

BY-LAWS

Fleetwood Elementary School Parent Teacher Organization

(Previous Version from Feb. 2012 Revised May 2018 and Approved June 2018)

Article I. NAME OF ORGANIZATION

The name of this organization is Fleetwood Parent Teacher Organization, hereinafter referred to as the Fleetwood PTO and/or PTO. Located in the Township of Mount Laurel, Burlington County, New Jersey, this organization is a non-profit, 501(c)(3), public charity incorporated in 1976 and organized under the laws of the State of New Jersey.

Article II. MISSION STATEMENT

The purpose of the Fleetwood PTO is to carry out activities that support, promote, provide and enhance the educational experiences for the students of Fleetwood School.

Article III. BASIC POLICIES

Section 1. The Fleetwood PTO shall be:

- a) Non-profit; the PTO may carry out income-generating activities (fundraisers) in order to achieve the objectives set forth in its Mission Statement. At no time will these funds, whether current or accumulated, be made available for the personal benefit of any member.
- b) Noncommercial; neither the name of the Fleetwood PTO nor the names of any of its members in their official capacities shall be used in conjunction with a commercial concern for purposes not appropriately related to the promotion of the objectives set forth in the PTO's Mission Statement.
- c) Nonpartisan; the PTO, as a group shall not be affiliated or show bias to any particular political campaign, nor shall it be controlled by a political party or special interest group.
- d) Nonsectarian; the PTO shall not be affiliated with or restricted to any religious denomination.

Section 2. The Fleetwood PTO is strictly a volunteer based organization.

Section 3. The Fleetwood PTO shall encourage and welcome the involvement of any individual who subscribes to the mission and basic policies of this organization, 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.

Section 4. The Fleetwood PTO may make suggestions to the administration concerning activities of the school, but it shall neither seek to direct the administrative activities nor to control its policies. It is recognized that the Mount Laurel Township Board of Education has set guidelines by which Fleetwood School operates and has the legal responsibility to make decisions about school policy.

Section 5. The Fleetwood PTO shall not violate the district's personnel agreements, contracts, policies, or interfere with the professional performance of the school staff.

Section 6. The Fleetwood PTO shall not infringe on the legal rights of individual students, groups of students, teachers, parents, or the community.

Section 7. Personal agendas that are not conducive to the Fleetwood PTO's mission and defamation of another's character are unacceptable and will not be tolerated at any PTO forum.

Section 8. The Fleetwood PTO may cooperate with other organizations and agencies invested in and concerned with the welfare of children, but no persons representing the PTO shall make any commitments that bind the organization without previous approval from the General Membership.

Article IV. GENERAL MEMBERSHIP POLICIES AND MEETINGS

Section 1. All members of the Fleetwood School Community may become a member of the Fleetwood PTO subject only to compliance with the provisions of these By-Laws.

Section 2. The PTO shall conduct an annual enrollment of members at the beginning of each school year; however, individuals may be admitted to the membership at any time.

Section 3. Annual Dues, if any, shall be minimal and established by the incoming PTO Board.

Section 4. The membership year shall begin July 1st and end June 30th.

Section 5. Only members in good standing of the organization shall have the privilege of voting rights, the ability to propose motions & debate at general meetings and be eligible to serve in any of its elective or appointive positions.

a) PTO members shall be considered "In Good Standing" as long as all financial obligations are current and without dispute; including payment of membership dues, if applicable.

Section 6. General Membership meetings shall be scheduled for the same day and at the same time every other month during the school year or as needed. Date and time will be determined by the Executive Board and will be posted in the school calendar. Efforts will be made to remind members of the regularly scheduled monthly meetings, through various means.

Section 7. Notice of any change to day, time or location of the General Membership meeting will be given at least fifteen (15) days in advance.

Section 8. Special meetings may be called by the President, any two (2) members of the Executive Board, or five (5) general members submitting a written request to the Recording Secretary. Previous notice of the special meeting shall be sent to PTO members at least seven (7) days prior to the meeting, by flyer and posting on the school sign.

Section 9. Ten (10) PTO members with voting privileges, including members of the Executive Board with exception to the President, shall constitute a quorum for the transaction of business at any General Membership meeting. The President shall only cast a vote to determine the outcome of a tie.

Article V. OFFICERS AND DUTIES

Section 1. The following officers shall be elected and serve on the Executive Board of the Fleetwood PTO; these positions may be co-chaired at the Board's discretion by no more than two (2) people.

a) **President**

- Must have served on a standing committee as a Chair.
- Preside over all PTO General Membership and Executive Board meetings.
- Develop an agenda for all General Membership and Executive Board meetings.
- Review the monthly Treasurer's report and meeting minutes prior to approval at General Membership meetings.
- Serve as liaison between the PTO and the Principal and assist him/her as needed.

- Coordinate the work of all the officers so that the purpose of the organization is served.
- Serve as an ex officio member of all committees, except the Nominating Committee, and should participate in the committees as needed.
- Establish Special Committees as needed.
- Represent the Fleetwood PTO at meetings outside the organization; communicate with the school community and public about PTO matters.

b) Vice President

- Act as an aide to the President and, at her/his order, perform the President's duties in her/his absence or inability to serve.
- Act as Parliamentarian during PTO General Membership meetings. In the event the Vice President cannot fulfill this function, a Parliamentarian will be appointed by the Executive Board at any such meeting.
- Be timekeeper at all General Membership meetings.
- Update and distribute the weekly e-newsletter, and facilitate the distribution of necessary reminders at the request of the President, Building Principal, School staff member or committee chair.
- Add documents and flyers to the PTO webpage as directed by the President.
- Update the PTO
- Serve as an ex officio member of all committees, except the nominating committee.
- Submit all 'pending' meeting minutes for posting to the PTO webpage within two weeks of the meeting and update the status within two (2) days after minutes are approved.
- Keep a copy of the current Bylaws posted on the PTO web page-
- Keep all PTO bulletin boards current with meeting announcements and decorations.-

c) Vice President of Events and Fundraising

- Shall act as an aide to the President and Vice President and shall serve as the coordinator of volunteers.
- The main contact for all standing and special committees/chairperson(s) to ensure they are prepared for events. see Article X. STANDING AND SPECIAL COMMITTEES
- Issue a Committee Binder or online file to standing and special committees/Chairperson(s) providing guidelines.
- Collect a complete compilation of the committee's work at the end of the project/event in the Committee Binder or online file.. This binder/file shall contain the names of volunteers that helped and/or contributed, list of donors with contact info, all correspondence, plans of work with notes, an evaluation of the event, and a summary of income and expenses.

d) Recording Secretary -

- Maintain the Corporate Records Book.
- Record, transcribe, copy and distribute the minutes of all General Membership, Executive Board and Special meetings. Minutes will include date, time & location of

meeting, attendees, minutes and treasurer's report approvals, discussions, motions, votes taken, decisions and unresolved issues.

- Have copies of approved minutes from at least the past twelve (12) months, available at every meeting.
- Have a copy of the current Bylaws and archived copies of past Bylaws and revisions available at every meeting.
- Keep a copy of Robert's Rules of Order available at each meeting for reference.
- Maintain a copy of the Membership List
- Maintain communication with Room Parents and bring all problems to the president.

e) Corresponding Secretary

- See that all Notices, outlined in these Bylaws, are fully given in a timely manner.
- Serve as PTO representative for 'Sunshine'; sending cards and gifts, for condolences, congratulations, etc.
- Responsible for all written correspondence, i.e. thank you notes, answers to inquiries, etc., as directed by the Executive Board.
- Check PTO mailboxes at least twice weekly for correspondence; address such correspondence or forward it to the appropriate Board Member or Committee Chair.
- Maintain the PTO social media pages
- Maintain and send out reminders in text/remind app

f) Treasurer

- Must have served on a standing committee as a Chair.
- Maintain PTO bank accounts and accounting books for the organization.
- Keep an accurate record with detailed revenues and expenses that are reconciled monthly to bank statements.
- Receive receipts for monies payable by the organization from all sources.
- Make disbursements as authorized by the membership in accordance with the approved budget or as authorized by the Executive Board.
- Sign all checks and ensure a co-signature by a bank approved signer.
- Present a financial report, as to income and expenses in past month and relating this to the annual budget, at all PTO General Membership meetings and at other times when requested by the Executive Board.
- Prepare and present the preliminary PTO budget at the first General Membership meeting and present any adjustments to the budget thereafter.
- Prepare year-end financial statements for audit.
- Responsible for annual filing of the following:
 1. Incorporation Annual Report – due by August 31st
 2. Tax return - due by November 15th (5 months & 15 days after fiscal year end)
 3. Charities Registration – due by December 30th (6 months after fiscal year end)

g) Financial Secretary

- Has sole responsibility for all incoming funds for the PTO.
- Receive, verify, record, and deposit all monies of the organization.
- Provide a per month financial report of all deposit activities to the Treasurer within three (3) days of month's end.
- Review bank statements prior to relinquishing them to the Treasurer.
- Prepare and file licences and reports with Legalized game of Chance Commission
- Legalize Game of Chance- due biennial before May of odd years.

h) All Officers

- Attend all PTO meetings; if an officer fails to attend 3 consecutive General Membership or Executive Board meetings she/he may be removed from office.
- Perform the duties outlined in these Bylaws and such other duties as may be delegated to her/him by the organization.
- Upon expiration of an officer's term she/he shall turn over to their successor, without delay, and in good condition, all records, books and other materials pertaining to the office.

Section 2. The Principal of Fleetwood School shall be an ex officio member of the Executive Board and serves as Advisor to the PTO. He/She shall attend General Membership meetings and give a Principal's report, communicate information from the District's Administration and make necessary recommendations on behalf of teachers and school staff.

Article VI. FUNCTION OF THE EXECUTIVE BOARD

Section 1. The Executive Board is a representative group of the PTO and shall consist of the elected officers of the organization. The individual Board members are not intended to function independently from one another; instead, they shall relate to each other on a regular basis, communicate directly and collaborate to promote the mission of the PTO.

Section 2. The duties of the Executive Board shall include, but not be limited to:

- a) Develop, review and approve standing rules and policies.
- b) Prepare and submit an annual budget for approval by the General Membership at the September scheduled meeting.
- c) Transact necessary business in the intervals between meetings and such other business as may be referred to by the organization.
 - Prepare reports and recommendations to the membership.
 - Approve routine bills within the limits of the budget.
 - Vote to allocate funds of \$200.00 or less without bringing the request to the General Membership meeting for approval, not to exceed \$800.00 per fiscal year. Any such disbursement must be reported at the next General Membership meeting.
- d) Create Standing and Special Committees and approve their plans of work.
- e) Select and appoint the Chairpersons of all Standing and Special Committees.

Section 3. The Executive Board has the power to act in an emergency, within the confines of these Bylaws, without the consent of the General Membership of the PTO. An emergency is defined as having less than forty-eight (48) hours to act upon the item.

- a) The President (or Vice President), Principal and Treasurer may address urgent business that, due to time restraints, cannot be brought before the Executive Board.

Section 4. The Executive Board shall select an auditor or auditing committee to perform a yearly examination of PTO financial records and said auditor(s) shall prepare written, signed results to the Board.

- a) No Board member shall be allowed to perform said examination [audit or review] of PTO financial records; it must be independently prepared.

Section 5. Executive Board meetings:

- a) Shall be held on a bi-monthly basis and as needed during the school year; date and time to be determined by the board.
- b) The May Executive Board meeting shall include all incoming and outgoing Board members for the purpose of planning the following year's PTO calendar, events, committees and establishing the starting point of the new proposed budget.
- c) One mandatory summer meeting, for the purpose of goal/objective formulation and budget finalization must be held by the new Executive Board.
- d) Special Executive Board meetings may be called by the President or any two Board members, with 48 hours notice; receipt of notice to Board members to be confirmed.
- e) Any member of the General Membership may attend the Executive Board meetings, but cannot vote and does not have a voice unless recognized by the Board.

Section 6. A quorum will consist of half the number of Executive Board members plus one (1).

Article VII. TERMS OF OFFICE

Section 1. The office of President, Vice President, Recording Secretary and Financial Secretary shall be elected annually in the month of May. Newly elected officers shall officially assume their responsibilities at the close of the June General Membership meeting.

Section 2. The office of Treasurer, Vice President of Events and Fundraising, Corresponding Secretary shall be elected annually in the month of November. Newly elected officers shall officially assume their responsibilities at the close of the December General Membership meeting.

Section 3. All Officers shall serve a term of one (1) year or until their successor is elected.

Section 4. No individual PTO member shall serve on the Board for more than three (3) consecutive years, with no more than two (2) consecutive years in any one position.

Section 5. In the event there are no General Members interested in offices that have come to term, existing members may retain their office, even if it exceeds the aforementioned term limits.

Section 6. If there are General Members interested in an office that has come to term, existing officers are not exempt from the slate regardless of the aforementioned term limits.

Section 7. In the event the President leaves office during the term, the Vice President shall assume the duties of the President.

- a) At the next scheduled General Membership meeting, a new Vice President will be elected.
- b) If the Vice President does not wish to continue in the capacity of President, a successor shall be elected by simple majority vote at the next scheduled General Membership meeting, or at a special meeting called by the Vice President acting as President.
- c) Notice of vacancy will be sent out to PTO members prior to meeting.
- d) The newly elected President or Vice President shall be installed immediately and shall fulfill the remainder of the term.

Section 8. In the event the President leaves office during the term, the Vice President shall assume the duties of the President.

- a) At the next scheduled General Membership meeting, a new Vice President will be elected.
- b) If the Vice President does not wish to continue in the capacity of President, a successor shall be elected by simple majority vote at the next scheduled General Membership meeting, or at a special meeting called by the Vice President acting as President.
- c) Notice of vacancy will be sent out to PTO members prior to meeting.
- d) The newly elected President or Vice President shall be installed immediately and shall fulfill the remainder of the term.

Section 9. In the event that any other Board position becomes vacant during the term, the duties shall be assumed by the remaining Board members until a successor can be elected.

- a) A successor shall be elected by simple majority vote of the executive board at the next scheduled General Membership meeting, or at a special executive board meeting called by the President.
- b) Notice of vacancy will be sent out to PTO members prior to meeting.
- c) The newly elected Officer shall be installed immediately and shall fulfill the remainder of the term.

Section 10. The **EXECUTIVE OFFICERS** shall deliver to their successors all official materials at the last PTO meeting of the school year.

Article VIII. REMOVAL FROM OFFICE

Section 1. A Board member may be subject to removal at any such time that he or she fails to perform assigned duties, is corrupt, or for any act/behavior that brings dishonor to, or negates, the purpose and/or goals of this organization.

Section 2. Vote for removal shall take place only after the board has met in an effort to assess and discuss the problem and all attempts have been made to resolve the problem.

Section 3. Removal from office may occur by a majority vote of the Executive Board (including the President) or by two-thirds vote of those present at a General Membership meeting.

Article IX. NOMINATIONS AND ELECTIONS

Section 1. The General Membership shall elect a Nominating Committee consisting of three (3) PTO members, none of whom shall be seeking office at such time, at the regularly scheduled September and March meetings. No more than two (2) Board members may be elected to this committee.

Section 2. The Nominating Committee shall meet within five (5) days of formation to draft a flyer which will announce the Board positions coming to term with a description of their duties and a request for nominations from the General Membership for listed positions. Flyer should be sent home with all students within ten (10) days of committee formation.

Section 3. The Nominating Committee shall not be required to obtain nominees for any Board positions that the current Officer wishes to remain.

Section 4. The Nominating Committee shall be responsible for recruiting at least one candidate for each vacant Board position. In the event that no one is nominated and no one can be recruited to run, members of the Nominating Committee may run for the open position(s).

- Section 5.** The Nominating Committee shall collect, review and confirm all nominations no later than three (3) days prior to the scheduled April and October meetings, but as early as possible following any nominations.
- a)** At the April and October meetings, the Nominating Committee will present a slate of all nominees. During these meetings candidates may still come forward or be nominated from the floor. Additional nominees, if any, will be added to the slate.
 - b)** If there are no qualified candidates, the executive board retains the right to make an exception.
- Section 6.** Following the Nominating Committee's presentation at the April and October meetings, the slate, if any, and an explanation of the election process, including the date of the May or November meeting, will be copied and distributed to the General Membership no later than one (1) week prior to the scheduled meetings.
- Section 7.** Only those who have consented to serve if elected, shall be eligible for nomination, either by the Nominating Committee (via the slate) or from the floor.
- Section 8.** No individual shall be permitted to run for more than one seat on the Executive board simultaneously in any election.
- Section 9.** Elections will take place at the May and November General Membership meetings. Additional nominations will also be accepted from the floor at the beginning of those meetings, prior to the voting process.
- Section 10.** In the event there are no nominees for the offices that have come to term the current Officers will remain and there shall be no election held.
- Section 11.** Voting shall be by voice vote if a slate is presented. If more than one person is running for office, a ballot vote shall be taken.
- Section 12.** If ballots for election become necessary, the Nominating Committee, overseen by the Principal, shall be responsible for the preparation and tabulation of votes.
- a)** Two (2) independent counts of the ballots will be conducted immediately after voting.
- Section 13.** The successful candidate(s) shall be announced when all votes are counted and confirmed.
- Section 14.** In the event of a tie, an immediate runoff election will be conducted between the tied candidates.

Article X. STANDING AND SPECIAL COMMITTEES

- Section 1.** Standing Committees are established by the Executive Board and remain as committees from year to year.
- a)** Chairs of Standing Committees shall be appointed from the pool of volunteers by the Executive Board and shall serve the term of one (1) year.
- Section 2.** Special Committees shall be created and appointed for a specific purpose, by the President, when deemed necessary by the Executive Board or General Membership.
- a)** The Special Committees shall serve for the duration of the purpose for which they were created.
- Section 3.** Chairpersons Obligations:
- a)** Committee Chairs shall be issued a Committee Binder providing guidelines and will be responsible for monitoring their expenses according to the budget and performing duties as assigned.

- b) The Chairpersons of all committees shall present plans of work to the Executive Board and no committee work shall be undertaken without the approval of the Board.
- c) Committee Chairs shall present a verbal or written report of all activities to the organization during General Membership meetings.
- d) Exceeded budgetary expenditures must be presented at General Membership meetings for approval.
- e) A complete compilation of the committee's work shall be submitted by the Chairperson at the end of the project/event in the Committee Binder. This binder shall contain the names of volunteers that helped and/or contributed, list of donors with contact info, all correspondence, plans of work with notes, an evaluation of the event, and a summary of income and expenses.

Article XI. FINANCES

- Section 1.** The Fiscal year of this organization will run from July 1st to June 30th.
- Section 2.** The Executive Board shall present a budget of anticipated revenue and expenses for the year to the organization at the September General Membership meeting. This budget shall be used to guide the activities of the organization and the Executive Board during the year. Any substantial deviation from the budget must be approved in advance at a General Membership meeting.
- Section 3.** Two (2) authorized signatures shall be required on all checks.
- Section 4.** No loans shall be made by the organization.
- Section 5.** All deposits and/or disbursements shall be made within a maximum of thirty (30) days from receipt of the funds and/or orders of payment.
- Section 6.** In the event of the dissolution of the PTO, the corporation's assets shall be turned over to the Fleetwood Elementary School located in Mt. Laurel, NJ to be used for the betterment of the school.

ARTICLE XII: PARLIAMENTARY PROCEDURE

Robert's Rules of Order, latest version or modified version, shall govern this PTO in any instance in which the organization's Bylaws are called into question.

Article XIII. AMENDMENTS AND REVISIONS

- Section 1.** These Bylaws shall be reviewed by the Executive Board on an annual basis to meet changing conditions in the school and community.
- Section 2.** These Bylaws may be amended or revised and new Bylaws may be adopted by majority vote of the required quorum of members present at any General Membership or special meeting.
 - a) Amendments and/or revisions shall be presented to the organization, in writing, at a prior meeting and then tabled immediately.
 - b) At least ten (10) days written notice of intention to alter Bylaws shall be sent to all members by the Recording Secretary. Copies of amendments and/or revisions shall be readily available.
 - c) Amendments and/or revisions shall then be discussed and voted on at the next scheduled meeting.

Section 3. Any amendments and/or revisions to the Bylaws shall, upon approval, be signed and dated by the President(s), Vice President and Recording Secretary. The newly adopted Bylaws shall take effect immediately, unless otherwise indicated, and shall be considered the official Bylaws of this organization from that point on.

Section 4. Newly adopted Bylaws shall not be altered, amended, repealed or changed in any manner by the Executive Board for a period of one year after such action is taken.

Approved on: _____

June 11, 2018

Jacqueline Self, Co-President

Bethany Pacheco, Co-President

Emily Cranmer- Vice President

Laura Greco- Recording Secretary