Bylaws

BYLAWS OF THE RHINEBECK PARENT, TEACHER, STUDENT, ORGANIZATION
Adopted Amended:**September 2026**

Article I Name and Office

Section 1.1 Name
The name of this organization shall be the Rhinebeck Parent, Teacher, Student Organization (also known as Rhinebeck PTSO).

Section 1.2 Office
The office location of this corporation is: N/A Mailing address:
Rhinebeck PTSO PO Box 875Rhinebeck NY 12572
E-mail: RBKPTSO@gmail.com

Article II Mission Statement

Section 2.1 Mission Statement
The mission of the Rhinebeck Parent Teacher Student Organization (PTSO) is to strengthen the K-12 school experience by building an inclusive, connected community that supports students, empowers teachers, develops traditions, and enriches learning.

Article III Governance

Section 3.1
The Rhinebeck Parent, Teacher, Student, Organization [hereinafter referred to as “PTSO”] shall be non-commercial, non-profit, non-sectarian, and non-partisan. The PTSO or any Executive Member acting as a representative of the PTSO shall not endorse commercial enterprises nor candidates for office. Thename of the organization or the names of any members in their official capacities shall not be used in any connection with commercial concern or with any partisan interest, nor for any other purpose than the regular works of the PTSO.

Section 3.2
The PTSO shall not directly or indirectly participate or intervene in any way, including the publishing or distributing of statements, in any political campaign on behalf of or in opposition to any candidate in public office.

Section 3.3
The PTSO shall participate in Rhinebeck Central School District’s shared decision-making process, recognizing that final decisions rest with the Board ofEducation. The PTSO is responsible for recommending parent and community representatives to serve on various district-planning teams.

Section 3.4
The PTSO shall engage in fundraising activities when consistent with its objectives. All fundraising and disbursement of funds shall be approved by aquorum vote of the Executive Board.

Article IV – Membership and Dues

Section 4.1
General Members may be parents, teachers, students, and administrators of the Rhinebeck Central School District.

Section 4.2
Annual membership dues of the PTSO shall be set by the Executive Board prior to the beginning of the school year or budget planning meeting.

Section 4.3
The PTSO General Membership is an open committee with no limit to the number of members. PTSO Meetings are advertised in the school newsletters, emails, and/or via social media.

Article V – Executive Board

Section 5.1 Composition
The Executive Board shall consist of eleven officers: District President, District Treasurer, District Secretary, five Vice Presidents (one each from RHS andBMS, two from CLS, and one flex position), three Teacher Representatives (one from each building/school), and a Special Events Chairperson.

Section 5.2 Duties
The duties of the Executive Board shall be:
1. To transact necessary business in the intervals between organization meetings and such other business as may be referred to by theorganization.
2. To prepare and submit to the organization for approval a budget for the fiscal year.
3. The Executive Board shall have the right to appoint an intern to any position. This intern shall fully transition into the appointed position andis approved by the Executive Board by a simple majority. The internship term is one year and can be appointed by the Executive Board at anytime within the year.
4. To appoint the Treasurer by a simple majority vote.
5. To review and approve by a simple majority vote all expenditures and programs including grants, annual budget, and annual expenditurecommitments.

Article VI – Election of Officers

Section 6.1

Officers shall assume their official duties on June 30th following their election. Any member of the Executive Board can hold only one office.Officers may be removed for cause by a vote of the majority of the Executive Board.

Section 6.2 Nominations and Voting
If a board position is anticipated to be unfilled for the coming school year (In the event of an open board position in the coming school year, there shall be a Nominating Committee of at least three members appointed by the officers at the February Meeting. The Nominating Committee shall select one nominee for each office to be filled.
At the May Membership Meeting, following the report of the Nominating Committee, an opportunity shall be given for nominations from thefloor, after which elections by the general membership will follow.
Only those who have consented to serve if elected shall be eligible for nomination, either by the committee or from the floor.
In the event of more than one nominee for any office, the vote shall be by secret ballot.

Section 6.3
A person appointed by the District President shall fill a vacancy occurring in any office for the unexpired term. In case a vacancy occurs in theoffice of District President, the District Treasurer shall assume the office of District President.

Article VII – Duties of Officers

Section 7.1 District President
The District President shall:
1. Preside at all District Membership and Executive Board Meetings.
2. With the assistance of the Executive Board, prepare a meeting agenda.
3. At the May meeting, present the annual District PTSO Calendar, once it's approved by the Superintendent's Office, and submit Building Use Forms.
4. Serve on the District Strategic Planning Committee (or similar committee), or appoint a designee that is approved by the Executive Board.
5. Email agendas to Superintendent and Building Principals prior to General Meetings.
6. Oversee the District Committees and coordination of activities performed by each of the schools Vice-Presidents.
5. Oversee the appointment of community members to District Committees. Receive regular reports on said committees' activities, as well as those activities performed by each of the schools Vice Presidents.

Section 7.2 Vice President
The Vice Presidents (1 from each BMS and RHS; 2 from CLS) shall:
1. Coordinate or appoint designees to coordinate school-specific PTSO functions.
2. Facilitate the process, in conjunction with the building principal, to fill vacancies on the respective Building Level Planning Team (BLPT).
3. Organize Staff Recognition Day.

4. Attend Executive Board Meetings.
5. Serve on the Executive Board of the Rhinebeck PTSO and attend all Membership and Executive Board Meetings, providing a report on theirbuilding activities.
6. Supervise all activity coordinators for their respective buildings.
7. Meet on a regular basis with the respective Principals.

Section 7.2 Vice President The Vice Presidents (1 from each BMS and RHS; 2 from CLS; 1 Flex/Support covering all three schools) shall:
Coordinate or appoint designees to coordinate school-specific PTSO functions.
Facilitate the process, in conjunction with the building principal, to fill vacancies on the respective Building Level Planning Team (BLPT).
Organize Staff Recognition Day.
Attend Executive Board Meetings.
Serve on the Executive Board of the Rhinebeck PTSO and attend all Membership and Executive Board Meetings, providing a report on their building activities.
Supervise all activity coordinators for their respective buildings.
Meet on a regular basis with the respective Principals.
The Flex/Support Vice President shall work in conjunction with the building Vice Presidents to assist with the duties outlined above (as needed/requested by the President or fellow Vice Presidents).

Section 7.3 District Secretary
The District Secretary shall:
1. Record and distribute the minutes of all Membership Meetings and Executive Board Meetings.
2. Notify the membership of meetings and programs through newsletters and postings (e.g. PTSO Happenings Email).
3. Maintain a file of the minutes of the meetings.
4. Handle all PTSO correspondence requested by the District Executive Board.
5. Purchase and distribute recognition gifts to school district employees.
6. Attend all Membership and Executive Board Meetings.
7. Maintain files and records of all district activities for future reference by activity coordinators.

Article VIII – Term Limits

Section 8.1
Term limits for each office shall be two years with the exception of the Treasurer, who shall be appointed by the Board and, if approved, serveconsecutive terms.
The Executive Board reserves the right to extend consecutive terms to officers.

Article IX – Conduct of Meeting and Voting

Section 7.4 District Treasurer The DistrictTreasurer shall:
1. Supervise all finances of the organization and keep an accurate record of receipts and expenditures.
2. Plan a tentative budget for the upcoming year with the Executive Board. This budget shall be prepared before the September MembershipMeeting, where it shall be presented for approval.
3. Pay out funds as authorized in the budget. The Executive Board shall approve all expenditures not approved in the budget.
4. Coordinate all approved grant requests with the Superintendent of the School District for approval of the School Board.
5. Attend all Membership and Executive Board Meetings and present the Treasurer's Report showing updated balances of all accounts.
6. Provide records to independent bookkeepers and CPA in order to assure timely filing of tax returns.

Section 7.5 Special Events Chairperson
The Special Events Chairperson shall:
1. Establish and maintain a district-wide fundraising/special events calendar of events to eventually include community events.
2. Track effectiveness and conclusions outcomes of established and new fundraisers and report findings directly to the Executive Board of the PTSO.
3. Entertain new ideas for special events from both the PTSO and outside vendors.
4. Recruit and select chairpersons for events. It is not the responsibility of the members of the committee to chair fundraisers.
5. Assist chairpersons with fundraising/special events in any way possible.

Section 7.6 Teacher Representatives
The Teacher Representatives (one from each building: CLS, BMS, and RHS) shall:
1. Serve on the PTSO Executive Board and attend all Executive Board Meetings.
2. Act as the liaison between faculty, staff, and their building council.

Section 9.1
There will be a minimum of two General Membership Meetings, one in September and one in May. Each of these meetings shall be precededby an Executive Board Meeting.

Section 9.2
To conduct business, a simple majority of those present, more specifically, 50% of the Executive Board is required.

Section 9.3
The privilege of introducing motions and voting shall be limited to the members of the Executive Board of the PTSO.

Section 9.4

Robert's Rules of Order shall govern the Board meetings of this organization in all cases in which they are applicable.

Section 9.5
All items to be included in the agenda shall be submitted to the District President prior to the meeting.

Article X – Special Committees and Activities

Section 10.1
Activity coordinators/ fundraising project managers are approved by general consensus by the Executive Board. Activity coordinators/ fundraising project managers shall be reviewed and approved by the Board on an annual basis.

Section 10.2
Each activity coordinator/ fundraising project manager shall receive a folder containing any previous reports and work plans. Each activity coordinator/ fundraising project manager shall present a plan of work to the General Membership or Board for approval and shall submit monthly progress reports, as appropriate, and a final report at the conclusion of the activity to be included for future reference.
All Board meetings shall begin with a sixty (60) minute closed session for Executive Board members to discuss confidential business matters, including but not limited to introducing motions and voting, before opening the meeting to the general public.
The Executive Board may create special committees and appoint members. A special committee is created and appointed for a specific purpose and itautomatically goes out of existence when this work is complete and the final report has been received.

Article XI – Articles of Organization
Section 11.1
The bylaws of the PTSO shall be deemed to part of its articles of organization.

Article XII Dissolution Provision

Section 12.1
In the event of the dissolution of the PTSO, Public Notice must be made (i.e., school building newsletters, as well as posting in each of the school buildings and bulletin boards at local banks) for 30 days before the Executive Meeting which is to consider and vote on such action. A vote of two-thirds of the voting Executive Members present will carry a motion to disband. In the event of dissolution, all of the remaining assets of the PTSO shall, after necessary expenses thereof, be distributed to such organizations as shall qualify under section 501(c)(3) of the Internal Revenue Code, or corresponding provisions of any subsequent Federal tax laws; or to the federal government, or to a state or local government for public purpose.

Article XIII Indemnification of Officers, Board of Directors, Members and Agents

Section 13.1
The PTSO agrees to indemnify and to defend to the fullest extent permitted by law any individual (a) who serves or has served as a member of the Board of Directors, (b) who is or has been an elected officer, or (c) to whom the Board of Directors has delegated duties or responsibilities, against any liabilities, damages, costs and expenses (including, but not limited to, attorney fees and amounts paid in settlement of any claims approved by the Board of Directors) occasioned by any act or omission to act in connection with the organization, if such act or omission to act is in good faith and in keeping with these bylaws.

Article XIV Amendments

Section 14.1
These bylaws may be amended at any regular meeting of the organization by a two thirds vote of the members present and voting, provided two weeks' notice of the proposed amendments have been given.

Section 14.2
The Executive Board shall review bylaws every year, revised if necessary, and reapproved by the membership at the following General Membership Meeting.