

Pine Grove Manor School
P.T.O. By-Laws
2010-2011

Article I **Name and Organization**

The name of this organization is the Pine Grove Manor School Parent Teacher Organization **Incorporated** (PGM-PTO). The organization exists as a nonprofit organization of its members.

Article II **Purposes**

1. To encourage enthusiastic interest in the school and the welfare of its students and staff.
2. To lend support to the students and staff in providing additional educational, cultural and community experiences.
3. To encourage communication and understanding between teachers and parents.
4. To encourage parental involvement in the educational process.

Article III **Membership and Dues**

Membership in this organization shall be open to all parents/guardians and staff members of the Pine Grove Manor School community. Membership is per physical household, one membership fee is to cover the occupants living at the same address; each member however is entitled to one vote. A \$5.00 annual membership fee will be collected and used for carrying out the purposes of the organization. Members registered after January 31 are not entitled to vote in the election of officers for the upcoming school year, this is not to include parents/guardians of new students or staff members entering PGM after January 31. **Membership will be effective from September until August of the following year.**

Article IV **Officers – Their Election, Installation or Removal**

All business of this organization shall be managed by an executive board consisting of the following elected officers and non-elected members:

1. President, (non-voting, unless in the event of a tie)
2. Vice President of Daytime Programs,
3. Vice President of Fundraising,
4. Secretary,
5. Treasurer,
6. Chairpersons of all standing & special committees,
7. Principal
8. Teacher Representative, and
9. Such other personnel as the board may designate.

The executive board shall not have more than 50% of its voting members deriving income from the Franklin Township Board of Education. All offices and chairs may be held jointly.

Due to possible conflict of interest no member of the Board of Education shall hold a position of this organization.

Vacancies which occur during the course of the year in elected positions will be voted on as per "Urgent Business", see Article V. If necessary the president can appoint an acting officer until a vote can be taken.

Removal of Executive Board Officers and Non-Elected Officers:

An elected officer may be removed from office for any of the following reasons:

1. Having two or more unexcused absences from general or PTO Board meetings in any one academic year, as determined by records of the meetings;
or
2. Failure to satisfactorily perform duties as described in Article VI or for misconduct that adversely affects the PGM community and/or the PTO

Removal of an officer shall be subject to majority vote of other Board members. A non-elected officer may be removed for failure to satisfactorily perform duties relating to the program or activity to which he/she is assigned, or for misconduct that adversely affects the PGM community and/or the PTO. Removal shall be subject to a majority vote of Board members

Article V

Voting, Quorum

At a General Business meeting a quorum shall consist of a simple majority (half plus one) of the members present. All dues paying members present at a General Business meeting, at which a quorum is met, can vote on matters brought before the board.

Outside a General Business meeting a quorum shall consist of a simple majority of any elected officials and standing committee chairs. Urgent business that arises between General Business meetings can be voted on by telephone or preferably email, to have a written record. An attempt must be made to contact all elected officials and chairpersons for their vote. A Chairperson whose area of responsibility is affected by such a vote can insist that the vote be postponed to the next General Business meeting so that a full discussion can occur prior to the vote. A record of who has voted and the vote tally must be made and reported by the recording secretary at the next General Business meeting. This record will be appended to the previous General meeting minutes.

All voting shall be done according to Robert's Rules of Order. All voting may be by voice or show of hands unless the majority of those present wish to vote by ballot. The president will vote only to break a tie.

Voting on the officers for the following year will take place at the May meeting of the organization. **Once the vote has been taken and recorded by the secretary, the new board members will take over immediately.**

In no later than March, the Nominating Committee chair shall form a nominating committee (consisting of a minimum of two members) to solicit volunteers for positions on the board. **The Nominating Committee can be any member who is a paid member. However, they cannot run for a board position nor can anyone in their immediate family. However, if no one comes forward to run the Committee then the current board reserves the right to do so.** Nominations must be presented to the board in **verbally or in** writing at its May meeting. Nominations from the floor will be accepted at the May General Meeting. All persons nominated must have given their consent prior to nomination. The membership must be notified in writing one week prior to the date of the election as to the candidates and the time and place of the election. Election of officers will be by general vote.

All books, records, supplies or other materials necessary for the new board to conduct the business of the organization shall be surrendered to the new president by July 1st.

The principal of the school shall act as an advisor to the board and representative of the school district.

The faculty shall be represented by a teacher(s) who will act as a liaison(s) between P.T.O. and staff keeping both bodies apprised of all activities and pertinent information which may be disseminated or upon which action might be taken. The teacher representative(s) is responsible for collecting PGM-PTO dues from staff.

Article VI **Meetings Schedule**

There will be a General Business meeting at least six times a year between September and June to:

1. conduct the organization's business,
2. prepare and submit to the membership a budget for the organization,
3. approve unbudgeted expenditures,
4. appoint a bookkeeper or committee to examine the books of the organization,
5. create standing and special committees, and
6. approve plans and work of standing and special committees.

There shall be at least six business meetings each year. The dates for these meetings will be entered into the school calendar as requested by the Township administration, generally, June of the prior school year. Meetings are held the second Tuesday of each month, unless cancelled, as per school or Township request. Additional meetings shall be held whenever deemed necessary by the executive board and shall be published to the membership one week in advance of the meeting. Excepted contact methods include flyers home with the students, email or telephone blast.

Article VII **Duties of Officers**

President shall preside at all membership meetings; prepare agendas; represent the school on the Presidents' Council; act as a liaison between the building administrator and the PTO; see that all books, reports and certificates as needed are properly kept or filed; have the power to sign checks or drafts along with the Treasurer; and in conjunction with the Budget Committee and the Treasurer prepare the budget. **The President must go online to update the officer information for our State license after accepting the position (By July, \$25.00 fee for changes).**

Vice President of Fundraising shall be in charge of raising funds and overseeing the activities of the chairpersons for the individual fundraisers, Also shall act as aide to the president, performing the duties of the president in the absence or inability of the president to serve.

Vice President of Daytime Programs shall be in charge of programs and assemblies; shall act as aide to the president and, second to the Vice President of Fundraising, performing the duties of the president in the absence or inability of the Vice President of Fundraising.

The Secretary shall keep the minutes and records of the organization; distribute minutes to the membership at subsequent meetings and to elected officials and chairpersons who are absent. The Secretary shall serve all notices to members of the organization; present to the membership any communication addressed to the Secretary; and attend to all gift purchases and correspondence of the organization, maintain By-Laws and membership records.

The Treasurer shall be responsible for the monies of the organization; maintain all financial records; pay all bills; submit monthly written reports on the finances of the organization; and in conjunction with the Budget Committee and the President prepare a budget for the organization. **The Treasurer will also rectify all books at the end of every month with another member of the board. Must be willing to show the books to any paid PTO member when asked. Treasurer has to file an annual report with the State of New Jersey, yearly. This report is \$25.00 and is due December of each year. Also, no checks may be made out to the Treasurer unless the board is notified and the President signs off on the paperwork.**

Carbon copies of all forms

- **Deposit/withdrawal slips**
- **Checks**
- **Deposit slips we fill out**
- **Requests for money forms**

2-3 people will handle records

- **One person does data entry of all transactions and writes checks out**
- **One person will take money to bank. It will be given to her directly from the VP of fundraising or chairperson who raised the money.**
- **One person will help treasurer rectify bank statements each month.**

Requests to do a deposit

- **One copy to treasurer**
- **One copy to person who gave them the money**
- **One copy goes to file for monthly reconciliation**

Requests for check pmt

- **One copy to treasurer**
- **One copy to person who requested it.**
- **One copy goes to file for monthly reconciliation**

Chairpersons shall be responsible for all of the monies budgeted to their accounts; initial all expense reports charging expenses to their accounts; report on their activities to the membership at General Meetings; and maintain a written account of the manner in which their duties have been carried out, this record which will become a part of the official organization's records should include: costs, contacts, timings, committee members, publicity and any recommendations for improving same in the future. **Any monies collected should be given to either the President or VP of fundraising to be verified and then given to person to take to the bank.**

Article VIII **Fiscal Year Procedures**

The fiscal year of the organization shall run July 1st to June 30th.

The books will be audited once per year in June.

At the June meeting the outgoing Treasurer and President will provide a final financial statement and surrender the checkbook and unexamined books to the new President who will have the books examined. The examiner is to receive only the current receipts, bills, cancelled checks, bank statements, and ledger sheets pertaining to the previous fiscal year.

The examination may be conducted by a committee of at least two people or a paid auditor. Members of the outgoing board or the incoming board, may not serve on the examining committee nor may the members of their family.

Article IX **Amendments**

These by-laws may be altered, amended, repealed or added to by an affirmative vote of not less than two-thirds of the membership present and voting, provided that notice of the proposed amendments shall be given at a previous meeting or in writing one week prior to the meeting.

Article X Open Session of the Board

Any non-member may attend a General Business meeting of the board and participate in discussion; however, non-members may not vote on PTO business.

Article XI Expenditure of Funds

In keeping with the purposes of our organization, funds are intended for the benefit of the children of Pine Grove Manor School and should be used in that capacity. However, there will be occasions when the PGM-PTO would like to acknowledge various significant events which may involve the expenditure of funds. Amounts will be determined by motion and majority vote.

The President has the authority to spend up to \$100.00, per incident, without seeking approval from the entire board. All other expenditures must be authorized as per Expenditure of Funds procedures.

No blank checks will be issued by the Treasurer or the President of the organization.

Expense reports must be submitted to the Treasurer within two weeks of incurring the expense.

PTO board policy for handling bounced checks is as follows: The check amount plus the current bank service charge must be remitted in a cashier's check, money order or as cash. **We will not accept another check from the offending party. We reserve the right not to accept checks from any individual.**

The person who is designated to deposit the money must have it deposited within 10 days of receiving the money.