

# **Costello Elementary School Parent/Teacher Organization Bylaws**

## **Article I: Name**

The name of this organization is the “Costello School Parent/Teacher Organization”, hereinafter referred to as “PTO”.

## **Article II: Articles of Organization**

The PTO exists as an unincorporated association of its members. Its “Articles of Organization” comprise these bylaws, as from time to time amended.

## **Article III: Purpose/Objectives/Philosophy**

### **Section 1**

Costello PTO is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations described under Section 501 (c ) 3 of the Internal Revenue Code, or corresponding section of any future federal code.

The objectives of the PTO are:

- a. To bring into closer relation the home and the school so that parents and teachers may cooperate intelligently in the development of each individual child.
- b. The 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.
- c. To strive to enhance the educational environment and opportunities of children by providing the supplementary materials and experiences not specifically provided by the Troy School District.
- d. To promote the welfare of children and youth in home, school, and community.
- e. To secure adequate laws for the care and protection of children and youth.

### **Section 2**

The objectives of the PTO are promoted through an educational program directed toward parents, teachers and the general public, that are developed through conferences,

committees, projects and programs; and are governed and qualified by the basic policies set forth in Article IV.

## **Article IV: Basic Policies**

### **Section 1**

The following are basic policies of the PTO:

- a. The PTO shall be non-commercial, non-sectarian, and non-partisan.
- b. The name of the PTO or the names of any members in the official capacities shall not be used in any connection with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the PTO.
- c. The PTO may engage in activities that influence legislation and matters that affect the welfare and education of children. The PTO shall not directly or indirectly participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.
- d. The PTO shall cooperate with schools to support the improvement of education in ways that will not interfere with administration of the schools and shall not seek to control their policies.
- e. The PTO may cooperate with either organizations or agencies concerned with child and youth welfare, but persons representing the PTO in such matters shall make no commitments that hinder the PTO unless authorized by the Executive Board.
- f. In the event of the dissolution of the PTO, its assets shall be distributed for one or more of the exempt purposes specified in Section 501 c of the Internal Revenue Code of 1954, as from time to time amended.

## **Article V: Membership and Dues**

### **Section 1**

Any individual who subscribes to the objectives and basic policies of the PTO and who either has a child at Costello School or is a member of the instructional staff (including Para-professionals) is a member of this PTO, subject only to compliance with the provisions of these bylaws. Membership in this organization shall be available without regard to sex, age, race, creed, color, or national origin.

### **Section 2**

Members of the PTO shall be eligible to vote at its business meetings, or to serve in any of its elective or appointive positions.

## **Article VI: Officers**

### **Section 1**

- a. The Executive officers of the PTO should consist of the following:
  1. President
  2. Vice-President(s)
  3. One Secretary
  4. Treasurer(s)
- b. Officers shall be elected by ballot annually in the month of May, hereinafter referred to as Annual General Meeting. However, if there is but one nominee for any office, it shall be in order to move that the Secretary cast the elective ballot of the PTO for the nominee.
- c. Officers, except the Treasurer, shall assume their official duties the day following the last official school day. The PTO shall provide bonding insurance, when possible and desired, as indicated by a majority vote of the current PTO Board, for the Treasurer and members of the PTO Board. The Treasurer shall assume his/her official duties on August 1. All officers shall serve a term of one year or until the election of their successors.
- d. A person shall not be eligible to serve more than two consecutive terms in the same office unless no other person seeks election to that Board position.

### **Section 2**

- a. The nominated officers shall be announced via the School Newsletter annually in April after the PTO meeting.
- b. Only those persons who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

### **Section 3**

A vacancy occurring in any office shall be filled for the un-expired term by a person elected by a majority vote of the remaining members of the Executive Board, notice of such election having been given. In case a vacancy occurs in the office of President, the Secretary shall call an Executive Board meeting for the purpose of filling this vacancy from the Board for the remained of the term.

## **Article VII: Duties of Officers**

### **Section 1**

The President shall preside at all meetings of the PTO and of the Executive Board at which he/she may be present; shall perform such duties as may be prescribed in these bylaws or assigned to him/her by the PTO or by the Executive Board; and shall coordinate the work of the officers and committees of the association in order that the Objectives may be promoted.

## **Section 2**

The Vice Presidents shall act as aides to the President. The specific duties shall be divided between them, but will include coordinating appreciation events (i.e. Teacher Appreciation week, etc.) School Supplies, directory and coordinate the nomination and ballot process for annual officer elections.

## **Section 3**

The Secretary shall record and post the minutes of all meetings of the PTO and of the Executive Board and shall perform such other duties as may be delegated to him/her.

## **Section 4**

The Treasurer(s) shall have custody of all the funds of the PTO; shall keep a full and accurate account of receipts and expenditures; and shall make disbursements in accordance with the approved budget or as authorized by the PTO, or the Executive Board. The Treasurer shall present a written financial statement at every meeting of the PTO and at every meeting of the Executive Board and shall make a full report at the end of the fiscal year. The Treasurer shall be responsible for the maintenance of such books of account and records as conform to the requirements of these Bylaws. The Treasurer's accounts shall be examined annually by an auditing committee of not less than two (2) members, who satisfied that the Treasurer's Annual Report is correct, shall sign a statement of that fact at the end of the report. (Preceding the Annual General Meeting, the Principal shall appoint the auditor or auditing committee.) The Treasurer shall be responsible to file all required Federal and State income-generating reports by the deadline dates required. The Treasurer may elicit the assistance of a CPA for purposes of completing such forms.

## **Section 5**

All officers shall:

- a. Follow Parliamentary Authority as indicated by Article XII of these Bylaws.
- b. Deliver to their successors all official material on the day following the last official school day except for the Treasurer's material that shall be delivered to his/her successor. After completion of fiscal year reports by the first day of September.

## **Article VIII: Executive Board**

### **Section 1**

The Executive Board shall consist of the officers of the PTO and the Principal of the school or his/her representative. The members of the Executive Board shall serve until the election of their successors.

## **Section 2**

The duties of the Executive Board shall be:

- a. To transact necessary business in the intervals between PTO meetings, as referred by the PTO.
- b. To create standing committees.
- c. To approve the plans of work of the standing committees.
- d. To present a report at the regular meetings of the PTO.

## **Section 3**

Meetings of the Executive Board shall be held as designated by the Executive Board. A majority of the Executive Board members shall constitute a quorum. Special meetings of the Executive Board may be called by the President or by a majority of the members of the Executive Board.

# **Article IX: Committees**

## **Section 1**

- a. The standing committees of PTO should consist of the following:
  1. Publicity
  2. Ways and Means
  3. Room Parent
  4. Fair
  5. Auction
  6. Community Service
  7. Fun Run
  8. Other positions as the Executive Board deems necessary

## **Section 2**

The chairperson of each standing committee shall make a report available to PTO either in person at scheduled PTO meeting or via email communication to President, Secretary and Principal at least two (2) days prior to scheduled PTO meeting.

## **Section 3**

The Publicity Chairperson(s) will have general responsibilities for publicizing school events through various means, including social media, the PTO website, welcoming new

families into the Costello Community and coordinating the Poster Contest for the School Fun Fair.

#### **Section 4**

The Ways and Means Chairperson(s) shall be responsible for recommending fundraising activities to the Board. It will be their responsibility to actively recruit chairpersons for the various events.

#### **Section 5**

The Room Parent Chairperson(s) shall be responsible for securing a list of volunteer room parents who will assist with classroom parties.

#### **Section 6**

The Fair Chairperson(s) shall be responsible for coordinating and administrating the annual School Fun Fair.

#### **Section 7**

The Auction Chairperson(s) shall be responsible for coordinating and administrating the annual Auction.

#### **Section 8**

The Community Service Chairperson(s) shall be responsible for coordinating various community service projects through the year.

#### **Section 9**

The Fun Run Chairperson(s) shall be responsible for coordinating the annual Fun Run.

### **Article X: Meetings**

#### **Section 1**

Regular meetings of the PTO shall be held as designated by the Executive Board. Five (5) days' notice shall be given of change of date.

#### **Section 2**

The President or a majority of the Executive Board may call a Special General meeting or Executive Board meeting with three (3) days' notice having been given.

#### **Section 3**

There shall be an Annual General Meeting of the PTO in the month of May.

#### **Section 4**

One (1) more than 50% of Executive Board members present at a General meeting shall constitute a quorum for the transaction of business in any meeting of the PTO.

## **Article XI: Standing and Special Committees**

### **Section 1**

The President shall be a member of ex-officio of all committees.

### **Section 2**

The Executive Board has the exclusive power to form special committees and appoint their members.

### **Section 3**

The Executive Board may create such standing committees, as it may deem necessary, to promote the Objective and carry on the work of the PTO. The term of each Chairperson shall be one year or until the selection of his/her successor.

### **Section 4**

The Chairperson(s) of each standing committee shall present a plan a work to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board.

## **Article XII: Fiscal Year**

The fiscal year for the organization shall begin on August 1 and end on the following July 31.

## **Article XIII: Parliamentary Authority**

Robert's Rules of Order revised shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these Bylaws.

## **Article XIV: Amendments**

### **Section 1**

These Bylaws may be amended at any regular meeting of the PTO by a two-thirds votes of the members present and voting, provided that notice of the proposed amendment shall have been given at the previous General meeting of the PTO.

A committee may be appointed to submit a revised set of Bylaws as a substitute for the existing Bylaws only by majority vote at a meeting of the PTO, or by a two-thirds vote of the Executive Board. The requirements for adoption of a revised set of Bylaws shall be the same as in the case of an Amendment.

Amended, April 1986, April 1993, September 8, 1997, October 2011, December 2018,  
September 2019  
Revised June 6, 1996, Revised June 11, 2007

These by-laws have been reviewed and are the organizing and governing documents of  
the Costello School Parent Teacher Organization

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President, Costello PTO                      Date

\_\_\_\_\_  
Secretary, Costello PTO                      Date

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Vice President, Costello PTO                      Date

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Treasurer, Costello PTO                      Date