

**Sol Feinstone Elementary School  
Parent-Teacher Organization, Inc.**

**BY-LAWS  
ARTICLE 1: NAME**

The name of this Corporation in the SOL FEINSTONE ELEMENTARY SCHOOL PARENT-TEACHER ORGANIZATION, INC., hereinafter referred to as “the Corporation.”

**ARTICLE II: DEFINITIONS**

1. The Executive Board of the Corporation (hereinafter, “the Board”) consists of the President, the President-Elect, the Treasurer, the Assistant Treasurer and the Secretary.
2. The General Membership (hereinafter, “the Membership”) consists of all those individuals who have Active Member status within the Corporation.
3. A Committee represents one or more of the Membership who have aligned for a unique purpose that further serves the goals of the Corporation.

**ARTICLE III: OBJECTIVES**

Section 1: The Objectives of the Corporation are:

- A. To promote the welfare of the children and youth of Sol Feinstone Elementary School in the home, school and community.
- B. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of the children and youth of Sol Feinstone Elementary.
- C. To develop between educators and the general public such united efforts as will secure for all children and youth of Sol Feinstone Elementary the highest advantages in physical, mental and social education.

## **ARTICLE IV: BASIC POLICIES**

The following are basic policies of the Corporation:

A. The Corporation shall be non-commercial, non-sectarian and non-partisan.

B. The names of the Corporation or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the Objectives of the Corporation.

C. The Corporation shall not, directly or indirectly participate or intervene (in any way, including but not limited to the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

D. The Corporation shall work with the school to provide quality education for all children and youth and shall not seek to participate in the decision making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the Board of Education.

E. The Corporation may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization in such matters shall make no commitments that bind the Corporation.

F. In the event of the dissolution of the Corporation, its assets shall be directed to education services of Sol Feinstone Elementary school at the discretion of the school principal.

## **ARTICLE V: MEMBERSHIP AND DUES**

### Section 1: Membership

A. Membership shall be open to any parent or legal guardian of any current Sol Feinstone student. Membership is also open to any current Sol Feinstone faculty and staff.

B. Membership in the Corporation shall be available to any said individual who subscribes to its Objectives and Basic Policies, without regard to race, color, creed or national origin under such rules and regulations not in conflict with the provisions of these By-laws, subject to approval by a majority of the Membership.

## Section 2: Active Member Status

A. Active Member Status can be obtained by payment of Annual Dues.

B. Only Active Members of the Corporation shall be eligible to participate in business meetings or to serve in any of its elective or appointive positions.

C. Active Member Status is required for voting privilege.

## **ARTICLE VI: MEMBERS AND THEIR ELECTION TO OFFICE**

### Section 1: Procedure

A. No person shall be eligible to serve more than two consecutive years in the same office unless there is no other person interested in taking the office.

B. Beginning in February, the President Elect shall prepare a slate that will include an inventory of open PTO positions for the upcoming academic year.

C. This slate of open PTO positions shall be published in February by way of email to the Membership.

D. From such publication, any Member can express interest in any open position(s). Such interest is expressed by contacting the acting President-Elect.

E. The President Elect shall prepare a proposed slate for review you by the Board during their April Executive Board meeting. Said slate shall strive to include at least one nominee for each office.

F. Upon approval by the Board, the slate will be presented to the Membership for vote in May.

## Section 2: The Executive Board

A. The Officers of this Corporation shall be President, President Elect, Treasurer, Assistant Treasurer and Secretary.

B. The President Elect shall serve a one year term. Upon completion of this one-year term, the President Elect shall automatically, and without election, move to the position of President.

C. The Assistant Treasurer shall serve a one year term. Upon completion of this one-year term, the Assistant Treasurer shall automatically, and without election, move to the position of Treasurer.

D. Officers shall assume their official duties at the close of the school year.

## Section 3: Committee Chairs

A. A Committee Chair is any Member who has a leadership role for any Committee designated as such by the Board and voted upon by the Membership.

B. Committee Chairs shall assume their official duties at the close of the school year.

C. Committee Chairs shall make a report at the monthly membership meeting.

D. No Committee Chair has the authority to sign any contract on behalf of the PTO absent Executive Board approval.

## Section 4: Vacancy

A vacancy occurring in an office other than the President shall be filled by a majority vote of the remaining members of the PTO Membership, due notice of such election having been given. In case a vacancy occurs in the office of the President, the President-Elect shall serve until the completion of the term.

## **ARTICLE VII: DUTIES OF OFFICERS**

### Section 1. The President

A. The President shall preside at all of the meetings of the Corporation and of the Executive Board. The President shall be a member ex-officio of all committees and shall perform all other duties usually pertaining to the office.

B. At the completion of the term, any past President who is still an Active Member, has the option of remaining on the Executive Board in an advisory, non-voting capacity.

### Section 2. The President-Elect

A. The President-Elect shall act as aide to the President and shall perform the duties of the President in the absence of that officer.

B. The President-Elect is responsible for developing a slate for the upcoming academic year.

### Section 3. The Secretary

A. The Secretary shall keep an accurate record of all meetings of the Corporation and the Executive Board and shall perform such other duties as may be delegated to the office.

B. The Secretary shall report all correspondence, answer all correspondence as directed, and help prepare meeting notices as necessary.

#### Section 4: The Treasurer

A. The Treasurer shall receive all money of the corporation, shall keep an accurate record of receipts and expenditures and shall pay out funds only in such manner as authorized by the Corporation or the Executive Committee. The treasurer shall present a statement of account at every meeting of the Corporation and at other times when requested by the Executive Committee and shall make a full report annually.

B. The Treasurer's accounts shall be examined annually by an audit committee of three members or an independent auditor, who, satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the audit.

#### Section V. The Assistant Treasurer

A. The Assistant Treasurer shall act as aide to the Treasurer.

B. The Assistant Treasurer shall act as aide to the Treasurer and shall perform the duties of the Treasurer in the absence of that officer.

### **ARTICLE VIII: MEETINGS**

A. Regular meetings of this Corporation shall be held once a month during the academic year or whenever deemed necessary by the Executive Board.

B. Twelve (12) persons of the General Membership shall constitute a quorum for the transaction of business at any meeting of the association.

## **ARTICLE IX: FISCAL YEAR**

The fiscal year of the Corporation shall begin July 1<sup>st</sup> and end June 30<sup>th</sup>.

## **ARTICLE X: PARLIMENTARY AUTHORITY**

Robert's Rules of Order Newly Revised shall govern the Corporation in all cases in which they are applicable and in which they are not in conflict with these by-laws.

## **ARTICLE XI: BY-LAWS**

### Section 1. Review

The by-laws of the Corporation shall be reviewed every five years, the review to be conducted by the president and at least three volunteers.

### Section 2. Amendment

These by-laws may be amended at any regular meeting of the Corporation by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at least thirty days prior to the meeting at which the amendment is voted upon.

## **ARTICLE XII: AWARDS**

### Section 1: Scholarship

A scholarship shall be granted to a former student of Sol Feinstone Elementary School graduating from high school and interested in furthering his or her education. The amount of the scholarship is determined by the Executive Committee of the Corporation. The recipient is selected by a screening committee at the high school.

## Section 2: Heritage of American History Award

This annual award was established by Sol Feinstein in the spring of 1966. Its purpose is to encourage love of our heritage and pride in our country. Two awards shall be available to students of both the Fifth and Sixth Grade, for a total of four awards. Awards shall be granted in the spring of the year