

BYLAWS

of

STAFFORD TOWNSHIP PTO

ARTICLE I – NAME, DESCRIPTION & PURPOSE

Section 1: NAME – The name of the organization shall be Stafford Township PTO. The PTO is located at the Ronald L. Meinders Primary Learning Center (PLC) at 1000 McKinley Avenue, Manahawkin, NJ, 08050.

Section 2: DESCRIPTION – The PTO is a non-profit organization that exists 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.

Section 3: PURPOSE – The purpose of the PTO is to enhance and support the educational experience at Stafford Schools, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at Stafford Schools through volunteer and financial support.

ARTICLE II – MEMBERSHIP

Section 1: MEMBERSHIP – Membership shall be automatically granted to all parents and guardians of Stafford Township School District students plus all staff. Membership dues are payable annually. Members have voting privileges, one vote per household.

ARTICLE III – OFFICERS & ELECTIONS

Section 1: OFFICERS – The officers shall be President, Vice President, Recording Secretary, Communications Secretary, and Treasurer. Officer positions can be shared with the exception of President and Treasurer.

President – Preside at General PTO meetings and Executive Board meetings, serve as the official representative of the PTO, and coordinate the work of all the officers and committees so the purpose of the organization is met.

Vice-President – Assist the President and chair meetings in the absence of the President, assist in overseeing committees.

Recording Secretary – Record and distribute minutes of all Executive Board meetings and all General PTO meetings, prepare agendas for official PTO meetings, hold historical records for the PTO.

Communications Secretary – Manage communications and marketing for the PTO including, but not limited to PTO newsletters, email broadcasts, website, bulletin boards, etc.

Treasurer – Serve as custodian of the PTO's finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, facilitate an annual audit, and hold all financial records.

Section 2: NOMINATIONS AND ELECTIONS – Elections will be held at the second to last meeting of the school year. The nominating committee, made up of three (3) designated members, shall select a candidate for each office and present the slate at a meeting held one month prior to the elections. At that meeting, nominations may also be made from the floor. Voting shall be handled via voice vote if a slate is presented. If more than one candidate is running, a ballot vote shall be taken.

Section 3: QUALIFICATIONS – Any PTO member in good standing may become an officer of the PTO. Each individual should have helped chair a position prior to holding office.

Section 5: TERM OF OFFICE – The term of office for all officers is two years, beginning immediately upon election, and ending upon officer election the following school year. Officers may not hold more than two (2) consecutive terms in the same office.

Section 7: REMOVAL – An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 8: VACANCY – If there is a vacancy in the office of the President, the Vice-President will become the President and a new Vice-President will be elected at the next meeting. For any other positions, members will fill the position through an election at the next meeting.

Article IV – EXECUTIVE BOARD

Section 1: EXECUTIVE BOARD – The Executive Board shall consist of the following officers: President, Vice President, Recording Secretary, Communications Secretary, and Treasurer.

Section 2: DUTIES – Develop the PTO's annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, approve by majority vote of the Board unbudgeted expenditures of no more than \$100.00.

Section 3: BOARD MEETINGS – The Executive Board shall meet monthly during the school year, or at the discretion of the President. The board shall be able to conduct transactions between meetings in preparation for the general meetings, create standing and temporary committees, prepare and submit a budget, approve routine bills and prepare reports for the membership.

ARTICLE V – MEETINGS

Section 1: GENERAL PTO MEETINGS – General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board. Meetings are held the first Wednesday of the month, unless special circumstances cause it to be moved. At least two (2) night meetings will be held. The May meeting will be used for elections and the presentation of the budget, unless extenuating circumstances require a change or delay.

Section 2: VOTING – Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed.

Section 3 – QUORUM – Ten (10) members of the PTO present and voting constitute quorum for the purpose of voting.

ARTICLE VI – COMMITTEES

Section 1: MEMBERSHIP – Committees may consist of members and board members, with the president and vice president acting as ex officio members of all committees.

Section 2: STANDING COMMITTEES – The following committees shall be held by the organization: Fundraising, Hospitality, Membership, Communications, School Events, Special Events, Special Education, and Nominating. Within these committees there will be different events or actions with individual chairs.

Section 3: ADDITIONAL COMMITTEES – The board may make additional committees as needed.

ARTICLE VII – FINANCIAL POLICIES

Section 1: FISCAL YEAR - The fiscal year of the PTO coordinates with the school year.

Section 2: BANKING - All funds shall be kept in a checking account in the name of Stafford Township PTO, requiring two signatures of the Executive Board and held at a local financial institution.

Section 3: REPORTING - All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The PTO shall arrange an independent review of its financial records each year.

Section 4: ENDING BALANCE - The organization shall leave a minimum of \$2,000.00 in the treasury at the end of each fiscal year.

Section 5: CONTRACTS - Contract signing authority is limited to the President or the President's designee. Such authority must be granted in writing by the President.

Section 6: DISSOLUTION – Upon dissolution of the organization, any remaining funds should be used to pay any outstanding bills, and with the membership's approval as noted in Article IX, be spent on the schools.

ARTICLE VIII – BYLAW AMENDMENTS

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. Approval by 2/3 of all members present and voting is required to adopt an amendment to the Bylaws.

ARTICLE IX - DISSOLUTION

The organization may be dissolved with previous notice (14 calendar days) and a 2/3 vote of those present at the meeting.

ARTICLE X - PARLIAMENTARY AUTHORITY

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

These bylaws were adopted on _____.