

**STAFFORD MIDDLE SCHOOL  
FAMILY-SCHOOL ORGANIZATION  
CONSTITUTION AND BY-LAWS**

**ARTICLE I: NAME**

The name of this organization shall be “Stafford Middle School Family-School Organization” and shall be referred to, hereafter, as “SMS FSO”.

**ARTICLE II: OBJECTIVES**

The principle objectives of the FSO shall be to:

- A. Demonstrate and promote positive values through a spirit of cooperation and communication between home and school.
- B. Promote activities which showcase the academic achievements and talents of the middle school students.
- C. Enhance and enrich the overall educational environment by encouraging and promoting family, faculty & student participation and volunteerism.
- D. Provide material, services, and/or activities for the students, with teacher and administrative approval, to contribute to academic, physical, and /or social growth. Every effort shall be made to ensure that the broadest number of students at SMS is impacted with respect for requests of materials, services and activities.
- E. Consider requests made for support and resources which are not covered by the school budget and/or for school functions that are not specifically run by the FSO.
- F. Promote educational and informative programs for students, families, and teachers that include but are not limited to raising the awareness of social issues within our school environment today, i.e. bullying, anti-violence, anti-drug and alcohol, peer-pressure, self-esteem, community service and teamwork.
- G. Support the efforts of our teaching staff and to fund activities designed to recognize and reward their efforts, i.e. Teacher and Staff Appreciation Day.
- H. Promote and support fitness and nutrition programs and activities.
- I. Organize and manage fundraising activities to provide for all FSO objectives.

**ARTICLE III: MEMBERSHIP AND DUES**

Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. This includes any person having a child or residing in the Plattsburgh City School District or a faculty/staff member at Stafford Middle School. A member in good standing shall be entitled to all privileges of the FSO including the right to vote. All members of the Executive Committee shall have at least one (1) child or be a staff member at Stafford Middle School, with exception of the immediate past-president.

The Stafford Middle School Administrator(s) shall serve as an advisory member to the Executive Committee of the FSO and shall aid and facilitate the President at meetings to encourage team-work and focus on tasks at hand so meetings can be productive and in

keeping with the objectives of the FSO. All special meetings, work sessions, and executive sessions shall be scheduled to ensure them the opportunity to attend.

Dues, if any will be established by the Executive Committee. If dues are charged, a member must have paid his or her dues at least fourteen (14) calendar days before the current monthly meeting to be considered a member of good standing with voting rights. The FSO does not currently charge dues to its members.

#### **ARTICLE IV: MEETINGS**

Meetings dates shall normally be scheduled on the same day and time every month to be determined by the executive committee at the Annual Meeting or the first meeting of the year. Meetings shall be held each month from October through June and are open to parents, guardians, faculty and administration. Any item to be voted on will be either accepted or rejected by majority vote of those members present and in good standing. Monthly meetings are currently held on the first Wednesday of every month at 6:30 p.m.

Meetings of the Executive Committee may be held monthly or at the discretion of the Executive Committee as the need arises. A quorum must be present for decision making and shall be represented by one half (1/2) of the Executive Officers.

Special meetings, i.e. work sessions, may be called for and scheduled by the President or by one other Officer as designated by the President, with at least three (3) days notification to FSO members. Prior to actually setting a meeting every attempt must be made to speak to each Officer for consensus of all particulars of said meeting regarding its purpose, date and time and/or agenda.

The Annual Meeting of the organization shall be held in May for the purpose of electing Officers, presenting annual reports, adopting a budget for the next year and for any other business that might arise. Fifth (5<sup>th</sup>) grade students and their parents shall be invited to attend by circulation of a written notice sent to each elementary school in the Plattsburgh City School District.

All meetings shall follow Robert's Rules of Order, provided they are in keeping with the By-laws. The order of business should be:

- Roll Call (sign in)
- Minutes
- Report of School Principal
- Reports of Officers
- Reports of Committees
- Old Business
- New Business
- Adjournment

**ARTICLE V: OFFICERS AND DUTIES**

The Officers of the organization shall be elected at the Annual Meeting by the majority vote of those members present and in good standing. Officers will consist of:

- President
- Vice President
- Secretary
- Treasurer

Officers shall assume their duties following the close of the Annual Meeting in May when they are elected for a one (1) year term and may run for a consecutive three (3) year term.

All officers shall perform the duties outlined below as well as any other duties prescribed in these By-laws; and such other duties as may be delegated to him/her.

All officers shall deliver to their successors all official materials at the close of their service in office.

Any officer resigning prior to the end of his or her term shall notify the President in writing. A vacancy occurring in any office shall be filled for the remainder of the unexpired term by the President, with approval of the Executive Committee. If a vacancy occurs in the office of President the Vice-President shall serve as president until such time a new President is elected by the Executive Committee.

Officers can be removed from office by a two-thirds (2/3) vote of those present at a regular meeting where previous notice has been given, minimum fourteen (14) days prior.

**The President** shall preside over and maintain order at all regular meetings, special meetings, and at all meetings of the Executive Committee; shall have available for each regular meeting a copy of the By-laws and Robert’s Rules of Order; shall set meeting agendas and make it available to the Executive Committee prior to the meeting; appoint committee chairs as described herein; prepare an annual budget with the Treasurer for the school year for approval at the first meeting of the FSO; serve as liaison to the Principal; foster a sense of community and encourage teamwork within the FSO by ensuring that all meetings are run in a fair and impartial manner; coordinate the work of officers, committees, and other members of the FSO in order that the organization’s objectives described herein may be promoted and obtained; shall not make first or second motions at meetings and shall vote only in the case of a tie-breaker.

**The Vice-President** shall act as an aide to the President and perform the duties of the President in the absence of the President; shall handle public relations of the FSO through radio, newspaper and notices and work with the President and the Principal in preparing FSO communications contained within the Parent Newsletter.

**The Treasurer** shall have custody of FSO funds; shall be responsible for maintaining accurate fiscal records of the FSO; shall submit a written financial report at all regular meetings of the FSO outlining all revenues and expenses covering the period from the prior report and include a reconciliation to the organizations bank balance; shall ensure that one is provided to the President for presentation at the regular meeting in his or her absence; shall be prepared to, upon the request of any FSO member, answer any questions regarding said report or to provide a copy of said report; shall maintain a record of all Treasurer's reports; shall make timely deposits of FSO revenues and make timely disbursements as they are approved and as they relate to the budget adopted by the FSO; shall work with the President to prepare a budget for the next fiscal year; shall prepare and present an Annual Treasurer's Report at the last meeting of the school year; and shall work with any fundraising committee(s).

**The Secretary** shall record the minutes at all regular, executive committee, and special meetings of the FSO; shall prepare minutes for distribution to all those present at said meetings for review and input prior to the next meeting; shall send approved minutes to the district website for posting; shall keep a log of all meetings minutes; shall keep a record of all active members contact information and update it monthly by recording new or changed data gathered by the meeting sign-in sheets; shall have available for each regular meeting the By-laws and a copy of Robert's Rules of Order; shall preserve all records, reports, and official documents of the FSO with the exception of those specifically assigned to the custody of others.

#### **ARTICLE VI: ELECTION OF OFFICERS**

Nominations of Officers will take place at the regular meeting in April; one (1) month prior to elections at the Annual meeting in May. Nominations will take place "From the Floor", as opposed to a nominating committee and will follow the procedure as described in Robert's Rules of Order. The President will call for nominations for each office separately by stating "Nominations are now in order for the office of..." and then any member may nominate another by stating, "I nominate X". No seconds are necessary. When it appears that everyone who wishes to has made a nomination, the President will ask if there are any further nominations. A motion to close nominations is not necessary so if no further nominations are forthcoming the President will announce that nominations are closed.

#### **ARTICLE VII: EXECUTIVE COMMITTEE**

The Executive Committee shall be composed of the FSO Officers, at least one (1) middle school faculty member, the middle school Principal and/or Dean of Students. The immediate past-president of the FSO shall be invited to serve a one-year term acting as an ex-officio member. The immediate past-president, school administrators and faculty shall serve as non-voting members. The active management of this organization and its administrative duties are the responsibility of the Executive Committee. The Executive Committee will transact necessary business in the intervals between regular meetings and any other business that may arise due to the needs of other committees. The Executive Committee will present a report of plans, projects, activities, etc. at the regular meetings.

## **ARTICLE VIII: STANDING AND SPECIAL COMMITTEES**

The following committees shall be held by the organization:

**Hospitality Committee:** shall host and plan for any refreshments needed for school activities, i.e. fifth grade orientation, open house (meet and greet), report card night, school picnics, teacher and staff appreciation day, and for meetings.

**Special Committees:** shall be appointed at any time by the President for the purpose of carrying out the objectives of the FSO.

**Stafford Middle School Improvement Committee:** an amendment to the By-laws was adopted in January of 1993 as a component to the “New Compact for Learning” which called for the involvement of parents in decision making concerning educational issues. The Stafford Middle School FSO will elect two (2) members to serve on the Stafford Middle School Improvement Committee (SIP). One or both parents may also serve on the District Wide School Improvement Committee. The qualifications, as per attached documents, to be a parent representative must adhere to the District Wide-Plan. The FSO will send a notice home and/or announce a parent representative vacancy in the Parent Newsletter. In the event that a representative cannot be at a meeting, the Principal will ask a member of the executive committee to attend the meeting.

## **ARTICLE IX: POLICY**

The FSO shall be non-commercial and non-sectarian, nondiscriminatory and nonpartisan.

The organization shall cooperate with the faculty and administration to support the Stafford Middle School and shall not seek to direct the administrative activities of the school nor control its policies. The organization may make suggestions for the betterment of conditions for all concerned, i.e. students, teachers, administrators, and families, to the administration concerning activities of the school.

## **ARTICLE X: FINANCES**

A tentative budget shall be drafted at the end of the school year for the next school year by the President and the Treasurer, presented at the Annual meeting in May and then approved by a majority vote of members present and in good standing at the first monthly meeting of the school year.

The Treasurer shall maintain all accounts at a bank determined by the executive committee in an insured deposit account. Any withdrawal of FSO funds by any method will be done only with the signature of the Treasurer or another designated officer, with approval of the Executive Committee, in his or her absence.

The Executive Committee may authorize a petty cash fund to be maintained by the Treasurer, all purchases made by the fund shall be duly receipted and made part of the monthly Treasurer’s Report.

The Executive Committee may authorize non-budgeted expenditures in the amount of \$250; any in excess of \$250 must be approved by the general membership.

The Treasurer will fulfill any reimbursement requests within not more than thirty (30) days of receiving such a request. All requests for reimbursement must be accompanied by a receipt.

A minimum balance of \$1,500 shall remain in the treasury each year as a contingency fund in order to provide the operating funds to begin the FSO activities for the next school year. Monies accrued over and above \$1,500 for purposes of capital expenditures shall be approved by the general membership.

The accounts of the FSO can be examined at any time, but shall be examined at the end of the school year by not less than two (2) members who, satisfied that the Treasurer's Annual Report is correct shall sign a statement to that fact at the end of the report. The Treasurer's account shall be examined immediately when a vacancy occurs in that office.

Upon the dissolution of the organization, any remaining funds will be used to first pay any outstanding bills and the remainder spent with membership approval for the benefit of the school. A thirty (30) day prior notice and two-thirds (2/3) majority vote of FSO members present and in good standing at a regular monthly or special meeting is required for dissolution of the organization.

#### **ARTICLE XI: ADOPTION AND REVISION OF BY-LAWS**

These By-laws may be adopted or amended by a two-thirds (2/3) vote of those members present and in good standing at a regular meeting. A written notice of a proposed amendment must be presented to the membership at least one (1) week in advance of the meeting.

Bylaws Adopted 3/26/85  
Amended 1/93  
Revised 2/12/07  
Adopted 4/04/07

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