

# **BYLAWS of Long Lake Central School CTSO**

## **ARTICLE I – NAME, DESCRIPTION & PURPOSE**

**Section 1: NAME** – The name of the organization shall be Long Lake Central School CTSO. The CTSO is located at 20 School Lane, Long Lake, NY 12847.

**Section 2: DESCRIPTION** – The CTSO is a non-profit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

**Section 3: PURPOSE** – The purpose of the CTSO is to enhance and support the educational experience at Long Lake Central School, to develop a closer connection between school and home by encouraging parental involvement, to also develop a closer connection between school and community by encouraging community involvement, and to improve the environment at Long Lake Central through volunteer and financial support.

## **ARTICLE II – MEMBERSHIP**

Section 1: Membership shall be automatically granted to all parents/guardians of students, plus all staff at Long Lake Central School and community members of Long Lake. There are no membership dues. Members have voting privileges, one vote per member.

## **ARTICLE III – OFFICERS**

**Section 1: EXECUTIVE BOARD**– The Executive Board shall consist of the following officers: President, Vice President, Recording Secretary, and Treasurer. Officer positions can be shared. The School Principal, or his/her designee, is a voting member of the Executive Board.

**Section 2: TERM OF OFFICE** – The term of office for all officers is one year, beginning immediately upon election, and ending upon officer election the following school year.

**Section 3: QUALIFICATIONS** – Any CTSO member in good standing may become an officer of the CTSO.

### **Section 4: DUTIES –**

Executive Board – Develop the CTSO's annual budget, establish and oversee committees to conduct the work of the CTSO, establish fundraising programs, approve by majority vote of the Board unbudgeted expenditures of no more than \$100.00.

President – Preside at General CTSO meetings and Executive Board meetings, serve as the official representative of the CTSO, and retain all official records of the CTSO.

Vice President – Oversee the committee system of the CTSO, assist the President and chair meetings in the absence of the President.

Recording Secretary – Record and distribute minutes of all Executive Board meetings and all General CTSO meetings, prepare agendas for official CTSO meetings, hold historical records for the CTSO.

Treasurer – Serve as custodian of the CTSO's finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, facilitate an annual audit, and hold all financial records.

**Section 5: BOARD MEETINGS** – The Executive Board shall meet monthly during the school year, or at the discretion of the President.

**Section 6: REMOVAL** – An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

**Section 7: VACANCY** – If a vacancy occurs on the Executive Board, the President shall appoint a CTSO member to fill the vacancy, for the remainder of the officer's term.

#### **ARTICLE IV – MEETINGS**

**Section 1: GENERAL CTSO MEETINGS** – General CTSO meetings shall be held to conduct the business of the CTSO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board.

**Section 2: VOTING** – Each member in attendance at a CTSO meeting is eligible to vote, one vote per member, provided that they have read and signed the CTSO's bylaws. Absentee or proxy votes are not allowed.

**Section 3 – QUORUM** – Eight (8) members of the CTSO present and voting constitute quorum for the purpose of voting.

#### **ARTICLE V – FINANCIAL POLICIES**

**Section 1: FISCAL YEAR** - The fiscal year of the CTSO begins August 1 and ends July 31 of the following year.

**Section 2: BANKING** - All funds shall be kept in a checking account in the name of Long Lake Central School CTSO, requiring two signatures of the Executive Board and held at a local financial institution.

**Section 3: REPORTING** - All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The CTSO shall arrange an independent review of its financial records each year.

**Section 3: ENDING BALANCE** - The organization shall leave a minimum of \$2,000.00 in the treasury at the end of each fiscal year.

**Section 4: CONTRACTS** - Contract signing authority is limited to the President or the President's designee.

#### **ARTICLE VI – BYLAW AMENDMENTS**

Amendments to the bylaws may be proposed by any CTSO member. Amendments presented at a CTSO meeting shall be considered for voting at a subsequent meeting. 2/3 approval of all members present and voting is required to adopt an amendment to the Bylaws.

#### **ARTICLE VII - DISSOLUTION**

In the event of dissolution of the CTSO, any funds remaining shall be donated to Long Lake Central School.

#### **ARTICLE VIII - PARLIAMENTARY AUTHORITY**

The authority for this organization shall be "Robert's Rules of Order Newly Revised."

**These bylaws were adopted on \_\_\_\_\_.**



## **The Role of the Long Lake Central School CTSO**

The objectives of the Long Lake Central School CTSO are to:

- Establish and maintain a working relationship among parents, school, students and community.
- Support school improvement teams and promote the finest education possible for the students at Long Lake Central School.
- Expand technology and supplement equipment and supplies.
- Increase student safety and security.
- Develop programs and projects that will support or enrich the curriculum.
- Enhance the quality of education by raising funds for school supplies or programs that fall outside the school budget.

### **The CTSO DOES**

- Support the educational programs and extracurricular activities of the school
- Encourage parents' involvement in their individual children's lives, education, class, and school
- Provide feedback and suggestions for school programs
- Coordinate programs and projects that will support or enrich the curriculum
- Encourage/fund the increased exposure of students to technology
- Provide feedback/assist with increased awareness of school safety and security issues
- Organize fundraising efforts to support some additional programs, equipment, and services not covered in the school budget
- Support the educational goals of the school and assist with attaining those goals through parent and community volunteerism
- Recruit volunteers and coordinate volunteer efforts to staff CTSO functions and assist with school programs
- Stay aware of legislation and political issues that may impact education and schools
- A LOT !!!

### **The CTSO does NOT**

- Run the school
- Force parents to participate in CTSO and/or school activities
- Set policy regarding school programs
- Define the school's curriculum
- Dictate the technology platforms and/or software used by the school
- Define or interfere with the school's security program and policies
- Control the school's budget
- Set the educational goals, testing requirements, or compliance factors
- Have jurisdiction or authority over school staff, teachers, and other employees
- Endorse a particular political candidate or commercial concern
- DO EVERYTHING !!!

This CTSO is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501 (c)(3) of the Internal Revenue code.