

MOUNT HOREB SCHOOL PARENT-TEACHER ORGANIZATION

BYLAWS

ARTICLE I - NAME

The name of this Organization shall be the Mt. Horeb School Parent-Teacher Organization, commonly referred to as Mt. Horeb PTO (the "PTO").

ARTICLE II - OBJECTIVES

The goals of the PTO shall be:

1. To enhance the educational and cultural opportunities of Mt. Horeb School students;
2. To promote the emotional and physical well-being of the children in the school, community, and home;
3. To build a closer relationship between the home and school;
4. To encourage a cooperative effort between the community and school.

ARTICLE III - POLICIES

1. The PTO shall be noncommercial, nonsectarian, nonpartisan, and nonprofit.
2. This The PTO shall cooperate with the school administration to support the overall education of the children.
3. The PTO shall sponsor programs which emphasize academics, social development, and public service.
4. The PTO shall sponsor fund-raising projects and utilize the monies raised to further the objectives stated in Article II.
5. The PTO shall not endorse door to door solicitation for PTO sponsored fund-raisers. All incentives such as free gifts shall be eliminated from the fund-raisers.

6. The PTO shall have the option to support the Board of Education's proposed annual operating budget, budget addenda, and referenda.

7. The PTO shall not endorse any candidates seeking election to the Warren Board of Education.

ARTICLE IV - MEMBERSHIP AND DUES

1. Any parent, guardian, or staff member interested in the objectives of Mt. Horeb PTO and willing to uphold its bylaws may become a member.

2. The PTO shall conduct an annual membership drive in September, but persons may join at any time.

3. Only PTO members shall be eligible to participate in its business meetings, vote or assume any elected or appointed positions, such as officers, committee chairpersons, and homeroom parents.

4. The Executive Board has the option to change the dues at the beginning of each school year. Unless otherwise announced at the beginning of the school year, the annual dues of the PTO shall be \$15.00 per family and \$5.00 per staff member.

5. The fiscal year shall be from July 1st to June 30th of the following year.

ARTICLE V - EXECUTIVE BOARD AND ITS ELECTION

Section A. Executive Board Structure

1. The Executive Board shall consist of Co-Presidents, Vice President(s), Secretary, Treasurer and President Emeritus (the position of President Emeritus shall be filled by the immediate past President).

2. The Executive Board shall be elected by a majority vote via no later than mid April.

3. The Executive Board officers shall serve for a two year term and shall remain in office until the successors assume their duties. The term of the Co-Presidents shall be staggered so as to permit an incoming President to be trained by a President who served the prior year. The President, Vice President(s), Secretary, and President Emeritus

shall assume office on July 1st. The Treasurer shall assume office on July 15th.

4. A vacancy in the office of the President shall be filled for the unexpired term by a Vice President. The Executive Board shall appoint a PTO member to fill any other office vacated during the term, with the exception of President Emeritus, which, if vacated, shall remain vacant for the balance of the term. Notice of any vacancy shall be provided to the PTO membership.

5. To serve as Co-President, a PTO member must have served at least one term as an Executive Board officer and must have served as a committee chairperson in a prior year.

6. A PTO member shall serve as an officer only for two consecutive terms in a given position. If no other member would like to serve, then the officer may continue to be re-elected.

Section B. Nominating Committee and Its Responsibilities

1. The Executive Board shall appoint the Nominating Committee and/or designate its chairperson in February. The Nominating Committee shall consist at least one PTO member who is not a current member of the executive board. These individuals shall not be eligible for office unless no other member accepts nomination.

2. The Nominating Committee shall invite potential candidates to run for the Executive Board at least one month prior to the general meeting in April. All candidates will be listed on a written slate distributed to the PTO membership. The Vice President shall provide the membership list to the chairperson. Only those who consent to serve shall be eligible to run.

3. The Nominating Committee shall oversee the voting, tally the results by majority, and present the new Executive Board at the May PTO meeting.

ARTICLE VI - EXECUTIVE BOARD DUTIES AND POWERS

1. The Executive Board shall have the authority to conduct business between the general meetings.

2. The Executive Board shall:

a Create standing and special committees as needed and appoint committee chairpersons;

- b. Approve plans of all committee chairpersons and co-sign any applicable contracts;
- c. Approve and submit a budget for the fiscal year to PTO membership;
- d. Approve expenditures of budgeted transactions without a general membership vote;
- e. Increase a budget line item up to 30% without a general membership vote;
- f. Maintain complete records and deliver all official materials to their successors upon assuming duties;
- g. Remove an officer, chairperson, or homeroom parent who commits an illegal act during his/her term, does not fulfill his/her responsibilities, or, if in the reasonable discretion of the Executive Board, the officer or chairperson is otherwise unfit for the position.

ARTICLE VII- DUTIES OF OFFICERS

1. The President or Co-Presidents shall:

- a. Preside at all meetings of the PTO and its Executive Board;
- b. Coordinate the activities of officers and committees so that the objectives may be achieved;
- c. Be an ex-officio member of all committees;
- d. Attend any committee meetings if necessary;
- e. Only vote for motions made at general meetings if there is a tie;
- f. Serve as a primary liaison to the Principal;
- g. Cosign for all PTO bank accounts with the Treasurer;
- h. Cosign all contracts with the appropriate committee chairpersons;
- i. Attend Presidents' Council meetings to ensure PTO Executive Board representation.
- j. Oversee special teacher gifts;

2. The Vice President shall:

- a. Perform the duties of the President in his or her absence;
- b. Maintain the member list;
- c. Compile information for the Gazette
- d. Manage the donation campaign;
- e. Manage annual fundraisers, and evaluate new fundraisers;
- f. Attend Board of Education meetings to ensure PTO Executive Board representation;
- g. Inform PTO members of PTO meeting dates and agenda;
- h. Send other communications as needed to PTO members;
- i. Serve as liaison to PTO sponsored after school clubs;

- j. Arrange for the PTO Welcome Luncheon in September;
- k. Maintain the PTO website and coordinate appropriate content approvals;

3. The Secretary shall:

- a. Record, present and/or post the minutes of all general meetings to the PTO website;
- b. Have a copy of Roberts Rules of Order Newly Revised and the PTO bylaws for reference at all meetings;
- c. Manage the correspondence of this Organization;
- d. Distribute minutes to the Executive Board, Principal, and Staff Representative;
- g. Ensure the maintenance a record of PTO paperwork (e-blasts, memos, etc) distributed to the students and their families;
- i. Chair the Directory Committee.

4. The Treasurer shall:

- a. Manage all funds;
- b. Keep an accurate record of receipts and expenditures;
- c. Prepare the proposed annual PTO budget together with the other officers and input from the committees;
- d. Present this budget at the last PTO general meeting (generally in May) for approval for the following year;
- e. Present the financial report at all executive board meetings;
- f. Prepare a year-end financial statement no later than July 31st;
- g. Issue checks for all PTO expenditures

ARTICLE VIII - MEETINGS

1. The Executive Board shall meet at least six times between September and June. The Co-President shall determine the meeting schedule.
2. The Co-President shall call a minimum of two general meetings of the PTO membership during each school year.
3. The Principal shall appoint a teacher to represent the staff at all PTO meetings. The teacher shall serve as a liaison for all staff requests to the PTO. The teacher may serve

for two consecutive school years or longer at the discretion of the Principal and the Executive Board.

4. The executive Board shall post the minutes on the PTO website.
5. The Executive Board shall post the agenda for the next PTO meeting no less than two (2) days prior to the meeting date.
6. Decisions requiring a membership vote shall be governed by a majority of those PTO members present at any general meeting.
7. The Executive Board may call an emergency meeting of the PTO membership with only two school days notice.
8. The authority on questions of parliamentary procedure shall be Roberts Rules of Order Newly Revised for all general PTO meetings.

ARTICLE IX - COMMITTEES

1. The Executive Board shall coordinate the Support Our School (SOS) forms and shall determine what committees are required for PTO events.
2. The Executive Board Elect shall appoint the chairperson of each committee for one school year and has the option to limit the number of consecutive terms.
4. The chairperson of each committee shall present his/her plans to the Executive Board for approval before beginning any activities during his/her term.
5. Each chairperson shall maintain appropriate records throughout his/her term. At the end of the term, each chairperson shall submit a summary report and committee records to the Executive Board.
6. Each chairperson shall work within the approved budget and may request additional funds as needed for specific projects. Requests for budget increases will be subject to Executive Board approval and/or a general membership vote depending upon the dollar amount.
7. Chairpersons shall be authorized to co-sign contracts on behalf of the PTO together with the President.

ARTICLE X - GIFTS

Charitable gifts of less than five hundred dollars (\$500.00) shall be determined by the Executive Board. Gifts of recognition and appreciation for teachers and staff members shall not exceed \$100.00 per person per occasion unless otherwise approved by the general membership.

ARTICLE XI - BYLAW AMENDMENTS AND REVISIONS

1. A special committee of three members shall be appointed by the Executive Board in order to prepare an amendment and/or revise the complete set of bylaws. In absence of a committee, the Executive Board shall undertake this work.
2. Proposed bylaw amendments or revisions shall be presented at any general PTO meeting provided that written notice was distributed to the membership at least two weeks prior.
3. The proposed amendment(s) and/or complete revision shall be adopted with a majority vote of those members present at a general PTO meeting.
4. The bylaws shall be reviewed on an as-needed basis.

ARTICLE XII - INDEMNIFICATION OF THE EXECUTIVE BOARD AND COMMITTEE CHAIRPERSONS

The PTO shall purchase insurance for the benefit of the PTO, Executive Board and Committee Chairpersons in the performance of their duties hereunder which insurance shall include as named insured the PTO, the officers, and executive board. The PTO and any and all insurance purchased hereunder shall protect, defend and indemnify the Executive Board and committee chairpersons against any and all expenses and costs of any type of nature, including, but not limited to, reasonable professional and attorney(s) fees incurred in connection with any proceeding to the full extent permitted by Section 15A; 3-4 of the New Jersey Nonprofit Corporation Act (N.J.S.A. 15A: 1-1 et seq.) as it may be amended from time to time or any successor legislation, and any other applicable law or regulation.

ARTICLE XIII - DISSOLUTION

Upon dissolution of this Organization, any and all remaining PTO funds shall be used solely for Mt. Horeb School at the discretion of the Principal.

Updated: November, 2018

Co-President: Amy Sweet

Vice President: Darlene Cannon

Secretary: Debra Paul

Co-President Darby Fubelitz

Vice President: Jane Pany

Treasurer: Zoni Pany