

John F. Kennedy School  
PTSO

MAY 20, 2014

## **Bylaws of the Parent-Teacher-Student-Organization of John F. Kennedy School**

### **Article I: Name**

The name of the organization is the Parent, Teacher, Student Organization (PTSO) of John F. Kennedy School.

### **Article II: Purpose**

The objectives of the organization are:

- To promote the welfare of the children in the home, the school and the community.
- To secure adequate laws for the care and protection of our children.
- To bring into closer relationship the home and the school, that parents and teachers cooperate intelligently in the education of our children.
- To develop between educators and the general public such united efforts as will secure for all children the highest advantages in physical, mental and social education.

### **Article III: Basic Policies**

The following are basic policies of the organization:

- The organization shall be noncommercial, nonsectarian and nonpartisan.
- The name of the organization or the names of any members in their official capacities shall not be used in any connection with commercial concern, or with any partisan interest or for any purpose not appropriately related to promotion of the objects of this organization.
- The organization shall not directly or indirectly participate or intervene (in anyway, 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 it's activities to attempt to influence legislation by propaganda or otherwise.
- The organization shall work with the school to provide quality education for all children and shall seek to participate in the decision making process establishing school policy; recognizing that the legal responsibility to make decision has been delegated by the people of the Board of Education.
- The organization may cooperate with other organizations and agencies concerned with child welfare, but person representing the organization in such matter shall make no commitments and bind the organization.
- The PTSO shall work within the adopted budget of the organization.
- In the event of dissolution of the organization, its assets shall be distributed for one or more of the exempt purposes specified in Section 501 of the Internal Revenue Code of 1954 as from time to time amended.
- The PTSO shall apply for fire permits by submitting a letter to the mayor and Council asking to waive the fees. This must be done at the town meeting before the event occurs.

- The PTSO shall apply for raffle permits with the town a minimum of 16 Business days prior to the event.
- State taxes shall be filed each year in accordance with state laws.

#### **Article IV: Articles of Organization**

The organization is a not-for-profit corporation, organized under the laws of the State of New Jersey. Its “articles of organization” comprise the certificate of incorporation of articles of incorporation and these by laws as from time to time amended.

#### **Article V: Membership and Dues**

Any parent, legal guardian, staff member or administrator directly related to John F. Kennedy School who subscribes to the objects and basic policies of the organization may become a member of this organization, subject only to compliance with provisions of the bylaws. Membership in this organization shall be available without regard to race, color, creed or national origin.

The organization shall conduct an annual enrollment in September for members, but persons may be admitted to membership at any time.

Only members in good standing of this organization shall be eligible to participate in its business meetings or serve in any of its elective or appointed positions.

Members in good standing are defined as paying membership dues and a member for fifteen (15) days.

Each member of the organization shall pay dues of \$10.00 per family per school year (September 1 to August 1).

A copy of this organizations bylaw be posted on the school website. A copy will be available in the John F. Kennedy Elementary School Main Office.

#### **Article VI: Officers and Their Election**

##### **Officers**

- The officers of this organization shall be a President and/or Co-Presidents, Vice President (not needed with Co-Presidents), Recording Secretary, Corresponding Secretary, Treasurer and an Assistant Treasurer.
- The officers shall be elected by anonymous ballot annually in the month of May.
- A majority vote of members’ present at a general membership meeting shall elect.
- One member of a member in good standing family may participate in the vote.
- Officers shall assume their official duties at the close of the meeting in June and shall serve for terms of (1) year and/or until their successors are elected.
- A person shall not be eligible to serve more that three (3) consecutive years in the same office unless they are unopposed.

- A person electing to run for office shall submit an “Officer Candidate” form as announced the month prior to election. This should be submitted no later than one week prior to May election date.
- The Principal and a neutral member of the general membership shall count electoral votes.
- If a tie should occur during the election, both names will be put in a hat and the principal or neutral party will pull a name. This will be the winner of the election.
- Results of the election will be announced at the end of the May general meeting.

## **Vacancies**

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by the majority vote of the general membership, notice of one week of such election having been given. In case a vacancy occurs in the office of the President, the Co-President and/or Vice President shall succeed to the office and fill the unexpired term.

## **Article VII: Duties of the Officers**

The **President and or Co-Presidents** shall preside at all general membership meetings of the organization and Executive Board meetings. Assume other duties as stated in these bylaws or assigned to him/her by the organization or the Executive Board and shall coordinate the work for the officers of the committees of the organization in order that the objectives may be promoted. Shall distribute e-mails to class mothers as a means of communications as needed and decided at general meetings, Executive Board meetings or as necessary. Verify that all licenses are applied for and renewed through the town and state in a timely manner.

The **Vice President** shall act as an aide to the President, preside at all meetings and shall attend special meetings in relief of the President. When delegated, assist the President in making necessary telephone calls, copies, distribution of memos or emails, and shall perform the duties of President in the absence of/or inability of that officer to act.

The **Recording Secretary** shall record the minutes of the meeting of the organization, type, submit for approval and have posted on the school website, prepare memos and letters as directed by the President and Executive Board, and shall perform such other duties as may be delegated to him/her.

The **Corresponding Secretary** shall conduct the correspondence of the organization as directed by the President and Executive Board of the organization. As necessary, submit articles to the town newspaper to publicize or document school events. He/she shall check the PTSO mailbox a minimum of twice weekly to check for necessary correspondence and properly distribute all mail concerning PTSO within two (2) days. If he/she is unable to fulfill this obligation he/she may designate an elected officer to assume this responsibility. He/she shall read all correspondence received at general membership meetings.

The **Treasurer** shall prepare the annual budget of the organization, keep a full and accurate account of receipts and expenditures of the organization, and shall make disbursements as authorized by the President of organization. An authorized individual shall count all monies received through PTSO activities. The Treasurer shall present a financial statement at every meeting of the organization and at other times when requested and shall make a full report that the meeting at which new officers officially assume their duties. An outside auditor shall satisfy that the Treasurer's annual report is correct and shall sign a statement of that at the end of the report. This final report shall be completed as soon as the auditor can complete. State taxes shall be submitted annually.

The **Assistant Treasurer** shall work together with the Treasurer in handling, counting and depositing of PTSO funds within one week of Assistant Treasurer receipt, apply for and maintain records all state licenses, complete the report of operations for raffles, and permits as pertained to raffles and when necessary shall assume the responsibilities of the Office of Treasurer in his/her absence.

Officers shall:

- Perform the duties prescribed in the parliamentary authority in addition to those outlined in the bylaws and those assigned from time to time.
- Deliver to their successor all official material within fifteen (15) days following the meeting at which new officer assume their duties, and assist in a reasonable transition period.

### **Article VIII Executive Board**

The Executive Board shall consist of the officers of the organization. The principal or representative appointed by him/her is an ex officio member.

The duties of the Executive Board shall be

- To transaction necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization.
- To approve the plans of any chairperson of a subcommittee of the organization.
- To present a report at the regular meetings of the organization.
- To prepare and submit to the organization for adoption a budget for the year.
- To review payment of routine bills within limits of the budget.

Regular meetings of the Executive Board shall be held during the year, the time to be fixed by the Executive Board at its first meeting of the year. A majority of the Executive Board shall constitute a quorum. Special meeting of the Executive Board may be called by the President by a majority of the members of the Executive Board providing two (2) days notice has been given.

### **Article IX: General Membership Meetings**

Regular meetings of this organization shall be held once a month during the school year, with seven (7) days posted notice of the date.

Nine (7) members shall constitute a quorum for the transaction of business in any general meeting of the organization including the PTSO Executive Board members.

The privilege of holding office, introducing motions, debating and voting shall be limited to members whose current dues are paid, and who have been a member of the organization at least fifteen (15) days.

The President shall open the end of the meetings for discussion and also communicate any intended comments by members unable to attend the meeting.

### **Article X: Committees**

Only members in good standing of the organization shall be eligible to serve in any elective or appointed position.

The PTSO Executive Board may create such special projects and may assign said projects to the appropriate Committee Chairperson. The term of each Committee Chairperson shall be concurrent with the longevity of the special project.

The Chairperson of each committee is responsible for carrying out the duties of their committee and presents a plan of work to the PTSO Executive Board and Principal for approval. They are to apply for all fire and town permits with the aide of the President.

A designated Executive Board member shall be a member ex officio of all committees and projects. The designated member shall be announced at the initial coordination of each project.

### **Article XI: Fiscal Year**

The fiscal year of this organization shall begin July 1<sup>st</sup> and end June 30<sup>th</sup>.

### **Article XII: Parliamentary Authority**

Robert's Rules of Order Newly Revised shall govern the organization in all cases in which they are applicable, and in which they are not in conflict with these bylaws.

### **Article XIII: Amendments**

These bylaws may be amended at any regular meeting of the organization by two-thirds vote of the members present and voting. Providing that notice of the proposed amendment shall have been given at least 30 days prior to the meeting at which the amendment is voted upon.

The Executive Board must prepare revised bylaws and the requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

**Article XIV: Signature Page**

At the transition of each Executive Board, the bylaws should be reviewed and readopted. The Recording Secretary should maintain a new signature page. The Executive Board and Principal must sign the bylaws under the Signature page to become effective. A copy of revised by laws should be submitted to the school administrative secretary and posted on the school website.

**Signatures**

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President

\_\_\_\_\_

Date

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Vice President

\_\_\_\_\_

Date

\_\_\_\_\_

Recording Secretary

\_\_\_\_\_

Date

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Corresponding Secretary

\_\_\_\_\_

Date

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Treasurer

\_\_\_\_\_

Date

\_\_\_\_\_

Assistant Treasurer

\_\_\_\_\_

Date

\_\_\_\_\_

Principal

\_\_\_\_\_

Date