

## **Amended By Laws**

### **LARCHMONT PTO MISSION STATEMENT**

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The mission of the Larchmont PTO is to support and enrich the educational experiences of the students and their families; to strengthen the home/school/community connection; to support the academic and social development of the students; and to enhance the learning environment at Larchmont School.

### **ARTICLE I: NAME AND LOCATION**

The name of this Organization is the Larchmont School Parent-Teacher Organization of Mt. Laurel, Inc., hereinafter referred to as the Larchmont PTO. The Larchmont PTO is located in the township of Mount Laurel, Burlington County, New Jersey.

### **ARTICLE II: OBJECTIVES**

The Objectives of the Larchmont PTO are to:

- A. Offer opportunities for all parents and school staff to become involved in the education and socialization of the Larchmont students.
- B. Plan and run in-school and extra-curricular activities which are both educational and social.
- C. Provide a non-biased forum for sharing information on issues that impact the children and their general education, fostering open communication and effective collaboration between home and school.
- D. Recruit and inform home/community volunteers for Larchmont PTO activities/events.
- E. Raise funds and solicit donations of goods and services from the community to support the Purpose (Mission) and Objectives of the Larchmont PTO.
- F. Continually strive to improve operations, effectiveness and communications of the Organization.

### **ARTICLE III: BASIC POLICIES**

- A. The Larchmont School PTO is a nonprofit parent/teacher organization whose membership includes all parents, legal guardians, and staff at Larchmont School.
- B. The Larchmont PTO shall encourage the involvement of all parents/guardians and teachers of Larchmont School students without regard to race, color, national origin, citizenship, gender, religion, economic status, age, disability, political beliefs, sexual orientation, marital or family status, or any other discriminatory reasons.
- C. The Larchmont PTO shall not engage in any activities that are counter to Larchmont School or Mount Laurel School District policies or procedures.
- D. The Larchmont PTO shall be non-commercial, non-sectarian, and non-partisan. It shall not be affiliated with a national parent-teacher organization or equivalent association.
- E. The Larchmont PTO may cooperate with other organizations and agencies active in child welfare. Persons representing the organization in such matters shall make no commitments which bind the organization.
- F. Neither the name of the Larchmont PTO nor the names of any of its members in their official capacities shall be used in conjunction with a commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the purpose of the Larchmont PTO.
- G. In the event of the dissolution of the Corporation, its assets shall be distributed for one or more of the exempt purposes specified in section 501(c) (3) of the Internal Revenue Code of 1954, as from time to time amended.
- H. The Corporation shall not directly or indirectly participate or intervene in any way, including the publishing or distribution of statements, in any political campaign on behalf of, or in

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45 opposition to, any candidate for public office; or devote more than any insubstantial parts of  
46 its activities to attempting to influence legislation by propaganda or otherwise.

### 47 **ARTICLE IV: BOARD OF TRUSTEES**

#### 48 **Section I. Executive Board**

- 49 A. The activities of the Corporation shall be managed by the Executive Board which shall  
50 consist of six trustees.  
51 B. The trustees shall be the Officers of the Corporation, duly elected by the members at an  
52 ANNUAL meeting of the Corporation.

### 53 **ARTICLE V: EXECUTIVE COMMITTEE**

#### 54 **Section I. Executive Committee**

- 55 A. The Executive Committee shall consist of the Officers of the Corporation, the Chairs of the  
56 Standing Committees, the Principal of the school or a designee, and one faculty  
57 representative when available.

#### 58 **Section II. Duties of the Executive Committee:**

- 59 A. To create Standing Committees;  
60 B. To present a report and approve the plans of work of the Standing Committees;  
61 C. To appoint an auditor or auditing committee at the first general membership meeting of the  
62 school year. Audits are to be completed before December 1st of the current school year;  
63 D. To accept routine bills within the limits of the budget;  
64 E. To develop, review, and approve procedures and policies.

#### 65 **Section III. Meetings of the Executive Committee:**

- 66 A. Regular meetings of the Executive Committee shall be held during the school year, the time  
67 to be fixed by the Committee;  
68 B. Special meetings for the Executive committee may be called by the President or by a majority  
69 of the members of the committee;  
70 C. A majority of the Executive Committee members shall constitute a quorum.

### 71 **ARTICLE VI: MEMBERSHIP**

- 72 A. All Parents and Legal Guardians of students at Larchmont School, and all Larchmont School  
73 staff are members in the Organization.  
74 B. Any of the aforementioned individuals who subscribe to the Objective and Basic Policies of  
75 the Corporation may become a member of this Corporation, subject only to compliance with  
76 provisions of these By-Laws. Membership in this Corporation shall be available without  
77 regard to sex, race, color, religion, national origin or any other discriminatory reasons.  
78 C. The Corporation shall conduct an annual enrollment of members at the beginning of each  
79 school year; however, persons may be admitted to the membership at any time.  
80 D. Members of the Larchmont PTO shall be considered "Members in Good Standing" so long as  
81 all financial dealings and obligations are current and without dispute.  
82 E. The membership year shall begin July 1<sup>st</sup> and end June 30<sup>th</sup>.

### 83 **ARTICLE VII: OFFICERS**

- 84 A. The Officers of this Corporation shall be President, Vice President, Recording Secretary,  
85 Corresponding Secretary, Treasurer and Financial Secretary.  
86 B. The new Officers shall take office on July 1<sup>st</sup>.  
87 C. All Officers' positions will be for a term of one year.  
88 D. No member shall hold more than one office at a time.

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- 89 E. Members of the Corporation holding office may not serve on the Board for more than three  
90 (3) consecutive years, with not more than two (2) consecutive terms in any one position.  
91 F. In the event that there are no members interested in serving on the Board, existing members  
92 may run and serve again, even if it exceeds the aforementioned term limits.  
93 G. In the event the President leaves office during the term, the Vice President shall assume the  
94 duties of the President. In the event that the Vice President does not wish to continue in the  
95 capacity of President, a successor shall be elected by a simple majority vote of Executive  
96 Committee who are in attendance at the next scheduled meeting, or at a special meeting so  
97 announced by the Vice President.  
98 1. All members must be notified within three (3) days of vacancy;  
99 2. Any member in good standing may be nominated or self-nominate at or prior to the next  
100 scheduled meeting for any vacated office;  
101 3. All standard election procedures shall be followed;  
102 4. Newly elected officer(s) shall be installed immediately and shall fulfill the term they have  
103 acquired.  
104 H. In the event that any other Officer leaves office during the term, the duties shall be assumed  
105 by the remaining Board members until a successor can be elected. A successor shall be  
106 elected by a simple majority vote of the Executive Committee who are in attendance at the  
107 next scheduled meeting, or at a special meeting so announced by the President (or Vice  
108 President if acting as successor).  
109 1. Notification of all members will take place within three (3) days of vacancy;  
110 2. Any member in good standing may be nominated or self-nominate at or prior to the next  
111 scheduled meeting for any vacated office;  
112 3. All standard election procedures shall be followed;  
113 4. Newly elected officer(s) shall be installed immediately and shall fulfill the term they have  
114 acquired.  
115 I. Check Signing / Banking Authority  
116 1. Each Organizational check issued will require 2 executive Board Member signatures for  
117 authorization.  
118 2. All officers of the committee are authorized to act as a bank signer with the exception of  
119 the Financial Secretary.

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## ARTICLE VIII: OFFICIAL DUTIES

### 121 Section I. Officers

#### 122 A. President

- 123 1. Presides at all meetings of the PTO and the Executive Committee;  
124 2. Acts as liaison between the school Principal and the PTO;  
125 3. Reviews the monthly treasurer reports and meeting minutes;  
126 4. Helps plan the budget and activity calendar for the year by coordinating all events and  
127 fundraisers with the assigned Chair people;  
128 5. Polls all officers of the PTO in the case of a needed vote, taking action by a minimum of  
129 four (4) votes;  
130 6. Provides written notification of open Board positions to the general membership in  
131 February prior to the March meeting;  
132 7. Works in conjunction with the PTO Board to establish PTO meeting agendas;  
133 8. Performs any duties prescribed by these By-Laws or as assigned by the Executive  
134 Committee;  
135 9. Attends all of the regularly scheduled meetings of the PTO and the Executive Board.  
136 10. Attends or appoints a delegate to attend site based and District Meetings.

#### 137 B. Vice President

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- 139 1. Acts as an aid to the President and performs the duties of the President in the event that
- 140 the President is unable or unavailable to do so;
- 141 2. Ensures that the school has appropriate fire and police certifications for school events;
- 142 3. Acts as Parliamentarian during PTO meetings. In the event the Vice President cannot
- 143 fulfill this function, a Parliamentarian will be appointed as outlined in Article VIII
- 144 Section II (A) of these By Laws.
- 145 4. Acts as an overseer of the Ways and Means committees;
- 146 5. Works in conjunction with the PTO board to establish PTO meeting agendas;
- 147 6. Performs any duties prescribed by these By-Laws or as assigned by the Executive
- 148 Committee;
- 149 7. Attends all of the regularly scheduled meetings of the PTO and the Executive Board.
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### C. Recording Secretary

- 151 1. Records the minutes of all meetings of the PTO, Executive Board and Executive
- 152 Committee. Minutes will include attendees, discussions, decisions, unresolved issues and
- 153 votes taken;
- 154 2. Submits all meeting minutes for posting to the school web site within one (1) week of the
- 155 meeting, indicating "PENDING" or "APPROVED" as appropriate;
- 156 3. Keeps a copy of the approved By-Laws available at every meeting;
- 157 4. Keeps archived copies of all By-Laws and revisions. Electronic copies are also
- 158 recommended;
- 159 5. Works in conjunction with the PTO board to establish PTO meeting agendas;
- 160 6. Performs any duties prescribed by these By-Laws or as assigned by the Executive
- 161 Committee;
- 162 7. Attends all of the regularly scheduled meetings of the PTO and the Executive Board.
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### D. Corresponding Secretary

- 164 1. Conducts the correspondence of the PTO as directed by the President or Executive
- 165 Board;
- 166 2. Keeps a copy of the current By-Laws posted on the Organization's website;
- 167 3. Checks the PTO mailbox at least twice weekly for correspondence and either addresses
- 168 such correspondence or forwards it to the appropriate Board Member or Committee
- 169 Chair;
- 170 4. Works in conjunction with the PTO board to establish, submit and distribute PTO
- 171 meeting agendas;
- 172 5. Performs any duties prescribed by these By-Laws or as assigned by the Executive
- 173 Committee;
- 174 6. Attends all of the regularly scheduled meetings of the PTO and the Executive Board.
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### E. Treasurer

- 177 1. Has custody of all deposited funds, outgoing funds and the accounts of the Corporation;
- 178 2. Keeps an accurate record of receipts and expenditures;
- 179 3. Pays out local funds in accordance with the approved budget as authorized by the PTO,
- 180 and shall comply with generally accepted accounting procedures;
- 181 4. Presents a financial statement of accounts at every meeting of the PTO and at such other
- 182 times when requested by the Executive Board. A full report shall be made at the October
- 183 and May meetings;
- 184 5. Delivers all official materials and records to their successor by July 1<sup>st</sup>. Responsibility
- 185 for filing the annual financial report remains with the existing Treasurer to be filed on or
- 186 before August 1<sup>st</sup>, even though his/her term will have officially expired;
- 187 6. Works in conjunction with the PTO board to establish PTO meeting agendas;
- 188 7. Performs any duties prescribed by these By-Laws or as assigned by the Executive
- 189 Committee;
- 190 8. Attends all of the regularly scheduled meetings of the PTO and the Executive Board.
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### F. Financial Secretary

1. Has sole responsibility for all incoming funds for the PTO;
2. Is responsible for the collecting, depositing and recording of all monies brought into the Corporation through events and fundraisers;
3. Makes weekly deposits of event and fundraiser funds;
4. Is responsible for creating a monthly financial report of all deposit activity. This report shall be forwarded to the Treasurer by the close of each month or no later than one week prior to the next scheduled PTO Meeting, whichever is later;
5. Works in conjunction with the PTO board to establish PTO meeting agendas;
6. Performs any duties prescribed by these By-Laws or as assigned by the Executive Committee;
7. Attends all of the regularly scheduled meetings of the PTO and the Executive Board.

## Section II. Non Officers

### A. Parliamentarian

1. The Executive Board reserves the right to appoint a Parliamentarian if the Vice President is unable fulfill this function.
2. The Executive Board reserves the right to vote on, nominate, and induct a Parliamentarian at either a general membership meeting or a special meeting called by the President.
3. The rules contained in the most recent version of Robert's Rules of Order shall govern the selection and election of this position.

### B. Tellers

1. A team of two (2) "Tellers" shall be appointed by the Executive Board at the April meeting to handle specific duties relating to the elections at the May meeting.
2. No current candidates or Board members may perform the duty of Teller.
3. The duties of the Tellers shall be:
  - a. To verify membership of those in attendance at the May meeting for the purpose of voting legitimacy;
  - b. To pass out ballots for conducting the elections at the May meeting;
  - c. To collect the ballots after voting has occurred;
  - d. To tally the votes for all candidates and report the names of the victorious candidates to the members in attendance at the May meeting;
2. New Tellers shall be appointed each year.

## ARTICLE IX: NOMINATIONS AND ELECTIONS

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## Section I. Nominations

- A. Written notice to announce the formation of a Nominating Committee shall be drafted by the PTO President and sent out by the Corresponding Secretary to the Members in Good Standing in February prior to the March meeting. This may also be announced at the February meeting; however, doing so does not take the place of the written notification.
- B. At the March meeting, there shall be a Nominating Committee formed consisting of no fewer than three (3) members and no more than seven (7) members, none of whom shall be seeking office for the Organization for the following year. No more than two PTO Board members may be members of this committee. The remainder shall be chosen from volunteers of the general membership.
- C. The Nominating Committee shall meet within three (3) days of formation to draft a letter which will request nominations from the general membership.
- D. The letter to solicit nominations, in addition to job descriptions of the offices, shall be sent to the general membership of the PTO no later than one (1) week from the date the Nominating Committee was established.

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- 243 E. All information obtained by the Nominating Committee at any time will be considered  
244 CONFIDENTIAL. No information shall be shared or released from the Nominating  
245 Committee to others not on the Nominating Committee other than confirmation of nominees  
246 and presentation of a list of nominees at the April meeting via the “slate”.
- 247 F. All correspondence from the Nominating Committee shall be handled solely by the members  
248 of this committee for the purposes of security, autonomy and independence.
- 249 G. The Nominating Committee will make sure that there is at least one candidate for each Board  
250 position. The members of the Nominating Committee will be responsible for recruiting a  
251 qualified candidate at or after the April meeting, only if no one has been nominated for a  
252 particular position. In the event that no one is nominated and no one can be recruited to run,  
253 members of the Nominating Committee may run for the open position(s).
- 254 H. The Nominating Committee shall collect, review and confirm all nominations no later than  
255 three (3) days prior to the scheduled April meeting, but as early as possible following any  
256 nominations.
- 257 I. At the April meeting, the Nominating Committee will present to the entire Board a slate of all  
258 nominees for each vacant office. All interested individuals who have confirmed their  
259 nomination will be included on the slate of nominees. At this April meeting, candidates may  
260 still come forward or be nominated from the floor. Additional nominees, if any, will be added  
261 to the slate.
- 262 J. Following the Nominating Committee’s presentation at the April meeting, the slate will be  
263 copied and distributed to the general membership no later than one (1) week prior to the  
264 scheduled May meeting. A letter explaining the election process, including the date of the  
265 May meeting, at which the election will be held, must be part of this notification.
- 266 K. Only those who have consented to serve if elected, shall be eligible of nomination, either by  
267 the Nominating Committee (via the slate) or from the floor.
- 268 L. Additional nominations will also be accepted from the floor at the beginning of the May  
269 meeting, prior to the voting process.

### 270 271 **Section II. Elections**

- 272 A. Officers will be elected by secret written ballot at the May general meeting.
- 273 B. One vote will be allowed for each adult member.
- 274 C. With the Vice President / Parliamentarian acting as overseer, the Tellers will count the votes  
275 immediately.
- 276 D. The successful candidates shall be announced when all votes are counted and confirmed.
- 277 E. A new Officer will be elected when a majority of all votes cast is received.
- 278 F. In the event that there is only one candidate for each elected office, the current Officers may  
279 choose to conduct a verbal or a show-of-hands election at the May meeting.
- 280 G. The new Officers shall take office on July 1<sup>st</sup>.
- 281 H. All Officers, except Treasurer, shall deliver to their successors all official materials no later  
282 than ten (10) days following the election of their successor.

### 283 **ARTICLE X: MEETINGS**

- 284 A. The Larchmont PTO Executive Board (President, Vice President, Recording Secretary,  
285 Corresponding Secretary, Treasurer and Financial Secretary) shall be required to hold at least  
286 one (1) organizational meeting following their installation as officers.
- 287 B. The PTO Board shall schedule regular Meetings of the Corporation on a designated day to be  
288 held monthly during the school year, from September to June.
- 289 C. The Larchmont PTO may hold its first official meeting of the year in August, prior to the  
290 scheduled start of the school year.
- 291 1. The purpose of this meeting is to make it easier for the year to get off to a smooth,  
292 organized start, to welcome any new members, and to familiarize everyone with events  
293 and fundraisers for the upcoming year;

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- 294 2. The meeting date shall be established as early as possible to allow for notification and  
295 will be held regardless of absences or anticipated absences;  
296 3. Existing members may be notified of the meeting via the website, phone, flyer, or any  
297 other method deemed appropriate;  
298 4. New families should be notified during registration, by flyers posted in the school and  
299 postings on the School Sign.
- 300 D. The Annual Meeting for the purpose of electing Executive Officers, hearing reports, and  
301 conducting other business shall be in May.
- 302 E. An Annual Ways And Means meeting shall be called in June by the current PTO President  
303 for the purpose of planning the PTO calendar and events and establishing a proposed budget  
304 for the new school year. The outgoing Board Officers in conjunction with the incoming  
305 Board Officers shall attend this meeting
- 306 F. A majority of members present shall constitute a quorum for the transaction of business in  
307 any Regular Meeting of the Corporation.
- 308 G. Members of the PTO Board are expected to attend all meetings. After missing three (3)  
309 consecutive meetings, the board member will be contacted by the Vice President (acting as  
310 Parliamentarian) to determine whether or not they wish to continue on the board.
- 311 H. Special meetings may be called by the President or the PTO Executive Board at any time  
312 during the year.

### 313 **ARTICLE XI: STANDING AND SPECIAL COMMITTEES**

#### 314 **Section I. Committees**

- 315 A. Standing Committees are established by these By-Laws and shall remain as committees from  
316 year to year.
- 317 1. The Chairs of all Standing Committees shall be appointed from the pool of volunteers by  
318 the officers of the PTO Board. The Standing Committees shall serve for the term of the  
319 current school year;
- 320 2. The Chairpersons of Standing Committees shall present work plans to the PTO Board  
321 and no committee work shall be undertaken without the approval of the Board;
- 322 3. A complete compilation of the committee's work shall be submitted by the Chairperson  
323 at the end of the project/event in a Committee Binder. This binder shall contain, at a  
324 minimum, the names of persons on the committee, all correspondence, notes and work  
325 plans, a list of all volunteers and sponsors, and a summary of income and expenses.
- 326 4. Special Committees shall be created by the Executive Committee as may be required to  
327 promote the Objective and interests of the Corporation.
- 328 B. Special Committees shall be created and appointed for a specific purpose, by the President,  
329 when deemed necessary by the PTO Board or the general membership.
- 330 1. The Special Committees shall serve for the duration of the purpose for which they were  
331 created;
- 332 2. The Special Committees shall present work plans to the PTO Board and no committee  
333 work shall be undertaken without the approval of the Board;
- 334 3. A complete compilation of the committee's work shall be submitted by the Chairperson  
335 at the end of the project/event in a Committee Binder. This binder shall contain, at a  
336 minimum, the names of persons on the committee, all correspondence, notes and work  
337 plans, a list of all volunteers and sponsors, and a summary of income and expenses.
- 338 C. A list of Committee Chairs, prepared by the President-Elect (with the assistance of the  
339 incoming Officers) will be presented at the June meeting of the Larchmont PTO Executive  
340 Board.
- 341 D. The President shall be an ex-officio member of all committees except the Nominating  
342 Committee, and should be informed of all committee meeting dates.

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### ARTICLE XII: MEMBERSHIP YEAR

344 The Membership Year of this Corporation shall be from July 1<sup>st</sup> to September June 30<sup>th</sup>.

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### ARTICLE XIII: BUDGET YEAR

346 The Budget Year of this Corporation shall be from September 1<sup>st</sup> to August 31<sup>st</sup>.

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### ARTICLE XIV: FISCAL YEAR

348 The Fiscal Year of this Corporation shall be from July 1<sup>st</sup> to June 30<sup>th</sup>.

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### ARTICLE XV: AMENDMENTS AND REVISIONS

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#### Section I. Amendments

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A. These By-Laws may be amended at any regularly scheduled meeting by a two-thirds vote of those Members in Good Standing and in attendance, providing the amendment has been submitted in writing, read at a previous meeting of the general membership and notification of an Amendment vote was sent out prior to the meeting to all members in good standing.

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1. The Amended By-Laws shall include the word "Amended" and date of approval;

2. All Amendments and approved revisions shall be archived from year to year by the Recording Secretary and the Vice President / Parliamentarian;

3. All Amendments shall be made freely available upon requests to all members in a prompt and timely manner.

B. Any Amendments to the By-Laws of the Organizations shall, upon approval, be signed and dated by the President and the Recording Secretary.

C. All Amendments shall take effect immediately upon approval by the required vote, unless otherwise indicated.

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#### Section II. Revisions

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A. Revised By-Laws shall take effect immediately upon approval by the required vote, and shall be considered the official By-Laws of this Organization from that point on.

B. The Revised By-Laws shall be made available to any PTO member promptly upon request.

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### ARTICLE XVI: PARLIAMENTARY PROCEDURE

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The rules contained in the most recent version of Robert's Rules of Order shall govern this Corporation in any instance in which the By-Laws of the Corporation are called into question.