



PARENT ~ TEACHER ~ STUDENT ~ COMMUNITY

East Rochester Union Free School District

The East Rochester Parent Teacher Organization is a non-profit organization comprised of volunteer community members and staff of the East Rochester Union Free School District. The PTO is inclusive, dedicated, supportive, and ever-growing.

Mission Statement:

The ERPTO strives to support and advocate for our children by partnering with staff, families, and wider community to create a safe and inclusive learning environment where all students can thrive socially, emotionally, and academically.

School Name: East Rochester Union Free School District

School Address: 222 Woodbine Ave., East Rochester, NY 14445-1860

Grade Level(s): Pre-k – 12

Federal Tax ID #: 87-1971167

PTO Adoption Date: August 1, 2021

President's Name: Amber Johnson

President's Signature: _____

Secretary's Name: Rebecca Zelazny

Secretary's Signature: _____

East Rochester Union Free School District

BYLAWS

Article I – Name

The name of the organization shall be the East Rochester Union Free School District Parent Teacher Organization (hereinafter referred to as “PTO”).

Article II – Purpose

The corporation is organized for the purpose of supporting the education of children at the East Rochester Union Free School District by fostering relationships among the school, parents, teachers, and community; and providing enrichment opportunities that complement the educational programs.

Article III – Federal Status

The ERPTO is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

Article IV – Membership

Any parent, guardian, or other adult acting in loco parentis for a student at the school may be a member and shall have voting rights. The principal and any teacher employed within the school district may be a member and have voting rights. Members have one vote per household. Membership at all levels shall be open without discrimination, to anyone who believes in and supports the mission, purposes, and principles of the PTO.

Article V – Officers and Elections

Section 1. Officers.

The officers shall be a president, vice president, secretary, and treasurer. In addition to the duties listed below, each officer will also perform other such duties as applicable to the office as prescribed by the parliamentary authority of this organization.

a. President. The president shall preside over meetings of the organization and executive 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.

b. Vice President. The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve. The vice president shall also oversee any committees of this organization.

c. Secretary. The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.

d. Treasurer. 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 approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board and make a full report at the end of the year.

Section 2. Eligibility.

Members are eligible for office as long as they are willing to fulfill the duties of said officer as listed above. All officers and volunteers may be subject to a background check.

Section 3. Nominations and Elections.

Elections will be held at the May meeting of the school year, for terms entering the following school year. The nominating committee shall select a candidate for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. 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. All parties present, both board officers and members will make up the voting committee. A quorum must be present for the vote to count.

Section 4. Terms of Office.

Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. Terms of office are to be July 1 – June 30.

Section 5. Removal from Office.

Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Section 6. Vacancies.

If there is a vacancy in the office of president, the vice president will become the president. 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.

Article VI – Meetings

Section 1. Regular Meetings.

The regular meeting of the organization shall be on the same day and time each month.

Section 2. Special Meetings.

Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by email and phone calls.

Section 3. Annual Meeting.

The annual meeting will be held at the October regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise.

Section 4. Quorum.

The quorum shall be 10 members of the organization.

Section 5. Notification of Meetings.

The secretary will notify the members of the meetings via email at least one week prior to the meeting.

Article VII – Executive Board

Section 1. Membership.

The Executive Board shall consist of the officers and standing committee chairs.

Section 2. Duties.

The duties of the Executive Board shall be to transact business between monthly membership meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare, and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3. Meetings.

Regular meetings shall be held monthly on the same day and at the same time each month, to be determined by the board. Special meetings may be called by any two board members, with 24 hours' notice.

Section 4. Quorum.

Half the number of board members plus one constitutes a quorum.

Article VIII – Committees

Section 1. Membership.

Committees may consist of general members and board members, with the president acting as an ex officio member of all committees.

Section 2. Committees.

The board may appoint additional committees as needed. The chairperson of each committee shall prepare a plan of work and carry out its provisions.

Article XIX – Finances

Section 1.

A tentative budget shall be drafted in April for the following school year and approved at the May meeting by a majority vote of the members present. Funds will be generated by fundraisers and donations. Funds will be spent solely to uphold the mission of the organization.

Section 2.

The treasurer shall keep accurate records of any disbursements, income, and bank account information. No part of the net earnings shall be distributed to its members or directors.

Section 3.

The board shall approve all expenses of the organization.

Section 4.

The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the board.

Section 5.

The fiscal year shall coordinate with the school year.

Section 6.

Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

Article X – Parliamentary Authority

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws or any other special/ standing rules.

Article XI – Standing Rules

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

Article XII – Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

Article XIII – Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by postal mail, email, hard copy, or fax. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

Article XIV – Conflict of Interest Policy

Section 1. Purpose.

The purpose of the conflict of interest policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 2. Definitions.

a. Interested Person. Any director, principal officer, or member of a committee with governing board-delegated powers who has a direct or indirect financial interest, as defined below, is an interested person.

b. Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- i. An ownership or investment interest in any entity with which the organization has a transaction or arrangement;
- ii. A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement;
- iii. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement. "Compensation" includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Section 3b, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Section 3. Procedures.

a. Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with

governing board-delegated powers who are considering the proposed transaction or arrangement.

b. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide whether a conflict of interest exists.

c. Procedures for Addressing the Conflict of Interest.

i. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, they shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

ii. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

iii. After exercising due diligence, the governing board or committee shall determine whether the organization can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

iv. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

d. Violations of the Conflict of Interest Policy.

i. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

ii. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines that the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 4. Records of Proceedings.

The minutes of the governing board and all committees with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest; the nature of the financial interest; any action taken to determine whether a conflict of interest was present; and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement; the content of the discussion; including any alternatives to the proposed transaction or arrangement; and a record of any votes taken in connection with the proceedings.

Section 5. Compensation.

No voting member of the governing board or any committee shall receive compensation, directly or indirectly, from the organization, either individually or collectively.

Section 6. Annual Statements.

Each director, principal officer, and member of a committee with governing board delegated understands that the organization is charitable and that to maintain its federal tax-exempt status it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Section 7. Periodic Reviews.

To ensure that the organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum:

- a. Whether partnerships, joint ventures, and arrangements with management organizations conform to the organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or an excess benefit transaction.

Section 8. Use of Outside Experts.

When conducting the periodic reviews as provided for in Section 7, the organization may, but need not, use outside advisers. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring that periodic reviews are conducted.