

AMENDED AND RESTATED BY-LAWS
OF THE H.C. JOHNSON ELEMENTARY SCHOOL
PARENT TEACHER ORGANIZATION

- I. **NAME.** The name of the organization shall be the H.C. Johnson Parent Teacher Organization.

- II. **PURPOSE.** The purpose of the organization shall be to aid the students of H.C. Johnson Elementary School by providing support for their educational and recreational needs and to promote open communication between the administration, teachers and parents.

- III. **MEMBERSHIP.**
 - a. Regular Membership. All parents and/or legal guardians of students who currently attend H.C. Johnson Elementary School and all current faculty and staff of H.C. Johnson Elementary School shall be eligible for membership in the organization. Regular Members shall have the right to attend and participate in all meetings and activities of the organization, but shall not have the right to vote or hold office.
 - b. Voting Membership. All Regular Members who are current in the payment of annual dues, as established pursuant to Section X herein, shall be designated as Voting Members. Voting Members shall have the right to vote on all issues before the membership, to elect officers, and to hold office.

- IV. **MEETINGS.**
 - a. Regular Meetings. At least five (5) General Membership Meetings of the organization shall be held during each school year. The time and place of the meetings shall be announced at least seven (7) days prior to the meeting.
 - b. Quorum. Those persons present at a properly called General Membership meeting shall be designated as a quorum and shall be entitled to take action on behalf of the organization.
 - c. Voting. A majority vote of the Voting Members present at any meeting shall be required for all action taken by the organization.

- V. **OFFICERS.**

- a. Positions. The officers of the organization shall consist of two Co-Presidents, Vice President, Corresponding Secretary, Recording Secretary, Treasurer and Class Coordinator Liaison.
- b. President. The position of PTO President must be a shared Co-position with two persons designated as Co-Presidents. The Co-Presidents shall be the principal executive officers of the organization and, subject to the control of the Executive Committee and the direction of the membership, shall in general supervise and control all of the activities of the organization. The Co-Presidents shall be a member of the Executive Committee and when present, shall preside at all meetings of the Executive Committee and all meetings of the membership.
- c. Vice President. The Vice President is subject to the control of the Co-Presidents and Executive Committee. The Vice President shall preside over meetings when a Co-President is absent. The Vice President shall carry out his/her duties and responsibilities as assigned him/her by the Co-Presidents or the Executive Committee. The Vice President shall be a member of the Executive Committee.
- d. Recording Secretary. The Recording Secretary shall be a member of the Executive Committee. The Recording Secretary shall keep the minutes of the proceedings of the membership and the Executive Committee; shall see that all notices are duly given in accordance with these Bylaws; and in general, perform all duties incident to the office of Recording Secretary and such other duties as may be assigned by the Co-Presidents or the Executive Committee.
- e. Corresponding Secretary. The Corresponding Secretary shall be a member of the Executive Committee. The Corresponding Secretary is responsible for handling all correspondence for the PTO. This is to include; meeting notices, correspondence coming into the PTO and distribution of it; preparation of letters to be sent on behalf of the PTO (as directed by the Co-Presidents or designee); and any other duties or responsibilities as may be assigned by the Co-Presidents or designee.
- f. Treasurer. The Treasurer shall be a member of the Executive Committee. The Treasurer shall have charge of and be responsible for all funds of the organization and shall receive and give receipts for monies due and payable to the organization from all sources and shall deposit such funds in such banks or other organizations as are selected by the Executive Committee. The Treasurer shall make disbursements as authorized by the Co-Presidents, Executive Committee, or membership in accordance with the budget adopted by the membership. The Treasurer shall present a written financial report at each General Membership Meeting of the membership and at other times as requested by the Executive Committee.
- g. Class Coordinator Liaison. The Class Coordinator Liaison shall be a member of the Executive Committee. The Liaison shall be responsible for coordinating all activities of class coordinators with the school. The Liaison and the Co-Presidents will head a Class Coordinator informational meeting at the beginning of the school year. The Liaison shall aggregate all communications put out by Class Coordinators, ensure those communications are approved by the principal before they go out, and track those approvals. The Class Coordinator Liaison shall maintain a calendar of all class party

dates. The Class Coordinator Liaison shall oversee attendance of Class Coordinators at PTO general meetings and distribute PTO general meeting minutes and/or notes to all Class Coordinators for them to forward to parents. The Liaison shall advise the Co-Presidents when a Class Coordinator is not acting in accordance with the rules agreed to at the beginning of the school year.

VI. ELECTIONS.

- a. Procedure. The election of officers shall take place during the April or May General Membership Meeting each year. All Voting Members of the organization may participate in the election. The Nominating Committee shall present a slate of officers for election. Further nominations may be received from the floor. Election shall be by written ballot.
- b. Term of Office. The term of each officer shall be one year, beginning on July 1st and ending on June 30th of each year. No person shall serve more than three consecutive terms in any office.
- c. Nominating Committee. The Nominating Committee shall be responsible for receiving all suggestions for persons to serve as officers. The committee shall prepare a slate of officers to present for election by the membership. The committee shall contact all persons who will be nominated to confirm their willingness to serve. The committee shall ensure that all nominees are Voting Members and otherwise eligible to serve in the office.
- d. Selection. A majority of the votes cast by the Voting Members shall be necessary for election. Should no person receive a majority of the votes cast, a run-off between the two (2) persons who received the largest number of votes shall immediately be held.
- e. Vacancies. Any vacancy in office because of death, resignation or inability to serve shall be filled by the Executive Committee for the unexpired portion of the term. However, should a vacancy occur in the office of the Co-President, the Vice President shall immediately assume the office. Should a vacancy occur in the office of the Vice-President for any reason, the vacancy shall be filled by election at the next regular meeting of the membership, consistent with the procedures established herein. In the event that, at the time of the April or May General Meeting Election, an officer position shall not have any candidates running for election of that position, the Nominating Committee shall have the right to nominate a candidate who may otherwise have been ineligible for said officer position, pursuant to these Bylaws. Said candidate must be voted onto the Executive Committee pursuant to the general election process by the Voting Members.
- f. Co-President and Treasurer Nominees. Eligibility to run for the office of Co-President or Treasurer shall be contingent upon the nominee having at least one prior year of experience as a member of the Executive Committee, i.e. Vice-President, Recording Secretary, Corresponding Secretary, or Class Coordinator Liaison. In the event that no qualified and willing candidate is available for these offices, a willing candidate who does not meet the previous Board experience requirement may stand for election subject to approval of their candidacy by the Nominating Committee.

VII. EXECUTIVE COMMITTEE

- a. General Powers. The affairs, activities and operation of the organization shall be managed by the Executive Committee. The Executive Committee shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to it by the membership or by these Bylaws. It may create Standing and Special Committees, approve the plans and work of standing and special committees, present reports and recommendations at the meetings of the membership, prepare and submit a budget to the membership for approval, and, in general, conduct the business and activities of the organization.
- b. Membership. The membership of the Executive Committee shall consist of two Co-Presidents, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Class Coordinator Liaison, two (2) faculty representatives selected by the faculty, and the Principal of the school. The chairperson of all Standing Committees shall serve as ex-officio members and shall be entitled to vote.
- c. Meetings. Regular meetings of the Executive Committee shall be held during the year, the time to be established at the first meeting of the year. Special meetings may be called by the Co-Presidents or by a majority of the Executive Committee. Adequate notice of all meetings shall be given to all members of the Executive Committee and, in the absence of an emergency, at least seven (7) days in advance.
- d. Quorum. A majority of the regular members of the Executive Committee shall constitute a quorum for the transaction of business.

VIII. STANDING AND SPECIAL COMMITTEES

- a. Nominating Committee. The Nominating Committee shall be composed of three (3) persons who shall be selected by the Executive Committee at the beginning of each year. The committee shall carry out its responsibilities, as specified in Section VI.
- b. Other Standing Committees. The Executive Committee may establish such other Standing Committees as it deems necessary and advisable. The Co-Presidents shall appoint the chairpersons of all Standing Committees, who shall serve as ex-officio members of the Executive Committee. Only Voting Members may serve as chairpersons. The chairperson of each committee shall recruit the members for his or her committee. Any Regular Member may serve as a committee member. The Chairperson shall report the plans and activities of the committee to the Executive Committee, which must approve of all such reports.

IX. FINANCES

- a. Budget. The Executive Committee shall present to the membership at the first Regular Meeting of the year a budget of anticipated expenses for the year. This budget shall be used to guide the activities of the Executive Committee during the year. Any substantial deviation from the budget must be approved in advance by the membership.
- b. Obligations. The Executive Committee may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the organization. The officers shall not have the authority, however, to enter into such agreements on behalf of H.C. Johnson School or the Jackson School District, nor should they hold themselves out as having such authority.
- c. Loans. No loans shall be made by the organization to its officers or members.
- d. Commercial Paper. All checks, drafts or other orders for the payment of money on behalf of the organization, require the signatures of at least two officers. The designated Co-President and Treasurer shall be the two signatories required.
- e. Financial Transactions. The Treasurer shall deposit all funds of the organization to the credit of the organization in such banks, trust companies or other depositories as the Executive Committee may select and shall make such disbursements as authorized by the Executive Committee in accordance with the budget adopted by the membership. All deposits and/or disbursements shall be made within a maximum of thirty (30) days from the receipt of the funds and/or orders of payment.
- f. Financial Report. The Treasurer shall present a financial report at each General Membership Meeting of the organization and shall prepare a final report at the close of the year. The Executive Committee shall have the report and the accounts examined annually by an auditor if required by the State of New Jersey.
- g. Fiscal Year. The fiscal year shall be from July 1 to June 30.

X. **MEMBERSHIP DUES.**

- a. Amount. The organization shall authorize and collect membership dues to be used for the operation of the organization. Any change in the amount of the dues shall be approved by a vote of the Voting Members acting in the manner prescribed in Section IV.

- XI. **WEBSITE.** The PTO shall have the right to set up a PTO webpage through the H.C. Johnson school website or a separate website outside the school's website, in accordance with Jackson School District policy and procedure regarding web contact. The PTO shall also have the right to send emails regarding PTO and school events to any Regular or Voting Member who requests to be placed on the email list. The PTO also reserves the right to set up a Facebook account, page, or group and to accept only paid members as friends. All information that is available on the PTO's Facebook presence can be made available to parents upon request.

- XII. **AMENDMENTS.** These Bylaws may be altered or amended or repealed and new Bylaws may be adopted by the Voting Members at any Regular or Special Meeting.
- XIII. **DISSOLUTION.** Upon dissolution of the organization, any remaining assets will be used exclusively for exempt purposes, i.e. charitable or educational purposes.
- XIV. **AUTHORITY.** If any part of these Bylaws shall conflict with the decisions, policies or procedures adopted by the H.C. Johnson Elementary School or Jackson School District, they shall be deemed null and void and the decision of the H.C. Johnson Elementary School and Jackson School District shall, in all cases, control.

Amended May 2021