

Adamsville Parent-Teacher Organization
Bridgewater-Raritan Regional School District

By-Laws

(Last Reviewed: November 2017)

Article I – Name

The name of this organization shall be: The Adamsville School Parent-Teacher Organization, Inc. (hereinafter referred to as the “PTO”).

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. A slate of officers shall be presented by the nominating committee. Additional nominations from the floor will be in order. Consent of all nominees shall be obtained prior to nomination at the penultimate annual meeting of the general membership, if possible.
3. Officers shall be elected at the last annual meeting of the organization for a term of two years.
4. Elections shall be decided by a simple majority vote.
5. Uncontested elections shall be conducted by oral vote, unless a party request a written vote. Elections in which any position is contested shall be conducted by written, anonymous vote.
6. 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

Adamsville Parent-Teacher Organization
Bridgewater-Raritan Regional School District

By-Laws

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, or, in the event there are no co-presidents serving office, the highest ranking board member, may nominate a replacement. Replacements shall be subject to the same election proceedings as set forth in Article IV, except the replacement shall be put up for election at the same meeting in which the replacement is nominated or the next possible meeting if circumstances do not permit a vote (such as the absence of the nominee, a lack of quorum, or some other issue).

3. Executive board members shall rotate attendance of Council of Schools general meetings. If board members are unable to attend Council of Schools meetings, a member of the general membership shall attend the meeting.
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 without the approval of the general membership.
 - 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 chaired event files 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.
 - iv. Shall publish, or coordinate the publication of, the weekly PTO e-blast (and/or other similar communication)
 - 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.

Adamsville Parent-Teacher Organization
Bridgewater-Raritan Regional School District

By-Laws

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- 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, if requested.
- 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.
- vii. Shall have the authority to pay all bills received, including but not limited to class trips and fundraiser invoices and expenses necessary to run calendared events, without the approval of the general membership.

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.)
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. Ten (10) 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

PTO Membership/Directory

Article VIII – Funds

1. All major expenditures must be approved by a majority of the executive board and general membership. Examples of major expenditures include, but are not limited to, PTO grants, school gifts, and purchases of equipment or materials in excess of \$1,000, but do not include those expenditures necessary to run fundraisers, field trips, or other events set forth in the budget as previously indicated.
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 the general membership at an open PTO 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 on the PTO website.
3. The executive board shall review the By-Laws every two years, and if necessary, recommend revisions.

Article X – Parliamentary Authority

Adamsville Parent-Teacher Organization
Bridgewater-Raritan Regional School District

By-Laws

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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.