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revised January 2014

revised November 2020

## **BY LAWS**

OF

FRELINGHUYSEN TOWNSHIP SCHOOL

PARENT-TEACHER ORGANIZATION

### **Article I**

#### **Name**

The name of this organization is the Frelinghuysen Township School Parent-Teacher Organization.

### **Article II**

#### **Article of Organization**

The Organization exists as an unincorporated association of its members. Its "Articles of Organization" comprise these bylaws as, from time to time, amended.

### **Article III**

#### **Objectives and Mission**

Section 1. The objectives of this organization are to be promoted in cooperation with the Frelinghuysen Township School Board of Education and shall be developed through committees, projects, and programs and governed by the basic policies set forth in **Article IV**.

Section 2. The Frelinghuysen Township School Parent-Teacher Organization is a partnership of parents, teachers, and administrators whose purpose is to enhance and enrich the education of our students.

## Article IV

### **Basic Policies**

The following are the basic policies of this organization:

- a. The organization shall be noncommercial, non-sectarian and non partisan.
- b. The name of the organization or names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the objectives of this organization.
- c. 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; or devote more than an insubstantial part of its activities to attempting to influence legislation or propaganda or otherwise.
- d. The organization shall cooperate with the Frelinghuysen Township School Board of Education and the school Administration to support the improvement of education in ways that will not interfere with the administration of the school and shall not seek to control their policies.
- e. The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization in such matters shall make no commitments that bind the organization, unless approval is received from the Executive Board.
- f. Criticism of individual teachers or administrators shall not be voiced in open meeting.
- g. Criticism or a personal problem of a member, non-member, or child shall not be voiced in open meeting.

## Article V

### **Membership and Dues**

Section 1. Any Frelinghuysen Township resident that maintains parental, guardian or custodial responsibility for a child currently enrolled in the Frelinghuysen Township School and members of the teaching or administrative staff who subscribe to the **Objectives and Basic Polices** of this organization may become a member of the organization, subject only to the compliance with the provisions of the bylaws. Membership in this organization shall be available without regard to race, color, religion, national origin, sex, sexual orientation, age, disability or status as a protected veteran.

Section 2. The organization shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

Section 3. Only members **in good standing** of the organization shall be eligible to participate in its business meetings or to serve in any of its elective or appointive positions.

Section 4. "GOOD STANDING"

To be in "Good Standing" a member shall:

- a. Have paid the annual membership dues
- b. Comply with the bylaws of the organization

Section 5. Each family of the organization shall pay annual dues in the amount of \$5.00.

Section 6. Members in good standing of the organization shall be eligible to receive a slight discount\* for enrollment of after school clubs which are PTO run. \*discount to be determined prior to budget approval and not to exceed \$5.00.

## **Article VI**

### **Officers and Their Election**

#### Section 1. Officers

- a. The elected officers of the organization shall be a President, Vice President (minimum of one), Recording-Corresponding Secretary, and a Treasurer.
- b. Officers shall assume their duties at the close of the regular business meeting in April and shall serve for a term of two (2) years. The months of April, May and June shall serve as a transition period between the outgoing officers and the incoming officers.
- c. No person shall serve more than two (2) consecutive terms in the same office unless no nominations are made. If a member in good standing is subsequently nominated, the officer will retire fifteen (15) days after the nomination is made.

#### Section 2. Elections

- a. Each February there shall be a nomination committee to compile a list of members interested in participating on the Executive Board.
- b. No member of the nominating committee shall be nominated or elected in the election of the that year.
- c. The nominating committee will present the list of nominations for each open position to the Executive Committee at the scheduled March meeting and officially be recorded into the meeting minutes.
- d. During years in which the position of President is included on the ballot, nominees must have prior executive board experience. In the event no members with prior experience are nominated, the First Vice President agrees to fill the position immediately.
- e. After the list of nominations has been provided to the Executive Committee, nominations officially end.
- f. Using the list created in (e) and following the March meeting, ballots shall be circulated to the general membership indicating which positions are to be voted on, making sure to include a line for write-in candidates at each eligible position.
- g. The results of the election will be announced at the April meeting and recorded in the meeting minutes.
- h. In the event there are no nominations for an open position, PTO Board Members will seek to fill the position as stated in Article VI, Section 3, b through d.

### Section 3 Vacancies

- a. If the President is unable to fulfill their role as required under these bylaws, they will be immediately replaced by the First Vice President.
- b. If there are other mid-term vacancies in officer positions, the remaining members of the Executive Committee shall seek out individuals from the general membership to fill the roles that are open.
- c. A list of nominations for each open position will be presented at the next scheduled meeting and recorded in the meeting minutes.
- d. During the next scheduled general meeting, the names of the nominated individuals shall be provided to all in attendance and confirmed by majority vote of all members present.
- e. Individuals appointed to a position in this manner will hold such office for the remainder of the unexpired term.

## **Article VII**

### **Duties of Officers**

Section 1. The President shall preside at all the meetings of the organization and of the Executive Board; shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the organization or the Executive Board, and shall oversee the work of the officers and committees of the organization in order that the objectives may be promoted.

Section 2. The Vice President(s) shall act as aide(s) to the President and shall, in their designated order, perform the duties of the President in his/her absence or inability to serve. In addition, each Vice President shall be required to chair one event throughout the year.

Section 3. The Secretary shall record the minutes of all meetings of the organization and of the Executive Board; shall have a copy of the approved bylaws and the membership list available at every meeting, and shall perform other such duties as may be delegated to him/her. The secretary should cross reference the membership list on hand with the attendance list prior to the start of each meeting. He/she will alert those who are unable to actively participate in the business meeting. The Secretary shall also conduct the correspondence of the organization as directed by the President or the Executive Board and provide copies of the approved minutes to a designated school official for publication on the Frelinghuysen Township School website PTO page.

Section 4. The Treasurer shall have custody of all the funds of the organization; shall keep an accurate record of receipts and expenditures and shall pay out local funds in accordance with the approved budget as authorized by the Executive Board. A written Treasurer's report shall be submitted monthly for Board approval and summarized for publication in the Main Office of the Frelinghuysen Township School.

- a. The Treasurer's accounts shall be examined annually by an auditing committee of not less than two (2) members who satisfied that the Treasurer's annual report is correct, shall sign a

statement of the facts at the end of the report. The auditing committee shall be appointed by the Executive Board at least two weeks before the annual meeting (September). At the completion of the Treasurers term or if the Treasurer resigns, an audit will be required before the new Treasurer take control of the accounts.

- b. The Treasurer shall have full control to tally all monies from all fund raisers and committees.
- c. The Treasurer shall utilize Reconciliation Verification forms each fundraising event held where monies are involved; whereas the chairperson of such event is the initial verifier and the Treasurer is the second. In the Treasurer's unforeseen absence, the President will be the second verifier.

Section 5. All officers are required to participate in the execution of the largest event of the year.

Section 6. All officers shall deliver to their successors all official material during the transition months of April, May and June but not later than the 30th day of June.

## **Article VIII**

### **Executive Board**

Section 1. The Executive Board shall consist of the elected officers of the organization and the Chief School Administrator. The elected members of the Executive Board shall serve until their successors are elected. The Chief School Administrator shall be a member, ex officio, of the Executive Board. In the event there is a four-member Executive Board and there is a tie vote, the Chief School Administrator shall serve as the determining vote.

Section 2. The duties of the Executive Board shall be:

- a. To transact necessary business in the intervals between organization meetings and other such business as may be referred to it by the organization.
- b. To create standing committees (**Article X**)
- c. To approve the plans of work of the standing committees
- d. To appoint an auditing committee at least two (2) weeks before the annual meeting (September) to audit the Treasurer's accounts.
- e. To accept and submit to the organization for approval a budget for the fiscal year (September 1st to August 31st).
- f. To approve monthly routine bills within the limits of the budget.
- g. To make available all approved documents upon request.

Section 3. Special meetings

- a. Special meeting of the Executive Board may be called by the President or a majority of the Board without public notice.
- b. A majority of the Executive Board members shall constitute a quorum for the purposes of this special meeting.

## **Article IX**

### **Meetings**

#### Section 1. Meetings of the Organization

- a. Regular meetings of the organization may be held monthly during the school year, the time to be set by the Executive Board at the first meeting of the year.
- b. The annual meeting for the purpose of installing officers (**Article VI, Section 2**), hearing reports and other such business as may properly come before it shall be in the month of April.
- c. A minimum of three (3) Executive Board members shall constitute a quorum for the transaction of business in any regular meeting of this organization.
- d. During a regular meeting, a simple majority of all eligible voting members present (**Article V, Section 3**) will be used to resolve business items.
- e. The vote tally (by result, not by individual) will be recorded in the meeting minutes by the Secretary.
- f. The privilege of holding office, introducing motions, debating and voting shall be limited to members whose current dues are paid.

## **Article X**

### **Standing Committees and Special Committees**

Section 1. Such standing committees shall be created by the Executive Board as may be required to promote the objectives and interests of the organization. The chairpersons of the standing committees shall be selected by the elected officers of the organization and the Chief School Administrator. Their term shall be for one (1) year.

Section 2. The chairpersons of all standing committees shall present plans of work to the Executive Board, and no committee work shall be undertaken without the approval of the Executive Board and Chief School Administrator.

Section 3. The Executive Board may remove or replace appointed committee members as necessary by majority vote.

Section 4: The power to form special committees rests with the Executive Board. Since a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done and its final report is received.

Section 5. The President of the organization shall be, ex officio, a member of all committees except the nominating and auditing committees. The Treasurer shall not serve on the auditing committee.

Section 6. Chairpersons shall be members in good standing (**Article V, Section 4**).

## **Article XI**

### **Membership Year and Fiscal Year**

Section 1. The membership year of this organization shall be from September 1st to August 31st.

Section 2. The fiscal year of this organization shall be from September 1st to August 31st.

## **Article XII**

### **Parliamentary Authority**

The most current official edition of Robert's Rules of Order shall govern this organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

## **Article XIII**

### **Amendments**

#### Section 1

- a. These bylaws may be amended and subsequently adopted at any regular meeting of the organization by a two-thirds (2/3) vote of the members present and voting, written public notice having been given a minimum of ten (10) days prior to the meeting date.
- b. A committee shall be appointed every five (5) years to review the bylaws. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

## **Article XIV**

### **Conduct for Meeting**

1. A motion or question will be made.
2. Once the motion or question is made it will be seconded.
3. The Chair will recognize who has the floor.
4. The speaker will have the floor for no more than five (5) minutes during a discussion of that motion or question.
5. There will be no side-bar conversations.
6. If the discussion gets out of hand, the gavel will be struck with a "call to order".
7. If the discussion continues, the speaker will be asked to leave the meeting.
8. If discussion continues, a second (2) gavel strike, "call to order", and the speaker will be escorted out of the room.
9. If the discussion continues, a third (3) strike of the gavel, "call to order", the Executive Board will call for assistance and the speaker will lose his/her right to membership and will not be able to attend any future PTO meetings.

10. If there is a guest speaker during our meetings, members will give them the courtesy of undivided attention or he/she can excuse themselves and leave the room.
11. Other rules of conduct, if necessary, shall be governed according to Robert's Rule of Order.

## **Article XV**

### **Approval of Funds**

Section 1. Expenditures, outside the approved budget, exceeding five hundred dollars (\$500.00) for any one month or two hundred dollars (\$200.00) for any single expenditure shall be discussed and submitted for approval by the general membership under the provisions detailed in **Article IX, Section 1**. The Executive Board may approve any expenditure by majority vote that does not exceed these limits.

Section 2. All checks, which are written for disbursement to pay expenses, may be signed by the Treasurer or President.

Section 3. The PTO currently has four (4) accounts: one (1) savings and three (3) checking accounts:

- a. The savings account has enough monies in it to run at least an entire school year if the PTO was not able to fundraise for some given reason.
- b. The main checking account, is titled "Frelinghuysen TWP School PTO". The main checking account is for the everyday running of the PTO, excluding the running of the after-school clubs, where the Frelinghuysen TWP School PTO Science Club account shall be utilized. The transfer of funds from the main account to the Frelinghuysen TWP School PTO Science Club account will be allowed and budgeted for yearly. Under no circumstance shall this account be utilized for any Game of Chance license fees or expenditure. See **Article XV Section 3(d)** for Game of Chance.
- c. The after-school clubs checking account is titled "Frelinghuysen TWP School PTO Science Club". The after-school clubs account is to be utilized in the running of any and all after school clubs (ie. chess club, art club, etc.). Registration fees for the clubs are to be deposited into this account. Disbursements such as club teacher/support staff pay, club supplies, or miscellaneous items that are being reimbursed must be written from this account.
- d. The raffle checking account is titled "Frelinghuysen TWP School PTO Raffle Account". The raffle checking account is to be utilized in the running of any and all events requiring the use of the PTO's games of chance license. The biennial renewal of the Legalized Games of Chance Control Commission shall have its fee paid for via this account, as well as any other LGCCC licenses needing to be applied for.

## **Article XVI**

### **Basic Meeting Agenda for use in Mustang Messenger or school website**

1. Welcome note
2. Business
3. New Business / Old Business
4. Fund raiser / Committee Update
5. Upcoming Events
6. Treasurer's Report



## **Article XVII**

### **Basic Agenda**

1. Call to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Quorum check
5. Approval of Minutes of previous meeting
6. Approval of Treasurer's Report
7. C.S.A. Report
8. Business
9. New Business / Old Business
10. Fund raiser / Committee Update
11. Upcoming Events
12. Correspondence / Announcement
13. Open Public Discussion
14. Adjournment