

Article I. NAME

This organization shall be identified based on the name of quadrant as assigned by the Liverpool Central School District (LCSD) followed by Parent Teacher Organization. A quadrant is a bounded geographic region that contains three schools, one k-2 and a second 3-5 and a middle school grades 6-8 where the plurality of graduates of the k-2 school attend the 3-5 school and plurality of graduates of the 3-5 school attend the 6-8 school. The geographically bounded area known as the Central Quadrant Parent Teacher Organization is herein referred to as the PTO.

The Principal office of the PTO is located at the quadrant's 3-5 school and uses this address for all correspondence. The PTO is associated with the LCSD.

Article II. GOALS

The PTO pursues two primary goals in its allocation of PTO resources:

Section 1: The PTO shall promote a beneficial and positive relationship between the quadrant's parents/guardians, students, faculty, staff, and the quadrant community.

Section 2: The PTO shall enhance the mental and physical development of its students with additional resources to supplement the quadrant schools.

Article III. POLICIES

Section 1: The PTO shall operate for charitable, educational, nonpartisan, non-sectarian, and non-commercial purposes and shall not discriminate based on age, sex, creed, gender or national origin.

Section 2: The policies of the PTO are established to maintain a tax-exempt status as defined by Section 501(c)3 of the Internal Revenue Code.

Section 3: The name of the PTO and the names of any of its members in their official capacities shall not be used in any connection with a commercial concern or political interest or for any purpose not appropriately related to the goals of the PTO.

Section 4: The PTO shall limit its activities to the LCSD and shall not interfere in the policies of any school in the district.

Article IV. FISCAL YEAR

The fiscal year of the PTO shall begin on July 1st and end on the following June 30th.

Article V. MEMBERSHIP

Section 1: Any parent or guardian of a student in the quadrant, the Principals, or any staff currently employed in the quadrant may become a PTO Member.

Section 2: The Board shall consist of the officers and principals of the k-2; 3-5 and 6-8 schools.

Section 3: The Board membership eligibility runs from July 1st through June 30th of the current fiscal year.

Article VI. OFFICERS

Section 1: Officers. The Officers shall consist of an elected President, Vice President(s), Secretary, and Treasurer(s). The position of Vice-President, Treasurer may be a shared position between two individuals, thus acting equally as as Co Vice Presidents or Co-Treasurer.

Section 2: Nominations. Nominations for Officers' positions shall be submitted at the April PTO meeting. The President, Vice-President, Secretary and Treasurer shall be nominated at this meeting. Three vice-president candidates must be nominated, one from the quadrant's K-2 school, one from the quadrant's 3-5 school and one from the quadrant's 6-8 school. If a suitable candidate is not nominated from each school, then another candidate may be nominated from another school. The mechanism for nominations is at the discretion of the PTO Board provided any Member is eligible to be nominated.

Section 3: Elections. Voting shall take place by ballot at the May PTO meeting. The voting process will be run by the Principals of the quadrant schools.. Officers shall be elected for a term of one calendar year (beginning July 1st and ending on the following June 30th) by the general PTO Membership (a quorum must be met). Majority vote will determine newly elected officers. In the case that no majority is achieved, a runoff election shall be held from the top two candidates.

Section 3: Term of Service. There are no term limits; however nominations and elections for all officer positions must be held annually.

Section 4: Conduct. All Officers shall act in the best interest of the PTO.

Section 5: Compensation. No Officer shall be compensated by the PTO for their service.

Section 6: Attendance. Each Officer shall attend the Board and monthly PTO meetings.

Section 7: Contracts & Purchases. No Officer shall secure any contract in the name of the PTO without the approval to do so by majority vote of the Board. Any approved purchases must be made within the budgetary restrictions.

Section 8: Removal from Office. Any Officer can be removed from office, with or without cause; by a majority vote at a regular PTO meeting (a quorum must be met). Advance notice of the vote shall be given to the PTO Membership at least one week prior to the meeting.

Article VII. DUTIES OF OFFICERS

Section 1: President

The President(s) shall:

1. Preside over all meetings of the PTO.
2. Prepare each meeting's agenda.

Bylaws of the Central Quadrant Parent Teacher Organization

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3. Be a member, ex officio of all committees, except a committee to elect the Board.
4. Represent the PTO at district-wide meetings or other meetings outside of the organization.
5. Assist in the total coordination of all committees and the PTO as a whole.
6. Appoint Special Committees as needed.
7. Announce PTO meetings to the Quadrant population at least one week in advance of that meeting.

Section 2: Vice Presidents

The Vice Presidents shall:

1. Perform the duties of the President in his/her absence, resignation, or inability to serve.
2. Work with the Principal to approve all communications.
3. Make building level decisions concerning events and expenditures

Section 3: Secretary

The Secretary shall:

1. Maintain all records of the PTO, including transactions, contracts, correspondence, and related documents.
2. Record the minutes of the meetings of the Board and PTO and forward copies to each Board member within two weeks of the recorded meeting.
3. Attend to the official correspondence of the PTO, including, but not limited to, gestures of appreciation and sympathy on behalf of the PTO.
4. Hold a copy of the PTO Bylaws, Parliamentary Procedure, and current Membership list and make each available upon request.
5. Provide a printed or digital copy of these Bylaws to each newly elected Board member prior to the first regular PTO meeting.

Section 4: Treasurer

The Treasurer shall:

1. Act as custodian of funds and perform all banking activities of the PTO.
2. Maintain up-to-date, accurate financial records of the PTO.
3. Receive all funds of the PTO; including, but not limited to, donations and fundraising sales and contributions.
4. Provide a written and oral financial report of the receipts and expenditures at each PTO and Board meeting and at other times upon request of the Executive Board.
5. Audit all invoices and receipts submitted for payment or reimbursement to ensure each request is in compliance with PTO policies. Pay all bills and disburse funds as authorized by the Board.
6. Perform the complete and timely filing of all federal and state tax returns as well as other financial reports, pertaining to the PTO's 501(c)3 status, as applicable; and maintain accurate records of such.
7. Complete all financial updates by the close of the Fiscal Year and provide a full year-end report.

Article VIII. BOARD

Section 1: Board. The Board shall consist of the Officers and the Principal of each school in the quadrant.

Section 2: Principal. The Principals each shall have one vote. The Principal acts as liaison between the School and the PTO and ensures that all PTO activities are in accordance with School policies and procedures.

Section 3: Duties. The Board shall conduct necessary business in preparation for the Regular PTO meetings.

Article IX. MEETINGS

Section 1: Regular Meetings of the PTO - Shall be held monthly, except during June, July, August, and December, at a school in the quadrant, on a date and time pre-established by the Board. Dates and times of the monthly meetings shall be presented by the President at the first regular meeting of the school year.

Section 2: Board Meetings - Shall be held one week prior of a regular meeting as agreed upon by the Officers.

Section 3: Special Meetings of the PTO - May be called at any time during the school year by the President or upon the request of at least three (3) PTO members in good standing. The objective(s) of such Special meeting must be set forth and presented to the PTO membership at least 1 week prior to the meeting.

Section 4: Quorum. At least 7 of the PTO Membership shall constitute a quorum. A quorum must be met in order for any vote to take place.

Section 5: The newly elected Board shall meet at least once between July 1st and the first regular PTO meeting of the upcoming fiscal year for the purposes of preparing a balanced budget proposal which shall be presented at that second regular PTO meeting of the school year. A vote shall be taken at the third regular PTO meeting (a quorum must be met) as to either accept by majority vote or amend the Board's proposed budget.

Article X - FUNDS

Section 1: Use. PTO funds shall be used for programs, events, and items, that directly benefit the students of the quadrant; with the exceptions of an annual Staff Appreciation items, and Quadrant Alumni Scholarships.

Section 2: Income. All funds raised for the PTO must be documented and submitted to the PTO Treasurer within 10 days of receipt. All funds received by the Treasurer must be deposited into the PTO bank account within 10 days of receipt by the Treasurer. Separate

deposit receipts should be maintained for funds received from each unique fundraising event.

Section 3: Expenses. Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the PTO Treasurer. Reimbursement requests should be submitted to the PTO Treasurer within 30 days of the incurred expense or by three weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by a receipt. Any cash advance to cover expenses prior to a purchase must be documented in detail. All unused funds must be returned to the PTO Treasurer immediately following the purchase.

Section 4: Non-Budgeted Requests. Monetary requests for non-budgeted items may be submitted to the PTO at a monthly PTO meeting by any PTO member. A vote for approval of the monetary disbursement shall be taken at the next regular PTO meeting (a quorum must be met). The request will be approved by majority vote. Advance notice of the upcoming vote shall be publicized to the PTO Membership at least 1 week prior to the vote.

Section 5: Reporting. An updated financial report shall be made available in printed form to each Board member at the Board meeting prior to the regular PTO meeting.

Article XI. STANDING COMMITTEES

Section 1: Any member of the organization shall be eligible to serve as a Chairperson of a standing committee.

Section 2: The Board may create such standing committees as it deems necessary to promote the objects and to carry on the work of the PTO.

Section 3: Chairpersons of standing committees shall be appointed by the President in cooperation with the Board. The term of each Chairperson shall be from time of appointment to the end of the fiscal year.

Article XII - PARLIAMENTARY AUTHORITY

Section 1: Rules. The rules contained in Robert's Rules of Order, shall govern the PTO in all cases in which they are applicable and in which they do not conflict with these Bylaws. A copy of these Rules shall be held by the Secretary and be made available upon request.

Section 2: Bylaws Committee. A Special committee may be appointed to submit a revised set of Bylaws by majority vote at a regular PTO meeting.

Section 3: Bylaws Amendment. These Bylaws may be amended under the following conditions:

- Either the Bylaws Committee or at least 3 PTO Members shall submit the revision request to the Secretary; and

- At least 14 calendar days prior notice shall be given to the PTO Membership that a vote will be taken at the next scheduled Regular PTO meeting (a quorum must be met); the revision is approved by a majority vote.
- All approved amendments shall become effective immediately.

Article XIII - DISSOLUTION

Section 1: Dissolution. The PTO may be dissolved provided prior notice is given to the PTO Membership, a vote is taken at the next scheduled Regular PTO meeting (a quorum must be met), and the request is approved by a majority vote.

Section 2: Remaining Funds. Upon a vote to dissolve the PTO, the remaining PTO funds shall first be used to pay any outstanding PTO debt and then either:

1. A vote shall be taken by the PTO Membership to spend remaining funds on an item or items that benefit the students; or
2. The remaining funds are to be held in escrow by one designated Principal of a quadrant school for use by a future School PTO. If a PTO is not formed within 24 months, the funds shall revert to the School and be used toward the benefit of the students under the discretion of the Principal.