

BYLAWS
OF
WARETOWN PTO

ARTICLE I - NAME, DESCRIPTION, & PURPOSE

Section 1: NAME - The name of this organization shall be Waretown PTO. The organization supports the Ocean Township School District in Waretown, New Jersey, including Waretown Elementary School and Frederic A. Priff Elementary School.

The primary address shall be Frederic A. Priff Elementary School, 139 Wells Mills Road, Waretown, NJ 08758. The secondary address shall be Waretown Elementary School, 64 Railroad Avenue, Waretown, NJ 08758.

Section 2: DESCRIPTION - Waretown PTO is a nonprofit 501(c)3 organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)3 of the Internal Revenue Code.

Section 3: PURPOSE - The purpose of Waretown PTO is to support and enhance the educational experience in the Ocean Township School District and to develop a closer connection between school and home by encouraging family involvement, supporting teachers and staff, and providing volunteer and financial support to improve the school community.

Section 4: RESTRICTIONS -

1. No part of the net earnings of the organization shall benefit any member, officer, or private individual, except for reasonable compensation for services rendered in furtherance of the organization's purpose.
2. The organization shall not participate in political campaigns or engage in substantial legislative activities.
3. The organization shall operate only in ways permitted for organizations exempt under Section 501(c)(3) of the Internal Revenue Code and eligible to receive tax-deductible contributions under Section 170(c)(2).

ARTICLE II: MEMBERSHIP

Membership shall be open to all individuals upon submission of a membership form and payment of annual dues.

Annual dues shall be \$5 per person, and membership shall be valid for one school year, from September through June. All membership funds shall support school-related programs and activities. Members in good standing may vote at general PTO meetings, with one vote per household.

ARTICLE III: EXECUTIVE BOARD OFFICERS AND COMMITTEES

Section 1: EXECUTIVE BOARD OFFICERS - The Executive Board shall consist of the following officers: President, Secretary, Treasurer, Head of Fundraising, and Head of Programs, and Head of Communications and Membership.

The superintendent of Waretown Elementary School and Frederic A. Priff Elementary School shall serve as a voting member of the Executive Board. Their vote shall be used only in the event of a tie vote.

President - The President shall preside over all general and Executive Board meetings and serve as the primary liaison to school principals and district administration. The President shall act as the official representative of the PTO and oversee the work of all officers and committees to ensure the organization's purpose is fulfilled.

Secretary - The Secretary shall record and distribute minutes of all official PTO meetings, prepare agendas for official PTO meetings, hold historical records for the PTO, and ensure a current copy of the bylaws is available.

Treasurer - The Treasurer shall serve as custodian of the PTO's finances, collect revenue, pay authorized expenses, report financial activity every month, present financial report at PTO meetings, prepare a year-end financial report, facilitate an annual audit, and hold all financial records. The Treasurer shall also be responsible for required filings and renewals, including but not limited to tax filings, gaming license renewal, insurance, and maintaining the organization's 501(c)(3) status and ST-5 certification.

Head of Fundraising - The Head of Fundraising shall oversee, coordinate, and execute all PTO fundraising activities throughout the school year. This role provides leadership for planning, organizing, and managing fundraising efforts to support PTO programs and school initiatives.

Head of Programs - The Head of Programs shall plan, coordinate, and oversee student enrichment programs and PTO events, including but not limited to dances, holiday events, family events, social events, and other school-wide activities.

Head of Communications and Membership – The Head of Communications and Membership shall be responsible for managing all PTO communications and marketing, including emails,

website updates, social media, and bulletin boards. This role shall also coordinate with the school newsletter (Mariner) and oversee membership recruitment, retention, and engagement efforts.

Section 2: EXECUTIVE BOARD DUTIES – Develop the PTO’s annual budget, establish fundraisers to support the budget, establish and oversee committees to conduct the work of the PTO,

Section 3: COMMITTEES - The Executive Board may establish standing and ad hoc committees as needed to support the objectives of the organization. Committees may be created, modified, or dissolved at the discretion of the Executive Board.

Hospitality - The Hospitality Committee shall plan, organize, and execute PTO hospitality events and activities throughout the school year. The Hospitality Committee Chair must have availability during school hours to fulfill these responsibilities.

Sunshine Committee - The Sunshine Committee shall coordinate expressions of appreciation and support for faculty and staff, including birthday cards, congratulatory cards for births and weddings, retirement gifts, and condolence cards. Coordination will be done in consultation with school secretaries.

Program Committee - The Program Committee shall support the Head of Programs to assist in the planning, coordination, and execution of educational and enrichment activities programs and PTO events, including but not limited to dances, holiday events, family events, social events, and other school-wide activities.

Fundraising Committee – The Fundraising Committee shall support the Head of Fundraising in the planning, organization, and execution of fundraising activities throughout the school year, including the annual auction.

Teacher Liaison Committee - The Teacher Liaison Committee shall serve as a communication link between faculty and the PTO. The committee shall gather input from teachers regarding needs, concerns, and suggestions, and communicate relevant PTO information back to faculty. The committee shall also support collaboration between teachers and the PTO to enhance school programs and initiatives.

Additional committees may be established or dissolved as needed at the discretion of the Executive Board.

Section 4: TERM OF OFFICE - Executive Board officers shall serve three-year terms. Committee Members shall serve two-year terms. All terms shall run from July 1 through June 30. There shall be no limit on the number of terms an individual may serve. Officers completing a term may be asked to serve in an advisory capacity to support incoming officers and ensure a smooth transition.

Section 5: QUALIFICATIONS - Any PTO member in good standing may serve as an Executive Board officer, provided they have served on a Waretown PTO committee for a minimum of one (1) year prior to eligibility. Any PTO member in good standing and who shows commitment by consistently attending PTO meetings and volunteering at various events and/or fundraisers may serve as a Committee Member. If position cannot be filled by parent or guardian of a currently enrolled student, then it will be opened to community members

When more than one candidate seeks the same position, selection shall be determined by a majority vote of the current Executive Board Members. In the event of a tie, the Superintendent of the Ocean Township School District shall cast the final deciding vote.

Section 6: TRIAL YEAR/PROBATIONARY PERIOD- The first year of service for any new Executive Board or Committee Member shall be a probationary period. If a member is unable or unwilling to fulfill the duties of the position during this time, the Executive Board and Committee Members may review the matter and determine appropriate action by majority vote. Members in their probationary period shall not be issued a PTO debit card. A member who changes roles after completing the initial probationary period shall not be subject to an additional probationary period.

Section 7: EXECUTIVE BOARD AND COMMITTEE MEMBER RECOGNITION AND PRIVILEGES - The Waretown PTO shall recognize Executive Board Officers and Committee Members in good standing for their volunteer efforts through the following privileges:

1. Room Parent Selection Priority – Executive Board and Committee Members in good standing with the PTO shall receive priority consideration when applying to serve as Room Parents during their term of service. This priority may include selection as a Head Room Parent or regular Room Parent, as applicable.
2. Volunteer Appreciation Dividend – The Waretown PTO shall cover the cost of programs and select PTO hosted events and offer PTO items at cost for the Executive Board Officers and Committee Members in good standing as recognition for their volunteer efforts. Members may also purchase PTO items at cost (including spirit wear and food fundraisers) when prices are increased for fundraising purposes.
3. Scholarships – The PTO offers scholarships to recognize the service of its members and to support students continuing their education after graduation. Scholarships may be earned through service on the PTO Executive Board or Committees, with eligible members able to earn up to \$1,000 per child if all requirements are met.
 - a. Executive Board Scholarship - A PTO member may earn a \$500 scholarship per child by serving two (2) full years on the Executive Board. All duties and responsibilities of the position must be completed for each year of service to qualify.

- b. Committee Chair Scholarship - A PTO member may earn a \$500 scholarship per child by serving four (4) full years in a Committee Chair position. All duties and responsibilities of the position must be completed for each year of service to qualify.
 - c. Recognition of Previously Earned PTA Scholarships - All scholarships previously earned by former Ocean Township PTA members and Executive Board members shall be recognized and honored by the PTO as earned. Under prior guidelines, service of two (2) full years on a committee qualified a member's child(ren) to receive a \$500 scholarship, and service of four (4) years in an Executive Board position qualified a member's child(ren) to receive a \$500 scholarship. These scholarships shall be granted in accordance with those terms.
 - d. All scholarships are awarded only once earned and only if the student is attending or planning to attend a college, university, trade school, or other post-secondary institution. Proof of enrollment or a class schedule is required. If the student does not attend a qualifying institution, the scholarship will be forfeited. For every scholarship earned, there is a two-year period to redeem it. This two-year time limit begins in June of the recipient's graduation year and ends on June 30th two years later. Scholarships not redeemed by the expiration date shall be forfeited.
 - e. Applications for scholarship redemption must be submitted via email to waretownptotreasurer@gmail.com.
4. Approval Requirement – all recognition and privileges are subject to approval by the Executive Board.

Section 8: REMOVAL— An officer can be removed from office for failure to fulfill his or her duties, after reasonable notice, and by a majority vote of the executive board.

Section 9: VACANCY— In the event of a vacancy in the office of the President, the Secretary shall assume the role of President. A new Secretary shall be appointed at the next meeting of the Executive Board. In the event of a vacancy in any other Executive Board or Committee position, the Executive Board shall appoint a qualified PTO Executive Board or Committee Member to fill the vacancy for the remainder of the officer's term/year.

ARTICLE IV: MEETINGS

Section 1: GENERAL PTO MEETINGS— General PTO meetings shall be held for the purpose of conducting the business of the PTO. Meetings shall be held monthly during the school year

unless otherwise determined by the Executive Board. The Executive Board reserves the right to reschedule, cancel, or modify meeting dates and times at its discretion.

Section 2: VOTING—Each member in attendance at a PTO meeting is eligible to vote. One vote per household. Absentee and proxy votes are not allowed. Voting privileges are limited to members who have attended at least one PTO meeting during the current school year prior to the vote.

Section 3: QUORUM— A quorum is required to conduct official PTO business and to hold a vote. A quorum for general PTO meetings shall consist of seven (7) members, including at least three (3) Executive Board officers. A quorum for Executive Board meetings shall consist of a majority of the Executive Board officers.

ARTICLE V: FINANCIAL POLICIES

Section 1: BUDGET – A proposed budget shall be drafted at a summer meeting of the Executive Board for the upcoming school year. The budget must be approved by a majority vote of the Executive Board prior to the start of the school year. Upon approval, the budget shall be shared with OTSD administration. The approved budget shall be made available for review at PTO meetings upon request.

Section 2: FISCAL YEAR—The fiscal year of the PTO begins July 1 and ends June 30 of the following year.

Section 3: BANKING—All funds shall be kept in a checking account in the name of Waretown PTO, requiring two (2) signatures of the Executive Board and be held at a local financial institution.

1. Checks: Any check over the amount of \$250 requires two (2) signatures: the Treasurer and any other Executive Board member.
2. Debit Card: Any debit card purchase exceeding \$250, not within a committee-approved budget, requires the purchaser to inform the Treasurer either before or immediately after the transaction. Notification may be by message, text, or submission of a screenshot or receipt.
3. Any unbudgeted expenditure of more than \$100 must be approved by a majority vote of the Executive Board.

Section 4: REPORTING—All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The Treasurer shall arrange an independent review of its financial records and statements each year.

Section 5: CONTRACTS—Authority to sign contracts on behalf of the PTO is limited to Executive Board members. Any proposed contract must first be presented to and approved by a majority of Executive Board and Committee Members.

Section 6: DISSOLUTION- Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and with the membership's approval be donated to the Ocean Township Board of Education.

ARTICLE VI: VOLUNTEER GUIDELINES

Section 1: Volunteer Expectations - All volunteers are expected to act in a respectful, responsible, and professional manner while representing the PTO and to comply with PTO bylaws, policies, volunteer handbook, and applicable Ocean Township School District (OTSD) guidelines.

Section 2: Background Check and HIB Training – all volunteers must submit a background check to OTSD Administration. Volunteers deemed unfit to participate will be removed. All volunteers must also complete the OTSD HIB Tutorial and submit the Statement of Assurance annually. Failure to comply with these requirements shall result in disqualification from participation in PTO activities, including eligibility to serve as a room parent

Section 3: Volunteer Removal – volunteers may be removed by majority vote of the Executive Board for failure to perform or complete assigned duties, violating PTO/OTSD policies or board decisions, or misuse of PTO funds, property or resources. Removed volunteers are ineligible for PTO positions unless reinstated by majority vote of the P. The OTSD Administration reserves the right to request the removal of any PTO Volunteer at its discretion. Upon receipt of such a request, the PTO Executive Board shall convene and vote on the proposed removal as soon as reasonably practicable.

Section 4: Student Volunteer Eligibility - The PTO welcomes student volunteers when adult volunteers are unavailable, including students from local middle and high schools. To ensure safety during PTO programs and events, all youth volunteers must be enrolled in at least 7th grade. Younger children, including those of Executive Board and Committee Members, may not volunteer during active PTO events.

ARTICLE VII: BYLAW AMENDMENTS

Amendments to the bylaws may be proposed by any PTO member. Amendments, additions, or removals must be approved by majority vote of the Executive Board in a general PTO meeting. The Secretary shall maintain an official record of the Bylaws.

ARTICLE VIII: DISSOLUTION

The organization may be dissolved upon fourteen (14) days prior notice and approval by a majority vote of members present at a PTO meeting. Dissolution must also be approved by the Superintendent's office and a majority of the Executive Board. Upon dissolution, any remaining PTO funds or assets shall be distributed in accordance with Article V, Section 6, or to a nonprofit serving the school community as determined by the Executive Board.