

**RANDOLPHVILLE ELEMENTARY SCHOOL
PARENT TEACHER ORGANIZATION (PTO)
BYLAWS**

ARTICLE I: NAME

The name of this organization shall be the Randolphville Elementary School Parent Teacher Organization (PTO).

ARTICLE II: ARTICLE OF ORGANIZATION

The PTO is a not for profit organization which operates under the established laws of New Jersey. Its "Articles of Organization" comprise the certification of incorporation or articles of incorporation and these bylaws are from time to time amended. In the event of any conflict the organization shall take prompt action to amend the certification of incorporation to conform to the provisions of these bylaws.

ARTICLE III: PURPOSES

The objectives of the organization are:

1. To promote the welfare of the children and youth in the school and community.
2. To bring into closer relation the home, school, and community, so that parents, teachers, and citizens may cooperate in the education of children and youth.

ARTICLE IV: BASIC POLICIES

The following are basic policies of this organization:

1. The organization shall be non-commercial, non-sectarian, and non-partisan.
2. The name of the organization or the names of any members in their official capacity shall not be used in connection with a commercial concern, or with any partisan interest or for any purpose not related to promoting the objectives of the organization.
3. The organization shall not directly or indirectly participate or intervene (including the publishing or distribution of statements) for any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

4. The organization shall work with the school to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy recognizing that the legal responsibility to make decisions has been delegated by the people to the Board of Education.
5. The organization may cooperate with other organizations and agencies concerned with child welfare, however, persons representing the organization in such matters shall make no commitments that bind the organization.
6. In the event of the dissolution of the organization, its assets shall be distributed for one or more of the exempt purposes specified in section 501 C (3) of the Internal Revenue Code of 1954 as from time to time amended.

ARTICLE V: MEMBERSHIP AND DUES

Section 1.

Membership shall be open to all parents, guardians, and staff of the Randolphville Elementary School.

Section 2.

Any members of the organization shall be eligible to participate in the business meetings, or to serve in any of its elected or appointed positions.

Section 3.

The membership of this organization shall be from July 1 through June 30.

Section 4.

The organization shall conduct an annual enrollment of members, and individuals may be admitted to membership at any time during the school year.

ARTICLE VI: OFFICERS AND THEIR ELECTION

Section 1.

- A. The officers of this organization shall be one (1) President or two (2) Co-Presidents, Vice-President, Treasurer and Financial Secretary, and Secretary.

Only members of the organization shall be eligible to serve in any elected or appointed positions.

- B. Presidents are elected by ballot for two-year terms in alternating years. The treasurer is elected to a two-year term. All other officers shall be elected by ballot annually in the month of May, however, if there is but one nominee for each office, the election may be by voice vote.
- C. A majority vote shall elect.
- D. Officers shall assume their official duties as of July 1 and shall serve for full term until successors are elected.

Section 2.

- A. There shall be a nominating committee consisting of three members, none of whom are seeking election.
- B. Nominations will be taken from the general membership.
- C. Any member of the organization may nominate himself/herself for a board position, but only one office may be sought per nominee.
- D. The nominating committee is responsible for presenting a final ballot including brief summaries of each nominee's qualifications to the general membership.

Section 3.

A vacancy occurring in an office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board, notice of such election having been given by the secretary.

ARTICLE VII: DUTIES OF OFFICERS

Section 1.

The President/Co-Presidents shall preside at all meetings of the organization and of the executive board; shall perform such other duties as appointing committee chairpersons; coordinating the activities of officers and committees in order that the

objectives may be promoted; and other duties as may be prescribed in these bylaws or assigned to him/her by the organization or by the executive committee.

Section 2.

The Vice President shall assist the president/co-presidents and shall, in their designated order, perform the duties of the president/co-presidents in the absence or inability of those officers to serve. He/she shall be in charge of all PTO programming.

Section 3.

The Secretary shall record the minutes of all meetings of the organization and of the Executive Board; shall have a copy of the approved bylaws; shall conduct the general correspondence of the organization as directed by the President/Co-Presidents, executive committee or the organization. He/she shall inform all Executive Board members of meeting dates; and shall perform such other duties as delegated.

Section 4.

The Treasurer shall have custody of all funds of the organization; shall keep accurate record of receipts and expenditures. He/she shall present a financial report at all meetings; shall prepare a budget with the assistance of the President/Co-Presidents prior to the first Fall Executive Board meeting; shall present the proposed budget at the first general meeting for approval; and shall have accounts ready to be audited if requested by majority vote of the membership.

Section 5.

The Financial Secretary shall pay out local funds in accordance with the approved budget as authorized by the organization and make bank deposits in a timely manner.

Section 6.

All officers shall deliver to their successors all official material prior to July 1 following the election of their successor.

ARTICLE VIII: EXECUTIVE BOARD

Section 1.

The Executive Board shall consist of the officers of the organization, and the chairperson of standing committees. The members of the Executive Board shall serve until their successors take office.

Section 2.

The duties of the Executive Board shall be:

- A. To transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization.
- B. To create standing committees.
- C. To approve the plans of work of the standing committees.
- D. To present a report to the principal and at the regular meetings of the organization.
- E. To accept and submit to the organization for adoption a budget for the fiscal year.
- F. To approve routine bills within the limits of the budget.
- G. To create and approve the working events calendar for the upcoming school year.

Section 3.

Regular meetings of the Executive Board shall be held monthly during the school year, the time to be fixed by the Board at its first meeting of the year; a majority of the Executive Board members shall constitute a quorum; special meetings of the Executive Board may be called by the President/Co-Presidents or by the majority of the members of the Board. The purpose of the meeting shall be stated in the call.

ARTICLE IX: GENERAL MEETINGS

Section 1.

- A. Regular meetings of this organization shall be held every other month throughout the school year unless notice is given otherwise.

- B. The Executive Board shall call special meetings as necessary. The purpose of the meeting shall be stated in the notice.
- C. Two-thirds (2/3) of the members attending the meeting shall constitute a quorum for the transaction of business in any meeting of this organization.
- D. The privilege of holding office, introducing motions, debating, and voting shall be limited to members whose current dues are paid, and who have been in membership in this organization at least 15 days.

ARTICLE X: STANDING COMMITTEES AND SPECIAL COMMITTEES

Section 1.

Such standing committees shall be created by the Executive Board as may be required to promote the objectives and interests of the organization. The chairperson of the standing committees shall be appointed by the officers of the organization and the Principal of the school. Their term shall be one (1) year, unless an extension is agreed upon by the Executive Board.

Section 2.

Only members of the organization shall be eligible to serve as chairperson or members of committees.

Section 3.

The chairperson of all standing committees shall present plans of work to the Executive Board, and no committee work shall be undertaken without the approval of the Executive Board.

Section 4.

Special committees shall be appointed by the President/Co-Presidents, Executive Board, or the organization as deemed necessary to carry on the work of the organization.

Section 5.

The President/Co-Presidents shall be *ex officio* members of all committees except the nominating committee.

ARTICLE XI: FISCAL YEAR

The fiscal year of this organization shall be from July 1 to June 30.

ARTICLE XII: PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall govern this organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

ARTICLE XIII: AMENDMENTS

These bylaws may be amended at any regular meeting of the organization by a two-thirds (2/3) vote of the members present and voting, provided that notice of the proposed amendments were given at the previous meeting, and provided that the amendment is not in conflict with mandatory articles.

A committee may be appointed to submit a revised set of bylaws only by a majority vote at a meeting of the organization, or by a two-thirds (2/3) vote of the Executive Board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Revised: 9/2013