

Harding Township Parent Teacher Organization, Inc By-Laws

Date of last revision: February 1, 2017

Article I – NAME, DESCRIPTION, PURPOSE

Section 1: NAME

The name of the organization shall be the Harding Township Parent Teacher Organization, Inc. Also known as the Harding Township PTO.

Section 2: DESCRIPTION

The Harding Township PTO is a non-profit organization that is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSE

The purpose of the Harding Township PTO is to enrich and support the educational experience for our children at Harding Township School, to develop a closer connection between school and home by fostering community and providing a forum for parent involvement, and to improve the environment at Harding Township School through volunteer and financial support not otherwise provided for in the school budget.

Article II – Members

Section 1: MEMBERSHIP

Membership in this PTO is available to all parents or guardians of Harding Township School students enrolled in the current school year, plus all current staff at Harding Township School. All members have voting rights, as specified herein.

Section 2: DUES

Each member of this organization shall pay annual dues, the amount of which shall be established by the Executive Board. The membership year shall be from October 1 to September 30.

Section 3: REMOVAL

Members can be removed by vote either of the Executive Board or majority of the membership, at a meeting, upon reasonable judgment for conduct contrary to the purposes of the organization

Article III – Officers and Elections

Section 1: EXECUTIVE BOARD

The Executive Board shall consist of the following officers; President, Vice President, Secretary, and Treasurer. No more than 2 people can share officer positions as Co-positions where each person is an officer of the Executive Board. Each person shall hold only one office at a time.

Section 2: TERM OF OFFICE

Each officer shall serve a term of one year, beginning on July 1, of the calendar year in which such officers are elected to office and ending on June 30 of the next calendar year, such that the term of office shall coincide with the PTO fiscal year. No person shall serve more that two consecutive terms in one position. No person shall serve more that 5 consecutive years on the Executive Board.

Section 3: DUTIES

A. Executive Board: The Executive Board shall develop the PTO's annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, and approve unbudgeted expenditures of no more than \$1000. The Executive Board shall transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, and prepare reports and recommendations to the membership. The Executive Board shall have the authority to interpret and apply these bylaws in its reasonable discretion and in the spirit of the purposes of the organization.

B. President: The president shall preside over General PTO meetings and Executive Board meetings, serve as the primary contact for the principal, represent the organization at meetings outside the organization, retain all non-financial records of the PTO, coordinate the work of all the officers so that the purpose of the organization is served. It shall be the responsibility of the President to maintain the most current version of the By-Laws, Articles of Incorporation and Conflict of Interest policy statement.

C. Vice President: The vice president shall oversee volunteers and act as a liaison with the fundraising committees, assist the President and carry out the president's duties in his or her absence or inability to serve.

D. Secretary: The secretary shall record minutes of all general PTO meetings, prepare agendas as required by the President, notify the membership of meetings, and manage communications for the PTO. The secretary also keeps a copy of the minutes book, and any other necessary supplies, and brings them to meetings.

E. Treasurer: The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out authorized funds. The treasurer will present a financial statement at every PTO general meeting and at other times of the year when requested by the Executive Board, keep all financial records, follow all financial policies, and make a full report at the end of the year. The treasurer shall ensure the compliance with any tax filings required by the State of New Jersey and the Internal Revenue Service related to the fiscal year for which they served as Treasurer.

Section 4: NOMINATIONS AND ELECTIONS

Officer elections will be held annually in the month of May. The Executive Board will appoint a nominating committee a few months in advance of the May meeting. The nominating committee shall select a candidate for each office; PTO members may also make additional nominations. The nominating committee shall present the slate at a General PTO meeting held prior to the election. PTO members shall be given notice of the election prior to the meeting date. At that meeting, nominations may also be made from the floor. Voting shall be by 'voice vote' if a slate is presented. If more than one person is running for an office, a 'ballot vote' shall be taken.

Section 5: ELIGIBILITY

Members are eligible for office if they are members who have paid their membership dues.

Section 6: VACANCIES

Vacancy is defined as an unoccupied position, which may be temporary or permanent. If there is a temporary vacancy in the office of President, the Vice President will assume the role of President until such temporary vacancy is no longer in effect. If there is a permanent vacancy, then the Vice President will assume the role of President. If a temporary vacancy occurs on the Executive Board, then the Executive Board shall determine the need for a temporary replacement, and the President shall appoint a PTO member if necessary. If a permanent vacancy occurs on the Executive Board, the President shall appoint a PTO member to fill the vacancy for the remainder of the officer's term.

Section 7: REMOVAL FROM OFFICE

An officer may resign at any time upon prior written notice to the other members of the Executive Board. An officer can be removed from the Executive Board for failure to fulfill his/her duties, after reasonable notice to such officer, by a majority vote of the Executive Board, assuming a quorum. General membership can also remove an officer of the PTO Board by a 60% vote of members present at a General Meeting.

Article V – Meetings

Section 1: GENERAL MEETINGS

General meetings shall be held on a regular basis as determined by the Executive Board. The secretary will notify the members of the meetings prior to the meeting. The President, any two members of the Executive Board, or five general members (a household counts as one member for this purpose) may call a special meeting by submitting a written request to the secretary. Notice of the special meeting shall be sent to the members one week prior to the meeting.

- A. Quorum - The quorum shall be 10 members of the organization.
- B. Voting - Each member in attendance at a PTO meeting is eligible to vote, one vote per household. All matters shall be decided by a majority of votes, assuming a quorum. Voting by proxy, mail or email is not permitted. Attendance by phone is permitted if made available, but is not guaranteed, and shall count towards a quorum. Voting over the phone may be counted as a voice vote.

Section 2: EXECUTIVE BOARD MEETINGS

Executive Board meetings shall be held on a regular basis prior to General PTO meetings; meeting dates will be determined by the board. The President or 2 members of the Executive Board may call special meetings of the board as deemed necessary for the transaction of business.

- A. Quorum - Half the number of board members plus one constitutes a quorum.
- B. Voting - Each officer and co-officer present at the meeting shall vote. All matters shall be decided by majority vote, assuming a quorum. Voting by proxy, mail or email is not permitted.

Article VI – Committees

Section 1: EVENT or PROGRAM COMMITTEES

Event committees shall be created by the Executive Board and may consist of members and board members. The Executive Board shall appoint the chairman of each committee. Committees and their chairmen may be removed or otherwise changed by the Executive Board.

Section 2: ADDITIONAL COMMITTEES

The Executive Board may appoint and dissolve additional committees as required.

Section 3: REPORTING

All committee chairmen shall report to the Executive Board as required by them. The President and Vice President shall be ex-officio members of all committees.

Article VII – Financial Policies

Section 1: BANKING

All funds shall be kept in a checking account in the name of Harding Township PTO, at a local institution. There shall be two authorized signors for the account, and for checks. The authorized signors shall be the Treasurer and the President.

Section 2: REPORTING

All financial activity shall be recorded in a computer-based system designated by the Executive Board. The treasurer shall reconcile the account(s) monthly and report all financial activity monthly to the Executive Board and membership. The treasurer shall prepare a financial statement at the end of the year, and arrange for an independent review of its financial records. The Executive Board shall approve the organization or individual conducting the independent review.

Section 3: DISSOLUTION

Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and donated to Harding Township School. Should Harding Township School cease to exist or be closed, the remaining assets of the PTO shall be distributed to the one or more entities that assume the responsibility for educating the children of Harding Township, and serve a purpose similar to this PTO, as long as any such entities qualify under Section 501(c)(3) of the Internal Revenue Code.

Section 4: FISCAL YEAR

The fiscal year shall coordinate with the school year, July 1 through June 30.

Section 5: CONTRACTS

Authority to sign contracts is limited to the President or Vice President.

Section 6: FINANCIAL APPROVALS:

The general membership shall vote to approve any funding requests that exceed \$1,000. The Board will vote to approve any expenditure that exceeds \$500. Two authorized signatures (President and Treasurer) shall be required on each reimbursement form over the amount of \$500. If two signers are needed and one of those two signers is unavailable, then the Vice President may act as a temporary signor.

Article VIII – Parliamentary Authority

Robert's Rules of Order shall be a general reference for procedures at meetings when they are not in conflict with the organization's bylaws.

Article IX – Amendments

Any PTO member can propose an amendment to the bylaws. These bylaws may be amended at any General membership meeting providing that previous notice of such amendment was given prior to the meeting date at the time of the notice of such meeting. Amendments will be approved by a 60% majority vote of those present, assuming a quorum (as defined in Section 1).

Article X – General Policies

Section 1: The organization shall be noncommercial, nonsectarian, and nonpartisan.

Section 2: The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to purpose of the organization.

Section 3: The organization 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.

Section 4: 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 individuals. However, the PTO shall be authorized and empowered to pay reasonable compensation for services rendered that support the purpose of the organization.

Section 5: The PTO shall abide by all applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations. PTO members and officers must disclose potential conflict of interest when they have, directly or indirectly, an actual or potential ownership in, investment interest in, or compensation arrangement with any entity with which the PTO is negotiating with or has a transaction or arrangement with. The Executive Board will evaluate each case according to the HARDING TOWNSHIP PTO CONFLICT OF INTEREST POLICY (located in the President's binder) and decide the appropriate action by majority vote, assuming a quorum.

These bylaws are adopted as prescribed on this date of February 1, 2017.

Cathleen Lazor
President