



SHEPAUG VALLEY SCHOOL PTO

Bylaws of Shepaug Valley School Parent Teacher Organization Revised October 2019

Article I-Name

The legal name of this organization is the Shepaug Valley School Parent Teacher Organization (also known as SVS PTO).

Article II-Purpose

The SVS PTO is organized for the purpose of fostering communication and engagement between parents, guardians and educators at Shepaug Valley School to ensure every student in grades 6-12 has the opportunity to enhance their school experience through well supported after-school activities, clubs and events. It is organized exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code. No substantial part of the activities of the organization shall promote propaganda or attempt to influence legislation. The organization shall not participate or intervene in (including the publication or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for public office.

Article III-Public Access Records

Copies of the SVS PTO records must be available for examination. These records include: bylaws, annual and monthly treasurer's reports, and monthly minutes. Annual tax filings for the most recent three years will also be included. The records will be stored in the Main Office of SVS.

Article IV-Membership

Section 1. Eligibility. Membership shall be open to any parent or guardian of a student attending Shepaug Valley School and the teachers and administrators of Shepaug Valley School.

Section 2. Dues. Membership dues shall be determined annually by the executive board prior to the first PTO meeting of the school year. Dues may be waived at the discretion of the executive board. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights.

Section 3. Privileges. Membership privileges include making and accepting nominations, voting, making and amending a motion, chairing and participating on committees, and being an executive officer.

- a. **Absentee Balloting.** Absentee balloting shall be allowed as long as it is in writing and the item to be voted on has been put on the agenda with proper notification of the membership.

Section 4. Volunteering. Any given members' time towards a SVS PTO related activity is considered voluntary and members will not be monetarily compensated unless a written and signed contract for services rendered was established prior to the activity.

Article V-Officers and Elections

Section 1. Officers. The officers of the organization shall be president, vice president, treasurer, and secretary. These officers make up the executive board of the organization.

- a. **Executive Board.** The executive board develops the PTO's annual budget, establishes and oversees committees to conduct the work of the PTO, and establishes fundraising programs. The executive board shall be responsible for making certain that the SVS PTO is properly insured.
- b. **President.** The President shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.
- c. **Vice President.** The vice president has the responsibility to assist the president in any capacity as directed by the president and shall perform all duties of the president in his/her absence.
- d. **Treasurer.** The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and distribute funds as authorized by the organization. The treasurer will present a statement of the account at every monthly meeting and a full report at the end of the year. The treasurer is responsible for maintaining the organization's checking account and filing the annual tax forms.
- e. **Secretary.** The secretary shall be responsible for recording the minutes of all meetings. Minutes must be made available to the entire membership before the following meeting in order for a "Motion to Approve" to be made for legal record. The secretary shall be responsible for maintaining the public access records book which contains copies of bylaws, minutes, treasurer's reports, and tax forms.

Section 2. Term of Office. Officers are elected for one year, beginning on July 1st and ending on June 30th.

Section 3. Qualifications. Any member (parent or guardian) in good standing may become an officer of the PTO. Parents who are members for less than 5 months are not eligible to run for elective office except under special circumstances.

Section 4. Nominations and Elections.

- a. **Nominating Committee.** A nominating committee of at least two PTO members shall be established within three months of the end of the school year. Members of the nominating committee may not seek candidacy themselves. The nominating committee

shall provide each nominee with a copy of the bylaws and procure their consent to the nomination. The nominating committee shall present a slate of candidates at a meeting held one month prior to the election. Nominations shall also be accepted from the floor at that meeting. Following that meeting, a final slate of candidates shall be presented to the membership. Nominations may take place prior to elections at the final meeting of the school year if no candidates have sought candidacy by June 1st.

- b. **Elections.** Executive board elections occur at the final meeting of the school year. Each candidate for executive office shall be elected individually by majority vote. Each candidate must be present during the election. If a candidate is unable to attend the election due to unforeseen circumstances, a written statement must be submitted to the nomination committee confirming intent to pursue office. Voting shall be by voice vote if a slate is presented. If more than one person is running for office, a ballot vote shall be taken.

Section 5. Vacancy. If there is a vacancy on the executive board, the other members have authority to appoint a willing interim officer for the office vacated. A "special election" will be held at the next meeting to permanently elect a member for the vacated office. The membership will be notified of the election prior to the meeting and may submit their request to seek candidacy prior to the meeting. The candidate for the vacant position will be elected to office by majority vote.

Section 6. Removal From Office. Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Article VI-Meetings

Section 1. Regular Meetings. General SVS PTO meetings shall be held monthly to conduct business during the school year with dates and times to be determined by the PTO board. Additional meetings may be scheduled at the discretion of the executive board. Notification shall be given to the membership at least 1 week prior to the meeting. Meetings will include, when possible, a Board of Education report, Principal's report, Treasurer's report, and relevant committee reports. A majority vote of attending members is sufficient to transact business.

Section 2. Special Meetings. Special meetings may be called by the president, any two members of the executive board, or four general members submitting a written request to the secretary. Notice of the special meeting shall be sent to the members at least 1 week prior to the meeting.

Section 3. Quorum. The quorum shall be five members of the organization.

Article VII-Committees

Committees are responsible for organizing budgeted events, fundraisers, and administrative activities. Any major procedural change or budget overages must be approved by majority vote of the SVS PTO membership.

Article VIII-Finances

Section 1. A tentative budget shall be drafted by the executive board for each school year and approved by a majority vote at the first SVS PTO meeting of that school year.

Section 2. The fiscal year of the SVS PTO begins on July 1st and ends on June 30th.

Section 3. In order to make withdrawals from any account, the signature of either the treasurer or the president is necessary. In order to move funds to another bank, the membership shall be notified and a vote shall be taken.

Section 4. Unbudgeted expenses of more than \$250 need to be presented to the membership at least 1 week prior to a regular PTO meeting. A vote to approve that expense can be made at the regular PTO meeting assuming a quorum is present. Otherwise, approval for the expense will occur at the following quarter's PTO meeting.

Section 5. The executive board may approve by majority vote unbudgeted expenditures of no more than \$250.

Section 5. No part of the net earnings of the organization shall be distributed to its members, officers, or other private persons, except that which the organization has authorized to pay reasonable compensation for services rendered and to make payments in furtherance of section 501(c)(3) purposes.

Article IX-Dissolution

Upon dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

Article X-Amendments

Section 1. Amendments to the bylaws may be proposed at one meeting and approved by majority vote taken at the next meeting.

Section 2. Review of the bylaws will be conducted at the discretion of the executive board or per written or verbal request by one general member.

Article XI-Parliamentary Authority

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

Revised October 2019