

**Jersey Shore Area MS/HS PTO Bylaws**

**JERSEY SHORE AREA MIDDLE SCHOOL/HIGH SCHOOL  
PARENT TEACHER ORGANIZATION  
BYLAWS**

**Developing a Partnership between Community, Family, and School**

**Article I: Name**

This organization shall be called the Jersey Shore Area Middle School/High School Parent Teacher Organization (Jersey Shore Area MS/HS PTO).

**Article II: Mission Statement**

The mission of this organization shall be to promote the general welfare of Jersey Shore Area Middle School and High School and the students therein, to bring into closer relation the parents and the school, to support the activities and programs of the school through financial and/or voluntary support, and to foster cooperation and understanding between school and community.

**Article III: Policies**

- A. This organization shall be a non-profit organization. The use of funds, dues, and proceeds derived by this organization shall be used to provide opportunities for educational and informational programs. These funds may not be used to support any organized charitable drives with the exception of school-sponsored events or organizations.
- B. Avoid interference with the administrative functions of the school.
- C. Fiscal year shall be July 1 through June 30.
- D. General membership shall meet no less than eight (8) times per year.
- E. Standing Committees:
  - 1. Such standing committees shall be created by the Executive Committee as deemed necessary to promote the mission of the PTO and to carry on its work.
  - 2. Chairperson(s) of standing committees shall be elected by members of said committees. The term of the chairperson(s) shall be one year.
  - 3. The chairperson(s) of each standing committee shall present a plan for the Executive Committee to approve. No committee work shall be undertaken without the consent of the membership.
  - 4. The power to form a special committee and appoint its members rests with the Executive Committee and requires a majority vote of the PTO members in attendance. Since a special committee is created and appointed for a specific purpose, it automatically ceases to exist when its work is done and its final report is received.

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5. Standing committees shall present a report at a regular PTO meeting.

### **Article IV: Membership and Dues**

Any parent or legal guardian of a student enrolled at Jersey Shore Area Middle School or High School, community member, teacher, or administrator interested in the mission of this organization and who is willing to uphold its basic policies and subscribe to its bylaws may become a member. The Executive Committee shall establish annual dues for members prior to the beginning of each school year.

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

- A. The officers shall be the President, Vice President, Secretary, and Treasurer who shall be chosen from among those who are members of the organization in good standing.
- B. The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, and Chairperson(s). The Executive Committee may make decisions on an ad hoc basis between meetings.
- C. These offices shall be held for one year. Elections shall take place each spring prior to the close of the academic year. Officers shall assume their duties immediately following the close of the academic year. There shall be a maximum term limit of six consecutive years for an individual to hold any one position.
- D. The Nominating Committee shall consist of two members of the Executive Committee and two persons from the membership. The Nominating Committee shall select the candidates for the offices mentioned above and present a slate of officers to the membership at the meeting prior to the last meeting of the school year. Election and installation of officers shall be at the final meeting. Additional nominations may be made from the floor, and voting shall be limited to nominees.
- E. All elections shall be by majority vote. Each member present to vote shall be entitled to one vote on each matter submitted to a vote of the members.
- F. Any vacancy may be filled by a majority vote of the Executive Committee. The newly appointed officer would serve for the remainder of the current year.
- G. The Principals and Assistant Principals of the Jersey Shore Area Middle School and High School shall be the official representatives of the schools and shall present all suggested projects to the proper school officials for approval.
- H. There shall be a Teacher Liaison position with two representatives each from the Middle School and the High School.

### **Article VI: Duties of Officers**

- A. The President shall preside at all meetings of the organization and of the Executive Committee, call meetings as required, be an ex-officio member of all committees, act as liaison between the PTO and the schools, and perform all other duties pertaining to the office.

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- B. The Vice President shall preside in the absence of the President and act as an aid to the President in implementing PTO programs.
- C. The Secretary shall keep an accurate record of all meetings of the organization and the Executive Committee, distribute the minutes for approval at the next meeting, have custody of all books and records pertaining to the business of the organization except those of the Treasurer, notify members of their appointment to committees, and conduct the correspondence of the organization.
- D. The Treasurer shall collect all dues and monies forthcoming from any and all projects and make a clear record of the same and report thereon to the membership whenever called upon to do so. The Treasurer shall pay all bills and accounts against the organization after approval by the general membership. Two signatures (designated: Treasurer, Vice President and/or Secretary) will be required on all checks. The Treasurer is responsible for financial integrity, monthly report of income and expenses, and year-end reporting of income, expenditures, and remaining balance.
- E. The Treasurer shall present an account audit at the end of each academic year. This audit will be reviewed and certified by an uninvolved, non-related volunteer member of the general membership.
- F. The Executive Committee may transact business of the organization up to \$500, if necessary; however, no action shall be in conflict with that taken by the voting body of the organization.
- G. All officers shall deliver to their successors all official materials within ten (10) days following the expiration of their term of office.

### **Article VII: Executive Committee**

- A. The Executive Committee shall consist of the officers of the organization and the chairperson(s) of standing committees.
- B. The duties of the Executive Committee shall be:
  - 1. To transact necessary business in the intervals between organizational meetings and such other business as may be referred to it by the organization.
  - 2. To authorize standing committees and special committees.
  - 3. To approve plans of work, schedules, and budgets of the standing committees and special committees.
  - 4. To present a report at the regular meeting of the organization.
  - 5. To submit the budget to the membership for final approval.
  - 6. To approve non-budgeted bills up to \$500.

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- 7. To select a Nominating Committee.
- 8. To serve until his/her successor assumes office.
- C. Meetings of the Executive Committee shall be held at the discretion of the President. Majority of membership present shall constitute a quorum at any regular or special meeting. Special meetings of the Executive Committee may be called by the President or by a majority of the members of the Committee.

**Article VIII: Allocation of Funds**

- A. All requests for funds must be presented at a regular PTO meeting.
- B. All requests must state how the funds will be used and the amount requested.
- C. Requests shall be discussed and voted upon or tabled for further discussion at a specified later date.

**Article IX: Amendments**

These bylaws may be amended at any regular meeting of the organization by a majority vote of the members present, provided notice has been given at a previous regular meeting.

Presented for approval of the membership this 3<sup>rd</sup> day of March, 2005.

Approved this 3<sup>rd</sup> day of March, 2005.

blw