

BYLAWS
of
STAFFORD TOWNSHIP PTO

ARTICLE I – NAME, DESCRIPTION & PURPOSE

Section 1: NAME – The name of the organization shall be Stafford Township PTO. The PTO is located at the Ronald L. Meinders Primary Learning Center (PLC) at 1000 McKinley Ave, Manahawkin, NJ 08050.

Section 2: DESCRIPTION – The PTO is a non-profit 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 the PTO is to enhance and support the educational experience at Stafford Schools, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at Stafford Schools through volunteer and financial support.

ARTICLE II – MEMBERSHIP

Section 1: MEMBERSHIP – Membership shall be automatically granted to all parents and guardians of Stafford Township School District students plus all staff. Membership dues are payable annually. Members have voting privileges, one vote per household.

ARTICLE III – OFFICERS & ELECTIONS

Section 1: OFFICERS – The officers shall be President, Vice President, Recording Secretary, Communications Secretary and Treasurer. Officer positions can be shared with the exception of President and Treasurer.

President – Preside at General PTO meetings and Executive Board meetings, serve as the official representative of the PTO, and coordinate the work of all the officers and committees so the purpose of the organization is met.

Vice-President – Assist the President and chair meetings in the absence of the President, assist overseeing committees.

Recording Secretary – Record and distribute minutes of all Executive Board meetings and all General PTO meetings, prepare agendas for official PTO meetings, hold historical records for the PTO.

Communications Secretary – Manage communications and marketing for the PTO including, but not limited to, PTO newsletters, email broadcasts, websites, bulletin boards, etc.

Treasurer – Serve as custodian of the PTO’s finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, facilitate an annual audit, and hold all financial records.

Section 2: NOMINATIONS AND ELECTIONS – Elections to be held at the second to last meeting of the school year. The nominating committee, made up of designated members, shall present the slate of candidates for each position at a meeting held one month prior to elections. At that meeting, nominations may also be made from the floor. Voting shall be handled via voice. If more than one candidate is running, a ballot vote shall be taken.

Section 3: QUALIFICATIONS – Any PTO member in good standing may become an officer of the PTO. Each individual should have held a chair position prior to holding office.

Section 4: TERM OF OFFICE – The term of office for all officers is two years, beginning at the end of the final meeting of the year. Officers will not hold more than two consecutive terms in the same office.

Section 5: 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 election board.

Section 6: VACANCY – If there is a vacancy in the office of the President, the Vice-President will become the President and a new Vice-President will be elected at the next meeting. For any other positions, members will fill the position through an election at the next meeting.

ARTICLE IV – EXECUTIVE BOARD

Section 1: EXECUTIVE BOARD – The Executive Board shall consist of the elected officers.

Section 2: DUTIES – Develop the PTO’s annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, etc.

Section 3: BOARD MEETINGS – The Executive Board shall meet monthly during the school year, or at the discretion of the President. The board shall be able to conduct transactions between meetings in preparation for the general meetings, create standing and temporary committees, prepare and submit a budget, approve routine bills and prepare reports for the membership.

ARTICLE V – MEETINGS

Section 1: GENERAL PTO MEETINGS – General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board. Meetings are to be held the first full week of the month.

Section 2: VOTING – Each member must have attended a previous PTO meeting to be eligible to vote. One vote per household. Absentee or proxy votes are not permitted.

Section 3: QUORUM – Ten (10) members of the PTO present and able to vote constitute a quorum for the purpose of voting.

ARTICLE VI – COMMITTEES

Section 1: MEMBERSHIP – Committees may consist of members and board members, with the President and Vice-President acting as ex-officio members of all committees.

Section 2: STANDING COMMITTEES – The following committees shall be held by the organization: Fundraising, Hospitality, Membership, Communications, School Events, Special Events, Special Education and Nominating. Committees can be removed or added as needed.

ARTICLE VII – FINANCIAL POLICIES

Section 1: FISCAL YEAR – The fiscal year of the PTO coordinates with the school year.

Section 2: BANKING – All funds shall be kept in a checking account in the name of Stafford Township PTO, requiring 2 signatures of the Executive Board and be held at a local financial institution.

Section 3: REPORTING – All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account monthly and report all financial activity. The PTO shall arrange an independent review of its financial records each year.

Section 4: ENDING BALANCE – The PTO shall leave a minimum balance of \$2,000.00 in the treasury at the end of each fiscal year.

Section 5: CONTRACTS – Contract signing authority is limited to the President or designee.

Section 6: DISSOLUTION – Upon dissolution of the organization, any remaining funds should be used to pay any outstanding bills, and with the membership’s approval be spent on the schools.

ARTICLE VIII – BYLAW AMENDMENTS

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered and voted on at a subsequent meeting. Approval by 2/3 vote is required.

ARTICLE IX – DISSOLUTION

The organization may be dissolved with previous notice (14 calendar days) and a 2/3 vote of those present.

ARTICLE X – PARLIAMENTARY PROCEDURE

The authority for this organization shall be “Robert’s Rules of Order Newly Revised.”