

# **BY LAWS OF GREENBROOK SCHOOL PTO**

**September, 1997, and amended November, 2006**

## **ARTICLE I**

### **Name**

The name of this organization is the Greenbrook Elementary School Parent-Teacher Organization (PTO) of Kendall Park, New Jersey.

## **ARTICLE II**

### **Article of Organization**

The organization exists as an unincorporated organization of its members. Its "Articles of Organization" comprise these bylaws, as from time to time amended. In the event of any conflict, these bylaws shall govern.

## **ARTICLE III**

### **Purposes**

The objectives of the organization are:

#### Section 1

- A. To promote the welfare of children and youth in home, school and community.
- B. To raise the standards of home life.
- C. To bring into closer relation the home and the school, that parents and teachers may cooperate, intelligently in the education of children and youth.
- D. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental and social education.

**ARTICLE IV**  
**Basic Policies**

The following are basic policies of this organization:

Section 1

- A. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- B. The name of the organization or the names of any members in their official capacities shall not be used in any connection not appropriately related to promotion of the objectives of the organization.
- C. The organization 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 to attempting to influence legislation by propaganda or otherwise.
- D. The organization shall work with the school to provide quality education for all children and youth and shall seek to participate in the decision making process establishing school policy recognizing that the legal responsibility to make decisions has been delegated by the people to the board of education.
- E. The organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the organization in such matters shall make no commitments that bind the organization.
- F. In the event of the dissolution of the organization, its assets shall be distributed to the public school which will render service to the present student body.
- G. Criticism of individual teachers or parents shall not be voiced in open meetings.

**ARTICLE V**  
**Membership and Dues**

Section 1

- A. Membership in this PTO shall be made available to all parent(s) or guardian(s) of a Greenbrook School student and teachers, staff, and administrators of Greenbrook School.

Section 2

- A. Only members of the organization shall be eligible to participate in the business meetings, or to serve in any of its elected or appointed positions.

Section 3

- A. The membership year of this organization shall be from July 1<sup>st</sup> through June 30<sup>th</sup>.

Section 4

- A. The organization shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

Section 5

- A. Each member of the organization shall pay annual dues as established by the PTO Board.

**ARTICLE VI**  
**Officers and their Election**

Section 1

- A. The officers of this organization shall be a president, vice president(s) of fund raising, a recording/corresponding secretary, and a treasurer (referred to as the executive board). Only members of the organization shall be eligible to serve in any elected or appointed positions. The president position can be held by any member, who was a chairperson of any committee during the prior school year.
- B. Officers shall be elected by ballot annually in the month of April, however, if there is but one nominee for each office, the election may be by voice vote.
- C. A majority vote shall elect.
- D. Officers shall assume their official duties at the close of the calendar school year in June and shall serve for a term of one year or until successors are elected. The officers will be publicly installed during school open house in the Fall.

- E. No person shall serve more than two consecutive terms in the same office, unless there is no one else who wishes to serve in said position.
- F. An officer having served more than one-half of a term shall be credited with having served the complete term.

## Section 2

- A. There shall be a nominating committee consisting of five members; three of whom shall be elected by the executive board, from its body, and two members elected by the organization at a regular meeting at least one month prior to the election.
- B. The nomination committee shall select one nominee for each office to be filled and report at the meeting in April.
- C. Following the report of the nominating committee, an opportunity shall be given for nominations from the floor.
- D. Only those members in good standing, who have consented to serve if elected, shall be eligible for nominations, either by the committee or from the floor.

## Section 3

- A. A vacancy occurring in an office ( exception: Article VII, section 2) shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the executive board, notice of such election having been given by the secretary

## **ARTICLE VII Duties of Officers**

### Section 1

- A. The president or co-presidents shall preside at all meetings of the organization and of the executive board; shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the organization or the executive board; and shall coordinate the work of the officers and committees of the organization in order that the objectives may be promoted. In the event that the president or co-presidents can not perform the duties of the president, a member of the executive board will be selected by the other members of the board, to serve either temporarily or permanently.

Section 2

- A. The secretary shall record the minutes of all meetings of the organization and of the executive board, shall have a copy of the approved bylaws, and a membership list available at every meeting, and shall perform such other duties as may be delegated to him/her. The secretary shall also conduct the general correspondence of the organization as directed by the president, executive board, or the organization. Minutes of the meetings will be posted within 5 days after a meeting, whenever possible.
- B. The secretary shall maintain copies of all the meetings', minutes. He/she will present the minutes from the previous meeting to be voted on as a matter of record before the commencement of the current meeting.

Section 3

- A. The Treasurer shall have custody of all funds of the organization; shall keep an accurate record of receipts and expenditures; shall pay out funds in accordance with the approved budget as authorized by the organization. The treasurer shall be responsible for the maintenance of all books of accounts and records. The treasurer shall present a financial statement of accounts at every meeting of the organization and at other times when requested by the executive board, and shall make a full report at the annual meeting. The treasurer's accounts shall be examined annually by an auditor (CPA), who satisfied that the treasurer's annual report is correct, shall sign a statement to the facts at the end of the report. The auditor (CPA) shall be appointed by the president with approval of the executive board at least two week before the annual meeting. \*(An audit of the treasurer's accounts is for the protection of the treasurer. It is the only means of assuring everyone that the accounts are accurate, and it relieves the treasurer of responsibility except in case of fraud. See Robert's Rules of Order Newly Revised.)

Section 4

- A. All officers shall deliver to their successor all official material following the election of their successors.

**ARTICLE VIII**  
**Executive Board**

Section 1

- A. The executive board shall consist of all the officers of the organization, the chairpersons of standing committees, and the principal of the school or a

representative appointed by him/her, the members of the school or a representative appointed by him/her. The members of the executive board shall serve until their successors are elected.

## Section 2

The duties of the executive board shall be:

- A. To transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization.
- B. To create standing committees.
- C. To present for approval the plans of work of the standing committees, to larger PTO board.
- D. To present a report at the regular meetings of the organization.
- E. To appoint an auditor to audit the treasure's accounts, annually.
- F. To accept and submit to the organization for adoption a budget for the fiscal year.
- G. To approve routine bills within the limits of the budget.
- H. The Executive Board shall have the authority to approve an expenditure for a life altering event in an amount not to exceed \$250 in emergency funds without the consent of the general PTO body per membership year. If the \$250 fund is depleted before the end of the fiscal year, the general PTO body must have the opportunity to vote on replenishing these funds.

## Section 3

- A. Regular meetings of the executive board shall be held monthly during the school year, the time to be fixed by the board at its first meeting of the year.
- B. A 2/3 majority of the executive board shall constitute a quorum.
- C. Special meetings of the executive board may be called by the president or by a majority of the members of the board. The purpose of the board shall be stated in the call.

**ARTICLE IX**  
**Meetings**

Section 1

General Meetings:

- A. Regular meetings of this organization shall be held on the first Tuesday of every month during the school year, but a minimum of three times during the year. Sufficient notice shall be given to the membership when meetings are to be held.
- B. Special meetings may be called by the executive board with two days notice having been given. The purpose of the meeting shall be stated in the call.
- C. The annual meeting for the purpose of electing officers, hearing reports and such other business as may properly come before it shall be in May.
- D. Fifteen members shall constitute a quorum for the transaction of business in any meeting of this organization.
- E. The privilege of holding an office (or being on a committee), introducing motions, debating, and voting shall be limited to members whose current dues are paid.

**ARTICLE X**  
**Standing Committees and Special Committees**

Section 1

- A. Such standing committees shall be created by the executive committee as may be required to promote the objectives and interests of this organization. The chairperson/ co-chairperson of the standing committee shall be elected by the officers of the organization and the principal of the school or his/her representative. This term shall be for one year, but not necessarily restricted to one term.

Section 2

- A. Only members of the organization shall be eligible to serve as chairperson or members of committees.

Section 3

- A. The chairperson of all standing committees shall present plans of work to the executive committee, and no committee work shall be undertaken without the approval of the PTO Board.

Section 4

- A. Special committees shall be appointed by the president, executive board, or the organization as deemed necessary to carry on the work of the organization.

Section 5

- A. The president shall be ex officio a member of all committees except the nomination committee.

**ARTICLE XI**  
**Fiscal Year**

Section 1

- A. The fiscal year of this organization shall be twelve months (12) from July 1<sup>st</sup> to June 30th.

**ARTICLE XII**  
**Parliamentary Authority**

Section 1

- A. Robert's Rules of Order Newly Revised shall govern this organization in all cases in which they are applicable.

**ARTICLE XIII**  
**Amendments**

Section 1

- A. A committee will review the by-laws every 3 years on a rotating basis. Each year of the three will focus on a particular part of the by-laws.
- B. These bylaws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at the previous meeting.

Section 2

- A. A committee may be appointed to submit a revised set of bylaws as a substitute for these bylaws only by a majority vote at an Executive Board meeting.