



## **BYLAWS**

**May 17, 2021**

### **COLTS NECK PARENT TEACHER ORGANIZATION**

#### **ARTICLE I – NAME**

The name of this incorporated organization is “Township of Colts Neck Parent-Teacher Organization (PTO)”, a 501(c)(3), nonprofit organization.

#### **ARTICLE II – ORGANIZATION**

The organization exists as an incorporated organization of its members. Its articles comprise these bylaws, which shall be reviewed every two years, within the first quarter of the review year (January-March). In the interim, any decisions affecting the bylaws, as made by the PTO membership, shall be recorded as addenda.

#### **ARTICLE III – OBJECTIVES**

##### **Section 1**

The objectives of the organization are:

- a) To promote the welfare of children in the school, community and home. The PTO serves the following public schools of Colts Neck: Conover Road Primary School, Conover Road Elementary School, and Cedar Drive Middle School.
- b) To fund programs and activities that extend and enrich the educational and social experiences of the children.
- c) To share information with the membership regarding policies that relate to the education and safety of children.
- d) To foster a cooperative working relationship and encourage communication among parents, administrators, teachers, and support staff.
- e) To develop united efforts between educators and parents that provide children with the highest advantages in intellectual, social, creative, ethical, and physical education.

## Section 2

The PTO uses its meetings, committees, projects, and programs to further its objectives as stated in Article III, Section 1; and is governed and qualified by the policies set forth in Article IV.

### **ARTICLE IV - POLICIES**

The following are basic policies of this organization:

#### General Policies:

- a) The organization shall be nonsectarian.
- b) The name of the organization or the names of any members in their official capacities shall not be used in connection with any commercial concern.
- c) The organization shall be non-partisan and neither directly nor indirectly participate or intervene in any way (including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.
- d) The organization shall work with the schools to provide quality education for all children.
- 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, the Executive Board shall see that assets be distributed for one or more of the exempt purposes specified in Section 501(c)(3) of the Internal Revenue Code of 1954 as amended.
- g) Criticism of individual parents, teachers, administrators, support staff, or students shall not be voiced in open meetings of the organization.
- h) Personal information contained in the PTO directory and website shall not be used without the expressed written consent of the PTO membership.
- i) Membership lists and personal information is never sold nor lent to any third party. Email addresses and home addresses are used by the PTO expressly for PTO business.
- j) PTO communications shall not be used to disseminate information for third parties, other than postings in the Community Corner sections of the e-newsletters and website. Any communication requested by a school-related organization, e.g. Administration, CNTEA, must first be approved by the Executive Board before dissemination of such information to the membership.
- k) PTO funds shall not be used for gifts to Executive Board members, Committee Chairpersons, or Volunteers, except as deemed appropriate by a majority vote of the Executive Board for nominal gifts, e.g. deaths and chronic illnesses (meal train donations, flowers, etc.), PTO volunteer of the year recipients, or other extenuating circumstances. Gifts or gift cards are never to be given to students, regardless of amount, except in the form of prizes, pre-approved by the Executive Board, for PTO

sponsored events, e.g. Read-a-thon winners, Bingo Night, and Trivia Night. 8th Grade graduation awards do not constitute gifts, but are achievement awards.

- l) Executive Board members will adhere to and be guided by the "Colts Neck PTO Conflict of Interest Statement," (attached hereto as Exhibit B.)
- m) All PTO members shall pay the full event price to participate in a PTO sponsored event even if said person is an executive board member, chairperson or committee member. PTO volunteers working the entire duration of certain PTO events, may pay cost or not pay at all, as designated by a majority vote of the Executive Board.
- n) At events hosted by the PTO where food is provided, reasonable, readily-available substitutes of similar quality and cost will be provided by the PTO, if advanced notice is given by families with allergies or other dietary restrictions, as documented in the school nurses' offices. If such substitutes are not acceptable to members, they may provide their own substitute, at their own expense.

#### Financial Policies:

- a) Funds raised are to be used only in accordance with the policies set forth in Article III, Section 1.
- b) All disbursements shall be by check, PTO debit card, or PTO Venmo account except for cash tips, as approved by a majority vote of the Executive Board.
  - Checks under \$750.00 may be signed by the President/Co-Presidents, the Vice President or the Treasurer. Checks \$750.00 and over must be signed by the President/Co-Presidents or Vice President and the Treasurer.
  - The debit card linked to the PTO bank account can only be used by the Treasurer and only for purchases less than \$750, except for instances in which it is convenient to make purchases online for \$750 or more, e.g. payment of website services, payment of Constant Contact, and only with advanced approval by a majority vote of the Executive Board.
  - Checks payable to the Treasurer or his/her family, regardless of amount, must be cosigned by either the president/co-presidents or vice president.
- c) All contracts entered into on behalf of the PTO under \$2,500.00 shall be reviewed and signed by the Executive Board point of contact or the President/Co-Presidents. All contracts \$2,500.00 and over shall be reviewed and signed by the Executive Board point of contact and the President/Co-Presidents. If the President/Co-Presidents is the Executive Board point of contact, the Vice President shall be a co-signer for contracts \$2,500 or more.
- d) Any single expenditure of \$500.00 or more must be paid directly to the vendor.
- e) Members should adhere to and be guided by the "Expenses & Monies Received Guidelines and Procedures," (attached hereto as Exhibit A). The "Expenses & Monies Received Guidelines and Procedures" document shall be posted on the PTO website. The "Expenses & Monies Received Guidelines and Procedures" document shall be reviewed annually by the Treasurer and Assistant Treasurer. The Executive Board must approve, by majority vote, any revisions proposed by the review.

- f) 50/50 winnings for any PTO 50/50 raffles will be paid to the winner by a check from the Gaming account after the event is complete, not with cash at the event itself. The PTO shall not accept back any funds from a 50/50 raffle winner at the time of drawing. Such donations will only be accepted after a full explanation of the financial implications has been discussed with the winner.
- g) Any new or unforeseen expenditures of \$500 or more that are not included in the annual budget, or overages of \$500 or more on any expenditure in the annual budget, must be approved by the PTO membership before payment is made.

## **ARTICLE V - MEMBERSHIP AND DUES**

### **Section 1**

Any parent, legal guardian, administrator, teacher, support staff, or Board of Education member of the Colts Neck Schools may become a member of this organization. Membership in this organization shall be available without regard to race, color, creed, sex, age, religion, or national origin. All members must comply with the bylaws. A registered membership shall be considered a household membership, meaning that all parents, legal guardians and adults living in the registered household are considered members. Parents or legal guardians not living in the same household must register separately.

### **Section 2**

The membership year of this organization shall be from July 1st through June 30th.

### **Section 3**

The organization shall conduct an annual membership drive at the beginning of the membership year. Each member of the organization shall pay annual dues, the amount of which shall be determined by the Executive Board. Persons may be admitted to membership at any time. The Executive Board may confer honorary memberships at its discretion.

### **Section 4**

Only dues-paying members shall be eligible to vote, to receive access to the membership directory, to hold elective or committee chair positions, to volunteer for any PTO sponsored activity, or to receive any other PTO benefit bestowed by the Executive Board.

### **Section 5**

Members who take advantage of in-school volunteer committees, e.g. Innovation Lab, School Store, Book Fair, Book Swap, and Grade-level Student Activities, must adhere to any school policies regarding access to the schools set forth by the Township of Colts Neck Board of

Education, and/or the Superintendent, and/or the building principals. The PTO does not set, nor does it approve, school policies. It is the responsibility of the Colts Neck School District administrators to enforce the policies set within their buildings.

## Section 6

Teachers or staff with children in the district are encouraged to purchase a household PTO membership, and only those teachers or staff who are household dues-paying members will have their family's information included in the PTO directory.

## **ARTICLE VI - EXECUTIVE BOARD**

### Section 1

#### Positions

The Executive Board may consist of the elected officers of the organization: President(s), Vice-President, Fundraising Director, Sponsorship Director, Student Activities Director, Treasurer, Assistant Treasurer, Communications Director, and Executive Board Secretary.

### Section 2

#### The Executive Board

- a) Makes decisions by majority vote. In the event of a tie, the President/Co-Presidents shall decide; in the case of a continuing tie, the Vice President holds the deciding vote.
- b) Convenes once a month to conduct a comprehensive Executive Board meeting. Minutes of all Executive Board meetings must be recorded by the Executive Board Secretary for distribution solely to the Executive Board. A meeting of the Executive Board may be called at any time by the President/Co-Presidents, or by a majority of the Executive Board.
- c) Advises and informs one another of pertinent matters and provides input for business meeting agendas.
- d) Transacts necessary business during the interval between business meetings. Any action taken must be reported at the next business meeting.
- e) Creates new committees and realigns responsibilities of existing committees (see Article X) as needed.
- f) Fills vacant Executive Board and committee positions as necessary. Dissolves any committees that are no longer necessary. The Executive Board has the right to suspend any committee for that particular year.
- g) Executive Board members may each serve as a liaison between Committee Chairpersons and the Executive Board and school administration, ensuring all activities are run in accordance with PTO policies.

- h) Oversees the transfer of committee information to new Committee Chairpersons. This should be facilitated by specifying a time and place for outgoing and incoming Committee Chairpersons to meet and exchange information.
- i) Incoming Executive Board members should attend the final Executive Board meeting of the school year.
- j) Selects and approves the slate of candidates for the Bylaw Committee.
- k) Presents reports at the Business Meetings.
- l) Appoints an accountant annually prior to June 1st to review the organization's financial information and perform an audit.
- m) Prepares a budget for the following fiscal year to be presented and voted upon at the final business meeting of the school year.
- n) Approves, by majority vote, PTO expenditures of \$500 or less to facilitate operations. These expenses will be reported at the next Business Meeting.
- o) Reviews and approves all communications from the PTO committees, including but not limited to letters, memoranda, press releases, and flyers. All communications distributed in the schools must adhere to school policies.
- p) Each Executive Board member is strongly encouraged to attend at least one Board of Education meeting annually.

### Section 3

#### Election

- a) The Executive Board member positions at term completion shall be filled biennially by election at the May/June meeting. A majority vote of those PTO members present shall elect the candidates.
- b) Executive Board members shall assume their official duties July 1st for a term of two years. The first Executive Board meeting of the newly elected Board shall include a review of the Bylaws to confirm the role and responsibilities of each Board member.
- c) Except as set forth herein, no person shall serve more than two (2) years on the Executive Board in the same elected office. No person shall serve more than four (4) consecutive years on the Executive Board. A one (1) term (2-year) extension is permitted in the event no other member is willing to serve and a majority of the membership approves.
- d) If possible, the President/Co-Presidents shall have already served on the Executive Board.

### Section 4

#### Vacancies and Resignation

- a) A letter of resignation shall be submitted to the President/Co-Presidents by any member of the Executive Board who wishes to resign. A resigning President must submit a letter

of resignation to the Vice President. All resignations shall be presented at the next Business Meeting.

- b) In the event of a temporary vacancy of an Executive Board member, the remaining Executive Board appoints a current Executive Board member(s) to assume the responsibility of the absent member. In the event of the resignation or permanent vacancy of an Executive Board member, the remaining Executive Board nominates a replacement to be voted in at the next Business Meeting or via electronic communication. If a vacant position is filled by a current Executive Board member, the Executive Board shall nominate a replacement for that member's previous position to be voted in at the next Business Meeting or via electronic communication.

## **ARTICLE VII - EXECUTIVE BOARD MEMBER RESPONSIBILITIES**

### Section 1

#### President/Co-Presidents

- a) Preside at all business meetings of the organization and of the Executive Board.
- b) Coordinate the work of the Executive Board members so that the objectives of the organization may be fulfilled.
- c) Authorize the distribution of pertinent information to the membership. Approve all newsletters, special newsletter editions and e-alerts.
- d) Perform other duties as prescribed in these bylaws or as needed by the organization or Executive Board.
- e) In the event an Executive Board member is absent from a meeting the President/Co-Presidents will present their report.
- f) Meet with the school superintendent and/or the principals of the three schools, as needed.
- g) Notifies Administrators, in writing, of the Business Meeting dates and times and confirms their attendance prior to each monthly meeting.

### Section 2

#### Vice-President

- a) Assists the President/Co-Presidents and is assigned such duties and responsibilities as are deemed necessary by the President/Co-Presidents to fulfill the objectives of the organization. Replaces the President/Co-Presidents in the temporary absence or inability of the President/Co-Presidents to serve.
- b) Serves as Board of Education liaison.
- c) Attends Board of Education meetings and appoints an Executive Board member as substitute if unable to attend Board of Education meetings.
- d) Serves as Committee Chair and point of contact for mini-grants.

- e) Serves as Committee Chair and point of contact for bylaws.

### Section 3

#### Fundraising Director

- a) Researches and presents fundraising programs to the membership.
- b) Oversees the implementation of fundraising programs.
- c) Acts as the liaison among all fundraising committees and the Executive Board.
- d) Performs other fundraising duties as needed by the organization.
- e) In conjunction with the Treasurer, completes and forwards any operations reports or other documents required by the State of New Jersey or other agency or corporation for a fundraising activity, with a copy of any such document to the Executive Secretary.
- f) Oversees the annual sponsorship and advertising program.
- g) Manages the sponsorship process for all events, ensuring monies are received, communicates with all sponsors, and ensures all ads are placed according to sponsorship.
- h) Is the primary point of contact for all sponsors of the Colts Neck PTO.
- i) Works with the Communications Director regarding advertising recognition for all sponsorship, either in the newsletter or on the website.
- j) If there is a Sponsorship Director, responsibilities f-i will be performed by the Sponsorship Director.

### Section 4

#### Sponsorship Director

- a) Oversees the annual sponsorship and advertising program.
- b) Manages the sponsorship process for all events, ensuring monies are received, communicates with all sponsors, and ensures all ads are placed according to sponsorship.
- c) Is the primary point of contact for all sponsors of the Colts Neck PTO.
- d) Works with the Communications Director regarding advertising recognition for all sponsorship, either in the newsletter or on the website.

### Section 5

#### Student Activities Director

- a) Oversees grade-level Student Activity Committee Chairs and approves their selection and implementation of suitable activities for students.
- b) Monitors and updates the guidelines for student activities. Communicates all guidelines to the Student Activities Chairpersons and ensures that all guidelines are met.



- c) Acts as the liaison between all Student Activities Chairpersons and the Executive Board.
- d) Coordinates the activities calendar with each school. Performs other student activity duties as needed by the organization.

## Section 6

### Treasurer

- a) Prepares a monthly financial report of the organization's accounts, and presents it to the Executive Board and PTO Membership and forwards to Communications Director for posting on the website.
- b) Writes checks on behalf of the organization after verifying supporting documentation.
- c) Inputs financial information and maintains financial records on QuickBooks.
- d) Prepares monthly bank reconciliations.
- e) Oversees procedures for bounced checks.
- f) Works with the organization's accounting firm on tax returns and audits, as necessary.
- g) Maintains a mini-grant spreadsheet that highlights the disbursement of mini-grant funds, and presents it to the Executive Board and PTO membership. Acts as the contact person for mini-grant funding issues.
- h) In conjunction with the Committee Chairperson or Executive Board Contact, completes and forwards any operations reports or other documents required by the State of New Jersey or other agency or corporation for a fundraising activity, with a copy of any such document to the Executive Secretary.
- i) With the assistance of the Executive Board, prepares the organization's annual operating budget.
- j) Inputs deposit information received from the Assistant Treasurer.
- k) There must be no conflict of interest between the elected Treasurer and the appointed organization accountant.

## Section 7

### Assistant Treasurer

- a) Reviews and initials monthly bank statements prepared by the Treasurer.
- b) Manages deposit procedures for the organization, including the receipt of cash/checks, the verification of deposit amounts, the depositing of funds in the bank, and the delivery of supporting documentation and deposit receipts to the Treasurer. Works closely with the Treasurer and supports the Treasurer in any and all ways deemed necessary by the organization.

## Section 8

### Executive Board Secretary

- a) Records the minutes of all the business and Executive Board meetings of the organization.
- b) Works with the Communications Director to distribute and post on the PTO website the monthly business meeting minutes on a timely basis.
- c) Presides over all motions and elections.
- d) Collects and distributes PTO mail.
- e) Checks PTO voicemail and responds or forwards messages to the appropriate parties.
- f) Composes the correspondence for the organization including thank you notes as directed by the Executive Board.
- g) Records interim changes to the bylaws.
- h) Files gaming and other necessary licenses with Town Hall and State agencies, as required.
- i) Maintains insurance and charitable registration and other records deemed necessary.
- j) Serves as contact for news media regarding PTO business and events. Composes and/or oversees and distributes press releases to media outlets as needed.
- k) Assists the Communications Director, as needed.

## Section 9

### Communications Director

- a) Creates and maintains the PTO website on a weekly basis and works with website vendor as necessary.
- b) Creates and distributes PTO newsletter, e-alerts, and any special editions of the newsletter with approval from the PTO President.
- c) Oversees the annual membership drive. Maintains and provides membership lists to the Executive Board for use in PTO-only business.
- d) Oversees the preparation of the Membership Directory.
- e) Works with the Fundraising Director regarding all directory advertisements and newsletter/website sponsorships.
- f) Administers the official PTO email accounts and maintains any related contracts. Maintains any Contact Management System contracts. Ensures annual registration of the PTO domain name, www.coltsneckpto.org.

## **ARTICLE VIII - BUSINESS MEETINGS**

### Section 1

- a) Regular Business Meetings of the organization shall be held a minimum of four times per year, with said meeting dates to be determined by the Executive Board. Meetings should be held on the second week of the assigned month during the school year.

- b) A majority of the Executive Board and other PTO members shall constitute a quorum. A quorum must be present to conduct a Business Meeting. Electronic communication will be sent, if quorum is not met at a Business Meeting.
- c) Non-monetary issues are voted on at the discretion of the Executive Board.
- d) All issues requiring a vote must be passed by a majority of the PTO members present.
  - 1) Business meeting minutes
  - 2) Treasurer's reports
  - 3) Nominations for Executive Board positions
  - 4) Expenditures over \$500 not included in the annual budget
  - 5) Annual budget
- e) The privilege of holding office, introducing motions, debating and voting shall be limited to members whose current dues are paid.

## Section 2

- a) The standing agenda for a business meeting shall be:
  - 1) Meeting called to order
  - 2) Pledge of Allegiance
  - 3) President's/Co-Presidents' report
  - 4) Executive Board reports (including items for a vote, as listed in Article VIII, Section 1, d)
  - 5) Committee reports, as needed
  - 6) Monthly Presentations
  - 7) Adjournment
- b) Programs consistent with the objectives of the organization and approved by the Executive Board may be presented at any time.

## **ARTICLE IX - SPECIAL COMMITTEES**

### Section 1

#### Mini-Grant Review Committee

- a) There shall be a Mini-grant Review Committee to review mini-grant proposals, present recommendations for awarding grants, distribute letters of congratulations to recipients, and report to the Executive Board and membership about mini grant selections.
- b) The Vice President shall serve as the Chairperson for this committee.
- c) The committee shall be composed of the President/Co-Presidents, the Vice President, the Treasurer, Fundraising Director(s) and three (3) other PTO members, for a term of two years, appointed in September by the Executive Board. When there are Co-Presidents or Co-Fundraising Directors, one person from any pair shall serve on the committee and alternate years with the other person. During the

President's/Co-Presidents' first term in office, a past President/Co-President may also serve on the committee. When selecting the appointed PTO members, emphasis will be placed on past service to our organization and to have at least one representative from each school in the district.

- d) In September, the Vice President shall distribute mini-grant applications to teachers and administrators.
- e) In October (unless extension is granted), the Vice President shall collect the mini-grant applications from the Superintendent of Schools, and distribute the completed mini-grant applications to other committee members for review.
- f) The committee will conduct meetings to consider each mini-grant application. The President/Co-Presidents and Vice President shall meet with the Superintendent of Schools, if additional information is required. Following these meetings, the committee shall submit its recommendations to the Executive Board, and then to the membership at the next business meeting or via electronic communication.
- g) The membership shall vote to approve the mini-grants recommended by the Mini-grant Review Committee at the next applicable business meeting or via electronic comm.
- h) If additional funds are available, applications may be accepted throughout the school year if the current financial position of the PTO supports these expenditures. All procedures, as previously stated, will be executed.

## Section 2

### Bylaw Review Committee

- a) A Bylaws Review Committee shall be established every two years. This committee shall consist of the President/Co-Presidents, the Vice President, an additional Executive Board member and three (3) members of the PTO selected by the Executive Board.
- b) The committee will begin revising the bylaws during the first quarter of the review year. Upon completion of the review, public notice will be given to the membership stating that the amended bylaws are available. At that time, any PTO member may propose changes in writing to the Bylaw Review Committee. The revisions will be voted on at the next business meeting or via electronic communication. The amended bylaws must be finalized by the June business meeting. Bylaws become effective immediately.

## **ARTICLE X-COMMITTEES**

### Section 1

#### Chairperson(s)

- a) Coordinate and supervise committee volunteers.
- b) The chairperson of each committee shall attend business meetings and report on their activities, as needed.

- c) Committee chairpersons may serve in the capacity for a term of two consecutive years.
- d) If there are no volunteers to head the committees, this term may be extended.
- e) If there are no volunteers identified to chair any particular committee, the Executive Board may decide to dissolve the committee.
- f) Responsible for maintaining a record of all PTO donations for an event (e.g., a case of water is donated to the 2nd grade carnival; the following year's chairperson will need to budget for a case of water, if it is not donated again). Provides record to Executive Board contact at the conclusion of the event/activity.

## Section 2

Committees – A list and description of PTO committees shall be maintained on the PTO website ([www.coltsneckpto.org](http://www.coltsneckpto.org)), and hard copies shall be made available upon request to the Executive Board Secretary.