

The Brielle Parent Teacher Organization, Inc. Bylaws

Article I - Name

The name of the Organization shall be The Brielle Parent Teacher Organization, Inc. ("The Brielle PTO")

Article II - Objective

Our objective is to support the education of the Brielle Elementary School students and to help them achieve their fullest potential through the cooperative interaction of parents, teachers, and the administration.

Article III - Scope

This Organization shall sponsor educational, social and youth activity programs and engage in fundraising projects and promote parent, teacher, and community involvement in the school.

Article IV - Policies

This Organization is a New Jersey Non-Profit Corporation and has qualified as an exempt organization under Internal Revenue Code Section 501(c)(3). As such, the Organization will comply with all applicable Federal and New Jersey State reporting requirements and laws.

This Organization operates without discrimination based upon race, gender or religion. This Organization shall not support or oppose any individual political candidate or devote any time to influence legislation.

Article V - Membership

The Brielle PTO is open to all parents and guardians of students attending Brielle Elementary School, as well as teachers and school administrators who have an interest in the well-being of the school and its students. Interested parties qualify as an active member upon payment of his/her annual dues, which will be determined annually by the Executive Board. The membership year shall run from October 1 to September 30.

Article VI - Officers and Elections

Section 1. Officers. The officers of the Organization and their duties shall be as follows:

- a. President
 - o Shall preside over meeting of the Organization and the Executive Board.
 - o Shall coordinate the work of the officers and committees in order that the objectives and policies of the Organization are served.
 - o Shall serve as the primary contact for the Superintendent and represent the Organization at meeting out the Organization.

- Shall cast the deciding vote in the case of a tie at all board and membership meetings.
 - Shall not chair any one specific event during their term.
- b. Vice President
 - Shall be responsible for the coordination of the fundraising efforts of The Brielle PTO.
 - Shall act as an aide to the President and shall represent her upon request and assume the duties of the President in the absence or inability of that officer to serve.
- c. Hospitality Officer
 - Shall coordinate the back-to-school breakfast for teachers and administration.
 - Shall coordinate Kindergarten orientation.
 - Shall coordinate any teacher appreciation events.
 - Shall promote teacher/Brielle PTO relationship.
 - Shall be responsible for coordination of food requests made to the Brielle PTO.
- d. Membership Officer
 - Shall create and distribute annual membership forms.
 - Shall collect and track membership forms and dues.
 - Shall prepare and distribute family phone books.
- e. Secretary
 - Shall record and maintain minutes of the Organization.
 - Shall send notices of meetings to the membership.
 - Shall send meeting minutes to the membership.
 - Shall send out annual holiday cards to teachers.
 - Shall handle all correspondence.
- f. Treasurer
 - Shall keep an accurate record of all receipts and expenditures.
 - Shall pay out funds in accordance with the approval of the Executive Board.
 - Shall present a financial report at each meeting and at the request of the Executive Board.
 - Shall be responsible for all Federal and New Jersey State filing requirements and compliance issues.
 - Shall have knowledge of QuickBooks and access to a secure computer.
- g. Board of Education Liaison
 - Shall ensure that the Brielle PTO representation is present at all Board of Education meetings.
 - Shall present a verbal report from all Board of Education meetings to the members at the general Brielle PTO meeting.
 - Shall present a written summary of all Board of Education meetings to the Secretary.
 - Shall not speak on behalf of the Brielle PTO at the Board of Education meetings unless specifically requested by the Executive Board.
- h. Publicity Officer

- Shall maintain the Brielle PTO portion of the school website.
 - Shall maintain the school message board in the lobby.
 - Shall coordinate all PTO items to be published in the school newsletter.
 - Shall help coordinate all advertising for Brielle PTO events.
- i. Programs and Enrichment Officer
- Shall research and schedule school assembly programs.
 - Shall provide oversights for any after school enrichment programs.
 - Shall present proposed programs to administration.

Section 2. Terms of Office. The President position is a one-year term. The Vice President position is a one-year term, and that person will serve as President in the second year. All other positions are two-year terms. All new officers shall be sworn in and take their office at the end of the final general meeting in June.

No member shall hold more than one office at a time. No officer may serve their position for more than two years unless a replacement cannot be found. In that case, the term is extended for one year.

Section 3. Nominations and Elections. The Executive Board shall appoint a nominating committee each year. The process will be as follows:

- The committee will distribute nomination forms in April, stating the positions available and a brief description of the responsibilities. Nomination forms may be distributed by e-mail, through the School newsletter, webpage/website or sent home via flyers.
- All open positions are posted for nomination with the exception of the President. The Vice President will become the President in her second year of office.
- A person may be nominated by himself/herself, or by another individual.
- The forms may be turned into the Brielle PTO mailbox or handed to a nominating committee member in a sealed envelope.
- All forms must be turned in by the beginning of May.
- The nominating committee will review all nominations and confirm with nominees their consent to serve. They will prepare a slate of candidates and present it to the Executive Board prior to the May meeting.
- The nominating committee is responsible for preparing the ballots to be used at the May meeting.

Election Process

- The election will take place at the May meeting.
- Additional nominations can be made from the floor at that meeting.
- Nominees are voted on at the May meeting by the general membership by ballot. If there is only one person running, a voice vote is acceptable.
- In the event of a tie, the President will cast the deciding vote.
- If there is an open position with no nominee, the current officer may remain in that position for one more term.

Section 4. Vacancies. If there is a vacancy in the office of President, the Vice President will become the President. If there is a vacancy in any other office, the Executive Board will appoint a replacement.

Section 5. Removal from office. Officers can be removed from office with or without cause by a two-thirds majority vote of the Executive Board.

Article VII - Executive Board

Section 1. Membership. The Executive Board shall consist of the officers listed in Article VI.

Section 2. Duties. The Executive Board shall manage the business affairs, activities and operations of the Organization. Specifically, the Executive Board shall:

- Oversee the general membership meeting once a month and present a financial report and committee updates to the general membership.
- Create standing and special committees.
- Create rules and policies to be followed by all committees and officers of the Organization.
- Create a budget for each school year, determine fundraising events, and schedule activities for each school year.
- Meet with the school administration to determine the needs of the school.

Article VIII - Meetings

Section 1. Regular meetings. General meetings of the Organization shall be held monthly with the day and time to be fixed by the Executive Board prior to the start of the school year.

Section 2. Special meetings. Special meetings may be called by the President, any two members of the Executive Board or five general members by submitting a written request to the Secretary. Notice of a special meeting shall be sent to the members at least ten (10) days prior to the meeting via flyer, email, or posting on the school website.

Section 3. Executive Board Meetings. The Executive Board will meet as needed to conduct the affairs of the Organization. The meetings may be called by the President or any two board members, with 48 hours notice. At least one meeting will be held prior to the start of school to plan the year's events, budget, and school calendar.

Section 4. Quorum. A majority of the Executive board shall constitute a quorum.

Article IX - Committees

Section 1. Chairperson. Each committee will have a Chairperson who will prepare a report to be given to the Executive Board to be presented at the general meeting upon

request. The President shall act as an ex officio member of all committees. All monies collected from an event should be counted by the Chairperson and delivered to the Treasurer for verification.

Section 2. Standing Committees. The following committees shall be held by the Organization: Art Appreciation, Book Fair, Brielle Day, Class Parents, Giving Tree, Hospitality, Lighthouse Committee, School Store and Nominating.

Section 3. Additional Committees. The Executive board may appoint additional committees if needed.

Article X - Finances

Section 1. A tentative budget shall be drafted prior to the start of the school year and approved by the Executive Board.

Section 2. The Treasurer shall keep accurate records of all cash disbursements and cash receipts.

Section 3. The Executive board shall approve all expenses of the Organization.

Section 4. Two authorized signatures shall be required on all checks over the amount of \$500. Authorized signers shall be the President, Vice-President, and Treasurer.

Section 5. Each month the President will open the bank statement, review all cash receipts and disbursements and initial the statement. Any unusual items should be brought to the attention of the Executive Board. After the bank statements have been reviewed by the President, the Treasurer will prepare the bank reconciliations and the monthly financial report. The financial report should state all cash receipts and disbursements for the month.

Section 6. The Executive Board is responsible for ensuring that the Organization is in compliance with all Federal and New Jersey State reporting requirements. In the event that the Executive Board does not have the expertise to handle any filings, or in the event that an audit is required, the Executive Board will have the authority to hire an outside accountant or attorney to handle these matters.

Section 7. Copies of the Organization's annual informational returns for the most recent three years will be available for public review when requested.

Article XI - Parliamentary Authority

Robert's Rules of Order shall govern meetings when they are not in conflict with the Organization's bylaws.

Article XII - Standing Rules

Standing rules may be approved by the Executive Board and the Secretary shall keep a record of the standing rules for future reference.

Article XIII - Amendments

These bylaws may be amended at any regular or special meeting, providing that prior notice was given in writing at the prior meeting and then sent to all members of the Organization by the Secretary. Notice may be given by e-mail, through the School newspaper, webpage/website or sent home via flyers. Amendments will be approved by a majority vote of those present.

Article XIV - Indemnification

The Brielle PTO shall indemnify all officers and directors of the corporation to the fullest extent permitted by Title 15A of the New Jersey Statutes.

Article XV - Dissolution

The Organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting. Upon the dissolution of the Organization, any remaining funds should be used to pay outstanding bills, and with the membership's approval, spent for the benefit of the school.