

ARTICLE I: NAME

The name of this organization is **GRANDVIEW PTO**. The Grandview PTO has the authority from the Board of Education to raise funds for the benefit of children at Grandview Elementary School in Piscataway, NJ.

ARTICLE II: PURPOSE AND DESCRIPTION

Section 1: PURPOSE - The purpose of the Grandview PTO is to enhance and support the educational experience at our school, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at our school through volunteer, academic, and financial support.

Section 2: DESCRIPTION - The PTO is organized exclusively for charitable, scientific, literary or educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code or corresponding section of any future Federal tax code.

ARTICLE III: POLICIES

Section 1. The organization shall be non-commercial, non-sectarian, non-partisan and non-profit. It shall not endorse a commercial enterprise or candidate.

Section 2. The organization shall be supportive of the educational program and shall be developed through volunteer services, supplemental educational activities and fundraising projects.

Section 3. The organization shall seek neither to direct the administrative activities of the school, nor control its policies.

Section 4. The organization may cooperate with other organizations and agencies active in child education and welfare, such as conference groups, PTOs/PTAs, or coordinating councils, provided its representatives make no commitments that bind the group it represents.

Section 5. No profits shall proceed to any officer or member of the organization.

Section 6. All money raised through fund raising shall be used to enhance student educational and social experiences and provide support to faculty and staff.

ARTICLE IV: MEMBERSHIP AND DUES

Section 1. Every individual who is a member of the Grandview PTO is entitled to all benefits of membership.

Section 2. Membership in Grandview PTO shall be open without discrimination to all parents, legal guardians, faculty and staff within the Grandview Elementary School community.

Section 3. The Grandview PTO shall conduct an annual enrollment of members but may admit individuals to membership at any time.

Section 4. Each member shall pay annual dues to the Grandview PTO as prescribed.

Section 5. Members in good standing of the Grandview PTO are those who abide by the current bylaws and who have paid current dues.

Section 6. Members in good standing are entitled to discounts whenever offered at PTO sponsored events.

Section 7. The PTO membership year shall be from September 1 through August 31.

ARTICLE V: OFFICERS

Section 1. The officers of the Grandview PTO shall include one (1) president, one (1) vice president, one (1) secretary, ~~and~~ one (1) treasurer, one (1) financial secretary and one (1) teacher liaison. All executive board members must be members.

Section 2. Officers shall be elected by an open slate ballot at a general membership meeting biannually before the second week of June. Term of office shall be two (2) years.

Section 3. If an executive board member resigns during the school year, the executive board will hold a special election within 10 days of written notification.

Section 4. When there is but one candidate for an executive board position, the ballot for that position may be dispensed with an election held by open floor nomination and vote.

Section 5. The following provisions shall govern the qualification and eligibility of individuals to be executive board members of the Grandview PTO:

- A) A member cannot be an officer if their child is no longer a student at Grandview Elementary School.
- B) Officers shall assume their official duties effective July 1.
- C) Installation of Officers: The Executive Board shall convene a meeting designed for the installation of new officers, following the bi-annual elections, but prior to the close of the school year. Outgoing officers, officers-elect, and the Administrator of the Grandview Elementary School shall be notified of this meeting by the outgoing secretary. This meeting shall take place within 10 calendar days after the election.
- D) The outgoing President shall turn over the bylaws and records of the organization to the President-elect. At this meeting, the newly elected officers become the official Executive Board for the organization for the next school year. The outgoing Executive Board member(s) shall act in an advisory role until June 30.

Section 9. Nominations:

- A) Ten (10) days prior to our voting meeting, a nomination form will be sent home to all parents.
- B) Nominations may be made at the meeting before the vote.
- C) Any member of the organization may nominate him or herself for an executive board position.

ARTICLE VI: DUTIES OF OFFICERS

Section 1. President:

Meetings, Committees and Activities: The President will preside at all meetings of the organization. They shall preside at all meetings of the Executive Board. S/he shall represent the Grandview PTO at the Piscataway Board of Education or any other town or district meetings where requested to do so. S/he shall create committees with the approval of the Executive Board and appoint a chairperson or co-chairpersons for each committee for a one year term. They serve as ex-officio members of all committees. As chief executive of the organization, the President shall be responsible to perform the

necessary duties that are needed for the benefit of the PTO. S/he shall receive written reports and make reports available to new officers and committee chairpersons, and oversee all standing committees.

The President shall keep in constant communication with the Executive Board members and with the chairpersons of committees. In the event of the absence of the President at a general meeting, the Vice President shall chair the meeting. The President will meet with the school's principal to ensure the PTO's goals and activities are aligned with the needs of the school.

Financial: The President shall coordinate the preparation of the annual budget in cooperation with the Treasurer and other members of the Executive Board. The President shall be co-signer on the Grandview PTO bank account(s). If, for any reason, the Treasurer is unable to pay expenditures for budgeted PTO activities or for the expenditures approved by a majority vote of the PTO at a regular or special meeting, the President shall have the authority to do so.

Section 2. Vice President:

The Vice President shall be prepared to perform any or all of the duties of the President in the absence of the President, or when called upon to do so. They shall also vote to approve the Chairpersons of all Standing Committees, perform as the liaison for the Room Parents to the PTO Executive Board and notify room coordinators of upcoming PTO meetings and encourage them to attend, oversee the PTO's involvement in Kindergarten welcome activities, be responsible for the upkeep and year-to-date development of the Teacher Collage, and submit a newsletter report on room coordinator representation for each edition.

Section 3. Secretary

The Secretary shall record the minutes of all general meetings. The Secretary shall handle the correspondence required by the PTO, or as directed by the President and/or Executive Board. The Secretary shall perform such other duties as may be delegated to him/her.

Section 4. Treasurer

The Treasurer shall receive all monies of the PTO, shall be responsible for the timely receipt and deposit of all funds, shall pay out funds only as authorized by the PTO and/or Executive Board, and complete any duties not able to be performed by the Financial Secretary. The Treasurer shall assure that at least 2 board members are co-signatories on all PTO bank accounts. (Refer to Article X: Finances, Section 11). The Treasurer shall present a statement of account at every executive and general PTO meeting and submit a full report in June and at Executive Board meetings. The Treasurer shall be responsible for assisting the elected successor with the preparation of the following year's budget. The Treasurer will facilitate an annual audit and complete and file necessary paperwork. The Treasurer must make available the budget and receipt books at any time for review by the President.

Section 5. Financial Secretary

The Financial Secretary shall keep an accurate record of receipts and expenditures of the PTO, shall be responsible for bank reconciliation on a monthly basis, work with the Treasurer on the monthly financial reports, and complete any duties not able to be performed by the Treasurer.

Section 6. Teacher Liaison

The Teacher Liaison shall coordinate communications for the teaching staff to the PTO Executive Board and vice versa. The Teacher Liaison will attend all Executive and General Board meetings when available.

Section 7. All officers shall deliver to their successors all official material within seven (7) calendar days following the election of their successor.

ARTICLE VII: EXECUTIVE BOARD

Section 1. Composition of the executive board:

- A) The President, Vice President, Secretary, Treasurer, Financial Secretary, Teacher Liaison and Principal of Grandview Elementary School (or their designee) shall compose the Executive Board.
- B) The members of the executive board will serve until their successors are elected.
- C) A majority of those serving shall constitute a quorum at an Executive Board meeting.

Section 2. The duties of the executive board shall be:

- A) To transact necessary business in the intervals between organization meetings.
- B) To approve the plans of work of the standing committees.
- C) To present a report at all regular meetings of the Grandview PTO.
- D) To approve the appointment of an auditor or an auditing committee to audit the treasurer's accounts.
- E) Submit for adoption to the Grandview PTO, a budget for the fiscal year.
- F) To approve routine expenditures within the limits of the budget.

ARTICLE VIII: MEETINGS

Section 1. General membership meetings:

- A) At least four (4) general membership meetings shall be held during the school year.
- B) Seven (7) days notice shall be given prior to changing the date of a general membership meeting.
- C) Special general membership meetings may be called by the executive board with ten (10) days' notice. The purpose of the meeting will be stated in the notice.
- D) The annual general membership meeting for the purpose of the budget presentation shall be the first general meeting of the year.
- E) Fifty-one (51) percent of the members in attendance shall constitute a quorum for the transaction of business in a general membership meeting.
- F) The privilege of holding office, including motions, debating, and voting shall be limited to members whose current dues are paid.

ARTICLE IX: DISCIPLINE

Section 1. Charges of professional dishonesty, working against the principles and purposes of the organization and/or injuring the professional standing of another member, may be filed in a written statement, signed by five members in good standing, and submitted to the Executive Board.

Section 2. The accused member shall be notified in writing of all allegations, and shall have the privilege of being present at a special or regular meeting of the Executive Board, at which time the charges will be considered.

ARTICLE X: FINANCES

Section 1. Annual dues are to be set each year by the Executive Board. Each year the dues amount will be set within this limit by the Executive Board at the annual meeting in June.

Section 2. The fiscal year of the organization shall extend from July 1 through June 30.

Section 3. The Treasurer shall produce detailed profit and loss statements monthly to the Executive Board with supporting documentation as prescribed by the Grandview PTO policy. The summary profit and loss statements shall be made available to the general membership via the PTO website and via hard copy at every general meeting.

Section 4. At the June meeting, a tentative budget shall be submitted by the Treasurer for approval by the membership. This budget shall be finalized after the close of the fiscal year and receive final approval at the June meeting.

Section 5. The organization's Federal, State and Local Tax forms are to be sent via registered mail, or by whatever means designated by the IRS, and that fact is to be noted by the Treasurer. Copies of these documents must be kept by the organization for at least three (3) years.

Section 6. It shall be the perpetual responsibility of the Board to ensure that the financial records of the organization are complete, accurate and current.

Section 7. The organization reserves the right to form an auditing committee to review the financial records of the organization at any time it deems appropriate.

Section 8. The financial transactions resulting from actions by any individual, officer, committee, or as a function for Board activities shall be recorded in writing. This report shall clearly identify all receipts and disbursements, itemized by cash or check amounts and concise descriptions.

Section 9. Disbursements over \$50.00 must be approved by the Executive Board via an Executive Board meeting.

Section 10. Disbursements \$50.00 or less must be verbally approved by the President and Vice President. Disbursements of this nature must still have written documentation to substantiate the expense.

Section 11. All checks must be signed by two parties. One party must be the President or Vice President with the secondary signature being the treasurer.

- A) If the Treasurer is unable to sign, then the Secretary or Financial Secretary, with approval from the President, will be able to sign. In one example, the two signators would be the Vice President and Financial Secretary.

ARTICLE XI: CONFIDENTIALITY

All officers and members of the Grandview PTO are required to abide by the confidentiality policies outlined in the Piscataway Public Schools Board Of Education (BOE) policies. BOE Policy defines what student information is protected. It is the goal of the Grandview PTO to respect all student information and to maintain a high degree of integrity with students, parents, staff and administration.

Any written, spoken or otherwise translated 'protected' information, without proper consent, is a breach of the BOE policy and the Grandview PTO Bylaws and should not occur.

Violations of this policy can result in disciplinary action as per Article IX.

ARTICLE XII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the Grandview PTO in cases in which they are applicable.

ARTICLE XIII: DISSOLUTION

In the event of the dissolution of the organization, the net assets after payment of debts will proceed directly to Grandview Elementary School, or in the event that the school is no longer operating to the Piscataway BOE.

ARTICLE XIV: AMENDMENTS

These bylaws may be amended at any regular Grandview PTO meeting by two-thirds of the members in attendance and providing that notice of the proposed amendment has been given at least ten (10) days prior to the meeting in which action is to be taken.