

# **Torey J. Sabatini School Parent-Teacher Organization Bylaws**

## **Article I – Name**

The name of this non-profit corporation is the Torey J. Sabatini School Parent-Teacher Organization. Hereafter, the Torey J. Sabatini School will be known as TJS and the TJS Parent-Teacher Organization will be known as the PTO.

TJS PTO  
359 Woodland Road  
Madison, NJ 07940

## **Article II – Purpose & Policies**

Section 1. Purpose. The organization is structured for the purpose of supporting the education and welfare of the children at TJS by fostering relationships among the school, parents, and teachers.

Section 2. Tax Exempt Organization. The organization is structured exclusively for charitable, educational and scientific purposes, the making of distributions to organizations under section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future federal tax code). The organization shall not carry on any other activities not permitted to be carried on by an 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).

Section 3. Policies. The PTO shall be non-commercial, non-sectarian, and non-partisan. The name of the PTO or the names of any members in their official capacities shall not be used in connection with any purpose not appropriately related to the promotion of the objectives of the PTO.

## **Article III – Membership**

Section 1. Any parent or guardian of a TJS student or TJS staff member who subscribes to the objectives and basic policies of this organization may become a member subject only to compliance of provisions of the by-laws and shall have voting rights.

Section 2. Annual Dues will be established by the Executive Board. A member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights.

Section 3. Only PTO members in good standing shall be eligible to participate in its business meetings or serve in any of its elected or appointed positions.

Section 4. The membership year of this organization shall coincide with the fiscal year.

## **Article IV – Officers and Elections**

Section 1. Officers. The officers shall be a President, Vice President, Secretary, and Treasurer. Each office may be held by one person or shared by two people. The officers shall assume their official duties upon election, no later than September 1, and shall cooperate with the outgoing officers as necessary during the transition period.

a. President. The president shall preside over meetings of the organization and Executive Board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

b. Vice President. The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve. The Vice President chairs the Nominating Committee and ensures a slate is presented for vote at the May/June meeting.

c. Secretary. The secretary shall keep all records of the organization, take and record minutes, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, and any other necessary materials.

d. Treasurer. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year.

Section 2. Nominations and Elections. Elections will be held by the end of the school year (May/June). The nominating committee consists of two members and the Vice President. The nominating committee shall select at least one candidate for each office and present the slate to the members prior to the election. Nominations may also be made by way of the ballot and considered for election, if needed. Only those who have consented to serve if elected shall be eligible for nomination. Voting shall be by ballot after slate is presented to the members.

Section 3. Eligibility. Members are eligible for office if they are members in good standing before the nominating committee presents its slate.

Section 4. Terms of Office. Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time.

Section 5. Grant Committee. PTO Officers will act as grant committee. Grant committee approves expenditures for teacher grants.

Section 6. Vacancies. If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy by a majority vote of remaining members of the Officers.

Section 7. Removal From Office. Officers can be removed from office with or without cause by a two-thirds vote of those present at a regular meeting where previous notice has been given.

## **Article V – Meetings**

Section 1. Regular Meetings. The regular meeting of the organization shall be at a time and place determined by the executive board at least one month before the meeting. The annual meeting will be held at the May/June regular meeting. The annual meeting is for receiving reports and conducting other business that should arise.

Section 2. Special Meetings. Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be electronically sent to the members at least 10 days prior to the meeting, via email and/or posted on website.

## **Article VI – Executive Board**

Section 1. Membership. The Executive Board shall consist of the officers of the organization, as defined under Article IV.

Section 2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership, and to prepare and submit to the PTO for approval a budget for the fiscal year.

Section 3. Meetings. A regular meeting schedule shall be determined by the Executive Board. Special meetings may be called by any two board members with 24 hours notice.

Section 4. Quorum. Half the number of board members present constitutes a quorum.

## **Article VII – Committees**

Section 1. Membership. Committees may consist of members and board members, with the president(s) or vice president(s) acting as an ex officio member of all committees, and principal and a teacher representative.

Section 2. Standing Committees. The following committee categories shall be held by the organization: Hospitality, Beautification, Cultural Arts, Educational Enrichment, and Art Education.

Section 3. Additional Committees. The board may appoint additional committees as needed for fundraising or special projects. Their term shall end with that of the current officers.

Section 4. The chairpersons of all committees shall present program and financial plans of work to the Executive Board and no committee shall be undertaken without the approval of the Executive Board.

Section 5. Each individual committee is responsible for guaranteeing insurance coverage for events, state gaming licenses and state liquor licenses.

## **Article VIII – Finances**

Section 1. A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.

Section 2. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3. The board shall approve all expenses of the organization. Section 4. Authorized signers shall be the president(s) and treasurer(s).

Section 5. The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Tax Filing Representative.

Section 6. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and spent for the benefit of the TJS. In the event of the closing of TJS, the Executive Board shall determine the disposition of the remaining assets to another nonprofit organization within the Madison School District.

Section 7. The Treasurer will determine on an annual basis whether it is necessary to file IRS Form 990 according to IRS regulations. The fiscal year shall end June 30th.

## **Article IX – Parliamentary Authority**

Unless waived by majority of members present, Robert’s Rules of Order shall govern meetings.

## **Article X – 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 XI – Dissolution**

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

## **Article XII – Amendments**

These by-laws may be amended at any regular or special meeting, providing that previous notice was given two weeks in advance. Notice may be given by e-mail and/or on the website. Amendments will be approved by a two-thirds vote of those present. All amendments shall become effective upon approval.

The above by-laws were approved by the board and are hereby adopted on October 14, 2014.

\_\_\_\_\_ Kerry Mariani, Co-President

\_\_\_\_\_ Leslie Metzler, Co-President