By-Laws

Of

John L. Miller-Great Neck North High School

Parent-Teacher-Organization, Inc.

35 Polo Road

Great Neck, New York 11023

REVISED AND APPROVED – MAY 2014

**Article 1 – Name**

The name of this organization shall be the John L. Miller-Great Neck North High School (“GNNHS”) Parent-Teacher-Organization, Inc. (“GNNHS-PTO” or “Organization”) and it shall be non-profit, non-sectarian, and non-partisan.

**Article 2 – Statement of Purpose**

The objectives of the Organization shall be to assist the John L. Miller- Great Neck North High School in school-related educational activities and to:

1. Promote understanding among parents, teachers and children;
2. Identify goals which foster widespread participation in addressing school related concerns;
3. Instill mutual interest, concern and understanding among all residents of the school community, as defined by the New York State Compact for Learning.
4. Keep in contact with school, community, state and federal programs which may affect our children and to support and aid those programs beneficial to the interests of the children attending the John L. Miller- Great Neck North High School.
5. Provide a conduit for the exchange of information and ideas among the other parent-teacher organizations in the Great Neck School District
6. Provide a forum which the interests of parents, teachers, students and administrators may be discussed.
7. Conduct such other business as may come before it and to take such action as may be required in order to promote the education of GNNHS students.

The Organization shall be organized exclusively for charitable and educational purposes.

**Article 3 – Membership**

All parents or legal guardians of students enrolled in the John L. Miller-Great Neck North High School, teachers, staff, and the officers of the Student Government shall constitute the membership of this organization.

A voluntary contribution from each student’s family shall be requested. The amount is to be determined by the Executive Board at the beginning of each academic year and is not a requirement for membership.

**Article 4 – PTO Meetings, Quorum, Minutes**

A minimum of three PTO meetings shall be held each year. It is required that two meeting be held from March to May to include the announcement of the slate and elections, respectively.

Twenty-five members will constitute a quorum. A simple majority will determine a vote.

The annual budget shall be presented and approved by the Executive Board prior to the first PTO meeting of the academic year. It shall then be presented and approved by the general membership at their first meeting.

A treasurer report shall be presented at each Executive and General PTO meeting.

**Article 5 – The Executive Board**

1. Members of the Executive Board

The Executive Board shall consist of all elected officers, UPTC representatives, the parent chairperson of the Shared Decision Making Committee and one member at large. **Elected** offices may be shared. The immediate past PTO president(s) may serve on the Executive Board in an advisory capacity at the invitation of the incumbent president.

1. Duties of the Executive Board

The Executive Board shall have ongoing communication with the PTO membership and shall act as a liaison between their constituency and the administration.

Any disbursements over $250 and not allocated in the annual PTO budget must be authorized by the Executive Board.

The Executive Board shall determine the committees necessary for the operation of the PTO.

1. Meetings of the Executive Board

The President shall call a minimum of four meetings per year. Every effort should be made for an Executive Board meeting to be held in conjunction with each PTO general meeting. A schedule of Executive Board meetings for the academic year shall be distributed to the Executive Board at the beginning of the year. Notification of changes in schedule shall be made in a timely fashion.

A majority of Executive Board members shall constitute a quorum. Each member shall have one vote.

With the understanding that in order for an initiative to be truly successful, it will need the complete support of all members of the Executive Board, it will be the goal of the Board to gain consensus on all issues. (As defined in the Compact for Learning, consensus is general agreement resulting from systematic group decision making process, which means that all participants support the decision, although one or more participants may have reservations).

However, if after considerable debate, consensus cannot be reached, a vote may be taken. If there is no time constraint on the issue, the vote should not be held until the following meeting at which time there may be additional discussion.

The percentage needed to pass an initiative for which a vote is held will be 80% unless otherwise decided at the first Executive Board meeting for the academic year.

At the invitation and with the consent of a majority of the Executive Board, individuals who are not members of the Board may attend Executive Board meetings.

Decisions that are made by the Executive Board during their meetings should be noted and dated by the PTO president or designee. The Executive Board may invite administration to attend Executive Board meetings. However, at least one Executive Board meeting per school year shall be held without the presence of administration.

Minutes shall be kept of all Executive Board meetings. All minutes shall be dated, typewritten and kept in a binder. The PTO President(s) shall make arrangements for the minutes to be available to the membership in the main office.

If a member misses two consecutive meetings and if a determination is made by a majority of the Executive Board that the obligation can no longer be fulfilled by that elected member, the Executive Board shall seek a replacement to complete the term.

1. Officers of the Executive Board and their Duties

The officers of this Organization and their respective duties are as follows:

* 1. President - The President shall be the chief executive officer of the Organization, shall preside at all meetings of the membership and of the Executive Board, and shall be an ex-officio member of all committees. The President shall have the general powers of supervision usually vested in this office, and have the right to delegate any specific power or powers to any other officer or officers. The President shall represent the PTO at United Parent-Teacher Council as a member and on the United Parent- Teacher Council, Council of Presidents on the Shared Decision Making committee, and at the Board of Education meetings. The President shall also serve as an ad hoc member of all PTO committees and co-sign all checks with the Treasurer.
	2. Executive Vice President - The Executive Vice President shall:
		+ 1. Assist the President as needed; perform duties of the Presidency, when necessary.
			2. Be responsible for establishing any required emergency communication and for coordinating class parent meetings.
			3. Represent the PTO, together with elected UPTC delegates on the UPTC.
			4. Represent the PTO, with the President, on the UPTC’s Council of Presidents, assuming there is only one president.
			5. Should plan ideally, to assume the presidency after the current president’s term expires, if nominated.
	3. Vice President for Fundraising - The Vice President for Fundraising shall be responsible for the planning and supervision of all PTO fundraising activities.
	4. Vice President - Liaison to Middle School – The Vice President Liaison to Middle School shall establish ongoing communication with the Executive Board of the PTO of the Great Neck North Middle School, recognizing that decisions made at either school have a direct impact on all secondary students. The position shall, preferable, be filled by the parent of a middle school student.
	5. Vice President of Communications – The Vice President of Communications shall be a liaison to all parent booster clubs, including Senior Event and shall establish a path of communication between those clubs/activities, the Executive Board and the membership.
	6. Vice President of Technology - The Vice President of Technology shall serve as the webmaster for the PTO website and be responsible for the development, and updating of the information posted therein.
	7. Treasurer - The treasurer shall:
		+ 1. Receive and have custody of all PTO funds
			2. Keep and maintain financial books and records as required and observe the fiduciary responsibilities of the office
			3. Make all disbursements authorized by the Executive Board
			4. Present a financial report at every general PTO meeting and at such other times as may be requested by the Executive Board
			5. Keep and maintain a record of annual PTO membership contributions
			6. Co-sign checks with the President
			7. Present the annual budget at the first PTO meeting of each new school year.
			8. Prepare and present Treasurers report at both Executive Board and General PTO meetings.
	8. Recording Secretary - The Recording Secretary shall take minutes of all general meetings, have them available in a timely manner and provide sufficient copies at the membership meetings. The Secretary shall maintain the records of the PTO, other than the financial records maintained by the Treasurer (i.e. agenda, attendance, hand-outs).
	9. Corresponding Secretary - The Corresponding Secretary shall be responsible for all secretarial duties, including any mailings, internet communications, and good and welfare.
	10. Member at Large - The Member at Large will serve in an advisory capacity and assist the Executive Board as needed.
	11. UPTC Delegates (Number determined by UPTC) - The UPTC delegates shall serve as liaison between the UPTC, the Executive Board and the PTO. All delegates should attend all UPTC meetings. If a member misses three consecutive meetings and if the Executive Board makes a determination that the obligation can no longer be fulfilled by that elected member, the Executive Board shall seek a replacement for the remainder of that term. UPTC delegates are responsible for presenting a report at each general meeting.
	12. Shared Decision Making Committee Chairperson – The Chairperson is a liaison between the Shared Decision Making Committee and the PTO and shall report to both the Executive Board and general membership at each of their respective meetings. The Chair shall maintain copies of the goals, minutes and communications of the SDMC and provide a copy of the minutes to be kept with the general meeting minutes to be available in the main office.

**Article 6 – Election of PTO officers and UPTC delegates**

A. Nominating Committee

1. Nominating committee shall consist of a minimum of three people
	1. Of the three, the current Executive Board shall select a maximum of two from the Executive Board; one shall be selected to act as chairperson of the committee
	2. Of the three people, there shall be a maximum of two to be parents who will no longer have students in the district in the upcoming academic year.
2. The general membership shall be advised of open positions at the March/April PTO meeting, before the nominating committee is selected.
3. If there are too many volunteers for the nominating committee, then a lottery shall be held in public, at that meeting.
4. If, after a careful screening of all candidates, the nominating committee is unable to recommend a candidate for one or more positions, an eligible member of the nominating committee may be considered, if that person immediately resigns from the committee.
5. Presentation of Slate
	1. The slate shall be presented at the May PTO meeting
	2. The PTO president shall request any additional nominations from the floor.
6. Incoming ninth grade parents may be considered for any Executive Board position.
7. Elections

The election shall take place at the meeting directly after the slate presentation and is to be called the “Annual Elections Meeting“. A simple majority by a show of hands shall constitute a valid election. If a position is contested, a vote for that position shall be held by closed ballot and immediately tallied by the recording secretary.

1. Vacancies

A vacancy occurring in the office of the President shall be filled by the Executive Vice President. A vacancy occurring in any other office shall be appointed by a majority vote of the Executive Board. In the event of a Co-Presidency, the remaining president shall complete the term of office.

**Article 7 – Tenure of Office**

The term of an elected officer is two years, July 1st through June 30th. A person may serve a maximum of one term in the same position and a maximum of four consecutive years on the executive board, except for the Treasurer who may serve a longer term. A person may, however, assume the presidency after serving four years on the Executive Board. An exception may be made when considering a parent for a position who will be graduating out of the district at the end of the next academic year, and who wants to continue to serve for one additional year.

**Article 8 – Shared Decision Making Committee**

1. Volunteers to serve on the committee shall be solicited before the first meeting of each academic year. Candidates should be active and experienced members of the Great Neck PTO organization. This determination shall be made by the President and Executive Vice President. Disqualified candidates may appeal the decision to the Executive Board.
2. A parent employed by the Great Neck Public School District at the secondary level or any full time elementary faculty member or administrator shall not be eligible to serve as a parent representative on this committee.
3. A parent may not serve as a representative on this committee if their child is a student representative to this committee
4. Members shall be selected by public lottery at the first PTO meeting.
5. The committee shall consist of one parent representative from each grade, one parent representative from special education (SEPTA) and the PTO President(s). In the event of Co-Presidents, both may share the slot, unless one of them chooses to designate the Executive Vice President. If no SEPTA parent representative volunteers, this slot may be filled by a parent from any other grade. Total parent representatives shall be six.
6. If a member of the Shared Decision Making committee misses two consecutive meetings without excuse and if a determination is made by a majority of the Executive Board that the obligation can no longer by fulfilled by that member, the Executive Board shall seek a replacement to complete that term.
7. For further reference, refer to the Compact for Learning adopted 1/10/94 and revised 9/11/95 and 1/24/00.
8. At-large position may be added at the discretion of the chair(s)

**Article 9 – Parliamentary Procedure**

The order of business and parliamentary procedure shall be governed by the current Robert’s Rules of Order.

**Article 10 – Amendment of by-laws**

These by-laws may be amended at any regular meeting of the PTO by a two-thirds vote provided that:

1. The proposed amendment(s) has been previously submitted to the Executive Board for its review and recommendation, and
2. The proposed amendment(s) has been submitted in writing to the members at the previous general PTO meeting

**Article 11 - Dissolution**

The organization may dissolve; conclude its affairs and disposes of its assets in the following manner:

1. The Executive Board, by at least a two-thirds (2/3) majority, shall adopt a resolution recommending that the Organization be dissolved and directing that the question be submitted to the membership at a special meeting called for that purpose.
2. Written notice of such meeting shall be prominently posted in the school, given to each student and faculty member, and sent to each student’s parent or legal guardian. Notice must be provided not less than 30 days prior to the special meeting.
3. A quorum for the purpose of dissolution shall consist of one-third (1/3) of all members (membership is defined as all parents/legal guardians of then students).
4. Approval of dissolution shall require the affirmative vote of a two-thirds (2/3) majority.
5. In the event of dissolution of the Organization, assets and property remaining after payment of all of its debts, obligations and any expenses ofdissolution shall be distributed only to the other parent /teacher organizations within the Great Neck Public School District and/or the United Parent Teach Council (“UPTC”).

**Article 12 - Review**

A thorough review of these by-laws shall be conducted every three years, unless otherwise determined necessary; the first review to be held at the end of the **2013-14** academic year.