

**FERRISBURGH CENTRAL SCHOOL  
PARENT-TEACHER ORGANIZATION BY-LAWS**

**ARTICLE 1 - Name**

The name of this organization shall be “The Ferrisburgh Central School Parent-Teacher Organization”, located at 56 Little Chicago Road, Ferrisburgh, Vermont, 05456. This organization will herein be referred to as the “FCS PTO” or the “PTO.”

**ARTICLE 2 - Purpose**

The purpose of the FCS PTO shall be:

The relationships among the constituents of the FCS PTO, which includes students, teachers, staff and parents/guardians, are a vital influence on the success of our children's futures. Our purpose is to foster a sense of support, pride, enthusiasm, and community among the constituents. Through a variety of FCS PTO run activities, we will promote positive school/community relationships that will enhance our children's educational environment.

**ARTICLE 3 - Membership**

Membership is open to all adult members of the Ferrisburgh Central School (FCS) community or by special invitation. The adult FCS Community is defined as: school staff, school volunteers, parents/guardians and other adult family members of enrolled students. Membership in this PTO shall be made available consistent with EOE guidelines.

**ARTICLE 4 - Policies**

The following are the policies of the FCS PTO:

Section 1. The organization shall be non-commercial, non-sectarian and non-partisan.

Section 2. This organization shall function on monies earned through fundraisers and shall not be a dues-collecting organization.

**ARTICLE 5 - Meetings**

Section 1. The PTO business meetings will be held monthly, except for June, July and August, at a time determined at the start of each school year.

Section 2. The vote of the PTO is decided by a majority of those members present, unless otherwise stated as in Articles 7 and 8 regarding Disbanding and Amendments.

Section 3. Minutes will be taken at all PTO meetings. Meetings should include the use of any agenda, welcome and introductions, Treasurer's report, Principal's report and a representative from each subcommittee to give a report.

Section 4. Requests to present agenda items should be made to the Chair or co-Chair, or to the Secretary. In the event of a funding request, the person making the request must be present or send a representative to the PTO meeting in order to make the proposal and to answer any questions.

Section 5. A representative from sub-committees of the PTO are required to be present at each PTO meeting.

## **ARTICLE 6 – Officers, Elections and Duties**

Section 1. Officers: The officers of this organization shall consist of either a Chair or multiple Co-Chairs, a Secretary and a Treasurer. Officers shall assume their official duties immediately upon election and will be expected to serve a term of at least one year, or until successors are elected. Should there be Co-Chairs, it would desirable to stagger their terms to provide continuity and structure. Each officer shall be a member of the FCS PTO.

Section 2. Election of Officers: The Election of Officers shall take place at the first PTO meeting in September of each year.

Section 3. Duties of Officers:

The Chair or Co-Chairs shall:

1. Preside at all meetings of the FCS PTO.
2. Prepare agendas.
3. Encourage coordinated work so that the PTO objectives may be promoted.
4. Suggest and support special committees, as necessary.
5. Have the power to sign and execute bonds, contracts or obligations in the name of the organization.

The Secretary shall:

1. Record the minutes of all PTO business meetings.
2. Maintain custody of the official documents of the organization, including, but not limited to, the by-laws, employer identification number, and membership contact information.
3. Perform correspondence as needed.

The Treasurer shall:

1. Be the custodian of all the funds of the organization, including an accurate account of receipts and disbursements.
2. Make deposits to a bank account designated by the PTO.

3. Make disbursements as authorized by the PTO, taking proper vouchers for such disbursements.
4. Have checks over \$500.00 signed by any of the following two: the Chair, the Co-Chair or the Treasurer.
5. Present a cash balance sheet that coincides with monthly bank statement at every meeting or as requested.
6. Provide an account of all transactions and of the financial condition of the organization when requested.
7. Work with the Principal, the Chair, and the Co-Chair, and any other interested member, to plan and execute a budget.
8. Submit the books annually, or any other time requested.

### **ARTICLE 7 – Disbanding Organization**

Section 1. If the FCS PTO wishes to disband, then it shall adopt a resolution recommending that the organization be dissolved and direct that the question of such dissolution be submitted to a vote at a special meeting of the members. No less than 30 days prior to the special meeting, written or printed notice of the meeting shall be posted and publicized in normal school announcements. The notice will document that the meeting is to consider dissolution of the PTO and will include the date, time, and place of the special meeting.

Section 2. Only those members attending the special meeting shall be entitled to vote on the question of dissolution.

Section 3. Approval of the dissolution of the PTO shall require the affirmative vote of at least two-thirds of the members attending.

Section 4. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to the Ferrisburgh Central School Student Activity Fund.

### **SECTION 8 - Amendments**

These by-laws may be amended at any meeting by an affirmative vote of two-thirds of the members present, provided that notice of the proposed amendment has been given at the preceding business meeting.