

# **METUCHEN PARENT TEACHER COUNCIL**

## **BY-LAWS**

*October 10, 2011*

*Revised June 2, 2014*

### **1. Purpose**

The name of the group shall be the Metuchen Parent Teacher Council (“PT Council” or “Council”).

The Council shall be organized exclusively for charitable and educational purposes to act in a leadership role and as coordinator of the three (3) Parent Teacher Organizations (“PTOs”) in Metuchen in order to promote the highest degree of education through efforts to:

- Enhance the relationship between home and school so that parents and teachers may collaborate in the education process
- Support the efforts of teachers and staff in the education of our students
- Provide a forum for parents/guardians to communicate with the administration and each other at PTO and PT Council Meetings
- Support and encourage voting during Board of Education elections and encourage awareness of the annual school budget

### **2. Policies and Objectives**

- Choose, coordinate and set the dates for PT Council fundraising events in cooperation with each of the three (3) PTOs
- Cooperate with the PTOs for any worthwhile project that is consistent with the purpose of the organization
- Support the issuance of awards and recognition in the form of PT Council Scholarships for designated graduating high school students
- Any majority vote at the PT Council shall stand. PT Council cannot request or designate funds in excess of a \$100.00 per individual PTO without the prior approval from the membership of that PTO. The PT Council Executive Board may authorize the use of funds of \$100.00, with a maximum of \$300.00 per school year, without consulting the PT Council members.
- Parent groups can attend PTO functions when recognized by the school district. Prior arrangement is required with the respective executive board. The parent group may provide sign-ups for their organization, but no presentations are permitted without approval of the respective executive board.
- All correspondence sent from the three (3) PTOs to student families in mailings or through the schools must first be approved by the principal of the school and/or the superintendent.

### **3. Officers and Duties**

The PT Council Executive Board shall consist of the PT Council officers and the three (3) PTO Presidents. The executive board will create a yearly PT Council budget and calendar of PTO and school events.

The PT Council Officers shall consist of a President, Vice President, Recording Secretary, and Treasurer, who shall be elected by a majority vote at the last scheduled PT Council meeting of the school year. Each officer will serve one two-year term beginning on September 1 of the given school year (with a transition from June to September 1<sup>st</sup>), with a maximum of two (2) consecutive terms. A PT Council officer cannot serve on another PTO board.

- ***President***

The President shall set the date and place of meetings, set the agenda, preside at Council meetings and Executive Board meetings and fill unexpired terms by appointment. The President is also charged with the coordination of the district PTO school events calendar and overseeing the Nominating Committee. It is preferred that the President would be a past President of a school PTO or have served on the PT Council as an officer or a school representative.

- ***Vice-President***

The Vice President shall assist the President and, when requested by the President, preside over any PT Council meeting or function. The Vice President shall oversee the fundraising and scholarship committees, with the chairperson reporting to the Vice President, who will then report to the PT Council at meetings. The Vice President will coordinate the Board of Education (BOE) Meet the Candidates' Night if such an event is necessary.

- ***Recording Secretary***

The duties of the Recording Secretary will include taking of the minutes, distribution of the minutes, emailing meeting reminders to all PT Council members, the Superintendent of schools, the principal of the school where the meeting is to be held, the MEA representative and the BOE representative.

- ***Treasurer***

The Treasurer shall handle all the PT Council monies including maintaining and reporting of the fiscal year budget to PT Council at all meetings. The treasurer shall also coordinate the collection and distribution of all PT Council fundraiser monies, receipt and distribution of scholarship awards, the transfer of accounts on change of officers, and the payment of any bills. The Treasurer shall deposit all membership monies and distribute the balance to the three (3) PTOs, as determined by the PT Council.

The Treasurer is responsible for maintaining the PT Council's Charitable Organization status. PT Council's fiscal year begins on September 1 and ends August 31<sup>st</sup>. Forms necessary to maintain Charitable Organization status are as follows:

The Treasurer must file with the State of New Jersey a Long Form Renewal Registration Statement CRI-300R within five months and two weeks of the end of the fiscal year. The form must be filed before February 15<sup>th</sup> along with a copy of the Federal 990 EZ form and Schedule A. The Treasurer must file a Federal Return of Organization Exempt From Income Tax Form 990 EZ for 501(c)(3) organizations. If the organization makes more than \$2,500 and less than \$100,000 in a year, the Treasurer must complete the 990 EZ. Schedule A must also be filed. If gross income is more than \$100,000, the Treasurer must complete the 990 long form. The form must be filled out at the same time as the Charitable Organization forms (within five months and two weeks of the end of the fiscal year).

The Treasurer must also maintain the PT Council's charitable registration status by renewing our application every five years.

The Treasurer must also have two signatures on every PT Council check issued.

Membership money is divided in half. One half goes to the scholarship fund managed by PT Council and the remaining half is divided 13 ways:

|               |          |
|---------------|----------|
| Campbell/Moss | 5 shares |
| Edgar         | 4 shares |
| High School   | 4 shares |

The following are the school splits for the Fall and Spring Fundraisers, and Too Many Hats Donations which are distributed to the individual PTOs:

|               |          |
|---------------|----------|
| Campbell/Moss | 5 shares |
| Edgar         | 4 shares |
| High School   | 4 shares |
| PT Council    | 2 shares |

Target funds received will be divided as follows:

|               |          |
|---------------|----------|
| Campbell/Moss | 5 shares |
| Edgar         | 4 shares |
| High School   | 4 shares |

- ***Systems Coordinator***

The systems coordinator shall be responsible for maintaining the PT Council website with current information including a list of board members and upcoming events and fundraisers. The coordinator shall also be the contact person with Community Pass (or other member registration software program), organize training for PTO Board members, and assist the PTO boards during registration periods. The System Coordinator is also responsible for monitoring the PT Council gmail account.

#### **4. PT Council Representatives**

Each PTO will elect two (2) representatives to the PT Council for a one-year term. PT Council representatives must have experience as a committee chairperson and/or served on the board of one of the three (3) PTOs and/or been an active volunteer in the PTO.

The PT Council Representative position shall be part of the nominating process of each PTO board and voted on by their membership as part of their annual nominating and voting period.

PT Council representatives will attend PT Council meetings and report back to their PTO membership at their respective PTO meeting. They shall also volunteer to chair a PT Council committee and report to the appropriate PT Council officer. They shall also be active participants in PT Council fundraisers. It is expected that PT Council representatives will vote in accordance with the majority of the vote of their PTO membership.

## **5. Membership and Voting**

PT Council membership must be paid and current. PT Council membership provides membership in all three PTOs. PTOs Each PTO shall be represented by its President (or designated representative) and two (2) approved representatives, or their alternates for three votes per PTO. The PTOs recognized are the High School, Edgar Middle School, and Campbell/Moss.

Voting members of the PT Council shall be the Vice President, Secretary, Treasurer, one (1) PTO President (or representative) of each PTO, and two (2) representatives of each PTO. A Metuchen Education Association representative is eligible to vote if a paid in full PTO member. The President votes only to break a tie.

The Superintendent of schools or his/her designated representative, the Board of Education representative, and PTO school principal in attendance shall be ex officio members. All meetings are open to the public and to any PTO member but they shall not vote on matters of the Council.

No person can hold more than one office on the PT Council, and each position is entitled to one vote (regardless of how many people hold a position).

A majority of PT Council Members shall constitute a quorum.

## **6. Parliamentary Authority**

For the purpose of organization, voting, the running of meetings and whenever applicable and not inconsistent with these rules, "Robert's Rules of Order, Revised" shall govern this council.

## **7. Procedures**

All checks issued by the PT Council must be signed by two of the four PT Council officers. There shall be only one PT Council checking account.

## **8. Meetings**

The Council shall meet at least five (5) times during the school year and as often as deemed necessary to the President for the good of the Council. Meetings can be called by the President or by a majority of the members of Council. The dates of the regular meetings are to be decided at the summer calendar meeting prior to the opening of school. Executive Board meetings shall be scheduled by the President as needed.

Each PTO President shall attend PT Council meetings or send a PTO executive board member to report on the activities of their PTO and bring a copy of their agenda, budget and minutes.

## **9. Committees**

The Council shall create standing committees as deemed necessary to carry out its work. Committee Chairpersons shall be chosen from among the PT Council representatives and/or members of PT Council by majority vote. In the event of a tie, the Council President will appoint the chair from one of the candidates. Each chairperson will write a report and provide it to the PT Council officer responsible for their committee. All written communication to be sent out through the schools must be submitted to the Principal and/or the Superintendent of schools

for approval. All committee chairpersons will be responsible for establishing and updating guidelines and procedures associated with their committee and provide same to PT Council.

*Scholarship Committee:* This committee is to promote and choose recipients of the Council awards according to the guidelines for scholarship. Scholarship standards are to be set by committee with the approval of Council. ***The scholarship amount shall vary based on the number of eligible and qualified recipients. PT Council scholarships for graduating senior students are to be awarded to students whose parents or guardians are paid PTO members. A parent or guardian must be in good standing by December 1<sup>st</sup> of the school year in which the scholarship is to be given.*** This committee shall report to the PT Council Vice President. All solicitation letters, award letters and deposit of monies must be handled in a timely fashion.

*Nominating Committee:* A representative from each school shall serve on this committee to seek persons to occupy the officer positions and committee chairs of the Council. A chairperson shall be elected from the representatives. A PT Council officer can serve in an ex officio capacity. Any member of PTO who has been an officer or committee chairperson is eligible to serve as a PT Council officer. This committee shall report to the PT Council with next school year's nominations at the second to last meeting of the existing school year. Voting will take place at the last meeting of the school year.

*Fundraising Committee:* The PT Council district fundraising events are determined by majority vote of the PT Council. Each PTO can hold one additional fundraiser per year. Individual school fundraisers are to be determined by the respective PTOs with the full knowledge of Council. All fundraising correspondence must be approved by the Superintendent and the principal of the school. This committee reports to the PT Council Vice-President.

#### **10. Project Graduation:**

***The Project Graduation Committee will be comprised of senior parent/guardian volunteers with all finances and tax reporting going under the PT Council umbrella. The committee will consist of an overall chair (or co-chairs), treasurer and the following sub chairs: Sponsors, Raffles, Fundraising Event, Program, Favors, Senior Celebration, Country Fair, Senior Check-In, and Senior Video. This committee is responsible for raising enough funds to provide a free safe substance-free all night celebration the night of senior graduation and also to pass on the following minimum start-up monies to the underclassman grades: \$2,000 to the junior class, \$1,000 to the sophomore class, and \$1,000 to the freshman class. By following this formula, every class will have a minimum of \$4,000 to make deposits for their Project Graduation event.***

***The PT Council Treasurer shall maintain four bank accounts for Project Graduation: one checking account for the current senior funds and a passbook savings account for each of the underclassman grades. The Project Graduation Treasurer will use the Check Request Form (see attached) to request checks and changes to account monies from the PT Council Treasurer. The Project Graduation Treasurer can make deposits to the Project Graduation checking account. Gifts to graduating seniors from the Project Graduation funds will be limited to a copy of the senior video and a small gift such as a monogrammed beach towel. No Project Graduation funds are to be used to provide gifts for volunteers.***

***The Project Graduation Treasurer will maintain their own financial reports during the course of the senior year and upon completion of the year, provide a final financial report to the PT Council Treasurer and to the Chair and Treasurer of the next senior year's Project***

***Graduation Committee. After graduation, once all Project Graduation expenses have been paid, all remaining monies will be distributed to the underclassman grades as follows: \$2,000 to junior class, \$1,000 to sophomore class, \$1,000 to freshman class and then all remaining monies will be divided equally to the three grades. A Check Request Form must be completed by the Project Graduation Treasurer for the final distribution of all of these funds.***

***It is the responsibility of the current year's Project Graduation Committee to maintain their own paper and electronic files documenting their business so that information can be passed down to the following year to assist them with their planning. It is also the responsibility of the Project Graduation Committee to find a chair for the next year's Project Graduation Committee.***