

**Parkway Elementary School
Parent-Teacher Organization, Inc.
Mount Laurel, Burlington County, New Jersey**

Bylaws

Article I. NAME

The name of this Corporation is the Parkway Elementary School Parent-Teacher Organization, Inc. of Mount Laurel, Burlington County, New Jersey.

Article II. PURPOSE

The purpose of this Corporation is to promote the well-being of students through various educational and recreational programs and to develop positive relationships among school, home and community.

Article III. MEMBERSHIP

Section 1. Membership in the Corporation shall be made available to all parents, guardians, and staff members associated with Parkway Elementary School, without regard to race, color, creed, or national origin.

Section 2. The Corporation shall conduct an annual enrollment of members; however, persons may be admitted to membership at any time. Members shall pay predetermined annual dues for a family membership. The membership year shall begin on September 1st and end July 31st.

Section 3. The privilege of holding office, chairing committees, introducing motions, debating, and voting shall be limited to members whose current membership dues are paid. Membership privileges including voting are limited to one per household.

Article IV. BASIC POLICIES

- A. The Corporation shall be noncommercial, nonsectarian, and nonpartisan.
- B. The name of the Corporation or the names of any members in their official capacities shall not be used in any connection with a commercial concern, or with any partisan interest or for any purpose not appropriately related to promoting the purposes of the Corporation.
- C. The Corporation shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities attempting to influence legislation by propaganda or otherwise.
- D. The Corporation shall cooperate with schools to provide quality education in ways that will not interfere with the administration of the school nor seek to control their policies.
- E. The Corporation may cooperate with other organizations and agencies concerned with child welfare, but persons representing the Corporation in such matter shall make no commitments that bind the Corporation.
- F. 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 501C(3) of the Internal Revenue Code of 1954 as from time to time amended.

- G. Concerns regarding individual teachers or administration shall not be voiced in open meetings and instead directed to the building principal.

Article V. BOARD OF TRUSTEES

The activities of the Corporation shall be managed by the Board of Trustees, herein referred to as the Executive Officers, consisting of seven officers, which shall be: President/Co-President, Vice President of Fundraising, Vice President of Events, Recording Secretary, Corresponding Secretary, Financial Secretary, and Treasurer.

Article VI. EXECUTIVE OFFICERS – DUTIES AND ELECTIONS

Section 1. Duties of Executive Officers

*The positions of President/Co-President must have previously served on Parkway's Executive Board.

*The positions of Vice President of Fundraising, Vice President of Events, Vice President of Communications, Treasurer, and Financial Secretary must have served on a standing committee as a chair and/or co-chair.

- A. The President/Co-President shall preside at all meetings of the Corporation, and PTO Executive Board; shall perform such other duties as may be prescribed in these bylaws or assigned by the Corporation, Executive Officers, or PTO Executive Board; and shall coordinate the work of the Executive Officers, Special and Standing Committees of the Corporation in order that the purpose may be achieved. The President/Co-President shall appoint committees as directed by the PTO Executive Board or Corporation. The President/Co-President may call a roll call vote when deemed necessary.
- B. The Vice President of Fundraising shall act as an aide to the President; shall perform the duties of the President in the absence or inability of that office to serve; and shall serve as Program Coordinator for all Fundraising Events.
- C. The Vice President of Events shall act as an aide to the President; shall serve as Program Coordinator for all Assemblies and Social Events. Vice President of Events may also serve as Co-President.
- D. The Vice President of Communications shall act as an aide to the President; and shall serve as the lead of communications on social media accounts and the Parkway Press newsletter.
- E. The Recording Secretary shall record all the minutes of all meetings of the Corporation and of the PTO Executive Board; shall have a copy of approved bylaws available at every meeting, and shall perform such duties as may be delegated by the President/Co-President.
- F. The Corresponding Secretary shall conduct the correspondence of the Corporation as directed by the President/Co-President, PTO Executive Board, or Corporation; and shall perform such duties as may be delegated by the President/Co-President.
- G. The Financial Secretary shall deposit all funds of the Corporation to the credit of the Corporation in such banks, trust companies, or other depositories as the Executive Officers may select. All deposits shall be made within a maximum of fourteen (14) days from the receipt of the funds.
- H. The Treasurer shall oversee all funds of the Corporation; shall keep an accurate record of the receipts and expenditures; shall pay out local funds in accordance with the approved budget as authorized by the Corporation.

1. The Treasurer shall present to the membership at the second regular meeting of the year a budget of anticipated revenues and expenses for the year. The budget shall be used to guide the activities of the Executive Officers during the year. Any substantial deviation from the budget must be approved in advance by the membership. Substantial deviation shall be defined as amounts in excess of \$500.00.
 2. The Treasurer shall present a financial statement of accounts at every meeting of the Corporation and at other times when requested by the PTO Executive Board and shall make a full report at the annual meeting.
 3. The Treasurer shall make disbursements as authorized by the Executive Officers in accordance with the budget adopted by the membership. All disbursements must be made within a maximum of thirty (30) days from the orders of payment.
 4. The Treasurer's accounts shall be examined annually by an auditor or the assigned audit committee. When satisfied the Treasurer's annual report is correct, they shall sign a statement of the facts at the end of the report. The auditor or Auditing Committee shall be appointed by the PTO Executive Board at least two weeks before the annual meeting and complete the audit before September 30th of the new school year.
 5. The Treasurer must be bonded.
- I. The Executive Officers shall deliver to their successors all official materials at the last PTO Meeting of the school year.
 - J. The Executive Officers may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or service on behalf of the Corporation. The Officers shall not have the authority however, to enter into such agreements on behalf of Parkway Elementary School or the Mount Laurel Township School District, nor should they hold themselves out as having such authority.
 - K. The Executive Officers shall act as liaison to the Mount Laurel Township Schools Director of Communication Services initiating or approving all public communications to be released through the Township Office.
 - L. The Executive Officers shall hold regular meetings at times fixed by the Officers. A majority of the Officers present shall constitute a quorum.

Section 2. Election of Executive Officers

- A. The Executive Officers shall be voted on at the organizational meeting in the month of April by a majority vote of the general membership present at the time of the vote. Membership must be established thirty (30) days prior to the scheduled March meeting date to vote.
- B. The term for Executive Officers shall not exceed two (2) years.
- C. At the end of their first term any officer shall have the option to continue in their position for one (1) additional year pending a majority vote.
- D. All officers shall assume their official duties at the last PTO meeting of the school year, and serve a term not to exceed two years or until their successors are elected.
- E. No person shall serve more than two (2) consecutive terms in the same executive office.

- F. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the PTO Executive Board, notice of such election having been given by the Recording Secretary.
- G. **Removal from Office:** Executive board members can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.
- H. **Resignation of Officer:** An executive board member can resign from a position prior to end of term by informing all board members in writing of their resignation. Once the PTO Executive Board votes to accept resignation, resignation is considered final. Prior to someone on the board seconds a motion to accept resignation individual can rescind their resignation.

Section 3. Nominating Committee

- A. There shall be a Nominating Committee elected by the PTO Executive Board, consisting of five members, three from the general membership and two from the PTO Executive Board.
- B. The Nominating Committee shall publicize a slate, including open positions, to the general membership in February.
- C. The Nominating Committee shall select one nominee for each office to be filled, making a report to the general membership at the PTO meeting in March. The Nominating Committee shall also supply a list of Standing Committee Chairpeople for presentation at the April PTO meeting.
- D. Following the report of the Nominating Committee, the slate will be publicized and distributed to the general membership prior to the April organizational meeting. Additional nominations will be accepted up to 48 hours prior to the scheduled April meeting. President/Co-Presidents and Recording Secretary must receive email documentation with a formal request.

Section 4. Voting and Electoral Procedures

- A. When one or more members are running for an Executive Board position ballots will be distributed to all current PTO members who are deemed in good standing at the April election.
- B. Every effort will be made to maintain the anonymity of the voters, including but not limited to, using a ballot box to collect votes.
- C. Ballots will be counted by the Nominating Committee and overseen by the President/Co-President.

Article VII. DUTIES OF THE PTO EXECUTIVE BOARD

- A. Transacting necessary business in the interval between organizational meetings and such other business as may be referred to by the Corporation
- B. Creating Standing and Special Committees
- C. Approving plans of work of the Standing and Special Committees
- D. Presenting appropriate reports at meetings of the Corporation
- E. Appointing an auditor or Auditing Committee at the April organizational meeting, and completing the audit before the first September 30th of the new school year

- F. Submitting to the Corporation, for approval, a proposed budget for the fiscal year (August 1st to July 31st)
- G. Approving routine bills within the limits of the budget

Article VIII. COMMITTEES

Section 1. Standing and Special Committees shall be created by the PTO Executive Board as may be required to promote the objectives and interests of the Corporation.

- A. The Chairpersons of all Standing and Special Committees shall be appointed by the President/Co-President, with the approval of the PTO Executive Board. The Standing and Special Committees shall serve for the term of the current school year.
- B. The Chairpersons of the Standing and Special Committees shall present work plans to the PTO Executive Board and no committee work shall be undertaken without the approval of the Board.
- C. Special Committees shall be created and appointed for a specific purpose, by the President/Co-President, when deemed necessary by the PTO Executive Board or the general membership. The Special Committees shall serve for the duration of the purpose for which they were created.

Section 2. The President/Co-President shall be an ex-officio member of all committees, except the Nominating Committee.

Article IX. MEETINGS

- A. The PTO Executive Board shall schedule regular meetings of the Corporation on a designated day of the month during the school year.
- B. The PTO Executive Board may call special meetings
- C. The Annual Organizational Meeting for the purpose of electing and/or installing Officers for the following year shall be in April.
- D. Seventy Five percent (75%) of the membership shall constitute a quorum for the transaction of business in any meeting of the Corporation.
- E. Members of the PTO Executive Board are expected to attend all meetings. After missing three (3) consecutive meetings, the board member may be excused from their duties at the discretion of all the other Executive Board Members.

Article X. FISCAL YEAR

The fiscal year of the Corporation shall begin on August 1st and end on July 31st.

Article XI. PARLIAMENTARY AUTHORITY

The New Robert's Rule of Order shall govern the Corporation in all cases in which they are applicable.

Article XII. AMENDMENTS

These bylaws may be amended at any meeting of the Corporation by a 2/3 vote of the members present. Notice of intent to amend the bylaws must be sent to all members prior to the meeting.

The following sections of these bylaws were revised/added and approved at the regularly scheduled general membership meeting on _____
Month Day Year

Basics of Parliamentary Procedures

Why do we use parliamentary procedures?

The primary purpose for using the Parliamentary Procedures is to help an Organization conduct business in a smooth and harmonious fashion. By using the agreed upon process, the Organization can discuss and make decisions without creating a hostile environment and keep the discussion timely and focused. The Parkway PTO Bylaws refer to Robert's Rules of Order as the standard for the PTO procedures.

The first step...Getting on the Agenda!

Each PTO meeting is run according to a set Agenda, which is prepared prior to the beginning of the meeting. The President/Co-President chairs the meeting and prepare the Agenda. Items can be entered on the Agenda by contacting the PTO President/Co-President or an Recording Secretary.

Sometimes a meeting is run by a timed Agenda, where specific times are allotted to each Agenda item. In the case if the discussion lasts longer that the allotted time the Parliamentarian will indicate that the time is up. The speaker may finish his/her thought/sentence. A motion can be made (from the floor) to vote to extend the time for further discussion. Time agendas are frequently used of the Agenda is very full or a guest speaker has been invited.

Speaking during the meeting:

Only one person may speak at a time. The speaker is recognized by the Chairperson (PTO President/Co-President) and holds the floor until he/she is done speaking. At that time the chair will recognize the next speaker.

There is, of course, the exception to the do not speak/interrupt until you are called on rule. If you have a Point of Order, Point of Privilege, or Point of Information, you may interrupt the speaker without being recognized by the Chairperson.

Parkway Elementary School
Parent Teacher Organization, Inc.
Memorial Guidelines

It is the goal of the PTO to offer support and comfort to those in need while satisfying the stated “Purpose” of Article II of our bylaws.

“The purpose of this Corporation is to promote the well-being of students through various educational and recreational programs and to develop positive relationships among school, home and community.”

In addition to the following donations, the PTO could facilitate the collection of monies, for any memorial, scholarship, or special fund created by others on behalf of our extended Parkway family.

Current Parkway Student:

Death of a Parent/Guardian – book donated to the Parkway Library in honor
Death of a Parkway Student - \$50.00 (*)

Current Teacher/Staff (including aides, janitors & secretaries):

Serious illness, injury, or hospitalization – Card
Death - \$50.00 (*)

Teacher’s Family:

Death of an in-Law/parent – Card
Death of a child or spouse – Card

(*) – The nature of the PTO charitable disbursement will depend on the individual circumstances and the needs within the school at the time. The donation should not exceed the monetary value stated.