

PEEKSKILL CITY SCHOOL DISTRICT PARENT-TEACHER ORGANIZATION  
CONSTITUTION AND BY-LAWS

ARTICLE I

NAME AND OBJECT

Section I

The legal name of this organization shall be the Peekskill City School District Parent-Teacher Organization, DBA Peekskill CSD PTO. The old name of the organization which is Woodside/Uriah Hill PTO is no longer in use. The legal address of this organization shall be 1031 Elm Street, Peekskill, NY 10566.

Section II

The purpose of this **Organization** is to build bridges between teachers, families and the community; enhance cultural enrichment, environmental and social project-based opportunities above and beyond classroom academics; and advocate for a quality education for every child. In connection with this purpose the **Organization** may undertake programs or activities suitable to the furtherance of said purpose.

ARTICLE II

MEMBERSHIP AND DUES

Section I

Membership in the **Organization** shall consist of parents and guardians of children in, and staff members of, the Peekskill City School District.

Section II

There shall not be dues.

ARTICLE III

MEETINGS

Section I

Regular meeting of the **Organization** shall be held once in each month from September to June, on a day and at an hour fixed by the members, except, however, the **Organization** may, at its discretion, waive any regular meetings and provide meetings at stated intervals other than once a month.

Section II

Special meetings of the **Organization** may be called by the President with the approval of the Executive Committee on not less than two days written notice and shall be called upon such notice, on the request of a minimum of twenty members of the **Organization** or of three members of the Executive Committee.

Section III

The annual meeting shall be held in **June** at which time annual reports shall be submitted in writing

Section IV

**A majority** of the Executive Committee shall constitute a quorum for the transaction of business. At a meeting at which a quorum is present, any action may be taken by a majority vote unless otherwise provided herein.

ARTICLE IV

Section I

OFFICERS

The Officers of the **Organization** shall consist of President, Vice-President, Secretary, and Treasurer, who shall be nominated in MAY, elected in JUNE and installed in JULY and serve for a term of two years.

ARTICLE V

Section I

DUTIES OF OFFICERS

President – The President shall be the chief executive officer and head of the **Organization**, shall preside at all meetings and shall appoint all standing and special committee chairs with the approval of the executive committee. The President shall make an annual report and shall be an ex-officio member of all standing and special committees.

Section II

Vice-President – In the absence of the President, the Vice-President shall have the powers and duties of that office.

Section III

Treasurer – The Treasurer shall prepare a budget, to be presented for a vote by the members of the **Organization** at its September meeting each year. In addition, the Treasurer shall keep full and accurate account of the receipts and disbursements of the **Organization**, shall deposit all funds to the credit of the **Organization** in such depositories as may be designated. Subject to the control of the **Organization**, the Treasurer shall disburse the funds and shall submit a financial report at each regular meeting and an annual report in September.

The Treasurer’s records shall be submitted to the President and Vice-President twice a year for review.

All Treasurer’s checks are to be signed by one of the officers of the executive committee, and cross checked by the other officers for transparency purposes.

Section IV

Secretary – The secretary shall record all notes and minutes of all proceedings, to be kept on file and made accessible to all representatives. The Secretary also shall conduct all general correspondence of the **Organization** and have custody of same, shall keep a register of the names and addresses of all members, shall send out notices when requested by the President, shall give notice of all meetings of the **Organization** not later than two days prior to the meeting, and shall keep the register up to date.

Section V

Vacancies – Any vacancy of office shall be filled by appointment by the President with the approval of the Executive Committee.

ARTICLE VI

Section I

COMMITTEES AND DUTIES

Standing Committees – The standing committees of the **Organization** shall be Executive, Finance, and Nominating, and each shall consist of at least three members. Each committee chairperson shall hold at least three meetings a year, one for orientation and another for final reports.

It is the responsibility of all committee chairpersons to keep the President advised of committee plans and progress, and to attend executive committee meetings.

Section II

Executive Committee – The Executive Committee of the **Organization** shall consist of the officers, representatives from each school building, chairpersons of standing and special committees, and the Superintendent. A representative of SEPTO shall have voice but no vote. The President shall preside at all executive meetings. The Committee shall hold an organizational meeting in June and appoint the standing and special committee chairpersons. Members of the previous executive committee shall attend this meeting to transfer all written records.

Minutes are to be taken at all executive committee meetings by the Secretary, and sent to members of the Committee.

Section III

Finance Committee – The Finance Committee shall set up a budget for the year and shall submit plans for providing revenue for the **Organization**. The Treasurer shall be a member of this committee.

Section IV

Special Committees – The President shall appoint Special Committees as the need arises.

ARTICLE VII

Section I

NOMINATION AND ELECTION OF OFFICERS

Nominating Committee – The Nominating Committee shall consist of a chairperson and a minimum of two members appointed by the President with the approval of the Executive Committee. Said committee shall be announced at the MAY meeting. At the MAY meeting, the nominating committee shall receive written suggestions for officers from the membership and thereafter shall select a slate of nominees to be presented for election at the JUNE meeting. Nominations from the floor shall be accepted immediately following presentation of the slate.

ARTICLE VIII

Section I

EXPENDITURES

A budget outlining projected expenditures for the school year will be presented for approval by the members of the *Organization* at its September meeting each year.

ARTICLE IX

Section I

CONSTITUTION

Any amendment to this constitution shall be presented to the *Organization* at one general meeting and voted upon at the following meeting provided notice of proposed amendment shall have been sent to the membership in meeting notice. A vote of two-thirds of the members present shall be necessary to pass such amendment.

Section II

Copies of the Constitution are to be held by all Executive Committee members.

ARTICLE X

Section I

APPROVAL

This Constitution and Bylaws is hereby approved by the Executive Committee and by the Peekskill School District PTO on **May 18, 2016.**

AMENDMENT TO PEEKSKILL CITY SCHOOL DISTRICT PARENT TEACHER  
ORGANIZATION CONSTITUTION AND BY-LAWS

Notwithstanding any other provision of these articles, the corporation is organized exclusively for one or more of the following purposes: religious, charitable, scientific, testing for public safety, literary, or educational purposes, or to foster national or international amateur sports competition (but only if no part of its activities involve the provision of athletic facilities or equipment), or for the prevention of cruelty to children or animals, as specified in section 501(c)3 of the Internal Revenue Code of 1954, and shall not carry on any activities not permitted to be carried on by a corporation exempt from Federal income tax under section 501(c)3 of the Internal Revenue Code of 1954.

No part of the net earnings of the corporation shall inure of the benefit of any member, trustee, director, officer of the corporation, or any private individual (except that reasonable compensation may be paid for services rendered to or for the corporation), and no member, trustee, officer of the corporation or any private individual shall be entitled to share in the distribution of any of the corporate assets on dissolution of the corporation.

No substantial part of the activities of the corporation shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Internal Revenue Code section 501(h), or participating in, or intervening in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office.

In the event of dissolution, all of the remaining assets and property of the corporation shall after necessary expenses thereof be distributed to such organizations as shall qualify under section 501(c)3 of the Internal Revenue Code of 1945, as amended, or to another organization to be used in such manner as in the judgment of a Justice of the Supreme Court of the State of New York will best accomplish the general purposes for which this corporation was formed.

Revised April 2, 2016  
Presented to Executive Committee April 4, 2016  
Adopted at General PTO Meeting May 18, 2016