Teacher Organization shall be carrying on propaganda, or otherwise attempting to influence legislation, except as otherwise provided by Internal Revenue Code section 501 (H), or participating in, or intervening in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office.

SECTION 3. The membership year shall be from September 1st to August 31st inclusive. Persons admitted to membership for the first time shall be considered members as of the date of enrollment.

SECTION 4. Only members in good standing of the organization shall be eligible to participate in its business meetings, or to serve in any of its elective or appointed positions.

ARTICLE VI

OFFICERS AND THEIR ELECTION

SECTION 1.

- a. The officers of this organization shall be a president, a vice president, a secretary and a treasurer.
- b. Officers shall be elected by ballot annually at the last meeting of the school year. However, if there is but one nominee for any office, it shall be in order to move that the secretary cast one elective ballot of the organization for the nominee.
- c. Officers shall assume their official duties at the close of the regular school year in June and shall serve for a term of one year.
- d. All officers will serve for a minimum of one (1) year. There shall be no time limits on holding an office.

SECTION 2. Nominations for officers shall be made by a nominating committee of three members, appointed by the executive committee. The nominating committee shall elect its own chairman. The nominating committee shall report at the last regular meeting of the year the name of one candidate for each office to be filled. Additional nominations may be made from the floor, and voting shall not be limited to the nominees. The consent of each candidate must be obtained before his/her name is placed in nomination either by the committee or from the floor.

SECTION 3. A vacancy occurring in an office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the executive committee, notice of such election having been given. In case a vacancy occurs in the office of the president, the vice-president shall serve notice of the election.

ARTICLE VII

DUTIES OF OFFICERS

SECTION 1. The president shall preside at all meetings of the organization and of the executive committee, shall be a member of all committees except the nominating committee, and shall coordinate all other duties usually pertaining to the office, coordinate the work of the officers and committees of the organization in order that the objectives may be promoted, and be bonded by insurance.

SECTION 2. The vice president shall act as aide to the president and shall perform the duties of the president in the absence of that officer.

SECTION 3. The secretary shall keep a correct record of all meetings of the organization and of the executive committee.

SECTION 4. The treasurer shall have custody of the funds of the organization, keep a full and accurate account of receipts and expenditures, present a financial statement at every meeting of the organization and at other times when requested by the executive committee, and be bonded by insurance. The PTO books shall be audited every year for the benefit of the Carthage Central School District.

SECTION 5. All officers shall perform the duties prescribed in the parliamentary authority in addition to those outlined in these by-laws and those assigned from time to time, and deliver to their successors all official material not later than ten days following selection of the successors.

SECTION 6. No part of the net earnings of the West Carthage Elementary Parent-Teacher Organization shall inure to the benefit of any member, trustee, director, officer of the organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization or any private individual shall be entitled to share in the distribution of any of the assets on dissolution of the organization).

ARTICLE VIII

EXECUTIVE COMMITTEE

SECTION 1. The executive committee shall consist of the officers of the organization, the committees, and the principal of the school or a representative appointed by him/her. They shall serve until their successors are appointed. Any action taken by the executive committee will be done by majority vote.

SECTION 2. The duties of the executive committee shall be:

- a. To transact necessary business in the intervals between organizational meetings and such other business as may be referred to it by the organization.
- b. To present a report at the regular meeting of the organization.
- c. To approve routine bills within the limits of the budget.
- d. To spend up to \$50.00 between regularly scheduled meetings when necessary.

ARTICLE IX

MEETINGS

SECTION 1. There shall be at least four meetings of the West Carthage Parent-Teacher Organization each school year. Meetings may be changed, cancelled, or a special meeting called by the executive committee.

SECTION 2. A two-thirds vote of the members present and voting is necessary for the transaction of business.

ARTICLE X COMMITTEES

SECTION 1. The executive committee may create such committees as it may deem necessary to promote the objectives and carry on the work of the organization. The term of the chairman shall be one year and until the appointment of his successor.

SECTION 2. The organization, as well as the executive committee, may create special committees and appoint their members.

SECTION 3. The president shall be a member ex-officio of all committees except the nominating committee.

ARTICLE XI FISCAL YEAR

The fiscal year of the organization shall begin on September 1st and end on the following August 31st.

ARTICLE XII PARLIAMENTARY AUTHORITY

Robert's Rules of Order Revised shall govern the organization in all cases in which they are applicable.

ARTICLE XIII AMENDMENTS

SECTION 1. These by-laws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given to the membership at least two weeks before a regular meeting. A committee may be appointed to submit a revised set of by-laws as a substitute for the existing by-laws by a majority vote at a meeting of the organization or by two-thirds vote of the executive committee. The requirements for adoption of a revised set of by-laws shall be the same as in the case of any amendment.

SECTION 2. By-laws shall be revised or reviewed by a committee every five (5) years, revised if necessary, and re-approved.

SECTION 3. All revised by-laws and amendments shall become effective upon approval by the membership of the West Carthage Parent-Teacher Organization.

ADOPTED	SEPTEMBER 1973	ADOPTED	MAY 1990
RE-APPROVED	JUNE 1978	ADOPTED	MAY 2000
RE-APPROVED	JUNE 1983	REVISED & APPROVED	FEBRUARY 2006
ADOPTED	SEPTEMBER 1984	REVISED & APPROVED	OCTOBER 2008