

BYLAWS
Of
Port Reading School 9 PTO

ARTICLE 1 – NAME, DESCRIPTION, AND PURPOSE

1. Section 1: NAME –
 - a. The name of the organization shall be Port Reading Elementary School 9 Parent Teacher Organization, also known herein at “the PTO.”
 - b. The PTO is located at Port Reading School 9, 77 Turner St, Port Reading, NJ 07064.
 - c. The colors of the school are blue and white.
 - d. The mascot is a Panther.
2. Section 2: DESCRIPTION –
 - a. The PTO is a non-profit organization that exists for charitable and educational purposes and qualifies as a 501(c)(3).
3. Section 3: PURPOSE –
 - a. The PTO exists to:
 - i. Bring into closer relationship the home and the school so that parents/guardians and staff may cooperate in the intellectual, social, emotional and physical development of each child.
 - ii. Promote the welfare of the children as they relate to the school and the community.
 - iii. Help provide the enrichment materials and experiences necessary for a satisfying educational environment for each child.
 - iv. Utilize a variety of fund raising to attain the above purposes.

ARTICLE 2 – MEMBERSHIP AND DUES

4. Section 1: ELIGIBILITY –
 - a. Membership is open to an staff member of School 9 and all parents, family members or guardians of the children attending School 9.
5. Section 2: DUES –
 - a. The Executive Board shall determine the amount of money to be paid in annual dues.

ARTICLE 3 – ACCOUNTING

6. Section 1: FISCAL YEAR -
 - a. The fiscal year will run from September 1 through August 31 the following year.
7. Section 2: BANKING –
 - a. All funds shall be kept in a checking account in the name of Port Reading School 9 PTO, requiring two signatures from the President/Treasurer and another member of the Executive Committee.
 - b. All funds shall be held at a local financial institution.

- c. The PTO shall leave a minimum of \$1000.00 in the account at the end of each fiscal year.
- 8. Section 3: AUDIT -
 - a. The Executive Board will arrange for an audit of the books for the PTO – either internal or outside firm.

ARTICLE 4 - POLICY

- 9. Section 1: POLICY -
 - a. The PTO shall neither seek to direct the administrative activities of the school nor to control its policies.
 - b. The PTO will be nonpartisan in nature.

ARTICLE 5 - OFFICERS

- 10. Section 1: EXECUTIVE BOARD -
 - a. The officers of the Executive Board shall be:
 - i. President/Co-President
 - ii. Vice President
 - iii. Treasurer
 - iv. Secretary
 - b. The officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by this organization.
 - c. No person shall be elected or appointed or shall continue to serve as an Officer of the PTO unless he or she is a paid member of the PTO.
 - d. The officers shall be elected annually at the spring meeting. The officers shall be elected to serve for two years or until their successors are elected.
 - e. Any Executive Board member who does not adequately perform their duties, as described in these bylaws, will be considered for replacement by a committee of the remaining board members. The Principal of School 9 shall be conferred with in relation to the replacement of any Executive Board member.
 - f. At an Executive board meeting, at least half of the Executive board members present shall constitute a quorum.
 - g. Term of office
 - i. All officers shall serve a term of two years and no more than 2 consecutive terms. In the event that there are no nominees, the officer may be elected again for another term regardless of years.
 - ii. Any vacancy occurring during the school year shall be filled by majority vote of the Executive board, due notice of such election has been given. The newly appointed officer shall be required to fill all duties as set forth in the bylaws.

ARTICLE 6 – DUTIES OF OFFICERS

- 11. Section 1: PRESIDENT –
 - a. The President/Co-Presidents shall preside at all meetings of the PTO and the Executive Board.
 - b. Present any new business.
 - c. Be the official representative for the PTO.

- d. Act as custodian of all records of the organization.
 - e. Contract signing authority.
 - f. Authorize to disperse funds on behalf of the PTO.
 - g. Recruit committee chairpersons.
 - h. Shall have such usual powers of supervision and management, as may pertain to the office of the President and perform such other duties as may be designated by the board.
12. Section 2: VICE PRESIDENT –
- a. Perform all duties of the President in their absence.
 - b. If the office of President is vacant, the Vice President shall possess the powers and perform all the duties of the President until such time as the Executive Board shall elect one of its members to fill the vacancy.
 - c. Recruit volunteers for events.
 - d. Perform such other duties as the President and the Board may designate.
13. Section 3: TREASURER –
- a. Preside at all meetings.
 - b. Collect and receive all monies due.
 - c. Be custodian of all PTO funds and deposit them in the bank designated by the Executive Board.
 - d. Authorize to disperse funds jointly with the President on behalf of the PTO upon order of the Board.
 - e. Provide all financial reports for the PTO as needed.
 - f. Responsible for filing all appropriate financial paperwork.
 - g. Hold all financial records.
 - h. Facilitate an annual audit of the financial records and practices.
14. Section 4: SECRETARY –
- a. Preside at all meetings.
 - b. Take and publish minutes of meetings.
 - c. Hold all communications for the PTO.

ARTICLE 7 - MEETINGS

- 15. Section 1: A minimum of two meetings of the PTO shall be held during the school year. They can be held in person or electronically through email.
- 16. Section 2: Special meetings may be called by the President.
- 17. Section 3: Quorum – Five paid members of the PTO present at any meeting, including at least two Executive officers shall constitute a quorum.

ARTICLE 8 – NOMINATION AND ELECTIONS

- 18. Section 1: The nominating committee shall consist of two Executive Board members and three members of the general membership.
- 19. Section 2: All nominees must be paid members of the PTO.
- 20. Section 3: Any interested members who would like their name entered as a nominee should be it in writing or send electronically to the PTO President.

21. Section 4: Elections of new members will be done at the spring meeting. Majority vote will win the election.
22. Section 5: In the event an office does not receive at least one nominee, can the existing officer be considered to remain in the position without an election. The Executive Board may vote to reinstate or reject the applicant for the office.

ARTICLE 9 – PARLIAMENTARY AUTHORITY

23. These rules contained in Robert's Rules of Order revised shall govern the PTO in all cases to which they are applicable, and in which they are not inconsistent with these bylaws or the special rules of order to this organization.

ARTICLE 10 - AMENDMENT OF BYLAWS

24. These bylaws can be amended at any meeting of the PTO by two-thirds vote of the members present and voting; provided that, the present and proposed amendment has been submitted to the general membership at least one month prior to vote.

ARTICLE 11 - DISSOLUTION

25. Upon dissolution of the corporation, the Executive Board shall, after paying or making provision for payment of all the liabilities of the corporation, dispose of the remaining assets of the PTO, exclusively for one or more except purpose, within the meaning of section 501 (c)(3) of the Internal Revenue Code of 1986, as amended and shall distribute the same to the Federal Government, or to a state or local government for a public purpose. Any such assets not so disposed of shall be disposed of by order of the Superior Court of the State of New Jersey in the judicial district where the principal office of the corporation is located. Exclusively for such purpose or to such organizations, organized and operated exclusively for such purposes, as the Court shall determine.

These bylaws were adopted on _____.