

**FISHERS ISLAND SCHOOL**  
**PARENT-TEACHER ORGANIZATION BY-LAWS**  
**Adopted March 2006**

**Article I - Name**

The name of the organization shall be the Fishers Island Parent-Teacher Organization of the Fishers Island Union Free School of Fishers Island, New York. It shall be a local organization of parents of present and former students, Magnet parents (both present and past), teachers and community members of Fishers Island.

**Article II - Objectives**

The objectives of the organization shall be:

To promote the welfare of the children of Fishers Island School in the home, school and community through events and activities.

To bring into closer relation the home, school, and the community so that parents, teachers, and Fishers Island community members may cooperate in the education of the children.

To develop, between parents, the educators and the general public, such united efforts which will secure for every child the highest advantage in academic, physical, mental, social, and ethical education.

**Article III - Policies**

**Section 1.** The program of this organization shall be educational and non-profit, and shall be developed through committees, projects and conferences.

**Section 2.** This organization shall be non-commercial, non-profit and non-sectarian. No commercial enterprise shall be endorsed by it. Neither the name of the organization nor the names of its officers in their official capacities shall be used in any connection with a commercial concern or for any purpose other than the regular work of the organization.

**Section 3.** This organization may cooperate with other organizations or agencies active in child welfare, such as coordinating councils, if proved that they make no commitments that bind their member groups.

**Section 4.** This organization or its individual members shall feel free to offer the Superintendent/Principal, or to the board of education such constructive suggestions as will promote the interest of education generally, the welfare of the school community and the individual child in particular. Criticism of individual staff members shall not be voiced in open meeting.

**Section 5.** Monies accumulated in the FIPTO treasury shall be kept for PTO sponsored programs or projects and purposes within the Fishers Island School system.

## **Article IV - Membership and Dues**

### **Section 1. Membership**

a) Regular Membership: All parents and/or legal guardians of students who currently attend Fishers Island School, all current faculty and staff and members of the Fishers Island community over the age of 18 shall be eligible for membership in the organization.

b) Voting Membership: All regular members who are current in the payment of annual dues shall be free to voice opinions and concerns; however, only FIPTO officers shall be designated as Voting Members. Voting members shall have the right to vote on all issues before the membership, to elect officers, and to hold office.

**Section 2.** Annual membership dues shall be levied as a source of operating funds for the organization. Annual dues shall be payable at the beginning of the school year and the amount shall be determined by the officers.

**Section 3.** Financial Hardship. No Regular Member shall be denied the right to participate in the activities of the organization or to become a Voting Member due to financial hardship. The Executive Committee shall establish a procedure for alternative payments or waivers to insure compliance with this policy.

## **Article V - Meetings**

**Section 1.** The executive committee shall schedule regular meetings. The schedule of meeting for the school year shall be issued as the year progresses to account for scheduling conflicts and to enable the majority of members to be able to attend. Monthly meeting dates shall be set at the end of the prior monthly meeting.

**Section 2.** The annual meeting of this organization shall be the final regular meeting before the end of the school year. At the annual meeting the organization will assess the progress made on its goals and set goals for the following year.

**Section 3.** Special meetings may be called, either by vote of the Executive Committee or by petition of a majority of the Voting Members. The time and place of all Special Meetings shall be announced at least seven (7) days prior to the meeting.

## **Article VI -Officers**

**Section 1.** Positions. The officers of the organization shall consist of a President, Vice-President, Secretary, Treasurer and three At large members.

a) President: The President shall be the principle executive officer of the organization and, subject to the control of the Executive Committee and the direction of the membership, shall in general supervise and control all of the activities of the organization. The President shall be a member of the Executive Committee and, when present, shall preside at all meetings of the Executive Committee and all meetings of the membership. The President shall select and appoint the chairpersons of a all Standing and Special Committees and shall be an ex-officio member of all committees of the organization.

b) Vice-President: The Vice President shall be a member of the Executive Committee and, in the absence of the President, shall perform the duties of the President. The Vice President shall perform such other duties as are assigned by the President of the Executive Committee.

c) Secretary: The Secretary shall be a member of the Executive Committee. The Secretary shall keep the minutes of the proceedings of the membership and the Executive Committee, shall receive, from the Treasurer, the list of Regular Members who have paid dues and prepare the official list of Voting Members, shall see that all notices are duly given in accordance with these Bylaws, and in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Executive Committee.

d) Treasurer: The Treasurer shall be a member of the Executive Committee. The Treasurer shall have charge of and be responsible for all funds of the organization and shall receive and give receipts for monies due and payable to the organization from all sources and shall deposit such funds in such banks or other organizations as are selected by the Executive Committee. The Treasurer shall make disbursements as authorized by the President, Executive Committee, or membership in accordance with the budge adopted by the membership. The Treasurer shall collect all membership dues as are established by the organization and shall certify to the Secretary an accurate list of the Voting Members of the organization. The Treasurer shall present a written financial report at each General Membership Meeting of the membership and at other times as requested by the Executive Committee.

e) At Large Members: Members that are elected to the Executive Committee that can best serve the interest of the organization and its members' groups.

## **Article VII - Executive Committee**

**Section 1.** General Powers. The affairs, activities and operation of the organization shall be managed by the Executive Committee. The Executive Committee shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to it by the membership or the Bylaws so long as the matters are publicly addressed during following meetings. It may create Standing and Special Committees, approve the plans and work of standing and special committees, present reports and recommendations at the meetings of the membership, prepare and submit a budget to the membership for approval, and in general, conduct the business and activities of the organization.

**Section 2.** Membership. The membership of the Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, one Magnet parent representative, one Teacher representative and three At Large Members. The principal of the school shall serve as ex-officio member.

**Section 3.** Meetings. Regular meetings of the Executive committee shall be held during the year. Special meetings may be called by the President or by a majority of the Executive Committee. Adequate notice of all meetings shall be given to all members of the executive committee and, in the absence of an emergency, at least seven (7) days in advance. When possible, notice of the meetings should be announced to all Regular Members of the organization. Any Regular or Voting Member may attend a meeting of the Executive committee, but shall not be entitled to vote on matters before the body.

**Section 4.** Quorum. A majority of the regular members of the Executive committee shall constitute a quorum for the transaction of business.

## **Article VIII - Finances**

**Section 1.** Budget. The Executive committee shall present to the membership at the first Regular Meeting of the year, a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the Executive Committee during the year. And substantial deviation from the budget must be approved in advance by the membership.

**Section 2.** Obligations. The Executive Committee may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the organization.

**Section 3.** Loans. No loans shall be made by the organization.

**Section 4.** Commercial Paper. All checks, drafts, or other orders for payment of money on behalf of the organization shall be signed by the Treasurer or by any other person authorized in writing by the Executive Committee.

Section 5. Financial Report. The Treasurer shall present a financial report at each General Membership meeting of the organization and shall prepare a final report at the close of the year. The Executive Committee shall have the report and the accounts examined annually by an auditor of an informal audit committee, who, if satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.

### **Article IX - Amendments**

These by-laws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting, provided notice of the proposed amendment has been given at a previous meeting.

### **Article X - Parliamentary Authority**

The rules contained in "Robert's Rule of Order" shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with the by-laws.