High Bridge Parent-Teacher Organization

High Bridge, New Jersey

**BYLAWS**

**Article I**

**Name**

The name of this organization shall be the High Bridge Parent-Teacher Organization.

**Article II**

**Article of Organization**

The organization is a not-for-profit corporation under the laws of New Jersey. Its “Articles of Organization” comprise of Certificate of Incorporation as amended and these bylaws as from time to time amended.

**Article III**

**Goals**

The goals of the PTO are:

* To develop interest in education.
* To provide an organization through which the parents, schools and staff can work cooperatively to secure for all students the highest advantages in physical, mental and social education.
* To provide financial support for programs funded outside the annual school budget.

**Article IV**

**Basic Policies**

1. This organization shall be non-commercial, non-sectarian, and non-partisan. No commercial enterprise and no candidate shall be endorsed by it. Neither the names of the organization nor the names of the officers in their official capacities shall be used in any connection with the commercial concern or with the partisan interest or for any purpose other than for the promotion of the goals of the organization.
2. The policies of this organization are established to maintain a tax-exempt status as defined by Section 501(c)3 of the Internal Revenue Code.
3. This organization shall not seek to direct the administrative activities of the school or to control its policies.
4. This organization may, with the approval of the Board, cooperate with other organizations and agencies active in child welfare and education, such as conference groups or coordinating councils.
5. This organization or individual members shall feel free to offer the Principal or Board of Education such constructive suggestions as will promote the interest of the child in all his relationships. Criticism of individual teachers or administrators shall not be voiced in open meetings.

**Article V**

**Membership and Dues**

1. Membership shall be open to parents, guardians and teachers of the High Bridge Schools.
2. Annual membership dues shall be $10.00 per family and $5 per staff member.
3. Only members of the organization shall be eligible to participate in its business meetings or serve in any of its elective or appointive positions.
4. The organization shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

**Article VI**

**Officers and their Election**

1. The officers of this organization shall be President and/or Co-Presidents, Elementary School Vice President, Middle School Vice President, Secretary and Treasurer.
2. Names of candidates shall be submitted to the secretary of the PTO by mid-April of the election year for inclusion on the ballot.
3. Election shall be by ballot during the month of May
4. Term of officers shall be two years from July 1 until June 30 of the second year.
5. No persons shall serve more than two consecutive terms in the same office.
6. Vacancies of office before the end of the term shall be filled by ballot.

**Article VII**

**Duties of Officers**

The **President** shall preside at all meetings of the organization and those of the Executive Board and shall be an ex-officio member of all committees. The President shall appoint committee chairs with the assistance of the Vice Presidents; sign checks in the absence of the Treasurer; and have general supervision of the officers of the organization.

The **Vice-President** shall assist and in the absence of the President perform all duties of the office. The Vice-President shall act as a liaison between the PTO and schools.

The **Secretary** shall keep records of regular meetings and Executive Board Meetings. He/she shall attend to general correspondence and send notices as may be necessary. He/she shall have charge of printing and purchasing stationary.

The **Treasurer** shall keep accounts of the organization; make monthly reports of the financial condition of the organization. At the last meeting of the organization each year (in June), he/she shall make a complete report of the financial transactions of the organization for the preceding fiscal year. He/she shall prepare a budget with the President, subject to the organization’s approval at the October meeting.

**Article VIII**

**Meetings**

1. Regular meetings shall be held the first Wednesday of each month from September to June.
2. Committee reports shall be filed at the final meeting in June. Committee chairs shall submit a written report at the conclusion of this event. A separate financial report shall be included when indicated.

**Article IX**

**Executive Board**

1. The Executive Board shall consist of the elected officers and the chairmen of the standing committees and a representative of the school.
2. The Executive Board shall meet for a re-organization meeting during an election year in July, a budget meeting in August and on an as needed basis.
3. Three member of the Executive Board shall constitute a quorum.

**Article X**

**Committees**

1. The chairs of the Standing Committees shall be appointed by the President with the approval of the Executive Board for a term of one year.
2. Standing Committees and Appointed Representatives:
3. Board of Education Representative: It shall be his/her duty to provide representation at the Board of Education meetings and he/she shall keep the Executive Board informed.
4. Membership – He/she shall be responsible for recruiting members.
5. Publicity: He/she shall be responsible for keeping the activities of the PTO before the public.
6. Fundraising: It shall be his/her responsibility to raise money for the organization.
7. Class Parents
8. Web page Representative

**Article XI**

**Allocation of Funds**

Allocation of funds of over $200 shall be made by the Executive Board with the approval of the membership at large, excluding items already approved in the September budgets. Allocation of funds under $200 can be made solely by the Executive Board.

**Article XII**

**Amendments**

The by-laws may be amended be a two-thirds vote of the members present and voting, provided notice and a copy of the proposed amendment will be presented at a meeting one month prior to voting. Copies will be made available at the meeting. Copies will also be placed at the Middle School and Elementary School office for members to review.

**Article XIII**

**Dissolution**

**Section 1: Dissolution**

The PTO may be dissolved provided prior notice is given to the PTO Membership, a vote is taken at the next scheduled Regular PTO meeting (a quorum must be met) and the request is approved by a majority vote of those present.

**Section 2: Remaining Funds**

Upon a vote to dissolve the PTO, the remaining PTO funds shall first be used to pay any outstanding PTO debt and then either:

1. A vote shall be taken by the PTO Membership to spend the remaining funds on an item or items that benefit the students; or
2. The remaining funds shall be held in escrow by the Principal for use by a future PTO. If a future PTO is not formed within 24 months, the funds shall revert to the School and be used toward the benefit of the students under the discretion of the Principal.