

# **Friends of Syracuse Latin**

## **Parent Teacher Organization**

### **BYLAWS**

#### **ARTICLE I – NAME**

The name of this organization is Friends of Syracuse Latin Parent Teacher Organization. The Organization represents Faculty, Staff, Administrators, Families, and Students of the Syracuse Latin School, an elementary school in the Syracuse City School District located at 345 Jamesville Avenue, Syracuse, New York 13120.

#### **ARTICLE II – PURPOSE**

The purpose of this organization will be to promote and enhance the relationship between student grown ups and the school, to increase knowledge of the school operational procedures thus empowering families to appropriately advocate for their children, and to facilitate collaborative activities between parents and school personnel through fundraising and educational opportunities, thus providing the community atmosphere necessary for each child to grow towards their individual potential.

#### **ARTICLE III – POLICIES**

The policy of this organization shall be devoted primarily to the educational and social success of each student attending Syracuse Latin.

#### **ARTICLE IV – MEMBERSHIP**

Any friend or family member of children who has a student attending Syracuse Latin School, as well as those with a vested interest in said children, and any of the members of the teaching and/or professional staff are members of Friends of Syracuse Latin PTO.

#### **ARTICLE V – OFFICERS**

The elected officers of this organization are:

- President – minimum 2 year term

- Vice President –minimum 2 year term
- Treasurer
- Recording Secretary
- Communications Coordinator

The volunteers of this organization are:

- Elementary Faculty Representative and/or Staff
- Event Chairs
- Committee Chairs

#### **ARTICLE VI – EXECUTIVE BOARD**

The Executive Board consists of the elected officers, volunteer officers, and the principal of Syracuse Latin School. The Executive Board shall study policies and problems of the organization and make recommendations for vote by the general membership. The Executive Board has the power to speak for the general membership and to act on its behalf.

#### **ARTICLE VII- FACULTY and/or STAFF REPRESENTATIVE**

The faculty and staff of Syracuse Latin are invited by the school administration to participate but is not required. This position is voluntary.

#### **ARTICLE VII – Event Chairs**

These are volunteer positions. Each event has a Friends of Syracuse Latin PTO chairperson. The chairperson is responsible to seek additional volunteers to plan/execute events. In the event there is a lack of participation, the event chairperson is required to cancel the event.

#### **ARTICLE VIII- Committee Chairs**

These are volunteer positions.

1. **Head Room Parent Committee** functions to organize the parent and event volunteer database by identifying room parents or parents that enjoy working in the classroom or at home for school related projects.
2. **School Climate Committee** functions to support or organize all events related to “family fun,” hospitality and overall student/teacher morale at Syracuse Latin.
3. **Fundraising Committee** functions to support the programs, events and activities related to the goals of the school and Friends of Syracuse Latin PTO, by exploring grant opportunities and traditional fundraising efforts.

## **ARTICLE IX – MEETINGS**

1. General Membership Meetings will be no less than two (2) times per year. (this number does not include other PTO events and workshops) The first meeting shall be held within (1) month after the beginning of the school year. The number of members required to constitute a quorum at said meeting shall be ten (10) members.
2. Executive Board Meetings will be held each month of the school year or a total of ten (10) times a year. In June, immediately following Board elections, each newly elected Board member will receive their position's primary task for the following school year. This procedure will ensure consistency between the school years and provides a vehicle to evaluate progress in completing the primary task.

## **ARTICLE X- AMENDMENTS**

1. This constitution may be amended by a two-thirds (2/3) vote of the membership at any regular or special meeting, a quorum being present, providing the amendment has been presented to the general membership prior to the meeting where the vote By-laws may be amended by a majority vote of those members present at a General Membership Meeting.
2. By-Laws may be amended by a majority vote of those members present at a General Membership Meeting.

President	_____	Date: _____
Vice President	_____	Date: _____
Treasurer	_____	Date: _____
Recording Secretary	_____	Date: _____
Communications	_____	Date: _____

### **I. ELECTIONS**

1. Officers will be elected and will assume their duties at a general membership meeting at least one month preceding the end of the school year. At this time, transferring off all bank accounts need to be signed off and given access to new officers.
2. When a vacancy occurs in the elective offices during the year, a replacement may be appointed by the president with the consent of the Executive Board.
3. Event and Committee chairs are volunteer roles and are not part of the nomination slate.

## II. NOMINATING COMMITTEE

1. Nominations for officers shall be made by a nominating committee consisting of:
  - a. Two members from the Executive Board – elected by the Board
  - b. Two members from the General Membership
2. President will present framework and job descriptions for the following school year to the committee for recruiting, publication and distribution.
3. Volunteers for the Nominating Committee shall be solicited during the second school semester.
4. The Nominating Committee shall present at least one (1) candidate for each of the elected offices. The Nominating Committee shall seek recommendations from the general membership in selecting their slates.

## III. NOMINATIONS

1. Any member of the Friends of Syracuse Latin PTO may be a candidate for an office. Two members may hold an office jointly. In the event of a shared office, each officer shall have one vote at meetings of the Executive Board.
2. The general membership shall be notified of the proposed slate of officers prior to the election meeting.
3. Nominations may be made from the floor, either verbally or written.
4. Election of officers shall be carried out by written ballot if there is more than one (1) candidate.

## IV. EXECUTIVE OFFICERS

### A. **President**

1. The President shall have the responsibility to give direction and

leadership to the entire organization; to promote its interests and welfare; to preside at all meetings of the general memberships and the Executive Board; to be a member ex-officio of all committees except the nominating committee. When a new president is elected or appointed, the past president loses ex-officio status on all committees along when the term of office ends and the newly elected or appointed member becomes the ex-officio on all committees.

2. The President shall appoint (2) members of the organization for the purpose of auditing and signing the Treasurer's books and submitting a written report on them at the first General Membership meeting within (1) month after the beginning of the school year.
3. The President and school Principal approve ALL expenses prior to the pay out. Each funding request must be submitted on a Request Form to the President. Upon approval Request Form is submitted to the treasurer for reimbursement of the expense.
4. The President shall appoint any special committees as needed.

**B. Vice President**

1. The Vice President shall assist the president and carry out the president's duties in his or her absence or inability to serve.
2. Contact administrators for arrangements at school (Event Chair determines location for an event and contacts custodians).
  - a. Use of building for scheduled event
  - b. Building permit

**C. Treasurer**

1. Maintain all funds in approved bank account, keeping all signature cards current.
2. Keep full and accurate account of all receipts, expenditures, and cash box usage.
3. Ensure all approved requests have (2) signatures prior to payout.
4. Maintain Syracuse Latin 501c3 status.
5. Present statement of accounts of board meetings.
6. Receive donations and disperse receipts to donors.
7. Present proposed budget to board for approval.
8. Present budget to general membership within one (1) month of the start of the school year.
9. Coordinate with all board members in any way necessary.

**D. Recording Secretary**

1. Records all agendas and minutes from the Executive Board, general meetings and disseminates within seven (7) days to all board members

- and administration via email and the faculty binder.
2. Act as custodian of organizations records.
  3. Have a copy of the constitution available at all meetings.
  4. Keep a record of all members of the various committees with contact information and circulate to other board members.
  5. Act as Historian of the group.
  6. Correspond when needed with outside groups or persons and maintain a correspondence file pertaining to the business of the organization – incoming and outgoing.
  7. Coordinate with Board and Administration on all courtesy and condolence needs of the school.
  8. Coordinate with any board members in any way necessary.
  9. Keep timing at meetings to ensure proper meeting end.

**E. Communications Coordinator**

1. Coordinate Friends of Syracuse Latin PTO calendar and handbook insert with the President, Vice President and Principal.
2. Establish and maintain media contacts to promote positive community awareness.
3. Coordinate with the Recording Secretary to ensure flyers, board meeting agendas and minutes are disseminated in a timely manner.
4. Coordinate with President and Administration for approval of, and work on all aspects of the monthly newsletter (i.e. layout, graphics, word processing, and distribution to parents, students and faculty) School Sign, Friends of Syracuse Latin PTO website/social media.
5. Coordinate with all Event Chairpersons, to ensure vital information is published in a timely manner in the monthly newsletter, PTO website/social media. Each Event Chairperson is responsible for submitting information for all as defined by the Communications Deadlines and Guidelines.
6. Delegate as needed to assist with monthly newsletter, flyer creation, flyer distribution, door poster creation, school sign updates, manage both the PTO website/social media.

**V. Staff or Faculty Representative**

1. Represent Friends of Syracuse Latin PTO at all faculty meetings to ensure timely communication of board meeting minutes and upcoming events calendar.
2. Bring teachers needs concerns, ideas and feedback to the attention of Friends of Syracuse Latin Executive Board.
3. Encourage and support Friends of Syracuse Latin PTO events.

**VII. Event Chair**

1. The event chair is responsible to seek additional volunteers to plan/execute events
2. Coordinate a location, date, and time with the executive board and administration.
3. Contact custodians for event clean up
4. Report progress and outcome of all events.

VI. Committee Chairs

**A. Head Room Parent**

1. Shall be responsible for compiling results from teachers for identifying room parents
2. Update Syracuse Latin School Directory
3. Identify classroom room parents
4. Ensure room parents are communicating and working effectively with their teacher
5. Coordinate with Event Chairs and assist with volunteer recruitment
6. Create and compile a parent email database
7. Assist with all major Friends of Syracuse Latin events

**B. School Climate Chair**

1. Shall be responsible for coordinating hospitality events as designated by the events calendar
2. Maintain Friends of Latin PTO bulletin board
3. Decorate for major events
4. Report progress and outcome of all events
5. Coordinate Appreciation Events
6. Coordinate with Executive Board in any way necessary

**C. Fundraising Chair**

1. Seek grant/donation opportunities
2. Report progress and outcome of all fundraising events
3. Any new campaign ideas need to be approved by the board
4. Coordinate with executive board to effectively use committees to accomplish fundraising goals