

BYLAWS FOR TIOGA I.S.D.

PARTNERS IN EDUCATION (PIE) ORGANIZATION

May 1998

Revised May 2016

ARTICLE I: NAME

The name of this association is Partners in Education for the TIOGA I.S.D. It is a local unit independent of any other organization. Partners in Education is more commonly referred to as the Parent Teacher Organization (PTO).

ARTICLE II: Articles of Organization

The organization exists as an unincorporated organization of its members. The articles of organization comprise these bylaws, which are from time to time amended. In the absence of separate articles of organization, the bylaws shall be deemed to be articles of organization.

ARTICLE III: Objectives

The following are basic policies of the Partners in Education for TIOGA I.S.D.:

Section 1. The objectives of PIE are:

- a. To promote the welfare of children and youth in 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 children and youth.
- c. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and ethical education.

Section 2. The objectives of PIE are promoted through an educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects and programs; and are governed and qualified by the basic policies set for in Article IV.

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

ARTICLE IV: Basic policies

The following are the basic policies of PIE:

- a. The organization shall be noncommercial, nonsectarian and nonpartisan.
- b. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the Objects of the organization.
- c. The organization shall not –directly or indirectly—participate or intervene (in any way, including 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 endorsement or otherwise.
- d. The organization shall work with the schools to provide quality education for all children and youth, and shall 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 boards of education.
- e. No part of the net earnings of the organization shall be distributed to its members, directors, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.

- f. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501c(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170c(2) of the Internal Revenue Code.
- g. Upon of dissolution of the organization, the remaining assets shall be distributed to the TIOGA I.S.D. ACTIVITY FUND.

ARTICLE V: Members and Dues

Section 1. Membership in the PIE shall be made available without regard to race, color, creed or national origin, under rules and regulations as may be prescribed by the bylaws of PIE.

Section 2. PIE shall conduct an annual enrollment of members, but may admit persons to membership at any time

Section 3.. Only members of the organization shall be eligible to participate in the business meetings, serve in any elected or appointed position, or have voting privileges.

ARTICLE VI: Officers and Their Election

Section 1. Each officer shall be a member of PIE.

Section 2. Officers and their election:

- a. The Executive Board of this organization shall consist of a president, vice-president, secretary, treasurer, and a Tioga I.S.D. administrator.
- b. A committee shall make nominations. Nominations may be made provided the consent of the nominee for an office.
- c. Nominations will be made during a March meeting with election during the April meeting, and officers shall be installed at that time. Duties of the new officers shall assume at the close of the school year.
- d. Officers shall serve a term of two years or until their successors are elected.

- e. No officer shall serve in the same office from more than three consecutive terms. One who has served more than one-half of a term shall be credited with having served that term.
- f. To ensure continuity of the Executive Board, elections for President and Secretary shall be held in years ending in an odd number, and elections for Vice President and Treasurer shall be held in years ending in an even number.

Section 3. Nominating Committee:

- a. A nominating committee shall be elected by the general body at a regular meeting at least one month prior to the election of officers. Elections shall be by plurality. The committee shall be composed of three (3) members. One (1) alternate shall be elected to serve in the event a member is unable to serve. The committee shall elect its own chairman immediately following the meeting.
- b. The nomination committee shall nominate an eligible person for each office to be filled and report its nominees at the regular meeting in April, at which time additional nominations may be made from the floor.
- c. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.
- d. No member shall automatically serve on the committee because of his office in the unit or position in the school system.
- e. The president does not serve as a member of this committee, nor does she/he appoint any member of the committee.

Section 4. Vacancies

- a. A vacancy occurring in any elected office shall be filled for the unexpired term by a person elected by a majority vote of the executive board. An election for the vacant office shall be held at the April meeting for the remainder of the term.

Section 5. Removal of an Officer

- a. By two-thirds vote of the executive board, an officer or chairman may be removed from office for failure to perform duties. An officer or chairman who misses three consecutive meetings may be removed from office.

ARTICLE VII : Duties of Officers

Section 1. The president shall:

- a. Coordinate the work of the officers and committees of the organization in order that the Objectives may be promoted.
- b. Confirm that 3 members of the executive committee and three voting members are present before conducting any business at any meeting of the organization to be voted upon.
- c. Preside at all meetings of the organization.
- d. Appoint chairmen of special committees subject to approval of the executive board.
- e. Be authorized to sign on bank accounts (Two of three authorized signatures shall be required on all checks).
- f. Call a meeting of the officers for the purpose of selecting standing committee chairs.
- g. Be a member ex-officio of all committees except the nominating committee; and
- h. Perform such other duties as may be prescribed in these bylaws or assigned by the organization.

Section 2. The vice-president shall:

- a. Act as aide to the president
- b. Shall preside in the absence of the president; and
- c. Perform other duties as assigned by the president or organization.

Section 3. The secretary/treasurer shall:

- a. Record the minutes of all meetings of the organization and ensure they are posted to the Tioga ISD website.
- b. Have a current copy of the bylaws.

- c. Maintain a membership list, and,
- d. Perform other duties assigned by the president of the organization.

Section 4. The treasurer shall

- a. Have custody of all the funds of the organization.
- b. Keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts and cancelled checks for five years.
- c. Make disbursements as authorized by the president, executive board or association in accordance with the budget adopted by the organization.
- d. Be authorized to sign on bank accounts (Two of three authorized signatures shall be required on all checks).
- e. Present a financial statement at general meetings, executive board meetings, and at other times when requested by the organization or executive board.
- f. Make a full report at the meetings at which new officers assume their duties.
- g. File all required federal and state tax and information forms by their due dates.
- h. Perform other duties assigned by the president of the organization.

Section 5. All officers shall:

- a. Perform the duties outlined in these bylaws and those assigned from time to time, and
- b. Deliver to their successors or the president all official materials within 15 days following the date on which their successors assume office.

ARTICLE VIII: Meetings

Section 1. Regular meetings of the organization shall be held each month. Notice shall be given if a change of date is needed.

Section 2. Special meetings of the organization may be called by the president or by a majority of the executive board

Section 3. The election meeting shall be held in April.

Section 4. Three members of the executive committee and three members of the organization constitute a quorum for the transaction of business in any meeting of the organization.

ARTICLE IX: Executive Board

Section 1. The executive board shall consist of the officers of the organization, and a Tioga I.S.D. administrator. .

Section 2. The duties of the executive board shall be to:

- a. Transact necessary business in the intervals between an organization meeting and such other business as may be referred to it by the organization.
- b. Create standing and special committees.
- c. Discuss/approve committee plans for the organization.
- d. Present a report for adoption at the regular meetings of the organization.
- e. Approve routine bills within the limits of the budget, and
- f. Fill vacancies of officers and chairmen.

Section 3. Meetings

- a. Regular meetings of the executive board may be held prior to each regular organization meeting, the time to be fixed by the executive committee.
- b. Three members of the executive board members shall constitute a quorum.
- c. Special meetings of the executive board may be called by the president or by a majority of the members of the board as needed..
- d. The President of the organization may call an emergency meeting

ARTICLE X: Fiscal Year

Section 1. The fiscal year of this organization shall begin June 1 and end May 31.

ARTICLE XI: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

ARTICLE XII: Amendments

Section 1.

- a. These bylaws may be amended at any regular meeting of the organization, provided three members of the executive committee and three voting members are present. Notice of the proposed amendment shall have been given at the previous regular meeting or 30 days prior to the meeting at which the amendment is voted upon.
- b. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the organization, or by a majority vote of the executive committee. The requirement for adoption of a revised set of bylaws shall be the same as in the case of an amendment.