

Adamsville Parent-Teacher Organization
Bridgewater-Raritan Regional School District
By-Laws
(Last Reviewed: January 2014)

Article I – Name

The name of this organization shall be: The Adamsville School Parent-Teacher Organization, Inc.

Article II – Objectives

1. Promote interest in education.
2. Provide a means of better communication between parents, teachers and community.
3. Provide an opportunity for parents to understand the procedures used in the education of their children.
4. Provide information of factors that influence education on the national, state, county and local levels.
5. Enhance the educational and cultural opportunities of the children by raising funds as the executive board and general membership see fit.

Article III – Membership

1. Membership shall be open to all parents, guardians, staff, and interested parties of Adamsville School.
2. The Executive Board has the right to deny or revoke membership to anyone who conducts themselves in such a manner that adversely affects the children or the school, where there is PTO involvement. This will not affect 100% PTO participation for a class. Denied or Revoked person may not chair a PTO function, or have any part in running an activity, be a homeroom parent, hold a board position, or have any voting rights. They will, however, be able to attend PTO general meetings with no voting privileges, and attend PTO-sponsored functions.
3. Annual dues shall be paid by all members.
4. Only paid members of the organization shall have voting powers at general meetings.
5. Dues shall be set by the executive board and general membership and voted on at the annual May meeting.

Article IV – Nominations and Elections

1. There shall be a nominating committee consisting of three members. One of them shall be elected by the executive board from its body and two members elected by the general membership.
2. Officers shall be elected at the annual meeting of the organization for a term of two years. A slate of officers shall be presented by the nominating committee, and additional nominations from floor will be in order. Consent of all nominees shall be obtained prior to nomination.
3. Whenever possible, members of the executive board shall serve no more than two consecutive terms in the same office.

Article V – Officers and their Duties

1. The officers of this organization shall be Co-presidents, Vice-President, 2nd Vice-President, Recording Secretary, Corresponding Secretary, and Co-Treasurers. They shall constitute the executive board of this organization.
2. In the event of a vacancy among the elected officers of the executive board, notification of the vacancy shall be made to the general membership to secure interested nominees. If not filled, the co-president shall nominate a replacement. All replacements shall be voted on by the executive board and the general membership.
3. Executive board members shall rotate attendance of Council of Schools general meetings.

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4. Duties:

- a. Co-Presidents:
 - i. Shall preside at all meetings of this organization and of its planning board.
 - ii. Shall oversee all committee chairpersons.
 - iii. Shall coordinate the activities of officers and committees in order that their objectives may be promoted.
 - iv. Shall coordinate dates with the scheduling chairperson of Council of Schools Association.
 - v. Shall have authorization to disburse up to \$100.00.
- b. Vice President:
 - i. Shall perform the duties of co-presidents in the absence of co-presidents.
 - ii. Shall correlate this organization's yearly calendar of events and be responsible for its publication and distribution.
 - iii. Shall be responsible for obtaining any and all licenses, permits and forms pertaining to use of school building for PTO activities, including police and firefighter needs.
- c. 2nd Vice President:
 - i. Shall be in charge of maintaining PTO file chaired events and school activities and shall be advisor for fund raising chairpersons.
 - ii. Shall take attendance at general membership meetings.
 - iii. Shall prepare and distribute notification of upcoming PTO meetings.
 - iv. Shall be responsible for compiling, publishing and distributing the School Directory.
- d. Recording Secretary:
 - i. Shall keep minutes of all meetings of this organization.
 - ii. Shall report minutes from previous meeting at each meeting.
 - iii. Shall provide copies of all meeting hand-outs to any absent executive board members.
- e. Corresponding Secretary:
 - i. Shall handle all correspondence, including gift purchase, with approval of the executive board.
 - ii. Shall coordinate and plan PTO end-of-year dinner.
 - iii. Shall coordinate snack sign-up and reminder prior to each general meeting.
- f. Co-Treasurers:
 - i. Shall have charge of all funds and present a financial report at each meeting.
 - ii. Shall receive all bills and make all deposits.
 - iii. Shall prepare a budget with the assistance of the executive board prior to the September meeting.
 - iv. Shall present a proposed budget at the first general meeting of the year for approval.
 - v. Shall secure audit of accounts prior to June 30.
 - vi. Shall obtain and keep current Incorporation Certificate, NJ Exempt Organization Permit, Charitable Registration Acts Form and any miscellaneous permits or gaming licenses as needed.

Article VI – General Meetings

- 1. The number of general meetings per year shall be determined by the needs of the general membership. (Two per year are necessary: in September to present the PTO budget for the year and in May to elect PTO executive board for the following year, and to adopt revised by-laws whenever necessary.)

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2. The dates of general meetings shall be determined at the discretion of the co-presidents and principal and approved by the scheduled chairperson of the Bridgewater-Raritan Council of Schools Association.
3. Fifteen (15) members shall constitute a quorum with absentee ballots permissible.

Article VII – Standing Committees

1. There shall be the following standing committees, or as deemed necessary by the executive board:
 - a. Board of Education Representative
 - b. Bridgewater-Raritan Council of School
 - c. Cultural Arts
 - d. Homeroom Parent Coordinator
 - e. Library/Book Room
 - f. Life Skills Representative
 - g. Newsletter
 - h. Outdoor Classroom
 - i. Playground Committee
 - j. PTO Membership/Directory
 - k. Scholarship Fund Committee
 - l. Transportation Liaison

Article VIII – Funds

1. All major expenditures must be approved by a majority of the executive board and general membership.
2. All or any portion of remaining funds not spent by the planning board in office that year may be disbursed or carried over for the following school year with the approval of the executive board and general membership.
3. Upon dissolution of this organization, any funds left in the treasury shall be used solely for the school.

Article IX – By-Laws

1. The By-Laws shall be amended by a two-third vote of the majority of a general organization meeting. Prior notification shall be given to the general membership regarding the issues involved in the amendment.
2. Copies of the By-Laws shall be made available to all interested parties and published in the school directory.
3. The executive board shall review the By-Laws every two years, and if necessary, recommend revisions.

Article X – Parliamentary Authority

Roberts Rules of Order, Revised, shall govern this organization in all cases to which they are applicable and in which they are not in conflict with these By-Laws or with established procedures of the executive board.