

Tecler P.T.O. Bylaws

Article I: Name

The name of this association is the William B. Tecler Parent Teacher Organization, Amsterdam, New York.

Article II: Articles of Organization

The articles of organization of a constituent organization include the bylaws of such an organization.

Article III: Purpose

Section 1: The objects of the William B. Tecler P.T.O. are:

- a. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of our children.

Article IV: Basic Policies

The following are basic policies of the William B. Tecler P.T.O.:

- a. The organization shall be noncommercial, nonsectarian and nonpartisan.
- b. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the objects of the organization.
- c. The organization shall not directly or indirectly participate or intervene (in anyway, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.
- d. The organization shall work with the schools to provide quality education for all children.
- e. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income under Section 501 (c) (3) of the Internal Revenue Code or (ii) by an organization, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code.
- f. Each officer of a constituent organization shall be a member of the William B. Tecler P.T.O.
- g. This P.T.O. shall keep permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the organization, including, specifically the number of its members. Such books of account and records shall be at reasonable times available for inspection by any member of the P.T.O.

Article V: Membership and Dues

Section 1: Membership in the P.T.O. shall be available without regard to race, color, creed or national origin.

Section 2: This P.T.O. shall conduct an annual enrollment of members, but may admit persons to membership at any time.

Section 3: Each Member of the P.T.O. shall pay such annual dues to said organization as may be prescribed by the organization.

Article VI: Officers and Their Election

Section 1: Each officer shall be a member of the P.T.O.

Section 2:

- a. The officers of this organization shall consist of a president, vice-president, or co-presidents, a secretary and a treasurer.
- b. Officers shall be elected by voice voting in the month of May.
- c. Officers shall assume their official duties July 1st of the year they are elected and shall serve for a term of one year or until their successors are elected.

Section 3: Vacancies

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority of the Executive Board, notice of such election having been given. In case a vacancy occurs in the office of president, the vice president shall serve notice of the election.

Article VII: Duties of Officers

Section 1: The President shall:

- a. Preside at all meetings of the organization
- b. Perform such other duties as may be prescribed in these bylaws or assigned by the organization.
- c. Coordinate the work of the officers and committees of the organization in order that the objects may be promoted.

Section 2: The Vice-president shall:

- a. Act as an aide to the president.
- b. Perform the duties of the president in the absence or inability of that officer to serve.

Section 3: The Secretary shall:

- a. Record the minutes of all meetings of the association
- b. Have a current copy of the bylaws
- c. Maintain a membership list
- d. Perform other delegated duties as designed.

Section 4: The Treasurer shall:

- a. Have custody of all funds of the organization.
- b. Keep a full and accurate account of receipts and expenditures.
- c. Make disbursements as authorized by the President and/or the Executive Board.
- d. Present a financial statement at every meeting of the organization or when requested by the Executive Board.

Section 5: All Officers

Shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the President, without delay, all records, books and other materials pertaining to the office, and shall return to treasurer, without delay, all funds pertaining to the office.

Article VIII: Executive Board

Section 1: The executive board shall consist of the officers of the organization and the principal of the school.

Section 2: the Duties of the Executive Board

- a. To transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization.
- b. To plan, organize and coordinate all P.T.O. activities including fundraising.
- c. To approve routine bills.

Section 3: A majority of the Executive Board members shall constitute a quorum.

Article IX: Meetings

Section 1: Meetings will be held on Tuesdays when called by the Executive Board.

Section 2: The annual meeting shall be held in May.

Section 3: A majority of members present at any meeting will constitute a quorum for the transaction of business.

Article X: Committees

Section 1: Only members of the organization shall be eligible to serve as a chairperson.

Article XI: Fiscal Year

The fiscal year of this P.T.O. shall begin July 1 and end the following June 30.