

LILLIAN M STEEN ELEMENTARY SCHOOL PARENT TEACHER ORGANIZATION BYLAWS

Revised 08-01-2013

ARTICLE I – NAME

The name of the organization shall be the Lillian M Steen Elementary school Parent Teacher Organization (hereinafter referred to as the "Steen PTO.")

ARTICLE II - PURPOSE

Section 1 - The purpose of the Steen PTO is to be a cooperative effort of the parents and faculty of Lillian M Steen School that strives to:

- a. Develop a closer connection between school and home by encouraging parent involvement.
- b. Enhance the educational experience by supporting academic and enrichment activities.
- c. Improve the environment at our school by providing volunteer and financial support.

Section 2. The organization is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code or corresponding section of any future Federal tax code (hereinafter "Internal Revenue Code").

ARTICLE III – POLICIES

The following are the basic policies of the Steen PTO:

Section 1 - The program of this organization shall be educational and shall be implemented through committees, projects, and events.

Section 2 - This organization shall be non-commercial, non-sectarian, and nonpartisan. No commercial enterprise shall be endorsed by it. Neither the name of the organization nor the names of its officers in their official capacities shall be used in any connection with a commercial concern or for any purpose other than the regular work of the organization.

Section 3 - This organization shall not seek to direct the administrative activities of the school, or to control its policies.

Section 4 - This organization may cooperate with other organizations and agencies active in child welfare, provided they make no financial nor manpower commitments, which bind their members.

Section 5 - All funds shall be kept in a checking account in the name of Lillian M. Steen Elementary School PTO, requiring the signature of the President or Treasurer, and held at a local financial institution.

Section 6 - The organization shall leave a minimum of \$2,000.00 in the treasury at the end of each fiscal year.

Section 7 - Reimbursement requests must be made within 45 days of the expenditure, otherwise the request will be denied.

Section 8 – Contract signing authority is limited to the President or the President's designee and Vice-President.

Section 9 - The organization or members in their official capacities 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 for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

Section 10 - No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in Article II hereof.

Section 11 – Notwithstanding any other provisions of these articles, the organization shall not carry on any other activities not permitted to be carried on (1) by an organization exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code, or (2) by an organization, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code.

ARTICLE IV - MEMBERSHIP & DUES

Section 1 - Membership is open to the teaching staff of our School and all parents or guardians of children attending our School; there shall be one vote per membership, one membership per household.

Section 2 - The Executive Board shall set the annual dues, which are payable to the PTO, through the treasurer.

Section 3 - Only members of the PTO who have paid dues and/or submitted a membership form for the current school year may participate in the business of the organization.

ARTICLE V - FISCAL YEAR

The fiscal year of Our School PTO shall be from August 1 through July 31 of the following year.

ARTICLE VI - OFFICERS AND THEIR ELECTION

Section 1 -

- a. The officers of this organization shall consist of one and only one President, up to two Vice-President(s), Recording Secretary, Corresponding Secretary, and Treasurer.
- b. Officers shall be elected annually in the month of May.
- c. Each position shall be voted for independently.
- d. The newly elected officers shall assume their duties July 1st and shall serve for a term of one year or until the election of their successors.
- e. The outgoing President shall be invited to serve as an advisor to the Executive Board for one year in order to ensure continuity.

Section 2 -

- a. There shall be a Nominating Committee composed of at least four (4) members, one of whom is a current officer or the immediate past president, as selected by the Executive Board, and at least three of whom are volunteers from the members at large.
- b. The Nominating Committee shall nominate at least one eligible person for each office to be filled and report its nominees at the April General Membership meeting. Additional nominations may be made from the membership at large. Voting shall take place in the month of May among the membership at large.
- c. Nominations for all PTO positions will be open up to one week prior to the election meeting (the "freeze date"). Nominees who meet the deadline will appear on the pre-printed ballot and will be publicly announced. Nominees who come forward after the freeze date will be considered write-in candidates on the ballot and will receive no public announcement.
- d. The consent of each nominee shall be secured before his/her name is presented.
- e. Plurality elects.
- f. The outgoing Executive Board and the newly elected officers shall have a combined meeting in June so as to provide an orderly transfer of responsibility.

Section 3 - A vacancy occurring in any office shall be filled by a majority vote of all remaining members of the Executive Board. If the office of President becomes vacant, a Vice President shall assume the duty for the remainder of the school year, or until the office is filled.

Section 4 - By a two-thirds (2/3) vote of the entire Executive Board, an officer may be removed from office for failure to perform duties.

ARTICLE VII - DUTIES OF OFFICERS

Section 1 - President - Duties

- a. Preside at all meetings.
- b. Present any new business.
- c. Be the official spokesperson for the organization.
- d. Act as custodian of all records of the organization.
- e. Recruit committee chairpersons.
- f. Deliver to the successor in office, all records in his/her possession by fiscal year end.
- g. Create and publish the annual PTO calendar by the first PTO meeting of the school year.
- h. Submit a written report detailing responsibility and recommendations to the future board by fiscal year end.
- i. Contract signing authority

Section 2 - Vice President - Duties

- a. Aid the president.
- b. Perform the duties of the president in the event of that officer's absence or inability to serve.
- c. Act as liaison between committee and project chairs with the Executive Board.
- d. Deliver to the successor in office, all records in his/her possession by fiscal year end.
- e. Submit a written report detailing responsibility and recommendations to the future board by fiscal year end.
- f. Manage the recruitment of volunteers for the various PTO committees.

Section 3 - Recording Secretary – Duties

- a. Prepare the agenda for the General Membership meetings with the assistance of the President.

- b. Prepare any materials needed for distribution or reference at General Membership meetings.
- c. Take minutes at Executive Board and General Membership meetings.
- d. Finalize minutes, obtain necessary approvals, and post minutes in a timely manner.
- e. Keep the files of communications, papers, and documents belonging to the organization.
- f. Deliver to the successor in office, all records in his/her possession by fiscal year end.
- g. Submit a written report detailing responsibility and recommendations to the future board by fiscal year end.

Section 4 - Corresponding Secretary - Duties

- a. Prepare any correspondence and publicity for the organization as needed, including meeting announcements and periodic newsletter.
- b. Recruit volunteers, or be responsible for the following:
 - i) Conduct the fall and spring PTO Membership Drives.
 - ii) Prepare the School Directory
 - iii) Chair the Room Parent Committee
 - iv) Maintain the PTO display case
- c. Deliver to the successor in office, all records in his/her possession by fiscal year end.
- d. Submit a written report detailing responsibility and recommendations to the future board by fiscal year end.

Section 5 - Treasurer - Duties

- a. Be custodian of all organization funds, and shall be authorized to disperse funds on behalf of the PTO.
- b. Give written monthly financial reports for review at all General Membership meetings and to the Executive Board in months with no General Membership Meeting.
- c. Provide a monthly cash-flow report at Executive Board Meetings.
- d. Prepare a year-end financial report by fiscal year end.
- e. Deliver to the successor in office, all records in his/her possession by fiscal year end.
- f. Submit a written report detailing responsibility and recommendations to the future board by fiscal year end.
- g. Prepare federal tax forms (Form 990 and Form 990EZ) as required by the IRS and submit by December 15 of each year. Renew the incorporation of the PTO each year as required by the State of New Jersey.
- h. Facilitate an annual audit of the financial records and practices during the summer of each year.

ARTICLE VIII –EXECUTIVE BOARD

Section 1 - Composition

The Executive Board shall consist of the officers of the organization, the Principal (or representative to act on his/her behalf), and may include a representative from the teaching staff.

Section 2 - Responsibility

The Executive Board shall be subject to the orders of the organization and none of its acts shall conflict with action taken by the organization.

Section 3 - Duties of the Executive Board shall be:

- a. To transact necessary business in the intervals between general membership meetings.
- b. To approve the plans of the project committees.

- c. To present a report at the general membership meeting of any action taken by the Executive Board.
- d. To facilitate an annual audit of the treasurer's records after fiscal year end, and before the first fall general membership meeting.
- e. To prepare an annual budget for membership approval.
- f. To approve routine bills within the limits of the budget.
- g. To fill vacancies of elected positions.
- h. To oversee fundraising activities of the school year.

Section 4 - Executive Board Meetings

Regular meetings of the executive committee shall be held monthly during the school year. Special meetings may be called by the President or by a majority of the members of the board.

Section 5 - The Executive Board, by majority vote of all officers, may approve unbudgeted expenditures up to a maximum of \$100.00. Expenditures over \$100.00 must be put to a vote of the membership.

ARTICLE IX –COMMITTEES

Committees shall be created by the Executive Board as needed to promote the purpose and interests of the organization. The need for specific committees will be reviewed annually.

Section 1 - The chairpersons of each committee shall present their plans to the membership and a yearly report to their successors. No committee work shall be undertaken without the approval of the Executive Board. The chairpersons shall report on committee activities to the Vice President monthly and at the general membership meetings as necessary.

Section 2 - Special committees may be established by the Executive Board, or by action taken at a general membership meeting.

ARTICLE X - MEETINGS

Section 1 - Frequency

Regular meetings of the organization shall be held monthly during the school year or as designated by the Executive Board.

Section 2 - Quorum

- a. General Membership Meetings - 8 members shall constitute a quorum for the transaction of business at any general membership meeting.
- b. Executive Board Meetings - 4 Executive Board members shall constitute a quorum for the transaction of necessary business and/or approval of routine bills in the intervals between general membership meetings.

ARTICLE XI - DISSOLUTION

Section 1 - Procedure

- a. The organization, by majority vote in a general membership meeting, shall authorize the appointment of a committee to consider the reasons for disbanding and the necessary steps to be taken.
- b. Notice of intent to disband shall be given to all members, in writing, at least 30 days prior to the general membership meeting.

- c. The committee shall submit a report at the next general membership meeting.
- d. A quorum for the purpose of dissolution shall be 25% of the current year's total membership.
- e. A 2/3 vote of those in attendance is required for passage.

Section 2 - Funds

Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, remaining assets shall be distributed to the School Board and shall be earmarked for use at our School or to such other nonprofit funds, foundations, or organizations that have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE XII - PARLIAMENTARY AUTHORITY

The authority for this organization shall be "Robert's Rules of Order Newly Revised, 9th Edition".

ARTICLE XIII - REVISION OF BYLAWS

Section 1 - Revision Procedure

- a. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a general membership meeting, or by a 2/3 vote of the entire Executive Board.
- b. Amendments and/or revisions must be posted in the PTO display case at least one general membership meeting prior to the general membership meeting in which all proposed changes are read and discussed.
- c. Bylaws may be amended or revised by the affirmative vote of 2/3 of the members present and voting at any general membership meeting provided that the proposed amendment has been presented at a previous regular meeting.

Section 2 - Revision Schedule

These bylaws may be revised on a three year schedule, or as needed.

The Executive Board unanimously approved the original Bylaws on August 4, 2013.