

# THE BYLAWS OF THE MILLBROOK PARENT TEACHER ORGANIZATION

## ARTICLE I – NAME AND DESCRIPTION

**Section 1: NAME** - The name of this organization is *Millbrook Parent Teacher Organization* of Millbrook Central School District, Dutchess County, New York, 12545 (hereinafter referred to as the “PTO”).

**Section 2: DESCRIPTION** – The PTO is a nonprofit organization that exists for charitable and educational purposes.

**ARTICLE II - OBJECTIVES** The purpose of the PTO is to enrich the educational experience of the children in attendance of the Millbrook Central School District schools. The PTO also aims to encourage parent involvement and provide a vehicle for parents to support their children’s education through fundraising and volunteer efforts.

## ARTICLE III – MEMBERSHIP AND DUES

**Section 1:** Any individual who subscribes to the objectives and basic principles of the PTO may become a member of this organization, subject only to compliance with the provisions of the BYLAWS.

**Section 2:** Membership in this organization shall be available without regard to race, color, creed, sex or national origin.

**Section 3:** A person must be a minimum of eighteen years of age.

**Section 4:** Each member of the PTO must pay annual dues for a family membership annually.

**Section 5:** Members must meet all the requirements set forth in Article III to be considered “Members in Good Standing.”

**Section 6:** Any Member in Good Standing may vote.

## ARTICLE IV – OFFICERS

**Section 1: EXECUTIVE BOARD** - The Executive Board shall consist of the following officers: one President, one Treasurer, one Public Relations Representative, one Recording Secretary, and one or two Vice Presidents for each of the following schools: Elm Drive Elementary, Alden Place Elementary, Millbrook Middle School and Millbrook High School.

**Section 2: DUTIES EXECUTIVE BOARD:** Develop the PTO's annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, and approve by majority vote expenditures exceeding \$100.

***PRESIDENT*** – Preside at general PTO meetings and Executive Board meetings, serve as the official representative of the PTO, and retain all official records of the PTO.

***VICE PRESIDENT*** - Oversee PTO sponsored events and programs at his or her assigned school including any committees working therein, assist the President, and chair meetings in the absence of the President.

***TREASURER*** – Serve as custodian of the PTO's funds. He or she shall keep an accurate record of receipts and expenditures, shall collect revenue, pay authorized expenses, follow all financial policies of the PTO, and hold all financial records.

***PUBLIC RELATIONS REPRESENTATIVE*** – Manage communications and marketing for the PTO, including but not limited to PTO newsletters, email broadcasts, website, bulletin boards, etc.

***RECORDING SECRETARY*** – Record and distribute minutes of all Executive Board meetings and all general PTO meetings, prepare agendas for official PTO meetings, and hold historical records for the PTO.

**Section 3: NOMINATIONS AND ELECTIONS** – A public meeting each June shall be held for the purpose of electing PTO Officers. The nominating committee shall select a candidate for each office and present the slate at that meeting. Nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is being considered for an office, a ballot vote shall be taken. A majority vote of Members in Good Standing present and voting shall elect PTO Officers for the following year.

**Section 4: QUALIFICATIONS** – Any PTO Member in Good Standing may become an officer of the PTO.

**Section 5: TERM OF OFFICE** – The term of office for all officers is three years, beginning August 1 and ending July 31 of the following year. Officers may serve no more than three consecutive terms in the same office unless no person is nominated to fill that office. They may be re-elected to an office after one (1) intervening year. Each PTO Officer shall serve until his or her term expires or until his or her resignation or removal as herein provided.

**Section 6: BOARD MEETINGS** - The Executive Board may call for a meeting at

any time through majority vote and shall meet quarterly during the school year, or at the discretion of the President. At least one public meeting shall take place per year for the purpose of communicating financial reports to members.

**Section 7: REMOVAL** - A PTO Officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board. A PTO Officer could be subject to removal at any such time that he or she fails to perform assigned duties, is corrupt, or engages in any act/behavior that brings dishonor to, or negates, the purpose of this organization.

**Section 8: VACANCY** – If a vacancy occurs on the Executive Board, a majority vote of the existing PTO Officers shall take place to fill that vacancy with a PTO Member in Good Standing. A PTO member elected to fill a vacancy shall hold office for the remainder of the officer's term.

**Section 9: RESIGNATION** - Any PTO Officer may resign at any time by giving written notice of such resignation to the Executive Board.

## **ARTICLE V - MEETINGS**

**Section 1: GENERAL PTO MEETINGS** - General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held at the discretion of the Executive Board. At least one public meeting per year is required in June for the purpose of communicating financial reports to members and electing new officers. The PTO President shall preside over all public meetings. An email or flyer will be sent to parents/guardians at least one week prior to a scheduled General PTO meeting.

**Section 2: VOTING** – Each Member in Good Standing in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee and proxy votes are not allowed.

**Section 3: QUORUM** – A majority of the PTO officers then in office shall be necessary and sufficient to constitute a quorum for the transaction of business of the PTO. The act of a majority of all the PTO Board members present at any duly called meeting at which there is a quorum shall be the act of the PTO Board.

**ARTICLE VI - ACTION WITHOUT A MEETING** If the President determines that reasonably exigent circumstances exist, any action required or permitted to be taken at any meeting of the PTO Executive Board may be taken without a meeting if the action is taken by a two-thirds vote of the entire PTO Board. Any such action shall be evidenced by: (i) one or more written consents (which may be signed in two or more identical counterparts which when taken together shall be considered a single written consent for this purpose) describing the action taken and signed by each PTO Officer; or (ii)

electronic mail received by the President, and copied to the Secretary, from the electronic mail address provided by the PTO Officer for such purposes. Such action shall be effective when the last PTO Officer signs (or sends by E- mail) the consent; provided, however, that if the consent specifies an effective date, then such action shall become effective as of such specified date. A consent signed under this Section has the effect of a meeting vote and may be described as such in any document. Any action taken pursuant to this Section will be recorded in the PTO minutes.

**ARTICLE VII - ELECTRONIC PRESENCE AT A MEETING** - Any or all PTO Officers may participate in any regular or special meeting of the PTO Executive Board by, or conduct the meeting through the use of, any means of communication by which all PTO Officers participating may simultaneously hear each other during the meeting. A PTO Officer participating in a meeting by this means shall be deemed to be present in person at the meeting.

### **ARTICLE VIII - BASIC POLICIES**

**Section 1:** The PTO shall be non-commercial, non-partisan, and non-sectarian.

**Section 2:** The name of the organization and/or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest for any purpose not related to the promotion of the objectives of the organization.

**Section 3:** Criticism of individual teachers or administration shall not be voiced in open meetings.

**Section 4:** At no time shall the PTO take sides in a parent-teacher relationship.

**Section 5:** The PTO shall cooperate with the schools to support the enrichment of education in ways that will not interfere with the administration of the schools and shall not seek to control its policies.

### **ARTICLE IX - FINANCIAL POLICIES**

**Section 1: FISCAL YEAR** - The fiscal year of the PTO begins August 1 and ends July 31 of the following year.

**Section 2: BUDGET** - A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.

**Section 3: BANKING** – All funds shall be kept in a checking account in the name of the Millbrook Parent Teacher Organization, requiring signatures of the Treasurer and/or President/ one Vice President, and held at a local financial institution.

#### **Section 4: DISBURSEMENT OF FUNDS -**

- a.** Funds shall be disbursed in support of Article II- Objectives
- b.** Allocated funds TBD at the beginning of each school year shall be issued to each school for enrichment programs as per availability of funds. All requests must be made in a written Millbrook PTO Fund Request Form with attached documentation and approval by the building's principal. Any unused funds from the previous school year would not get rolled over or the new school year. Those monies granted to that school are only good for that specific school. Any money not used gets put back into the PTO bank account. Money that is granted for each specific school can only be used within that school year The allocation can range per year based on the fundraisers for that year. And only allocated for that school year spending.
- c.** Fund requests from an individual school which exceeds the allocated amount shall require written documentation and the building principal's signed acknowledgment.
- d.** All requests for monies shall require written documentation supporting need and cost with expenses of up to \$100 requiring PTO President approval and expenses over \$100 requiring a majority of PTO Board members' approval.
- e.** One classroom fund request of up to \$30 may be submitted by a teacher or staff member during a school year. Approval is subject to having a PTO membership in good standing.
- f.** Requests for funds shall be limited to PTO Members as defined by Article III, School Board Members, District Administrators, District Principals and teachers. It shall be the responsibility of the PTO Board to ensure equitable fund distribution to each school in the district.
- g.** All disbursements shall be issued in the form of a bank check with the signature of both the Treasurer, President and/or a designated PTO Executive Board Member in order to be valid.

**Section 5: REPORTING AND ENDING BALANCE** – The treasurer shall present a financial statement at every meeting of the PTO. At any other time, a Member in Good Standing may request the most recent financial statement prepared by the treasurer. The treasurer shall prepare a financial statement at the end of the fiscal year, to be reviewed by an independent Auditor. When the Auditor is satisfied that the treasurer's annual report is correct, the treasurer shall submit

the report to the Executive Board for its approval. Once the report is approved, the Auditor shall prepare the annual tax returns. The Auditor shall be appointed by the PTO Executive Board and the audit shall be completed by September 30th. PTO financial records shall be kept in compliance with state and federal tax laws. On August 1st, the accounts shall be handed over to the new treasurer, with a minimum balance of \$3,000.

**Section 6: CONTRACTS** – Authority to sign contracts is limited to the President or the President’s designee.

#### **ARTICLE X - COMMITTEES**

**Section 1: MEMBERSHIP** – Committees may consist of PTO members and Executive Board members, with the President acting as the ex officio member of all committees.

**Section 2: STANDING COMMITTEES** – A Nominating Committee shall be held by the organization. This committee shall be appointed by the President and approved by the Executive Board. The Nominating Committee shall select a candidate for each office and present the slate one month prior to the June election.

**Section 3: SPECIAL COMMITTEES** - Special Committees shall be created by the PTO Executive Board to promote the objectives and interest of the PTO. The Chairpersons of the committees shall be appointed by the PTO President

**Section 4: CHAIRPERSON’S OBLIGATION** - The Chairpersons of all committees shall maintain communication about their event plans with the building Principal and applicable Vice President.

**ARTICLE XI - PARLIAMENTARY AUTHORITY** Robert’s Rules of Order Newly Revised shall govern this organization in all areas where they are applicable.

**ARTICLE XII – AMENDMENTS** These Bylaws may be amended at any public meeting of the PTO by a two-thirds (2/3) vote of the Members in Good Standing present and voting, provided that the notice of the proposed amendment shall be given to PTO Members at least one month prior to the meeting at which the Bylaws are to be amended. Notice may be given by postal mail, email, on the PTO social media page, at a public PTO meeting or a post in a conspicuous place in all school buildings.

#### **ARTICLE XII - DISSOLUTION**

**Section 1:** In the event of the dissolution of the PTO, all property will revert to the Millbrook Central School District for public use, while remaining financial assets,

after necessary expenses, shall be administered by the Millbrook Central School District to be equally dispersed among the school libraries in order to purchase needed books and/or other materials for student use. Any subsequent balance after distribution shall then revert to the federal government or to a state or local government for public purpose.

**Section 2:** No part of the net earnings of the PTO shall be paid to or for any member or officer of the PTO, or any private individual (except for reasonable compensation for services rendered to or for the PTO). No member or individual shall be entitled to share in the distribution of any of the assets upon dissolution of the PTO.

**Section 3:** Notwithstanding any other provision of these articles, the PTO is organized primarily for educational support purposes, and shall not carry on activities not permitted by tax-exempt organizations as described under applicable federal and state income tax law.

These Bylaws were adopted in November 1989

Revised and Amended 1995

Revised and Amended 2005

Revised and Amended 2007

Revised 2010

Revised and Amended 2017

Revised & Amended 2021