

Article I: Name

The name of this organization is the Arbor school PTO. The PTO has the authority from the Board of Education to raise funds for the benefit of the children at Arbor school in Piscataway.

Article II: Purposes

Section 1. The goals of the Arbor school PTO in common with those of the Piscataway School District are:

- 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 school, that parents and teachers may cooperate intelligently in the education of children and youth;
- d. To develop between educators and the general public united efforts that will secure for all children the highest advantages in physical, mental, and social education.

Section 2. The PTO is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of section 501 (C) (3) of the Internal Revenue Code or corresponding section of any future Federal tax code.

Article III: Basic Policies

The following are basic policies of the Arbor school PTO:

- a. The organization shall be noncommercial, nonsectarian and nonpartisan;
- b. The organization or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the goals of the organization;
- c. The organization or members and their official capacities 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 shall seek to participate in decision-making process giving input on school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities and local education administrators;
- e. The organization shall be permitted to enter into membership agreements with other Piscataway Parent Teacher Organizations. They may also enter into lending agreements with PTOs of the sending receiving elementary schools in Piscataway. Upon a recommendation from the executive board, a majority vote at a general PTO meeting will be needed for the transaction to occur. The Arbor school PTO representatives shall not make commitments that bind the group they represent; no part of the net earnings of the organization shall inure to the benefit of, or be distributed to its members, directors, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payment and distribution in furtherance of the purposes set forth in Article II;

- f. All money raised through fund raising shall be used to enhance the students' educational experiences;
- g. Notwithstanding any other provisions of these articles, the organization shall not carry on any other activities not permitted to be carried on (1) by an organization eggs and from Federal income tax under section 501 (C) (3) of the Internal Revenue Code or (2) by an organization, contributions to which are deductible under section 170 (C) (2) of the Internal Revenue Code;
- h. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, remaining assets shall be distributed to one or more nonprofit funds, foundations or organizations that have established their tax exempt status Under section 501 (C) (3) of the Internal Revenue Code.
- i. Open communication, including sharing calendar and fundraising information, will occur between the sending receiving elementary PTO organizations.

Article V: Membership and Dues

Section 1. Every individual who is a member of the Arbor School PTO is entitled to all benefits of such membership.

Section 2. Membership in the Arbor School PTO shall be open without discrimination to all parents and staff within the school community.

Section 3. The Arbor School PTO shall conduct an annual enrollment of members but may admit individuals to membership at any time.

Section 4. Each member of this local unit shall pay such annual dues to said organization as made the prescribed by the organization. Dues will be established during the end of the year reorganization meeting.

Section 5. Members in good standing of the Arbor School PTO are those who abide by their current bylaws and who have paid current dues.

Section 6. The privilege of holding office, voting in an election and representing the PTO at President's Council should be limited to members of the sending receiving organizations who have been members in good standing at least fifteen days.

Section 7. The local PTO membership year shall be from October 1st through September 30th.

Article VI: Officers

Only those individuals who have been a member in good standing in a Piscataway Parent Teacher Organization for fifteen days shall be eligible for nomination, either by committee or from the floor.

Section 1. The officers of the Arbor school PTO shall include two co-presidents, one recording secretary, one corresponding secretary and two co-treasurers.

Section 2. Officers shall be elected by ballot at a general membership meeting annually or biennially in the month of May. Term of office shall be two years or until a successor is elected.

Section 3. If an officer resigns during the school year the board may appoint another member for the remainder of that school year. If there is a second year of the term that election will take place at the May meeting. A majority vote at the May meeting is required.

Section 4. When there is but one candidate for an office the ballot for that office may be dispensed with an election held by voice vote. A majority vote of those present shall be required for election.

Section 5. The following provisions shall govern the qualifications and eligibility of individuals to be officers of the Arbor school PTO:

- a. Each officer shall be a member of the Arbor School PTO;
- b. No officers may be eligible to serve more than two (2) consecutive terms in the same office;
- c. A person who has served more than $\frac{1}{2}$ of the term shall be deemed to have served a full term in such office.

Section 6. Officers shall assume their official duties following the close of the meeting in June.

Section 7. Nominations

- a. There shall be in Nominating Committee composed of three members who shall be selected by the Arbor School PTO at a regular general membership meeting two months prior to the election of officers.
- b. The nominating committee shall select one (1) eligible member for each office 30 days prior to the election meeting. The general membership shall be informed of the report of the nominating committee and notified that nominations from the floor will be accepted at the meeting.
- c. Members of the nominating committee may be considered for office.

Article VII: Duties of Officers

Section 1. The co- presidents will preside at all meetings of the Arbor School PTO and at the executive committee/board meetings as well; they shall perform such other duties as prescribed in these bylaws or assigned to him/her by the Arbor School PTO; and shall coordinate the work of the officers and committee chairs in order that the goals of the PTO are promoted.

Section 2. The recording secretary shall record and post the minutes of all meetings of the Arbor school PTO and the executive committee/board meetings; and shall perform such other duties as delegated to him/her.

Section 3. The corresponding secretary shall conduct the general correspondence of the organization as directed by the co-presidents, executive board or the Arbor School PTO. She

will also maintain updated membership lists, which will be available at all meetings in case voting issues arise. It will be determined each year if membership cards will be issued by the corresponding secretary.

- Section 4.** The co-treasurers shall:
- a. Have custody of all funds of the Arbor school PTO; shall keep an accurate record of receipts and expenditures; shall pay out local funds in accordance with the approved budget;
 - b. The treasurers shall be responsible for the maintenance of such books of accounts and bank records required by the Internal Revenue Code and local Board of Education policy;
 - c. The treasurers will make disbursements as authorized by the co-presidents, executive board or the Arbor School PTO in accordance with budget adopted by the organization. Checks and vouchers shall be signed by one co-president and one co-treasurer;
 - d. The treasurers shall present a financial statement of accounts at every meeting of the organization and at other times when requested by the executive committee board, board of education or PTO membership;
 - e. The treasurers' accounts shall be examined annually or upon change of officers, by an auditor (CPA) or an auditing committee of not less than three members in good standing, who are satisfied that the treasurers' annual report is correct and shall sign a statement to the facts at the end of the report;
 - f. Maintain the cashbox used for fundraiser activities and the disbursement forms.

Section 5. All officers shall deliver to their successors all of official material not later than ten days following the close of the meeting in June or in case of resignation.

Article VIII: Executive Board

- Section 1.** Composition of the executive committee:
- a. The officers of the organization and the school principal or a representative appointed by the principal.
 - b. The members of the executive board will serve until their successors are elected or appointed.
 - c. A majority of those serving shall constitute a quorum.
- 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 has to be referred to by the organization;
 - b. To approve the plans of work of the standing committees;
 - c. To present a report at all regular meetings of the Arbor School PTO;
 - d. To approve the appointment of an auditor or an auditing committee at least two weeks before the annual meeting to audit the treasurer's accounts;
 - e. To accept and submit for adoption to the Arbor School PTO a budget for the fiscal year;
 - f. To approve routine bills within the limits of the budget.
 - g. Develop the annual budget and present to the general membership for approval.

Section 3. 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.

Section 4. Special meetings of the executive board may be called by the co-presidents or by a majority of the members of the board seven days notice having been given. The purpose of the meeting shall be stated in the call.

Article IX: Meetings

Section 1. General membership meetings:

- a. Only members who are in good standing as defined in Article V shall be eligible to vote in the business of the Arbor School PTO;
- b. At least four general membership meetings shall be held during the school year. Dates of meetings shall be determined by the executive board and announced at the first general membership meeting of the year;
- c. When possible seven day's notice shall be given prior to changing the date of a general membership meeting;
- d. Special general membership meetings may be called by the executive board with seven day's notice. The purpose of the meeting will be stated in the call;
- e. The annual general membership meeting for the purpose of the budget presentation and audit approval shall be the first general meeting of the year;
- f. 51% of the members in attendance shall constitute a quorum for the transaction of business in any general membership meeting of the Arbor School PTO.

Section 2. Committee meetings:

- a. Only active members of the Arbor School PTO shall be eligible to serve as chairman of committees;
- b. The chairman of standing committees shall present plans of work to the executive board for approval and no committee work shall be undertaken without the approval of the executive board;
- c. The co-presidents shall be ex-officio members of all committees except nominating and auditing committees.

Article X: Parliamentary Authority

The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the Arbor School PTO in all cases in which they are applicable.

Article XI: Amendments

These bylaws may be amended at any regular meeting of the Arbor school PTO by a 2/3 vote of the members present and providing that notice of the proposed amendment has been given at least 25 days prior to the meeting in which action is to be taken.