

Woodland School Parent Teacher Organization By-Laws

ARTICLE I - NAME

1. The name of this organization shall be the Woodland School Parent Teacher Organization commonly referred to as the Woodland School PTO.

ARTICLE II - OBJECTIVES

The goals of the organization shall be:

1. To enhance the educational and cultural opportunities of Woodland students.
2. To promote the emotional and physical well-being of the children in the school, the community, and the home.
3. To build a closer relationship between the home and school.
4. To stimulate reciprocal interest and interaction between the community and the school system.

ARTICLE III – POLICIES

1. The organization shall be non-commercial, non-sectarian, and non-partisan.
2. The organization shall work with the schools to help provide quality education for all children.
3. The organization shall cooperate with other organizations or agencies active in child welfare, subject to approval by the Executive Board.
4. The organization shall sponsor programs which shall be of an educational, informative nature.
5. The organization shall sponsor fund raising projects, the profits to be used to further the objectives stated in Article II.
6. No part of the net earnings of Woodland School PTO shall inure to the benefit of, or be distributable to its members, trustees, directors, officers or any private persons, except that Woodland School PTO shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501 (c)(3) purposes. No substantial part of the activities of Woodland School PTO shall be the carrying of propaganda, or otherwise attempting to influence legislation, and Woodland School PTO shall not participate in, or intervene in, (including the publishing or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for public office, but may endorse a school budget.
7. The organization prohibits door-to-door selling of any kind.
8. The organization permits solicitation at local businesses with Executive Board approval.

ARTICLE IV - OFFICERS AND THEIR ELECTION

1. The officers of this organization shall be President or Co-Presidents, Vice-President, Recording Secretary, Corresponding Secretary and Treasurer.
2. The officers shall be elected by a majority vote of the PTO.
3. The officers shall serve for a term of one-year (1) but shall not be excluded from succeeding themselves for additional terms.
4. Newly elected officers shall assume office in June.
5. A vacancy occurring in an office shall be filled by appointment by the Executive Board.

6. The Executive Board may appoint such other positions as the membership deems necessary.

ARTICLE V - DUTIES OF OFFICERS

1. PRESIDENT OR CO-PRESIDENTS

- a. Shall preside at all meetings of this organization and its Executive Board.
- b. May appoint all committee chairpersons.
- c. Shall coordinate the activities of officers and committees in order that PTO objectives may be promoted and may attend any meetings as an ex-officio member.
- d. In the event there are Co-Presidents, each shall have the authority to bind and represent the PTO as if there were only one President.
- e. Shall act as the primary liaison to the Principal
- f. Shall be a second signatory on any and all bank accounts. Shall cosign all contracts with the appropriate committee person.

2. VICE-PRESIDENT

- a. Shall perform the duties of the President in his/her absence.
- b. Shall be membership chairperson.
- c. Shall maintain a membership list.
- d. Shall organize the out-going President's Function.

3. RECORDING SECRETARY

- a. Shall keep the minutes of all meetings of this organization and its Executive Board.
- b. Shall insure that the organization's meeting minutes are distributed to members either by posting on the Board of Education website and Woodland School PTO website or any other means of distribution.
- c. Shall inform the membership of meeting dates as required.
- d. Shall insure that all state registration filings, licenses, etc. are kept current.
- e. Shall maintain information on the district website regarding PTO events/information.

4. CORRESPONDING SECRETARY

- a. Shall conduct the correspondence of the organization as necessary.
- b. Shall inform the membership of meeting dates as required.
- c. Shall insure that all state registration filings, licenses, etc. are kept current.
- d. Shall maintain information on the Board of Education website and Woodland School PTO website regarding PTO events/information.

5. TREASURER

- a. Shall have charge of the funds of the organization and keep all books and accounts of the organization
- b. Shall have custody of the organization's financial records, including bank statements, cancelled checks, disbursement forms, invoices, receipts, and budgets for a period of five (5) fiscal years.
- c. Shall be one of two authorized signatories on bank accounts with the President as other authorized signatories. All checks or withdrawals exceeding \$1,000.00 on any of the organization's accounts must have no less than two (2) authorized signatures on said check or transaction.

- d. Shall secure by a majority vote of the general membership, approval of all major expenditures or amendments to the budget and shall make disbursements as authorized by the membership in accordance with the adopted budget.
- e. Shall prepare and present a financial report at each meeting of the membership and shall be responsible for filing of the organization's federal and state tax forms in cooperation with organization's accounting firm.
- f. Shall prepare the budget with the assistance of the President or Co-Presidents prior to the first fall meeting.

ARTICLE VI - MEMBERSHIP AND DUES

1. Any parent or guardian with a child under the auspices of Woodland School or any school staff member interested in the goals of the Woodland School Parent Teacher Organization and willing to uphold its policies and subscribe to its by-laws, may become a member upon payment of annual dues.
2. The organization shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.
3. Only members in good standing of the organization shall be eligible to participate in its business meetings.
4. The amount of dues for the fiscal year shall be established by a majority vote of the PTO Executive Board.
5. The fiscal year shall be from July 1-June 30th.

ARTICLE VII - NOMINATION OF OFFICERS

1. Nominations for all officers shall be made by a Nominating Committee.
2. The President shall appoint the chairperson of the Nominating Committee at the February PTO Meeting. The chairperson shall select the committee members consisting of two (2) Executive Board members and two (2) members at large.
3. The Nominating Committee shall send SOS (Support Our School) forms to all student families, seeking volunteers to serve as chairpersons and servers for all committees. The Nominating Committee shall secure, where possible, the positions of the Executive Board before the selection of chairpersons is finalized.
4. The PTO shall approve the nominations at its May meeting.
5. The members at large shall be informed of the nominations prior to the April meeting.
6. Only those who have consented to serve if elected shall be eligible for nomination, either by committee or from the floor.

ARTICLE VIII - EXECUTIVE BOARD

1. The Executive Board shall consist of the officers of the organization.
2. The Executive Board shall have the power to transact business between meetings of this organization and shall direct and coordinate its activities.
3. The President may call a meeting of the Executive Board at any time he or she deems necessary.

ARTICLE IX – MEETINGS

1. The Executive Board shall meet at least (8) times from September to June.
2. The President shall call a minimum of at least (1) general membership meeting during each school year.
3. Special meetings of the general membership may be called by the Executive Board, five days after notice having been given.
4. The privilege of holding office, introducing motions, debating and voting shall be limited to members whose current dues are paid.
5. A motion shall be considered passed upon a majority vote of the members present at a general meeting of the organization.

ARTICLE X – COMMITTEES

1. In addition to the standing committees, the Executive Board may establish any other committees it deems necessary in order to further the goals of the organization. The President shall appoint the chair.
2. The chairperson of each committee shall present its plans and intentions to the Executive Board and no work shall be undertaken without approval.
3. Chairpersons cannot go over their established budget without approval from a vote of the general membership at a meeting of the organization.
4. All chairpersons shall submit to the President a summary report and the file or notebook of their committee at the end of their terms.

ARTICLE XI - LIMITATION OF POWERS

1. Notwithstanding any other provision of these articles, the Woodland School PTO shall not carry on any other activities not permitted to be carried on,
 - a. by a corporation/organization exempt from Federal income tax under Section 501 (c)(3) of the Internal Revenue Code (or corresponding section of any future Federal tax code) or
 - b. by a corporation/organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code (or corresponding section of any More Federal tax code).

ARTICLE XII - PARLIAMENTARY AUTHORITY

1. The supreme authority on questions of parliamentary procedure shall be ROBERTS RULE OF ORDER, REVISED.

ARTICLE XIII – AMENDMENTS

1. These by-laws 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 least two weeks previously.
2. A committee may be appointed to submit a revised set of by-laws as a substitute for these by-laws by a majority vote at a meeting of the organization. The requirements for adoption of a revised set of by-laws shall be the same as in the case of an amendment.

ARTICLE XIV – DISSOLUTION

1. Upon dissolution of the Woodland School PTO assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future Federal Tax code, or shall be distributed to the Federal government, or to a state or local government, for a public purpose.
2. The PTO shall grant approval of disbursements of said funds.

ARTICLE XV - INDEMNIFICATION OF OFFICERS, EXECUTIVE BOARD MEMBERS AND EMPLOYEES

1. The Officers, Executive Board and employees of the Woodland School PTO shall be, and the same hereby are, indemnified against expenses and costs (including reasonable attorney fees) incurred in connection with any proceeding involving such Officers, executive Board members, or employees of the organization to the full extent permitted by Section ISA: 3-4 of the New Jersey Nonprofit Corporation Act (N.J.S.A. 15A: 1-1 et seq.) as it may be amended from time to time or any successor legislation.