

**MOUNT SINAI PARENT TEACHER ORGANIZATION
NORTH COUNTRY ROAD
MOUNT SINAI, NEW YORK 11766**

Revised 3/19/13

March 19, 2013 By-Laws of the Mount Sinai P.T.O.

ARTICLE I Name and Purpose

Section A. The name of the organization shall be: Mount Sinai Parent Teacher Organization (PTO)

Section B. The purpose of this organization shall be:

1. To educate parents and the community about issues of importance to parents, school, and the school district.
2. To help in fund raising projects for school equipment & programs through:
 - Various fund raising events as described by the board and/or membership
 - At least one major “sales” event
 - On-going Market Day sales
3. To be a volunteer support group to the Mount Sinai School District
4. To promote fellowship along with communication between parents and teachers
5. To promote and support in Mount Sinai School District its ideas, programs, purposes and philosophy of education

ARTICLE II Duties of Officers and Executive Board Members

Section A. The officers of the organization shall be the President, Vice President, Immediate Past President, Secretary and Treasurer

Section B. The Executive Board shall consist of the above officers and the following: Grade Level Coordinator Board Member, Fund Raising Board Members, Hospitality Board Member, Public Relations Board Member, Volunteer Coordinator Board Member and Publicity Board Member.

Section C. All Executive Board Members are voting members

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Section D. The duties of these Executive Board Members shall be:

1. President (Officer)

- Presides at meetings
- Attends meetings of other groups as a P.T.O. representative
- Acts as a liaison between the P.T.O. membership and administration
- Acts as trouble shooter for problems referred to him/her by Board members
- Channels all mail, calls, information to appropriate people
- Has authority to approve expenditures up to \$100 without Board approval; communicates all expenditures at the next Executive Board meeting
- Works up outlines of speeches and agendas for meetings
- Delegates P.T.O. responsibilities as appropriate
- Keeps all materials to be passed on to future Presidents
- Required to attend 90% of all Executive and General Meeting

2. Vice President (Officer)

- Handles President's duties when he/she cannot
- Handles membership
- Chairs winter food drives and plant sale
- Obtains building use forms for all P.T.O. sponsored activities
- Coordinates with the Public Relations member messages to be put on the electronic sign; this includes, but is not limited to the approval of messages and communication of changes to the Public Relations Board member
- Responsible for taking minutes at P.T.O. meetings in the absence of the Secretary.
- Required to attend 90% of all Executive and General Meeting

3. Immediate Past President

- Assists at meetings
- Consult and Support
- Provide background information
- Be utilized for organization history

4. Secretary (Officer)

- Takes and reads minutes at all P.T.O. meetings
- Takes minutes at other meetings he/she attends on behalf of the P.T.O.
- Handles correspondence for the organization
- Handles e-mails from website
- Keeps a current calendar of P.T.O. events
- Keeps a list of P.T.O. supplies and equipment.

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- Recognizes events in the District employees' lives and events in the lives of Board members; manner of recognition to be determined by the P.T.O. Executive Board
- Required to attend 90% of all Executive and General Meeting

5. Treasurer (Officer)

- Handles moneys and writes checks
- Keeps financial records, balances accounts, keeps journals current
- Present a report at each P.T.O. meeting
- Prepares annual report of all moneys through July 1 to present to the P.T.O. Executive Board as well as to the membership at the first scheduled P.T.O. general meeting the following fall
- Acts as liaison to the District BOCES Representative
- Prepares fiscal year end statement for District Office review
- Required to attend 90% of all Executive and General Meeting.

6. Hospitality Board Member

- Provides refreshments whenever appropriate
- Oversees Hospitality Committee (on an as needed basis)
- Keeps track of all Hospitality inventory and stock.
- Purchases all Hospitality items as needed.
- Responsible for taking minutes at P.T.O. meetings in the absence of the Secretary and Vice President
- Required to attend majority of General and Executive meetings

7. Fund Raising Board Members

- Sets up committees for fund raising events
- Oversees all such events
- Gathers information regarding fund raising, e.g. shirt manufacturers, photographers, etc. and reports back to the P.T.O. Board
- Makes decisions on quantities and pricing according to standards set by the Executive Board
- Oversees School Store
- Create fliers for necessary events, get approvals as needed and submits to Publicity and Public Relations Board members to process.
- Required to attend majority of General and Executive meetings

8. Grade Level Coordinator Board Member

- Sets up a network of P.T.O. Class Representatives
- Contacts P.T.O. Class Representatives to call bakers for bake sales
- Contacts P.T.O. Class Representatives to make reminder calls about the budget vote

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- Chairs Bake Sale
- Chairs Blood Drive
- Required to attend majority of General and Executive meetings

9. Publicity Board Member

- Is responsible for retrieving administration approved flyers from P.T.O. basket(s)
- Must obtain yearly class size list; flyers will be sorted and distributed according to this list
- Copies flyers in a timely fashion and distributes to appropriate school(s)
- Develops/revises the flier for each event – when necessary
- Required to attend majority of General and Executive meetings

10. Public Relations Board Member

- Is responsible for sending information regarding events to the media, e.g., newspapers, circulars, radio
- Can use volunteers to make and post posters to publicize events if needed
- Updates P.T.O. bulletin boards
- Writes and submits newsletter articles to the Mount Sinai Mirror
- Collects information from all P.T.O. Executive Board members and committees to be incorporated into articles for P.T.O. Newsletter; develops newsletter
- Responsible for sending events to District office to be put on electronic sign
- Responsible for P.T.O. Website & any other social media networks approved by Board Members
- Required to attend majority of General and Executive meetings

11. Volunteer Coordinator Board Member

- Prepares updates & distributes Volunteer Forms.
- Collects completed Forms from all schools
- Prepares list of volunteers for all events and distributes to event chairperson
- Contacts and coordinates volunteers for all necessary events
- Keeps list of volunteers who serve at PTO events
- Designs and sends invitations to P.T.O. Thank You Breakfast to all volunteers on above mentioned list as well as to District Administrators
- Obtains the Thank You gift with Board approval.
- Required to attend majority of General and Executive meetings

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ARTICLE III Nomination, Election, and Terms of Office

Section A. Nominations

1. Nominations will be in writing and taken at the March general meeting. Nominations are closed at the adjournment of this meeting.
2. All nominees must be paid members of the P.T.O.
3. A nominee for an officer position (President, Vice President, Secretary, & Treasurer) must have served a minimum of one year on the Mount Sinai P.T.O. Board, has Chaired a PTO event, currently holds an executive PTO Board position and has attended the majority of the current years meetings both executive and general.
4. All nominees for Executive Board Positions other than officer positions must have attended at least one meeting, or have volunteered on one committee, or have volunteered at one function of the organization during current calendar membership year and prior to the March General Meeting.
5. Any eligible members in good standing may submit their name or the name of another eligible member in good standing for nomination to the Election Committee.
6. No member may accept nomination to or be a candidate for more than one office.
7. The acceptance of the nomination will be dated and contain the following information:
 - The full name of the candidate and, if desired, any special name to appear on the ballot;
 - The title of the position for which nominated; and
 - A certificate in the following form signed and dated by the proposed candidate or submitted via candidates e-mail: "I hereby accept the nomination for the office of (title of office)".
8. If a vacancy occurs in any position between the nominations and the election, the vacant position will be posted until said election. If a new candidate is not nominated before the election, it becomes the responsibility of the Executive Board to select a person to fill the vacancy.

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Section B. Election

1. The President, Vice President, Secretary, Treasurer, Grade Level Coordinator Board Member, Fund Raising Board Members, Public Relations Board Member, Volunteer Coordinator Board Member, Hospitality Board Member and Publicity Board Member shall be elected once every year. All members in good standing shall be eligible to vote.
2. If only one person is nominated for a position, there may be a voice vote conducted by the Election Committee. The Secretary will record in the meeting minutes the results of the election. If more than one person is nominated for a position, the vote will be conducted by the use of secret ballot. Write-in votes and Absentee ballots will not be permitted. A list of names of the membership will be made available to the Election Committee for the purpose of checking the voting eligibility of members.
3. The candidates for each office receiving a majority of the votes actually cast shall be declared the winning candidate. In the event no candidate receives a majority of the votes cast, a runoff election will be held between the two candidates receiving the most votes.
4. A vacancy occurring in any office shall be filled for the unexpired term by a person selected by the Executive Board. The general body shall be informed at the next general meeting.
5. The outgoing President or a person designated by the outgoing President shall oversee the installation of new officers.
6. The term of office shall be from 7/ 1-6/30
7. An outgoing president will hold the office of Immediate Past President for (2) two years immediately following his/her last day as President. In the event an Immediate Past President is unable to complete any part of his/her term the position will remain vacant until filled by the next outgoing President.

Section C. Election Committee

1. Prior to the start of nominations, the President shall appoint up to a three (3) member Election Committee. The Election Committee shall conduct the nomination/election process. Members of the election committee are not permitted to run for office in the election cycle in which they are members of the committee.

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- Section D. Tenure of Office
1. The term of office shall be from 7/ 1-6/30
 2. A vacancy occurring in any office shall be filled for the unexpired term by a person selected by the Executive Board. The general body shall be informed at the next general meeting.
 3. An outgoing president will hold the office of Immediate Past President for (2) two years immediately following his/her last day as President. In the event an Immediate Past President is unable to complete any part of his/her term the position will remain vacant until filled by the next outgoing President.
- Section E. Installation of Officers
1. The installation of officers shall take place on 7/1.
 2. The outgoing President or a person designated by the outgoing President shall install officers.
- Section F. Qualifications for Candidates
1. A candidate must be a paid member of the P.T.O. prior to the nominations meeting.
 2. A candidate must have attended at least one meeting or have volunteered on one committee or have volunteered at one function of the organization during the membership year -prior to the nominations meeting.
 3. A candidate for an officer position must have served a minimum of one year on the Mount Sinai P.T.O. Executive Board, Chaired a PTO event, currently holds an executive PTO position and had attended the majority of executive and general meetings.

ARTICLE IV. Executive Board

- Section A. The Executive Board shall consist of all P.T.O. officers and all Board Members
- Section B. The Executive Board shall appoint and/or replace P.T.O. representatives on ad hoc committees, Site Based Teams, Board of Education Liaison, etc.
- Section C. The Executive Board shall appoint additional committee chair people as needed.
- Section D. The Executive Board shall receive recommendations, concerns, etc., of all committees, approve said recommendations and advise P.T.O. representatives on appropriate courses of action.
- Section E. A least one Executive Board member shall be present at every P.T.O. fundraiser and event.
- Section F. The Executive Board shall be responsible for reviewing Treasurer's Reports and disbursing funds.

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ARTICLE V. Meetings

Section A. General meetings of the organization shall not number less than three per year. All Executive Board members are expected to attend.

Section B. The Executive Board will meet monthly during the calendar year. All Executive Board members are expected to attend. Those Board members who are absent are responsible for obtaining the pertinent information.

Section C. Additional Board meeting may be called by any Board member as deemed necessary.

Section D. Quorums
1. A quorum of 7 members shall be necessary to call a general meeting to order.
2. A majority shall be necessary to call an Executive Board meeting order.

Section E. Executive Board Meetings are closed sessions.

ARTICLE VI. Membership and Dues

Section A. Any interested person associated with the Mount Sinai School District is eligible for membership.

Section B. The membership year shall be from September 1-June 30.

Section C. The annual dues shall be \$10 per family per membership year.

Section D. In order to vote on the business of the organization one must be a paid member of the PTO and of legal voting age.

Section E. In order to vote at an election of Offices and Executive Board members, one must be a paid member of the organization as of January 1 prior to the election and of legal voting age.

ARTICLE VII. Establishment of Committees

Section A. The Executive Board will establish necessary committees and appoint committee representatives.

Section B. All committee meetings shall be held at the request of committee chair people.

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ARTICLE VIII. Amendments

Section A. A proposed amendment will immediately be referred to the Executive Board.

Section B. The Executive Board shall develop the proposed amendment and present it at a general meeting.

Section C. A majority vote of members present at the following general meeting shall be necessary to pass the Amendment (s).