

The PTO of South
Plainfield Middle School

2017 -2018

Proposed: October 9, 2017

Accepted: February 12, 2018

Bylaws of The PTO OF SOUTH PLAINFIELD MIDDLE SCHOOL

Article I: Name

The name of the organization is The PTO of South Plainfield Middle School (hereinafter the "Organization")

Article II: Purpose

The objective of the organization is to support the education of children at the South Plainfield Middle School by fostering their well-being and the relationships among the school, parents, teachers and surrounding community.

Article III: Basic Policies

The following are basic policies of the organization:

1. The Organization shall be non-profit, politically unaffiliated, non-sectarian and shall not unlawfully discriminate with regard to its practices and policies.
2. This Organization and any individual and/or entity acting in the name of the Organization shall not do so in connection with any commercial concern, or with any partisan political interest, or for any purpose not directly related to the objective of the Organization.
3. The Organization shall not directly or indirectly participate in any political campaign on the behalf of, or in opposition to, any candidate for public office, and its only participation in the governance of any municipality, County and/or State political body shall be in the service of the objective of the Organization.
4. The Organization shall work with the school helping to provide quality education for all children 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, provided same is not in conflict with the terms hereof. Any persons representing the Organization in such matters shall make no commitments that bind the organization without consulting the Executive Board.
6. Criticism of individual teachers, administrators or PTO Executive Board Members shall not be voiced in open meetings, but should be addressed privately with the Executive Board.
7. The Organization may accept any contributions, gifts or bequests consistent with the objective of the Organization.
8. Organization members, including Executive Board members, may not obtain, accept or retain any personal benefit, either directly or indirectly, from any individual or organization. Gifts, money and fund-raiser incentives are the sole property of the Organization.

9. In the matter of decision-making regarding policy, expenditures and/or modifications to the Bylaws, any conflict of interest, either real or perceived must be disclosed to the Executive Committee.
10. The PTO shall work within the adopted budget of the organization.
11. All tax returns and other materials relating thereto shall be filed each year in accordance with applicable law.

Article IV: Articles of Organization

The Organization is a not for profit corporation, organized under the laws of the State of New Jersey. Its “articles of organization” comprise the certificate of incorporation, (i.e. articles of incorporation) existing 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, and these bylaws as from time to time amended.

Article V: Membership and Dues

1. Membership shall be open to the parents or guardians of students of South Plainfield Middle School. Membership is also open to faculty of South Plainfield Middle School.
2. Membership in the Organization shall be available without regard to race, color, creed or national origin.
3. Annual dues will be an amount to be determined annually by the Executive Board.
4. The Organization shall conduct an annual enrollment in September for members, but persons may be admitted to membership at any time.
5. Only members in good standing of the Organization shall be eligible to participate in its business meetings or serve in any of its elective or appointed positions.
6. Members in good standing are defined as paying membership dues and a member for fifteen (15) days.
7. Family membership entitles you to one (1) vote per family even if more than one parent or guardian is present at the time of a vote. A faculty membership entitles each faculty member present at the time of a vote, to one (1) vote even if there is more than one faculty member per family present.
8. A copy of this Organization’s bylaws will be posted on the School District website, provided the District permits it. A copy will also be available in the Middle School Main Office.

Article VI: Election of Officers

1. The officers shall be a President and/or Co-Presidents, Vice President and/or Co-Vice Presidents, Recording Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer and Technology Specialist.
2. A person choosing to run for office shall submit a letter of intent to the PTO President, listing desired position, by 3pm the day prior to the April PTO meeting. This letter may be handed directly to The President, or one of the Co-

Presidents, or left in the PTO mailbox. Letters may also be emailed to the PTO email address, as directed by the President.

3. The officers shall be elected by anonymous ballot annually in the month of May.
4. A majority vote of members' present at a general membership meeting shall elect.
5. Two (2) neutral members of the general membership shall count electoral votes.
6. Officers shall assume their official duties July 1st and shall serve for terms of (1) year and/or until their successors are elected.
7. A person shall not be eligible to serve more than two (2) consecutive years in the same office unless they are unopposed.
8. If a tie should occur during the election, both names will be put in a hat and the principal or neutral party will pull a name. This will be the winner of the election.
9. Results of the election will be announced at the end of the May general meeting.
10. Officer resignations will be acknowledged by the President at the first general PTO meeting following the resignation.

Vacancies

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by the majority vote of the general membership, notice of one week of such election having been given. In case a vacancy occurs in the office of the President, the Co-President and/or Vice President shall succeed to the office and fill the unexpired term. If the Vice President succeeds to become President, a vote will become necessary to fill the Vice President position.

Article VII: Duties of the Officers

1. President

- a. Shall preside at all general membership meetings of the organization and Executive Board meetings.
- b. Assume other duties as stated in these bylaws or assigned to him/her by the organization or the Executive Board and shall coordinate the work for the officers of the committees of the organization in order that the objectives may be promoted.
- c. Verify that all licenses are applied for and renewed through the town and state in a timely manner.
- d. Shall lead an annual Scholarship Committee to determine High School student(s) to be awarded the annual Middle School Scholarship.

2. Vice President

- a. Shall act as an aide to the President.

- b. Preside at all meetings and attend special meetings in relief of the President.
- c. When delegated, assist the President in making necessary telephone calls, copies, distribution of memos or emails.
- d. Shall perform the duties of President in the absence of/or inability of that officer to act.

3. Recording Secretary

- a. Shall record the minutes of the meeting of the organization, type, submit for approval, and have posted the minutes on the school website.
- b. Shall prepare memos and letters as directed by the President and Executive Board, and shall perform such other duties as may be delegated to him/her.
- c. Shall hold a copy of the organization's Bylaws for reference at Executive Board and general membership meetings.
- d. Shall fulfill the duties of the Corresponding Secretary, if the position is unfilled.

4. Corresponding Secretary

- a. Shall conduct all correspondence, including mailing donations and thank you letters.
- b. Shall inform Executive Board members of meeting dates.
- c. Shall inform general membership of any emergency meetings.
- d. Shall read all correspondence received at general membership meetings.
- e. Shall keep a copy of all correspondence on file.
- f. Shall take the minutes of any meeting in the absence of the Recording Secretary.
- g. Shall reach out to Grant PTO beginning in March to invite to meetings, ensuring inclusion for Spring election process.
- h. Shall fulfill the duties of the Technology Specialist, if the position is unfilled.

5. Technology Specialist

- a. Shall be responsible for overseeing all Internet communication, including Facebook, email, and website.
- b. Shall inform general membership of any general meetings via Facebook and Remind Service.
- c. As necessary, submit articles to the town newspaper to publicize or document school events.

6. Treasurer

- a. Shall have custody of all funds of this PTO; shall keep an accurate record of receipts and expenditures; shall pay out funds in accordance with the approved budget as authorized by this PTO. In the case of Co-Treasurers the checkbook(s) may be held by either Treasurer.

- b. Shall prepare a budget in cooperation with the Executive Board prior to the first general board meeting of the school year. And shall present said budget to membership yearly for approval.
- c. Shall keep such permanent books of account records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization.
- d. Shall hold a copy of the organization's membership roll, and budget for reference at Executive Board and general membership meetings.
- e. Shall be responsible for the maintenance of the books, accounts and financial records of this PTO. Shall act as an authorized individual to count and deposit all monies received through PTO activities.
- f. The Treasurer, or at least one of the Co-Treasurers, and one other board member will sign all checks and vouchers. If the Treasurer, or both Co-Treasurers, will be out of town, the checkbook will be held by the President, or Co-Presidents, and checks may be signed by any two Executive Board members that have signing privileges from the bank. If any Treasurer has a spouse or significant other that is also an Executive Board member with signing privileges, they will not both sign a reimbursement check or a check for purchases at a store.
- g. At least three Executive Board members must approve any incidental expenditure, not to exceed two hundred dollars (\$200,) outside of the membership approved budget.
- h. Receipts for reimbursement must be submitted to the treasurer. Receipts must be submitted within thirty (30) calendar days after the event. A check will be issued within ten (10) days. No reimbursement checks will be made payable to cash.
- i. Reimbursement will only be made with a valid receipt.
- j. The treasurer's accounts shall be examined annually or upon change of treasury officer, by an auditor (CPA) who is satisfied that the treasurer's annual report is correct, shall sign a statement to the facts at the end of the report.
- k. Shall prepare and report a statement of account at both general and Executive Board meetings.
- l. Shall present to the membership for a majority vote at a general membership meeting any expenditures not a specific budget line item, or an expenditure exceeding a budgeted line item.
- m. Shall be responsible for keeping 501(c)(3) tax exempt, incorporation and legal records up to date.
- n. Shall assist accountant with any and all materials necessary for filing of annual tax return.
- o. At events generating monies, all funds must be counted by two Executive Board members.
- p. If the Assistant Treasurer position is unfilled the Treasurer shall assume all responsibilities of the Assistant Treasurer position until it becomes filled.

7. Assistant Treasurer

- a. Shall assist the Treasurer in any of the treasurer's duties.
- b. Shall act as an authorized individual to count and deposit all monies received through PTO activities.
- c. Shall be responsible for making all bank deposits. All cash or checks received for any activity with this PTO must be deposited into the treasury bank account within ten (10) days.
- d. Shall be responsible for providing change/money box for PTO sponsored events upon request.
- e. Shall apply for and maintain records all state licenses, complete the report of operations for raffles, and permits as pertained to raffles.
- f. When necessary shall assume the responsibilities of the Office of Treasurer in his/her absence.

Officers shall:

1. Perform the duties prescribed in the parliamentary authority in addition to those outlined in the bylaws and those assigned from time to time.
2. Officers shall be elected at the general May meeting. Officers will be elected to a one (1) year term and can be re-elected for additional terms.
3. Co-positions to the executive board are allowed, meaning each position mentioned above may be held by a maximum of two (2) individuals during a single term. Three (3) or more nominees submitting letters of intent will result in a vote. The top two (2) candidates receiving votes will co-chair the position.
4. All officers shall deliver to their successors, all official material, **no later than June 30th** – or in the case of a resignation, by next meeting with the exception of materials needed by the CPA for the end of the year IRS filings.

Any elected officer not complying with the designated duties, policies, or objectives herein prescribed in these bylaws for more than two months may be asked to resign by a majority vote of the Executive Board. If said elected officer refuses to voluntarily resign, they may be brought before the general membership for an impeachment vote. Any officer that is impeached, resigns by majority vote, or resigns without cause will be placed in bad standing. Replacement of removed officers will be handled as itemized in Article VI: Vacancies.

Article VIII Executive Board

The Executive Board shall consist of the officers of the Organization. The principal or representative appointed by him/her is an ex officio member.

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 it by the organization.
2. To approve the plans of any chairperson of a subcommittee of the organization.
3. To present a report at the regular meetings of the organization.

4. To prepare and submit to the organization for adoption a budget for the year.
5. To review payment of routine bills within limits of the budget.
6. Ensure the Organization's objective is being achieved, and that all acts of the Organization are in furtherance of meeting the Organization's objective.

Regular meetings of the Executive Board shall be held during the year, the time to be fixed by the Executive Board at its first meeting of the year. A majority of the Executive Board shall constitute a quorum. Special meeting of the Executive Board may be called by the President or by a majority of the members of the Executive Board providing two (2) days' notice has been given.

Article IX: General Membership Meetings

1. General membership meetings shall be held monthly from September to June when possible with no fewer than seven (7) meetings per school year.
2. The president, any two (2) members of the Executive Board, or five (5) general members submitting a written request to the Corresponding Secretary may call special meetings. Meeting time and date to be set by the Executive Board. Notice of the special meeting shall be sent to all members by flyer, phone call or e-mail by the Corresponding Secretary.
3. If a vote is required at a general membership meeting a majority vote of those present shall determine the result.
4. Regular meetings of this organization shall be held once a month during the school year, with a minimum of seven (7) days posted notice of the date.
5. Five (5) members shall constitute a quorum for the transaction of business in any general meeting of the organization including the PTO Executive Board members.
6. The President shall open the end of the meetings for discussion and also communicate any intended comments by members unable to attend the meeting.

Article X: Committees

1. Only members in good standing of the Organization shall be eligible to serve in any elective or appointed position.
2. The PTO Executive Board may create such special projects and may assign said projects to the appropriate Committee Chairperson. The term of each Committee Chairperson shall be concurrent with the longevity of the special project.
3. The Chairperson of each committee is responsible for carrying out the duties of their committee and presents a plan of work to the PTO Executive Board and Principal for approval. They are to apply for all fire and town permits with the aide of the President.
4. A designated Executive Board member shall be a member ex officio of all committees and projects. The designated member shall be announced at the initial coordination of each project.

Article XI: Finances

1. A budget shall be drafted and should be presented by the Executive Board at the first general membership meeting of each school year.
2. The fiscal year of the organization begins July 1st and ends June 30th of the following year.
3. All funds shall be kept in checking accounts in the name of PTO of South Plainfield Middle School, Inc., requiring signatures of two (2) separate members of the Executive Board, as detailed under Article VII, number 6, item f, and held at a local financial institution.
4. All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurer, or Co-Treasurers, shall reconcile the account(s) monthly and report all financial activity monthly. The Organization shall arrange an independent review of its financial records each year.
5. The Organization shall award annual scholarships in the amount of \$1,000. Recipients and dollar values of individual awards within that sum, will be determined by an annual Scholarship Committee.
6. The Organization shall leave a minimum of two thousand dollars (\$2,000) in the treasury at the end of each fiscal year.
7. Authority to sign contracts is limited to an Executive Board member.
8. Upon the dissolution of the Organization, any remaining funds should be used to pay any outstanding bills and, then be held at the Middle School Main Office, earmarked for a future Middle School PTO 501c3 Charitable Organization.

Article XII: Parliamentary Authority

Robert's Rules of Order Newly Revised shall govern the 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 two-thirds (2/3) vote of the members present and voting. Providing that notice of the proposed amendment shall have been given at least thirty (30) days prior to the meeting at which the amendment is voted upon.

The Executive Board must prepare revised bylaws and the requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Article XIV: Standing Rules

The Executive Board may approve standing rules, and the Recording Secretary shall keep a record of the standing rules for future reference.