

JOHN ADAMS ELEMENTARY BYLAWS

ARTICLE I:	NAME
ARTICLE II:	PURPOSE STATEMENT
ARTICLE III:	POLICIES
ARTICLE IV:	MEMBERSHIP
ARTICLE V:	THE EXECUTIVE BOARD
ARTICLE VI:	DUTIES
ARTICLE VII:	MEETINGS
ARTICLE VIII:	TERMS OF SERVICE
ARTICLE IX:	VOTING PRIVILAGES
ARTICLE X:	FINANCES
ARTICLE XI:	NOMINATIONS AND ELECTIONS
ARTICLE XII:	AMENDMENT OF BYLAWS

ARTICLE I: NAME

The name and location of this organization shall be known as John Adams Parent Teacher Organization (PTO), 1450 Redmond Street, North Brunswick, New Jersey.

ARTICLE II: PURPOSE STATEMENT

The relationships within the John Adams Community, which includes students, teachers, staff, parents, and patrons, are a vital influence on the success of our children's futures. Therefore, our purpose is to foster a sense of support, pride and enthusiasm; to encourage parent and public involvement in the North Brunswick Township School District; and to bring into closer relation the home and the school, that the parents and teachers may cooperate intelligently in the education of children and youth. This organization shall provide service for school functions, engage in fundraising projects, encourage parent, teacher, and community involvement, and cooperate with school administration in providing educational opportunities.

ARTICLE III: POLICIES

1. The organization is organized exclusively for charitable and educational purposes.
2. The organization should be noncommercial, nonsectarian, and nonpartisan.
3. The name of the organization 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 promotion of the Objects of the organization.
4. The organization shall not, directly or indirectly, participate or intervene 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 in attempting to influence legislation by propaganda or otherwise.
5. Notwithstanding any other provisions of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an organization, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code.

6. Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of this PTO, the remaining assets shall be distributed to John Adams Elementary School.

ARTICLE IV: MEMBERSHIP

SECTION I: John Adams PTO Members shall be:

1. All parents, stepparents, and/or guardians of students.
2. All John Adams teachers, administrators and support staff.

SECTION II: Voting Members shall be:

1. All regular members who are in good standing shall be designated as voting members.
2. Voting Members shall have the right to vote on all issues before the organization, to elect officers, and to hold office.

SECTION III: The executive board shall establish dues, if any, for members. If dues are charged, a member must have paid his or her dues to be considered a member with voting rights.

ARTICLE V: THE EXECUTIVE BOARD

SECTION I: The Executive Board shall consist of the following elected officers to minimally include a President, Vice President – Events, Vice President- Fundraising, Corresponding Secretary, Recording Secretary, Treasurer, and Teacher Representative.

ARTICLE VI: DUTIES

SECTION I: Duties of the Executive Board

1. The Board shall establish the objectives of the organization and determine the policy for the development of the objectives.
2. The Board has the authority to reassign specific job duties as required.
3. No member shall hold more than one office at a time.
4. No member shall serve more than two (2) consecutive terms in the same office unless there are no other candidates for that position.
5. To create standing committees and to appoint chairpersons.
6. To approve the plans of work of the committees chairperson.
7. To transact necessary business in the intervals between meetings.
8. Put together a yearly budget to be approved. To work from that budget to pay the bills.
9. Special meetings of the Executive Board may be called by the President or by any member of the Board if needed.
10. Hold monthly Executive Board meetings throughout the school calendar.
11. Hold a minimum of 6 monthly general member meetings throughout the school calendar.
12. Removal of position is possible if said person has not performed his/her duties.
13. Appoint new board members if and when the need arises.
14. Get the school principal's approval. The school principal needs to be made aware of planned activities. He/ She may or may not approve an activity if they deem it not in the best interest of the school. Any material such as newsletters, activity information, etc., that is to be sent home with the children needs prior approval of the principal or his/her designee.

SECTION II: Duties of the President

1. Shall preside at all regular, special, and Executive board meetings. Communicate with a Vice President if unable to attend.
2. Coordinate the work of the officers and committees in order that the objectives may be accomplished.
3. Serve as an authorized signatory of all PTO checks.
4. Shall cast the deciding vote in case of a tie at all board and membership meetings, otherwise is not able to vote.
5. Execute decisions of the Executive Board.
6. Serve as primary contact for the principal.

SECTION III: Duties of the Vice President - Events

1. Attend PTO meetings. Communicate with President if unable to attend.
2. Acts as aide to the President
3. Perform duties of the President in the absence or inability of that officer to serve.
4. Should the President be unable to complete his/her term, the Vice President-Events could assume the office of President after board vote.
5. Serve as contact person/oversee PTO sponsored events.

SECTION IV: Duties of the Vice President - Fundraising

1. Attend PTO meetings. Communicate with President if unable to attend.
2. Acts as aide to the President
3. Perform duties of the President in the absence or inability of that officer to serve.
4. Should the President be unable to complete his/her term, the Vice President-Fundraising could assume the office of President after board vote.
5. Serve as contact person/oversee PTO sponsored fundraisers.

SECTION V: Duties of the Corresponding Secretary

1. Attend PTO meetings. Communicate with President if unable to attend.
2. Update school bulletin board.
3. Check PTO email, regular mail and voicemail and distribute information accordingly.
4. Send and receive all correspondence through email and regular mail.
5. Relay all received and sent PTO correspondence to general assembly at monthly meetings.

SECTION VI: Duties of the Recording Secretary

1. Attend PTO meetings and record the official minutes. Communicate with President if unable to attend.
2. Publish and distribute a summary of the minutes at next PTO meeting.
3. In the event the President and Vice President are unable to attend a meeting the Corresponding Secretary will preside.
4. Serve as an authorized signatory of all PTO checks.
5. Distribute the By-Laws to all board members and other interested parties.
6. Other miscellaneous typing.
7. Keep a log of attendance for the meetings.

SECTION VII: Duties of the Treasurer

1. Attend PTO meetings. Communicate with President if unable to attend.
2. Serve as an authorized signatory on all PTO accounts.
3. Maintain accounts.
4. Keep an accurate record of receipts and expenditures
5. Present a financial statement at each PTO meeting.
6. All payments, reimbursements and deposits made within 30 days or sooner.
7. Provide books to be audited annually by an auditing committee of three (3). The books shall be turned over to the Treasurer with a signed statement that the books are in order.
8. Place all monies in a depository appointed and approved by the Executive Board.
9. Work with the Board to put together a yearly Budget and present it at the monthly PTO meetings.

SECTION VIII: Duties of Teacher Representative

1. Attend PTO meetings. Communicate with President if unable to attend.
2. Serve as liaison between teachers, school staff and PTO members.
3. Report PTO Executive Board decisions and information back to teachers and school staff.

ARTICLE VII: MEETINGS

SECTION I: There will be a minimum of six (6) monthly general meetings throughout the school calendar. The time and place of the meetings shall be announced on the district calendar.

SECTION II: Additional meetings of the organization may be called, either by vote of the Executive Board or by petition of the members. Special meetings may be called by the President or by any two or more members of the board. The time and place of all Special Meetings shall be announced at least seven (7) days prior to the meeting, except in the case of an emergency.

SECTION III: There will be monthly Executive Board meetings. The time and place of the meetings shall be announced to the Executive Board.

SECTION IV: General meetings shall last no longer than 1 hour. Unfinished business will carry over to the next meeting.

SECTION V: Three (3) Board members and six (6) members present at any meeting shall constitute a quorum for the transaction of business of the organization.

SECTION VI: In the event of bad weather, meetings may be canceled and rescheduled at the discretion of the Executive Board.

ARTICLE VIII: TERMS OF SERVICE

SECTION I: Each officer shall serve a term of two school years. No member shall serve more than two (2) consecutive terms in the same office unless there are no other candidates for that position. The term of the office shall end the last meeting of the school year. The new officers shall begin their term immediately thereafter.

SECTION II: Immediately following the election, the newly elected officer shall begin working in tandem with the outgoing officer until the completion of the outgoing officer's term. Only the outgoing officer shall have voting authority during this period of transition.

SECTION III: Removal from office: The removal of any officer shall be for gross incompetence, intentional neglect, misconduct, or failing to meet the clearances required by the school. An officer may be removed from office if absent from three (3) consecutive meetings, or by a majority vote of the membership for failure to fulfill the duties of their office. A special meeting will be held to answer the complaint.

SECTION IV: Vacancies: Any vacancy in office due to death, resignation, removal, or inability to serve shall be filled by Executive Board appointment. However, should a vacancy occur in the office of President, the Vice President-Events or Vice President - Fundraising shall assume the office of President after Executive Board vote.

SECTION V: Offices not renewing their terms must make it known to the Board and general membership no later than March.

ARTICLE IX: VOTING PRIVILEGES

SECTION I: All members who are in good standing (see Article IV) shall be designated as "voting" members. Voting Members shall have the right to vote on all issues before the organization, to elect officers, and to hold office.

SECTION II: President shall vote only in the case of a tie in a vote of the Executive Board or the organization.

SECTION III: All members will have one vote and must be present to vote.

ARTICLE X: FINANCES

SECTION I: A budget of anticipated revenue and expenses for the year shall be presented to the organization at the beginning of the school year. This budget shall be used as a guide for the activities taking place during the year. Any substantial deviation from the budget must be approved in advance by the organization. A substantial deviation is defined as an item that is not already included in a budgeted category or an expenditure that exceeds the budgeted amount by more than \$200.

SECTION II: The Treasurer shall keep accurate records of any disbursements, income, and bank account information. All deposits and/or disbursements shall be made within a maximum of thirty (30) days from the receipt of the funds and/or orders of payments.

SECTION III: The Treasurer shall present a financial report at each General Meeting of the organization and shall prepare a final report at the close of the school year. An auditing committee shall examine the reports and the accounts annually.

SECTION IV: No loans shall be made by the organization to its officers and/or members.

SECTION V: Upon agreement of the Executive Committee or at a regular meeting, any officer or officers may enter into contracts or agreements for the purchase of materials or services on behalf of the organization.

SECTION VI: Two authorized signatures shall be required on each check. Authorized signers shall be the president, recording secretary, and treasurer.

SECTION VII: No reimbursements will be made without valid receipts.

SECTION VIII: No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for the services rendered.

SECTION IX: No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

SECTION X: The fiscal year shall be July 1 to June 30.

SECTION XI: Dissolution: Upon the dissolution of the organization, any remaining funds should be used to pay outstanding bills, and with membership's approval, spent for the benefit of the John Adams Elementary School.

ARTICLE XI: NOMINATIONS AND ELECTIONS

SECTION I: A letter of intent to run for office must be submitted to the Executive Board 30 days prior to the May meeting.

SECTION II: The voting members present shall elect officers at the May meeting of the organization.

SECTION III: There will be a ballot vote if there is more than one candidate for any office. If there is only one candidate for any office, by motion from the floor, the election for that office may be by a show of hands. All candidates will leave the room and wait in the office so that the voting may take place.

SECTION IV: A majority of the votes cast by the Voting Members shall be necessary for election. Should no person receive a majority of the votes cast, a run off between the two (2) who received the largest number of votes shall be immediately held.

ARTICLE XII: AMENDMENT OF BYLAWS

SECTION I: These bylaws can be amended at any General Membership Meeting of the John Adams PTO by a two-thirds majority vote of the members in attendance. Notice shall be given at least two weeks prior to the meeting.

SECTION II: These bylaws may be reviewed and/or revised by the Executive Board as necessary to meet changing conditions in the school and community and brought to a vote of the General Membership.

These Bylaws were approved by the John Adams Elementary Parent Teacher Organization (PTO) during their General meeting held on September 21, 2010 and are now effective.