

Dunellen PTO

Bylaws

NAME

The name of this organization shall be the Dunellen Parent Teacher Organization, hereafter referred to as the "PTO".

MISSION

The PTO Mission Statement

1. To support and speak on behalf of the children in the public schools and the community of the Borough of Dunellen, NJ.
2. To assist parents and teachers in developing the skills needed to raise and protect our children.
3. To encourage parent, teacher and public involvement in the school system of Dunellen, representing the best interest of the students before governing bodies affecting our school facilities and children.
4. To promote the health and welfare of children in our homes, schools, and community.

The goals of the PTO are promoted through

- educational programs directed towards students, parents, teachers and the general public; and
- committee-led projects and fundraising activities.

ARTICLES OF ORGANIZATION

The PTO exists as a non-incorporated organization of its members. The bylaws shall be deemed as the “articles of organization.”

The PTO is a not-for-profit organization. The PTO shall not carry on any other activities not permitted to be carried on (1) BY AN ORGANIZATION EXEMPT FROM Federal income tax under Section 501 C 3 of the Internal Revenue Code, or (2) by an organization, contributions to which are deductible under Section 170 C 2 of the Internal Revenue Code.

The PTO shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization including, specifically, the number of its members, and the dues collected from its members.

The fiscal year of the PTO shall begin on September 1st and end August 31st (12 months). The yearly membership shall also begin on September 1st and end August 31st, with the membership drive taking place during the month of September.

Basic Policies of the PTO

- The PTO Shall be noncommercial, nonsectarian, and non partisan.
- The name of the PTO 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 the organization.
- The PTO shall not, directly or indirectly, participate or intervene, in any way, in any political campaign.
- The PTO may cooperate with other organizations, but persons representing the PTO in such matters shall make no commitments that bind the PTO without prior written authorization from the Executive Board.
- Upon the dissolution of the PTO, after paying or adequately providing for the debts and obligations of the PTO, any remaining assets shall be distributed to the Dunellen Board of Education.

MEMBERSHIP, DUES AND MEETINGS

Membership

- Membership in the PTO shall be made available to any individual, teacher, parent/guardian who subscribes to the Mission and Purpose of the PTO, without regard to race, color, creed or national origin.
- Every individual who is a member of the PTO is hereby chartered and is entitled to all benefits of such membership.
- The PTO shall conduct an annual enrollment of members in September but may admit persons to membership at any time.
- Introducing motions and voting shall be limited to members in good standing who have paid their current dues.
- The membership year shall be from September 1st through August 31st.
- Only active members shall hold office or serve on standing committees. Active members are defined as members who have attended a minimum of one (1) meeting per marking period.

Dues

- Each family of the PTO shall pay annual dues.
- The Executive Board shall determine the amount of dues annually.
- No parent/guardian shall be denied the right to become a member of the PTO due to financial hardship.
- The Executive Board has established a procedure for alternative payments or waivers to insure compliance with this policy. In lieu of dues, hardship candidates must accrue 5 hours of volunteer time between September 1st and December 31st in order to obtain membership status.

Meetings

- Monthly general membership meetings (with a minimum of one per marking period) shall be held during the school year.
- Dates of the meeting shall be determined by the Executive Board and announced prior to the first general membership meeting of the year.
- Three (3) days notice shall be given of a change of date whenever possible.
- Participation at meetings shall be governed by the following rules:
 1. A participant must be recognized by the presiding officer and must preface comments by an announcement of their name, place of residence, and group affiliation, if appropriate.
 2. Each statement made by a participant may be limited at the discretion of the presiding officer.
 3. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard.
 4. All statements shall be directed to the presiding officer.

- The presiding officer may:
 1. Interrupt, warn or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant.
 2. Request any individual to leave the meeting when that person does not observe reasonable decorum.
 3. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.
 4. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting.
 5. Waive these rules when necessary for the protection of privacy or the efficient administration of the Organization's business.

OFFICERS AND THEIR ELECTION

The officers of the PTO shall consist of a President or two (2) Co-Presidents, two (2) Vice Presidents, a Corresponding Secretary, a Recording Secretary and a Treasurer.

Only those individuals who have an active membership in good standing shall be eligible for nomination.

Consistent with these bylaws, all officers shall:

- Read and follow the bylaws of the PTO.
- Ensure the goals and objectives of the PTO are promoted and met.
- Deliver to their successors all official material at the June meeting following the election of their successors.
- Represent the PTO at all Back-to-School nights
- Serve as an advisor to officers and committees after their term.

President

The President shall:

- Preside at all meetings and functions of the PTO
- Prepare the agenda for upcoming meeting
- Vote only in the case of a tie in a vote of the Executive Board or the general membership
- Be a co-signer on all PTO accounts, and sign all official documents
- Prepare the calendar for the year with the Executive Board and have same approved by School Administration
- Public Relations Liaison
- Shall be an ex-officio member of all committees of the PTO
- Coordinate the work of the officers of the PTO
- Preside as Executive Board Representative at all Back to School Nights, School Events and Activities, Award Presentations, BOE Meetings, Kindergarten Orientation, Fundraiser Kick-Off, etc. Preparing and delivering speeches as appropriate.
- Act as Administration Liaison (Principals, Vice Principals, Director of Special Services, Nurses, Superintendant, etc.)
- Immediately following the June meeting, send a list of the newly elected officers and their addresses for the ensuing year to the Superintendent of Schools and the Board of Education

Vice Presidents

The vice presidents shall act as aides to the president and shall in their designated order perform the duties of the president in the absence or inability of the officer to serve. Upon election, the Executive Board shall designate order of the two vice presidents.

The 1st vice president shall:

- Perform the duties of the president in the absence of the president.

The 2nd vice president shall:

- Perform the duties of the president in the absence of the president and 1st vice president

The **Vice President / Committee Oversight** shall:

- Oversee all standing and special Committees with the exclusion of the Classroom Coordinating and Membership Committees.
- Select and appoint the chairpersons of all standing and special committees
- Collect committee reports/updates from Committee Chairs.
- Provide committee reports/updates, in the Chairperson's absence, at general membership PTO meetings.

The **Vice President / Grade Level Oversight** shall:

- Oversee all the Classroom Coordinating Committee
- Responsible for volunteer oversight
- Coordinator Liaison
- Plan and organize Coordinator/Team Leader meeting at start of school year
- Update, distribute, collect and track return of Coordinator/Team Leader Guide Acknowledgement
- Collect school and grade level reports/updates from Coordinators.
- Provide school and grade level reports/updates, in the Coordinator's absence, at general membership PTO meetings.

Correspondence Secretary

The Correspondence Secretary shall:

- Receive from the treasurer a list of regular members who have paid dues and prepare the official list of voting members
- See that all notices are duly given in accordance with these bylaws
- Have a membership list and monthly attendance available at every meeting
- PTO Notice / Document Custodian
- Membership Upkeep (post membership committee)
- Log (Membership, Committee, Grade Level) Custodian
- Website Custodian
- Email Custodian
- Perform all duties incident to the office of secretary and such other duties as may be assigned by the president or the Executive Board
- Publicity Coordinator

Recording Secretary

The Recording Secretary shall:

- Keep the minutes of the proceedings of the membership and Executive Board
- Provide copies of meeting minutes at general membership meetings for approval by membership
- Forward approved PTO meeting minutes to the webmaster for posting on Dunellen Schools website

- Act as Custodian for general membership meeting sign-in sheets
- Have a copy of the approved bylaws at each meeting
- Perform all duties incident to the office of recording secretary and such other duties as may be assigned by the president or the Executive Board

Treasurer

The treasurer shall:

- Present a financial report for approval to the members at each general meeting
- Have custody of all funds of the PTO
- Have custody of all PTO Debit/Credit Cards
- Keep an accurate record of receipts and expenditures
- Pay expenditures in accordance with the approved budget
- Do NOT pay expenditures without an approved reimbursement form and/or a request in writing
- Present all requirement documentations for audit purposes and work with independent auditor.
- Prepare and file IRS and State forms with the assistance of the auditor, which includes filing the "Form 990 that is due on the 15th day of the 5th month following the end of the organization's taxable year", as stated on the IRS website, <http://www.irs.gov/Charities-&-Non-Profits/Political-Organizations/Exempt-Organization-Filing-Requirements:-Form-990-Due-Date>. In other words, IRS must receive the annual PTO Form 990 no later than January 15th.
- Be a co-signer on the PTO's accounts.
- Be responsible for the maintenance of books and records of accounts (A/P & A/R)
- Present a yearly budget proposal to the Executive Board at the summer meeting
- May release funds in accordance with Executive Board approval at a special meeting or via telephone/text/email of proxy vote

Nominations

There shall be a nominating committee composed of 2 or more members who shall be selected at the February general meeting. No member of this committee can be placed on the ballot.

- The nominating committee shall seek one (1) or more interested candidates for each office to be filled and report at the meeting in April.
- The committee shall ensure that all nominees are active members in good standing.
- Following the report of the nominating committee an opportunity shall be given for nominations from the floor during the April meeting. No nominations will be taken after the April meeting with the exception of offices with no candidates listed.
- Written or verbal consent from the nominee should be presented to the Nomination Committee chairperson at time of nomination.

Elections

- The officers of the PTO shall be elected by ballot at the May meeting; however, if there is but one nominee for each office, the election may be conducted by voice or show of hands
- A majority vote shall elect.
- Officers shall assume their official duties at the start of the meeting in June and shall serve a 1-year term.
- Officers are eligible for nomination if they have fulfilled the obligations of their office.

Vacancy

A vacancy occurring in an office shall be filled for the remainder of the term by a person elected by a majority vote of the remaining members of the Executive Board, notice of such election having been given by the secretary.

The Correspondence Secretary shall send out a notice to the general membership of the change in Executive Board members.

Removal from Office

Any officer may be removed from office by a majority vote of the Executive Board at any regular or special meeting called for that purpose, for conduct detrimental to the interests of the PTO or for failure to fulfill the obligations of their office. The officer in question shall be entitled to at least five days' written notice by certified mail of the Executive Board meeting at which the removal is to be voted upon. The officer in question shall be entitled to appear before and be heard by the Board at this meeting.

EXECUTIVE BOARD

Executive Board

The Executive Board shall be composed of the elected officers and may include the Principals of each Dunellen public school and a teacher representative from each school. All members of the Executive Board must be active members in good standing. A teacher may sit on the Executive Board with the approval of the collective teaching staff. Choice of teacher representatives will take place in May.

A majority of the regular members of the Executive Board shall constitute a quorum for the transaction of business. The officers and teacher representative(s) shall hold voting privileges.

The duties of the Executive Board are:

- To transact necessary business during the intervals between the general meetings and such other business as may be referred to by the membership or these bylaws.
- Meet in emergency situations to address intra-organization difficulties and report to the members with proposed solutions at the next general meeting.
- To create standing and special committees and approve chairpersons by a quorum vote.
- To approve the plans and work of the standing and special committees.
- To approve the yearly budget at the summer meeting and approve routine bills within the limits of the approved budget for the fiscal year.

Meetings

Regular meetings of the Executive Board shall be held prior to each monthly meeting, and at least once during the summer months. Meeting dates for the upcoming school year shall be set at the Executive Board meeting prior to the June general meeting. All Executive Board members are required to attend Board and general meetings of the PTO unless prior notice has been given to the president or vice president.

Special Meeting Vote

The President or Vice President(s) may call for special meetings or votes of the Executive Board. The purpose of the meeting or vote shall be stated in the notification. Adequate notice of all special meetings shall be given to all members of the Executive Board and, in absence of an emergency, at least 7 days in advance.

FINANCES

Budget

The Executive Board shall present to the membership at the first general membership meeting of the year a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities during the year. Any substantial deviation from the budget (greater than 10% of current budget or greater than \$200 on non-budgeted costs) must be approved in advance by the membership present at the general meeting.

Payments/Deposits

The Executive Board may authorize any officer(s) to enter into contracts or agreements for the purchase of materials or services on behalf of the PTO. The treasurer shall deposit all funds of the PTO in the bank designated by the officers and shall make disbursements as authorized by the Executive Board in accordance with the budget adopted by the membership. All deposits and/or disbursements shall be made within a maximum of seven (7) days from the receipt of the funds and/or orders of payment.

All checks, drafts and other instruments for the payment of money drawn in the name of the PTO shall require signatures of both the treasurer and the president. Only members of the Executive Board may use the PTO debit/credit card. When utilizing the PTO debit/credit card, original receipts must be obtained and turned in to the Treasurer within three (3) days from utilization. PTO treasure will act as custodian of the PTO debit/credit card.

The Executive Board shall have the report examined by an independent auditor once a year.

Financial Report

The Treasurer shall present a financial report at each general meeting of the PTO and shall prepare a final report at the close of the year. The Executive Board shall have the report examined by an informal audit committee, a minimum of two (2) times per year.

CLASSROOM COORDINATION

Team Leaders

- The Vice President / Grade Level Oversight helps to coordinate all PTO in-school activities not operated by standing committees, including but not limited to classroom activities and parties.
- The Executive Board chooses the Team Leaders.

Team Leaders' duties:

- Reports to Vice President / Grade Level Oversight.
- Meet with teacher to discuss plans for yearly activities and parties.
- Coordinate and oversee parent team.
- Coordinate classroom activities and parties.
- Attend general membership PTO meetings, or arrange for an alternate representative to attend. Team Leaders must attend a minimum of 3 meetings for the school year.
- Present a report for their class to the Vice President / Grade Level Oversight.

Parent Team Members' duties:

- Reports to the Team Leader for the classroom.
- Assist Team Leaders with in-school and classroom activities and parties.

Removal from Grade Level / Classroom Position and Duties:

Any Team Leader and Classroom Volunteer may be removed from their position and relieved of their duties by a majority vote of the Executive Board at any regular or special meeting called for that purpose, for conduct detrimental to the interests of the School, Classroom, Students or PTO or for failure to fulfill their obligations.

COMMITTEES

Standing Committees

The Executive Board, in order to promote the Goals and Objectives of the PTO, shall create standing committees that remain in operation from year to year.

The Vice President / Committee Oversight shall select and appoint the chairpersons of all standing committees and shall be an ex-officio member of all committees of the PTO. Only active members of the PTO shall be eligible to serve as a chairperson or members of the committees. The Vice President / Committee Oversight shall present for approval by the Executive Board the names of all committee chairpersons at the summer meeting. All chairpersons may only chair one committee per calendar year.

The chairperson of all committees with approved budgets shall sign off on or approve of all expenditures and/or payments to ensure the expense is within the budget before being submitted to the Treasurer for reimbursement. At the end of each school year all materials are to be handed in to the Vice President / Committee Oversight to be passed on to the next year's committee.

Book Fair & Holiday Bazaar Committees

- Each committee will have it's own chairperson who reports to the Vice President / Committee Oversight.
- Plan and Coordinate event(s).
- Responsible for delivery, starting and closing inventory, set up, clean up and pick up.
- Recruit and coordinate volunteers.
- Logs all monies daily.
- Create and distribute flyers.
- Prepare reports for general meetings.
- Submits detail financial statement and all monies collected to the Treasurer.
- Make the reservations with the Board of Education Secretary for the use of the school for book fair / holiday bazaar.

Box Tops for Education Committee

- Committee will have it's own chairperson who reports to the Vice President / Committee Oversight.
- Run contests.
- Create and distribute flyers.
- Responsible for collection and submittal of Box Tops.
- Prepare reports for general meetings.
- Submits detail financial statement and all monies collected to the Treasurer.

Cultural Arts (Assembly) Committee

- Reports to the Vice President / Committee Oversight.
- Research programs and present selections to administration.
- Arrange bookings of principal's choices.
- Make the reservations with the Board of Education Secretary for the use of the school.
- Propose budget for the following school year's assemblies prior to the June PTO meetings.

Dance/Party (Non-Classroom) Committee

(5th Grade Farwell Party; 7th & 8th Grade Winter Wonderland Dance; 8th Grade Graduation Dance)

- Reports to the president
- Grade level parents to Plan, Organize, Coordinate, Set Up and Clean Up Dance/Party
- Non-Grade level parents to chaperone and assist with refreshments and activities during dance/party
- Obtain Principal's approval on date, location and theme.
- Make the reservations with the Board of Education Secretary for the use of the school for dance/party.
- Prepare reports for the general meeting.

Family Fun Night Committee

- Reports to the Vice President / Committee Oversight.
- Research activities involving family themed nights and present selections to the Executive Board.
- Presents Family Fun Night Details approved by the Executive Board to the Principal(s).
- Arrange Family Fun Nights of Principal's choice.
- Plan, Organize and Coordinate Family Fun Nights.
- Prepare reports for the general meeting.
- Propose budget for the following school year's Family Fun Nights prior to the June PTO meetings.
- Submits detail financial statement and all monies collected to the Treasurer.
- Make the reservations with the Board of Education Secretary for the use of the school for Family Fun Nights.

Fundraising Committee

- Reports to the Vice President / Committee Oversight.
- Research fundraisers and presents selections to the Executive Board.
- Presents fundraisers approved by the Executive Board to the Principal(s).
- Arranges fundraising of Principal's choices.
- Plans, organizes and coordinates fundraising, processing order forms, assisting with product delivery and distribution of orders.
- Prepare reports for the general meeting.

- Submits detail financial statement and all monies collected to the Treasurer.
- Make the reservations with the Board of Education Secretary for the use of the school for fundraisers as appropriate.

Red Ribbon Week Committee

- Reports to the Vice President / Committee Oversight.
- Research Red Ribbon Week and present themes, contests, itinerary and gift selections to the Executive Board.
- Presents Red Ribbon Week themes, contests, itinerary and gift selections approved by the Executive Board to the Principal(s).
- Arrange Red Ribbon Week based on Principal's choices.
- Plan, Organize and Coordinate Red Ribbon Week.
- Prepare reports for the general meeting.

Scholarship Committee

- Reports to the president, who sits on the committee.
- No one may serve on the committee who has a Senior in the high school.
- The committee must consist of an odd number of members.
- No more than 7 members may be selected to sit on the scholarship committee.
- No member, other than the Chairperson, may sit on the scholarship committee for more than 2 consecutive years. Members may return to sit on the committee after a relief period consisting of a minimum of 1 year.
- Review, update and submit the PTO Scholarship Application to DHS Guidance for inclusion in the annual DHS scholarship package.
- Provide copy of current scholarship application to Correspondence Secretary.
- Review and Grade Applications
- Select students to be interviewed based on results of application review.
- Review and update Interview script/questions.
- Provide copy of current interview script/questions to Correspondence Secretary.
- Conduct student interviews and vote on students to receive scholarships.
- Advise the High School Guidance Director and specified faculty to of student(s) selected to be recipient(s) of scholarship(s) from the proceeds of the Scholarship Fund.
- Prepare a report of the students selected to the Executive Board at the conclusion of the selection process.
- Executive Board and committee members shall ensure that the names of the recipients are not made public until announced at the High School graduation.
- Propose budget for yearly scholarships.
- Make the reservations with the Board of Education Secretary for the use of the school for student interviews.

Sunshine Committee

- Reports to the Vice President / Committee Oversight.
- Responsible for any gifts or cards which the PTO gives out.
- Organizes relief/help needed by a family during a crisis/death.
- Prepare reports for the general meeting.

Teacher Appreciation Committee

- Reports to the Vice President / Committee Oversight.
- Plan luncheon for beginning of school year.
- Plan, organize and coordinate all activities for Teacher Appreciation Week in May.
- Prepare reports for the general meetings.

Bake Sale Committee

- Reports to the Vice President / Committee Oversight.
- Plan bake sales throughout the school year to raise money for each grade level to use as needed.
- Prepare reports for the general meetings.

Buoy Bucks Committee

- Reports to the Vice President / Committee Oversight.
- Arrange for buoy bucks to be cut for the teachers/staff as needed throughout the school year.
- Prepare reports for the general meetings.

Special Committees

The Executive Board, as deemed necessary, shall appoint special committees. Such committees shall be created for a specific time and/or task and shall cease to exist when that time or task has been completed.

The Vice President / Committee Oversight shall select and appoint the chairperson of all special committees and the President shall be an ex-officio member of each committee. Only active members of the PTO shall be eligible to serve as chairperson or members of committees. The Vice President / Committee Oversight shall present for approval, and no committee work shall be undertaken without the approval of the Executive Board. When the committee is disbanded all material are to be handed over to the Vice President / Committee Oversight.

Removal from Position

Any committee chairperson may be removed from their seat by a majority vote of the Executive Board at any regular or special meeting called for that purpose, for conduct detrimental to the interests of the PTO or for failure to fulfill their obligations. The Chairperson in question shall be entitled to at least five (5) days' written notice by

certified mail of the Executive Board meeting at which the removal is to be voted upon. The chairperson in question shall be entitled to appear before and be heard by the Executive Board at this meeting.

AMENDMENTS

The adoption of an amendment to these bylaws shall be done by the following procedure:

1. Any member of the PTO may propose an amendment at a general meeting. A Bylaw Committee will be formed if a 2/3rds vote of those members present find the proposal worthy of review.
2. The proposal must be submitted in writing to the Executive Board within seven (7) days of the general meeting at which it is presented.
3. The bylaw committee will meet prior to the next general membership meeting and review the validity of the amendment and make recommendations regarding its implementation.
4. The bylaw committee chairperson will address the membership at the next regularly scheduled general meeting reading both the amendment and recommendations of the committee. Questions and comments will be taken from the membership. This revision process could be repeated through as many meetings as deemed necessary until the proposed amendment is ready for vote.
5. Notice must be sent out prior to any general meeting at which a proposed amendment will be voted on. No new discussion or comments will be heard at the meeting when the vote is held. A 2/3rds vote of those members present is required to accept any amendment.

The adoption of a revised set of bylaws shall be done by the following procedure:

1. A bylaw committee will be appointed to submit a revised set of bylaws as a substitute for these bylaws by a 2/3rds vote at a meeting of the PTO, or by a 2/3rds vote of the executive board. The committee will be chaired by an officer and will be made up of no less than 5 members.
2. This committee will meet as necessary to draw up revisions.
3. The committee will send out a notice to the membership advising of the meeting at which the revised bylaws will be presented. At this meeting, the chairperson will present the bylaws and explain the revisions. Questions and comments will be taken from the membership.
4. At the next general meeting, a vote will be taken to accept the revised bylaws. The members will be notified of this vote at least seven (7) days prior to the meeting. A 2/3rds vote of those members present is required to accept the revised bylaws.

The Correspondence Secretary shall maintain a set of bylaws and have them available at all meetings.

The Correspondence Secretary shall also forward these bylaws to the webmaster for posting on the Dunellen Schools website.

Pamela Vail: President _____
 Silke Carlson: VP/Committee Oversight _____
 Nicole Moore: VP/Grade Level Oversight _____
 Gwen Perdomo: Correspondence Secretary _____
 Jessica McGarry: Recording Secretary _____
 Monique Phua: Treasurer _____
 Laurie Mann: Teacher Liaison _____