

CRSPTO Mission

April 2003

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- B. The Organization will also create and carry out special activities (at the will of the board) which complement and enhance the existing programs of the school. Some of these functions may be fundraisers. Functions and activities sponsored by the CRSPTO are subject to change due to necessity and/or financial feasibility.(Article VII: Section A: 1,4; Section B: 2)
  
- C. The Organization shall not be used as a personal forum to air personal concerns regarding individual children, teachers or problems of a non-general nature. In order for the Organization to function effectively, the good of the whole school must be kept in the foreground or the Organization will cease to be a viable Organization.

FUNDRAISERS:

Fall Sales Fundraiser (as needed)  
Labels for Education  
BoxTops  
Chuck E. Cheese Night  
Spring Sales Fundraiser (as needed)

SPECIAL ACTIVITIES:

Fall Festival  
Roller Skating parties  
Young Audience Assemblies  
Turkey Challenge  
Bus Driver Appreciation Day  
Staff Appreciation Day

ENHANCEMENTS:

Teacher Grants  
Technology upgrades  
Visiting Authors/Artists  
Landscaping enhancements  
Stage modifications and enhancements  
Stage productions featuring students and staff

SERVICES:

Sale of merchandise w/school logo  
Book Fairs  
Memory Book  
SchoolKidz Supply Orders



CHESTNUT RIDGE SCHOOL PARENT TEACHER ORGANIZATION

**BYLAWS**

Revised July 2016

Churchville Chili Central School District

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Article 1 - NAME

The name of this organization shall be the CHESTNUT RIDGE SCHOOL PARENT TEACHER ORGANIZATION (CRSPTO). This name is to take effect simultaneously with the adoption of these Bylaws.

Article II - CRSPTO Mission

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### Article III - Articles of Organization

The CRSPTO exists as an unincorporated association of volunteer members. These Bylaws, as amended, comprise the association's formal articles of organization.

No part of the net earnings of the Organization shall benefit, or be distributed to its members, trustees, officers or other private persons, except that the Organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions furtherance of its purpose.

No substantial part of the activities of the Organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation. The Organization shall not participate in or intervene in (including publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

The policies of this Organization shall not direct nor control the administrative activities of the school.

### Article IV - Membership

- A. Membership of this Organization shall consist of elected officers, parents, teachers, and any residents of the Chestnut Ridge School District.
- B. All officers and members are subject to the Bylaws of the Organization.
- C. Any member shall have the privilege of making motions and serving on committees.
- D. The administration (Principal and Vice-Principal) shall be considered sitting advisors and/or consultants.

### Article V — Officers and their Elections Section A

1. Organization officers shall consist of a President, Vice-President, Secretary, Treasurer, and Volunteer Coordinator.
2. Elections shall be held in the month of June. The members entitled to vote shall elect, by ballot, officers as prescribed by these By-Laws.
3. In June, 2011 and in subsequent odd years (13, 15, 17, 19, etc.) a President, Vice-President, Volunteer Coordinator, Treasurer and a Secretary shall be elected for a two year term. President position can be a one year term, if wanted by the current president, or the president may serve a two year term.
4. New officers shall assume their duties at the final or June meeting of the organization with the exception of Treasurer who will assume the position before the end of the next school year but coordinate with the closing of the preceding years closing of books and final payments.

5. Terms of office shall be two years. Any officer who cannot fulfill his or her obligation shall be replaced according to Bylaw procedure. When deemed necessary by the President the existence of “co” member may be established and duties may be split between two parties.
6. Officers are not eligible to serve two consecutive terms in the same office unless unopposed and agreed to by the entire Board and sitting advisors.

#### Section B

A Vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the organization, previous notice of such an election having been given by the President or other presiding officer. If an immediate need arises, the President may sit a temporary person for such office until the election can be held.

Any or all of the Officers may be removed for cause by vote of two-thirds (2/3) of the members entitled to vote.

#### Section C

All officers shall deliver to their successors all official materials of the Organization not later than the first meeting of the new officers, with the exception of Treasurer who shall deliver all pertinent financial information after the closing the of the previous school year’s books and before the start of the next school year.

1. The annual meeting of the PTO board including the administration representative (Principal) shall be held in July or August of each calendar year, the exact date to be decided upon by the President (host). In lieu of a physical meeting, telephone or electronic contact can suffice at the discretion of the President.

### **Article VI - Officer's Primary Duties**

#### Section A — President and Vice-President

1. Preside at all meetings of the Organization.
2. Function as ex-officio member of all committees.
3. Appoint such committees and sub-committees as deemed necessary to promote the purposes and carry on the work of the Organization.
4. Coordinate the work of the Organization officers and all committees and sub-committees of the Organization.
5. President shall prepare agendas for regular meetings and for special committee and sub-committee meetings, as appropriate.

6. Check all PTO mail in the PTO mailbox and see that it is properly distributed to appropriate parties.
7. Perform such duties as may be described in these Bylaws, as amended, or as assigned by the Organization.
8. Arrange/organize the dates of the PTO events and get them to the appropriate persons so they may be placed on the Churchville Chili School District Calendar.(Target date April/May)
9. Arrange/organize with school administration representative (Principal) the topics and featured guest speaker(s) for the monthly PTO meetings.
10. Serve as an authorized signatory on PTO checks.
11. Organize the teacher grant program. Work with the administration representative to notify teachers and staff of the availability of grants, review grant requests with administrator and present to the members at large a brief synopsis of the requests. Upon approval a tally should be recorded including: items provided, to whom they were granted and the amount of the grant.

#### Section B- Secretary

1. Record minutes of all meetings of the Organization and submit them to the Organization for approval at the next scheduled meeting.
2. Distribute minutes to PTO board, Administration representatives (Principal and Vice-Principal) and post copy on school website.
3. Maintain a record of the PTO Grants awarded.

Assist the President in developing all correspondence from the Organization, including notices of meeting dates to all members(distribute to entire school).

5. Send out appropriate correspondence: including but not limited to: thank you notes to guest speakers and condolence cards when appropriate as well as electronic communications such as e-alerts and other media approved by the Board..

#### Section C -Treasurer

1. Maintain custody of all funds of the Organization.
2. Keep a full and accurate account of receipts and expenditures and report at monthly meetings.

3. Make a full report at the last meeting of the school year, including designated funds disclosure.
4. Check PTO mailbox on a regular basis to see that all PTO bills are paid in a timely fashion.
5. Work with the President to develop the budget for the school year and present it at the first general session for the school year for vote and approval.

#### Section D – Volunteer Coordinator

1. Maintain list of all parties interested in Volunteer Opportunities for PTO events.
2. Send out notices to list requesting volunteers as needed.
3. Maintain communication with volunteers to gauge their volunteer experience.
4. Coordinate the volunteer schedule and communication of it for PTO sponsored events.
5. Improve the volunteer process as needed.

#### Section E – Past President

1. The Past President shall serve as an ex-officio member and shall be responsible for specific projects, substitute on any committee as needed and should the circumstances arise, act as a replacement for any committee co-chair and shall perform such other duties as the Board may prescribe or as the President may delegate

## **Article VII —Meetings**

### Section A - Meetings of the Board

1. To define measurable projects and programs for the Organization as defined but not limited to stated objectives in our Mission Statement.
2. To transact necessary business in the intervals between Organization meetings and such other business as may be referred by the Organization.
3. To prepare reports as the President deems necessary at the regular meetings of the Organization.
4. To approve expenditures within the limits of the budget. To increase, decrease **or** eliminate designated fund accounts as necessary due to budget restrictions and/or necessity. Monetary expenditures under \$100 need only majority PTO board approval. All expenditures over \$100 need member quorum.(Ref. Article **VII**, Section B;2)
5. Regular and Special Meetings of the Board shall be held at such times as the Board may determine. Meetings maybe be called by the President or a majority of the Board.
6. Regular and Special Meetings of the Board of Directors shall be held at such time as the Board may determine
7. Any action required or permitted to be taken by the Board of Directors or any committee of the Board may be taken without a meeting if all of the members of the Board or the committee consent in writing to the adoption of the resolution authorizing the action. Such resolution and the Written Consents shall be filed with the minutes of the proceedings of the Board.

### Section B – Member Meetings

1. Meetings of the Organization shall be held monthly during the school year at the discretion of the President and as posted on the district calendar. Should the monthly meeting night need to be changed and/or cancelled from the posted date, ample notice must be given to the members with the noted change.
2. Members present at an Organization meeting, including at least three(3) officers and at least one(1) administration representative shall constitute a quorum necessary for the transaction of business of the Organization.
3. Special meetings of the Organization officers, committees and sub-committees, may be called by the President or other appropriate officer, or by a petition of 100 of the members at large, as necessary.
4. Except as provided by these By-Laws, the vote of a majority of the officers present at the time of the vote, if a quorum is present at such time, shall be the act of the Board.



### **Article VIII — Fiscal Year**

The fiscal year of the CRSPTO shall begin on July 1 and end on the following June 30.

### **Article IX — Parliamentary Authority**

Robert's Rules of Order, as 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 X — Standing and Special Committees**

Committee chairpersons shall abide by the PTO Mission in executing their duties of said committees. Chairpersons do not have the authority or discretion to sign contracts, enter into agreements or make decisions that would impact the Organization in any fiscal matters. All decisions and actions shall be taken by the Board and signed by the President.

### **Article XI — Teacher Grants**

A designated fund exists for the execution of teacher grants.

The criteria for teacher grants are as follows:

1. The item(s) requested must be for the benefit of the student population.
2. If possible items should be at a grade level which can be shared or multi grade level.
3. Items purchased with PTO ,Grant Funds are the property of Chestnut Ridge School and are not be removed from the premises should the requesting teacher leave the buildings employ.
4. Multi-copy literature requests should be coordinated with the Media Specialist and stored in the Book Nook to facilitate the goals of the Grant program.

### **Article XII — Dissolution**

Approval of dissolution of the organization shall require the affirmative vote of at least two thirds of the members present and entitled to vote at a special meeting. Upon dissolution of the organization, the governing body shall, after paying or making provision for payment of all liabilities, contribute all remaining assets to the Chestnut Ridge School for educational purposes.

## Article XIII – Indemnification

### Section A

1. To the full extent permitted by law, the Organization may, by resolution of the Officers, indemnify any person, his or her executor or administrator, made or threatened to be made, a party in any civil or criminal action or proceeding by reason of the fact that he or she was an Officer of the Organization.

2. The Organization shall indemnify any persona made, or threatened to be made, a party to an action or proceeding, whether civil or criminal, including an action by or in the right of any other corporation, partnership, joint venture, trust, employee benefit plan or other enterprise, which any director or officer of the Organization served in any capacity at the request of the Organization, by reason of the fact that such person (his testator or intestate), was an officer of the Organization or served any other corporation, partnership, joint venture, trust, employee benefit plan or other enterprise in any capacity, against judgments, fines, amounts paid in settlement and reasonable expenses, including attorneys' fees actually and necessarily incurred as a result of such action or proceeding, or any appeal therein, if (i) in the case of service for the Organization, such officer acted in good faith for the purpose which he reasonably believed to be in the best interest of this Organization, ir (ii) in the case of service for any other corporation or partnership, joint venture, trust , employee benefit plan or other enterprise he acted in good faith for a purpose which he reasonably believed was not opposed to the best interests of the corporation and, (ii) in criminal actions or proceedings, in addition, he had no reasonable cause to believe that his conduct was unlawful.

3. The Organization shall indemnify any persona made, or threatened to be made, a party to an action or proceeding, whether civil or criminal, including an action by or in the right of any other corporation, partnership, joint venture, trust, employee benefit plan or other enterprise, which any director or officer of the Organization served in any capacity at the request of the Organization, by reason of the fact that such person (his testator or intestate), was an officer of the Organization or served any other corporation, partnership, joint venture, trust, employee benefit plan or other enterprise in any capacity, against amounts paid in settlement and reasonable expense, including attorneys' fees actually and necessarily incurred as a result of such action or proceeding, or any appeal therein, if such officer acted in good faith, for a purpose which he reasonably believed to be in, or , in the case of service for any other corporation or any partnership, joint venture, trust, employee benefit plan or other enterprise, not opposed to, the best interests of the corporation. The Organization shall not indemnify such person in respect of (1) a threatened action, or a pending action which is settled or otherwise disposed of, or (2) any claims, issue or matter as to which such person shall have been adjudged to be liable to the corporation, unless and only to the extent that the court in which the action was brought, or, if no action was brought, any court of competent jurisdiction, determines upon application that, in view of all the circumstances of the case, the person is fairly and reasonably entitled to indemnify for such portion of the settlement amount and expenses as the court deems proper.

4. No indemnification shall be made to or on behalf of any officer if a judgment or other final adjudication adverse to the officer establishes that his acts were committed in bad faith or were the result of active and deliberate dishonesty and were material to

the cause of action so adjudicated, or that he personally gained in fact a financial profit or other advantage to which he was not legally entitled.

5. This By-Law provision is intended to indemnify the officer of the Organization to the fullest extent provided by the New York Not-For-Profit Corporation Law.

Article XIII — Amendment Procedures Section

A

1. These by-laws may be, amended at any regular meeting of the organization by a two thirds vote of the members present and voting, provided that the notice of the proposed amendment shall be given at the previous meeting.
2. A committee may be appointed to submit revised by-laws as a substitute for the existing by-laws by a majority vote of the organization.

Section B

By-laws shall be revised by a committee as necessary for the purpose of

- a. Evaluating the effectiveness of the organizations programs in light of its long range goals and objectives.
- b. To recommend modifications or alterations in the By-laws which will enable the organization to better achieve its stated goals.

# CRSPTO MISSION:

*ARTICLE III — ASSOCIATION OBJECTIVES (CRSPTO BY LA PIS; Revised April, 1995)*

A. The Association shall provide a forum in which parents can express general or specific concerns regarding curriculum and school policy. In turn, the school should address these concerns.

The Association also provides an opportunity for the school to inform and keep parents up to date regarding the status of education at the school.

B. The Association will also create and carry out special activities, which complement and enhance the existing programs of the school. Some of these functions may be fundraisers.

## FUNDRAISERS:

- Innisbrook
- Labels

## SPECIAL ACTIVITIES:

- Fall Festival
- Roller-skating Parties
- Young Audiences' Assemblies
- Turkey Challenge
- Dress-Up Day
- Staff Appreciation Day
- Bus Driver Appreciation Day
- Red Wing's Game

## SERVICES:

- Sale of Merchandise with school logo
- Santa's Secret Shop
- Book Fair
- Memory Book
- Summer Reading Awards
- Nature Trail Maintenance
- Playground Maintenance

## ENHANCEMENTS:

- \* Teacher Grants
- \* Technology Up-grades
- \* Front Entrance Re-do
- \* New Stage Curtains
- \* ETC...