

**BY-LAWS**  
Of the  
**Heatly Green Island Union Free School**  
Albany County, State of New York  
**Elementary**  
**Parent Teacher Organization**  
Organized on this day, March 13th, 2003.

## Article I

NAME. The name and location of this organization shall be Heatly Elementary PTO, Heatly Green Island Union Free School 171 Hudson avenue, Green Island, New York. 12183.

## Article II

### PURPOSE OR MISSION STATEMENT.

A. The purpose is to bring teachers and parents together to provide educational and recreational activities for the benefit of the children and to promote open communication between administration, teachers and parents. Through fundraising, educational programs and family activities we will promote positive school/community relationships that enhance our children's educational environment.

B. Restrictive Legislation Provision.

No substantial part of the activities of the organization shall be carrying on propaganda, or otherwise attempting to influence legislation and the organization shall not participate in, or intervene in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office.

C. Restrictive purpose and Activities Provision.

Notwithstanding any other provision of these articles, the organization 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 1116(a)(4) of the New York State Sales and Use Tax Law.

## Article III

### MEMBERSHIP.

A. The membership of Heatly's PTO shall be all parents/guardians of students attending the Heatly Elementary, faculty and staff members of the elementary including the principal.

B. All members of the Heatly PTO shall be eligible to participate in the business meetings or to serve in any of its elected or appointed positions.

## Article IV

### MEETINGS.

A. General meetings will be held once a month during the school calendar. Meetings will generally be every 2nd Wednesday of each month according to the school calendar. Meetings may be subject to change due to scheduling conflicts with other school events. All meetings will meet for one hour at which time if a continuation is needed a vote will determine if an additional 15 minutes is needed or if a continuation will carry to the next months meeting.

B. Role at regular meetings.

All members are welcome to attend and provide input for plans, activities, and fund-raisers as well as share concerns at any general meeting.

C. Special Meetings.

The Executive Committee may call Special Meetings in a given situation as deemed necessary. These meetings will be set up by the president and attended by the executive committee; other members shall attend upon invitation.

D. Meetings will be announced at least 7 days prior to the meeting.

E. Quorum.

Those persons present at a properly called special meeting shall be designated as a quorum and shall be entitled to take action on behalf of the organization.

F. Voting.

A majority vote of the voting members present at any meeting shall be required for all action to be taken by the organization.

All members will be eligible for executive positions upon the resignation of a committee member. Any member who would like to become an executive member needs two nominations and the majority vote. In the event of a tie vote the principal will have the duty to vote to break the tie.

## Article V

### OFFICER'S AND DUTY'S.

A. Positions. The officers of the organization shall consist of a president, secretary, treasurer and reporter. Two persons may be nominated and elected to fill any single position. In this instance, both persons shall be given all of the rights and responsibilities of the office as enumerated herein.

Any Officer reportedly found not filling the expectations of their office as described below may be removed from office by a majority of membership vote. Once removed the position will become a vacancy and treated as such.

B. President (spokesperson). The President shall be the principal 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 only vote in the case of a tie in a vote of the Executive Committee or the membership.

C. 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 or the Executive Committee.

D. 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. 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.

E. 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 money due and payable to the organization from all sources and shall deposit such funds in such banks or such 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 budget adopted by the Membership. The Treasurer shall present a written financial report at any given General Meeting upon request of the Membership or Executive Committee.

F. Reporter. The Reporter shall be a member of the Executive Committee. The Reporter shall be responsible for publicity for all events of the organization and shall act as a liaison between the school and the media. The Reporter shall keep the official history of the organization and shall keep an annual record of all the activities of the organization.

## Article VI

### ELECTIONS.

- A. Procedure: The elections of officers shall take place during the second to last General Membership meeting of the school year (namely May). All Voting Members of the organization may participate in the election. The Nominating Committee shall present any member interested in holding a given office. Further nominations may be received from the floor. Elections shall be a secret ballot format.
- B. Term of office: The term of office shall be 2 years renewable upon election. Beginning May 2004, Term of office shall begin with the month of September of the school year following the election.
- C. Nominating Committee: The nominating committee shall be appointed by the executive committee. The Committee shall inform the Membership of the positions open. The Nominating Committee shall be responsible for receiving all suggestions for persons interested in serving as officers. The Committee shall prepare a list of nominees to present for election to the Membership. The Committee shall contact all persons who will be nominated to confirm their willingness to serve. The Committee shall insure that all nominees are voting members and otherwise eligible to serve in the office.
- D. Selection: A majority of the votes cast by the Voting Members shall be necessary for election. In the event of a tie vote and both nominees are willing, than the office may be held in partnership.
- E. Vacancies: The Executive Committee for the expired portion of the school year shall fill any vacancy in office because of death, resignation or inability to serve. However, should a vacancy occur in the office of President, the Vice-president should immediately assume the office. Should vacancy occur in the office of Vice-president for any reason, the vacancy shall be filled at the next regular meeting of the Membership, consistent with the procedures established herein.

## Article VII

### EXECUTIVE COMMITTEE.

- A. General Powers. The Executive Committee shall manage the affairs, activities and operation of the organization. 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 these By-laws.  
The Executive Committee may create Special Committees, approve the plans and work of 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.
- B. Membership. The Membership of the Executive Committee shall consist of the President, Vice-president, Secretary, Treasurer, Reporter, and (2) Faculty representatives selected by the Faculty. The Principal of the school and the Chairperson of all Special Committees shall serve as ex-officio members and shall be entitled to vote.
- C. Meetings. Meetings shall be called as deemed necessary and shall be called by the president or by the majority 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.
- D. Quorum. A majority of the regular members of the Executive Committee shall constitute a Quorum for the transaction of business.

## Article VIII

## SPECIAL COMMITTEES.

A. Special committees. The President and/or the Executive Committee may create Special Committees. Each Committee shall organize for a specific task/time and shall exist until such time as the task has been completed. Any Regular Member may serve on a committee.

## Article IX

### FINANCES.

A. Obligations. The Executive Committee may authorize any officer to enter into contracts or agreements for the purchase of materials or services on behalf of the Organization.

B. Reimbursements. Any purchases made by a General Member or Executive Member for the purpose of an activity/event will need the approval of the Executive Committee for reimbursements. The Treasurer, upon approval, shall make reimbursement to the General Member in a check form.

C. Loans. No loans shall be made by the Organization to its Officers or Members. No part of the net earnings of the Heatly PTO shall inure to the benefit of, or be distributable to its Member's, officers or other private person.

D. Commercial paper. The Executive Committee shall sign by the Treasurer or by any other person as authorized in writing all checks, drafts, or other orders for the payment of money on behalf of the organization.

E. The Treasure shall deposit all funds of the Organization to the credit of the Organization in such banks, trust companies or other depositories as the Executive Committee may select and shall make such disbursements as authorized by the Executive Committee in accordance with the budget adopted by the Membership. All deposits and/or disbursements shall be made within a maximum of thirty (30) days from receipt of the funds and/or orders of payment.

F. Financial Report. The Treasurer shall present a financial report at each General Membership meeting and shall prepare a final report at the close of the school year.

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

H. Dissolution Provision. In the event of dissolution, all of the remaining assets and property of the organization shall after necessary expenses thereof be distributed exclusively for the purpose of the organization in such manner, or to such organizational or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 1116(a)(4) of the New York State Sales and Use Tax Laws, as the governing body of the organization shall determine

## Article X

### MEMBERSHIP DUES.

At this time there will be no membership dues.

## Article XI

### AMENDMENTS.

These By-laws may be altered, amended or repealed by the Voting Member's during January's Regular Meeting.

## Article XII

### AUTHORITY.

If any part of these By-laws shall conflict with the decisions, policies or procedures adopted by the Heatly Elementary School Board, they shall be deemed null and void and the decision of the Heatly Elementary School Board shall, in all cases, control.

These By-laws were adopted by the membership by a majority vote during a meeting properly called in April 2003, and shall take effect immediately.

On May 14, 2003 these By-laws were amended in Article II under Purpose section B and C and Article IX under Finances section G, H.

March 10th 2004 members discussed the By-laws; it was voted changes should be made to the Elections Article VI.

On April 7th, 2004 these By-laws were amended in Article VI under Elections sections A and B and Article V - A and shall take affect immediately.

### Officer Elections Record. Beginning School Year 2001-2002.

#### Executive Committee school Year 2001-2002

President	Kellie Connelly	ending November 2001
Vice President	Geoff Miller	
Treasure	Rena Simpson	
Secretary	position retired by Patricia Caldwell	

#### Executive Committee school Year 2002-2003

V	President	Gina DeCianni	Beginning November 2002
	Vice President	Geoff Miller	
	Treasurer	Rena Simpson	
	Secretary	Open position	
V	Reporter (position created 2003)	Anita Brown	Beginning April 2003

#### Executive Committee School Year 2003-2004

2nd term	President	Gina DeCianni	
	Vice President	Geoff Miller	
	Treasurer	Rena Simpson	Quit her position November 2003
	Secretary	Marcia Etman	Beginning October 2003 - December 2003 (Also assumed treasury duties from Nov. 2003 - Dec.2003.)
V	Treasurer	Marcia Etman	voted in as Treasurer December 2003.
	Secretary	open Position	from December 2003 - February 2004
V	Secretary	Karyn Skiba	Voted in as secretary - February 2004

#### Executive Committee school year 2004 - 2005. *Two Year term.*

(All positions voted on)

President	Gina DeCianni
Vice President	Geoff Miller
Treasurer	Marcia Etman
Secretary	Karyn Skiba
Reporter.	Anita Brown

**Executive Committee school year 2005 – 2006**

(Second term)

President	Gina DeCianni
Vice President	Geoff Miller
Treasurer	Marcia Etman
Secretary	Karyn Skiba
Reporter	Anita Brown

**Executive Committee school year 2006-2007. *Two Year Term***

(All positions voted on)

Reporter position available – Anita Brown no longer eligible for office  
Vice President Position open – Geoff Miller retired position respectfully.  
Secretary Position available - Karyn Skiba will be running for VP.

President	Gina DeCianni
Vice President	Karyn Skiba
Treasurer	Marcia Etman
Secretary	Karin Thurber
Reporter	Holly Rogers

Reporter position retired by Holly Rogers as of May 2007. Wendy Richmond voted into the position effective immediately (May 2007).

**Executive Committee school year 2007-2008.**

Proposal made; It is acknowledged that it is suggested that Karyn Skiba and Karin Thurber switch position.  
The proposal has been accepted by both parties. The organization has voted on the request during our September meeting. It has been approved that Mrs. Skiba and Mrs. Thurber will be changing offices.

President	Gina DeCianni
Vice President	Karin Thurber
Treasurer	Marcia Etman
Secretary	Karyn Skiba
Reporter	Wendy Richmond