

**BYLAWS OF THE RANDALL MIDDLE SCHOOL
PARENT TEACHER ORGANIZATION
(CORTLAND, NEW YORK)**

ARTICLE I: Name, Location, and Organization

The name of the organization is the Randall Middle School P.T.O. and its location is in Cortland, New York. The organization exists as an unincorporated association of its members. These bylaws, as from time to time amended, shall comprise its Articles of Organization. The organization shall be non-commercial, non-sectarian, and non-partisan.

ARTICLE II: Purpose

The organization is formed for the purpose of supporting the education of and promoting the welfare of children at Randall Middle School by fostering relationships among school, parents, and teachers.

ARTICLE III: Membership and Dues

Membership shall be available to: any parent or legal guardian of a student at Randall Middle School; any current teacher or staff member of Randall Middle School. All members shall have equal voting rights. There are no dues for membership.

ARTICLE IV: Officers and Elections

Section 1. The officers of this organization shall be President, Vice President, Secretary, and Treasurer and shall comprise what is hereafter referred to as "the Board".

a. The President shall preside over meetings of the organization and the 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. The President will also be responsible for writing a piece for the monthly school newsletter.

b. The Vice President shall assist the President and carry out the President's duties in his or her absence or inability to serve.

c. The Secretary shall record minutes at all meetings of the organization and the Board, and shall also maintain records pertaining to the work of the organization.

d. The Treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approved budget. He or she shall also: prepare a budget for approval by a majority vote of members present at the first meeting of the school year, serve as Co-chair of the Fundraising Committee, give a report of the organization's financial status at each

monthly meeting and present a full financial statement annually at the end of the school year or as requested by the Board or the membership.

e. In the event that all four positions cannot be filled, the positions of Vice President and Secretary shall be combined.

f. Collective duties of the Board shall be to:

- attend every monthly meeting. If a member is unable to attend, he/she should appoint a substitute.
- transact necessary business between meetings.
- create special committees.
- approve routine bills.
- meet with the principal in July or August to coordinate/determine the calendar of P.T.O. events for the upcoming school year.

Section 2. Officers shall be elected at the last meeting of the school year. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken. An opportunity shall be given for nominations from the floor. Only members who have consented to serve if elected shall be eligible for nomination. If there is but one nominee for any office it shall then be in order to move that the secretary cast the elective ballot of the organization at the meeting of the membership.

Section 3. A notice of the election shall be given to all members prior to the meeting at which the election is to be held.

Section 4. Officers shall assume their duties at the close of the school year in June, are elected for a term of one year and may serve no more than three (3) consecutive terms in the same office unless there is a PTO vote to approve this. The member elected as Vice President shall serve a term of two years: the first year as Vice-President and the second year as President.

Section 5. If there is a vacancy in the office of President, the Vice President will become the President at the time such vacancy occurs. At the next regularly scheduled meeting, a new Vice President will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting. If time permits, notice of the vacancy and subsequent election shall be given to all members prior to the election.

Section 6. Officers can be removed from office with cause by a two-thirds vote of those present at a regular meeting where previous notice has been given.

Section 7. Meetings of the Board shall be governed as follows:

- a. Shall be held as needed
- b. A vote of the majority of the committee shall be necessary to take action thereat.

Section 8. An audit of the organization's financial books shall be performed annually after June 30th but before September 15th. The audit shall be performed by a committee of two or more individuals and shall NOT include either the current or the prior year's board members.

ARTICLE V Meetings:

Section 1. Regular meetings of the organization shall be held on a monthly basis. The dates are to be determined at the July/August meeting of the Board and school Principal.

Section 2. The members in attendance at regular meetings, with at least one officer, who shall act as the meeting chair, shall be deemed to constitute a quorum and shall have the power to transact organizational business. Voting by proxy is prohibited.

Section 3. Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

Section 4. Special meetings may be called by the President, any two members of the Board, or five general members submitting a written request to the Secretary. Previous notice of the special meeting shall be sent to members at least 10 days prior to the meeting, by any and all means of communication possible (flyer, phone call and/or email).

ARTICLE VI Special Committees:

Section 1. Special committees shall be created as necessary to carry on the work of the organization. Committee Chairs and members will be solicited by the annual "Call for Volunteers" held each year in the fall. The Board shall determine the Chair when more than one volunteer is presented.

Section 2. Each committee shall perform its given task within the confines of its budget and provide a verbal report to the membership at the first regular meeting following the conclusion of their event/task. In addition, at that time, a written report, including an

accounting of revenues and expenditures, shall be submitted to the Secretary with the event folder.

Section 3. Committee chairs shall communicate with the President prior to event planning to review their budget, event details and event history.

ARTICLE VII Dissolution:

Section 1. The Board, in order to adopt a resolution dissolving this organization, shall first direct that the question of dissolution be submitted to a vote of the membership at a special meeting called for such a purpose.

Section 2. Printed notice of such special meeting shall be given to each member entitled to vote thereat at least thirty days prior to such meeting.

Section 3. Approval of dissolution shall require the affirmative vote of two-thirds of the members present at such special meeting.

Section 4. In the event of dissolution of the organization, its assets shall be distributed for exempt purposes as specified in Section 501(c)(3) of the Internal Revenue Code of 1954, as from time to time amended.

Section 5. Except in the event that it conflicts with Section 4 above, upon dissolution of the organization, any remaining funds should be used to pay outstanding bills of the organization and, with the membership's approval, spent for the benefit of the school.

ARTICLE VIII Scholarship Fund:

Section 1. The intent of the organization is to award at least two scholarships each year of up to five hundred and 00/100 dollars (\$500.00) each.

Section 2. The scholarship shall be presented to students selected on the basis of need and potential.

Section 3. The selection of the scholarship winners shall be made by an appointed PTO committee.

ARTICLE IX Amendments:

These bylaws may be amended at a regular meeting of the organization by a two-thirds vote of the members present providing notice of the proposed amendment was given to all members at least 30 days prior to the meeting at which the vote is to be taken.

Written and approved by the membership in accordance with the guidelines contained herein:

Dated: October 9, 2024

Theresa Radley

Theresa Radley, President

Meghan Chapman

Meghan Chapman, Vice President

Christina Caravella

Christina Caravella, Vice President/Secretary

Ashley Pearson

Ashley Pearson, Treasurer

Juliann Quinn

Juliann Quinn, Randall Principal