

Bylaws

John E. Riley PTSO
South Plainfield, NJ

First Revision Adopted October 6, 1997
Second Revision Adopted April 13, 1999
Third Revision Adopted January 1, 2016
Fourth Revision Adopted January 31, 2018

**BYLAWS OF THE PARENT, TEACHER, STUDENT ORGANIZATION OF
JOHN E. RILEY ELEMENTARY SCHOOL**

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**Bylaws of the Parent, Teacher, Student Organization
of John E. Riley Elementary School**

Article I: Name

The name of the organization is the Parent, Teacher, Student Organization (PTSO) of John E. Riley Elementary School

Article II: Purposes

The Objectives of the Organization are:

- a. To promote the welfare of the children in the home, the school, and the community.
- b. To secure adequate laws for the care and protection of our children.
- c. To bring into closer relationship the home and the school, that parents and teachers may cooperate in the education of our children.
- d. To develop between educators and the general public such united efforts as will secure for all of our children the highest advantages in physical, mental and social education.
- e. The PTSO of John E. Riley Elementary School is organized exclusively for charitable, religious, educational, and scientific purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding sections of any future federal tax code.

Article III: Basic Policies

- a. The Organization shall be non-commercial, non-sectarian, and nonpartisan
- b. The name of this Organization or the names of any members in their official capacities shall not be used in connection with commercial concern, or with any partisan interest, or for any purpose not appropriately related to the Objects of this Organization.
- c. The Organization shall not directly or indirectly participate or intervene (in any way, including publishing or distributing of statements) in any political campaign on the behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities to attempt to influence legislation by propaganda or otherwise.
- d. The organization shall work with the school helping to provide quality education for all children and shall seek to participate in the decision making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the Board of Education.
- 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. Criticism of individual teachers or administrators shall not be voiced in open meetings.
- g. The PTSO may accept on behalf of the Organization any contributions, gifts or bequests for the general purposes or any special purposes of the Organization.
- h. The PTSO Executive Committee Chairpersons and committee members may not obtain, accept or retain any personal benefit, either directly or indirectly, from any individual or organization. Gifts, money and fund-raiser incentives are the sole property of the PTSO.
- i. In the matter of decision-making regarding policy, expenditures and/or modifications to the Bylaws, any conflict of interest, either real or perceived must be disclosed by interested parties to the Executive Committee.

* Good standing is defined as anyone who is current with money owed to the JER PTSO and does not have an outstanding balance from a PTSO fundraiser and/or event.

Article IV: Articles of the Organization

The Organization is a not for profit corporation, organized under the laws of the State of New Jersey. Its “articles of organization” comprise the certificate of incorporation, (i.e. articles of incorporation) and these bylaws as from time to time amended.

Article V: Membership and Dues

Section 1. Any parent, legal guardian, staff member and administrator directly related to John E. Riley School who subscribes to the Objects and Basic Policies of this Organization, may become a member, subject only to compliance with the provisions of the bylaws. Membership in this Organization shall be available without regard to gender, race, color, creed, national origin, or sexual orientation.

Section 2. The Organization shall conduct an annual enrollment of members at the beginning of every school year, however, members may be admitted at any time during the course of the school year as long as they are in compliance with Section 1 of Article V.

Section 3. Only members in good standing* shall be eligible to participate in business meetings regarding PTSO matters. Only PTSO members in good standing may hold a position on any of its elected or appointed positions.

Section 4. Members of the Organization shall pay dues of an amount set by the Executive Committee. Dues are owed per family per school year. (September 1 to August 31)

Section 5. All members of this Organization are entitled to a copy of these bylaws.

Article VI: Officers and Their Election

Section 1. Officers

- a. Officers of this Organization shall consist of President, Vice President, Secretary, Treasurer and Assistant Treasurer and PTSO Liaison(s). Co-President, Second Vice President and one Additional Secretary may be added as the Executive Committee deems necessary and appropriate. There must be a minimum of six (6) Officers and a maximum of eight (8) Officers during one school year. PTSO Liaison is not an Officer Position and therefore is not counted as such.
- b. Officers shall be elected annually. If there is but one nominee for any office, it shall be in order to move that the Secretary cast the elective ballot of the organization for the nominee. In the event of two or more candidates, an election must take place. Notification of election and its outcome shall be communicated via email. (Refer to Section 3 –Ballot Vote for the Election of Officers)
- c. Officers shall be installed at the June General Meeting and assume their duties at the close of the June Meeting. They shall serve a term of one (1) year or until their successors are elected. A transitional period of thirty (30) days shall be observed for training purposes. Incoming and outgoing Officers shall meet jointly at a June Executive Committee Meeting.
- d. A Person shall not be eligible to serve more than four (4) consecutive terms in the same office.

Section 2. The Ballot Vote for the Election of Officers

- a. Eligibility to vote would be available to members in good standing* whose current dues are paid, has been a member for at least fifteen (15) days and who has attended at least three (3) general meetings in the current school year
- b. Balloting will be held at the May General Meeting.
- c. The ballots cast will then be tallied at the General Meeting in the presence of the members and the results of the vote will be announced at the May General Meeting and by email notice to all current members of the PTSO

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Section 3. Vacancies

A vacancy in any office shall be filled for the unexpired term by a person elected by majority vote of the Executive Committee, notice of such an election having been given by the Secretary.

Article VII: Duties of Officers

Section 1. Officers Shall:

- a. Perform the duties prescribed in the parliamentary authority in addition to those assigned from time to time.
- b. Deliver to their successor all official materials within thirty (30) days following the meeting in which the new officers assume their duties, and assist in the transitional/cooperative period of fourteen to thirty days.
- c. Be responsible to attend all meetings and functions, as assigned by the Executive Committee, unless valid notice is given prior to the event.

Section 2. President: The President shall preside at all meetings of the Organization and of the Executive Committee, and shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the organization or the Executive Committee and shall coordinate the work of the officers and committees of the organization in order that the Objectives may be promoted. If The Executive Committee deems Co-Presidents necessary, the Co-Presidents will share President responsibilities mentioned.

Section 3. Vice-President: The Vice-Presidents shall act as aides to the Presidents, and shall (in designated order) preside at all meetings and special meetings in relief of the President when delegated. If the Executive Committee deems a First and Second Vice President necessary, the two Vice Presidents will share Vice President responsibilities mentioned.

Section 4. Secretary: The Secretary shall record the minutes of all meetings of the Organization. Minutes of the General Meetings shall be available upon request. The Secretary shall conduct the correspondence of the Organization as directed by the President and the Executive Committee of the Organization and will be responsible for the distribution of all incoming PTSO mail in a timely manner. The Secretary shall perform such other duties as may be delegated to him/her. If the Executive Committee deems two Secretaries necessary, this position will be divided into two positions: Recording Secretary and Corresponding Secretary.

Section 5. The Treasurer:

- The Treasurer with the Executive Committee, shall prepare the annual budget of the organization, keep a full and accurate account of receipts and expenditures of the organization, and shall make disbursements as authorized by the President, Executive Committee and the organizational monies received through PTSO activities shall be counted in the presence of one authorized Executive Committee Member. This shall be done within the school building, and deposited into the checking account within three (3) working days.
- The Treasurer shall present a financial statement at every meeting of the organization and at other times when requested by the Executive Committee, and shall make a full report at the meeting at which the new officers assume their duties. The Treasurer's accounts shall be examined annually by an auditor, who, satisfied that the treasurer's annual report is correct, shall sign a statement of that at the end of the report. The treasurer shall file the necessary tax documents in accordance with the IRS rules by 60 days following the tax deadline.
- The auditor shall be selected at least four (4) weeks before the meeting at which the new officers assume their duties and render this report final by August 15.

Section 6. The Assistant Treasurer: The Assistant Treasurer shall work together with the Treasurer in the handling, counting and depositing of PTSO funds, and shall prepare the monthly bank reconciliation and correlate committee budget information. The Assistant Treasurer will assume the responsibilities of the Treasurer in their absence.

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Section 7. PTSO Liaison

The PTSO Liaison(s) is an extension of the Executive Committee. This is the only position of the Executive Committee that is not an Officer position and does not require a PTSO membership. The duties include, but are not limited to, taking the lead on certain fundraisers and events, corresponding their progress with the Executive Board and PTSO members and complying with the ideals and practices of the PTSO. A Liaison must attend both monthly Executive Committee meetings and monthly General PTSO Meetings. A liaison position can be given or taken away when deemed necessary and with a majority vote from the Executive Committee.

Article VIII: Executive Committee:

Section 1. The Executive Committee shall consist of the elected Officers of the Organization with the exception of the PTSO Liaison. Elected Officers of the Executive Committee must be members of the PTSO in good standing*.

Section 2. The duties of the Executive Committee shall be: To prepare the agenda of business to be discussed and voted upon by the membership at the Organization's monthly meeting.

- a. To transact necessary business in the intervals between Organization meetings.
- b. To select an auditor to review the Treasurer's account.
- c. To prepare and submit to the organization for adoption a budget for the year.
- d. To review payment of routine bills within the limits of the budget.
- e. To establish committee procedures and review these procedures periodically.

Section 3:

- a. Regular meetings of the Executive Committee shall be held during the year, the time to be fixed by the Executive Committee at its first meeting of the year. (August-June a majority of the Executive Committee shall constitute a quorum.)
- b. Special meetings of the Executive Committee may be called by the President or by the majority of the members of the Executive Committee providing two (2) days written notice has been given and distributed.

Article IX: Special Event Committees

Section 1. A Special Event Committee Chairperson shall be one designated for a specific purpose of that year or portion of that year. Committee Chairpersons shall attend the general meetings during the period which is necessary to keep the Executive Committee apprised of its activities. The Committee Chairperson must communicate all event and fundraiser ongoings with their assigned Executive Committee Officer Consultant. Only members of the Organization in good standing* shall be eligible to serve as a Special Event Committee Chairperson or a Special Event Committee member with the exception to the PTSO Liaison.

Section 2. The Executive Committee may create any Special Event Committee it may deem necessary to promote the Objects and carry on the work of the Organization. The term of each said Committee, and that of its Chairpersons, shall be concurrent with the longevity of the Special Project.

Section 3. Special Event Committees: The Chairperson of each Special Event Committee is responsible for carrying out the duties of their committee defined herein:

1. **Ways and Means:** to review projects and the annual budget requirements, provide the means for financial undertakings and projects of the Organization, ensure that proper financial controls are in place and followed. It cannot allocate PTSO Funds, but can make recommendations to the Executive or membership and oversee such special projects as deemed appropriate to this Organization. All undertakings of this committee must be with Executive Committee majority agreement.

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2. **Communications:** to promote and report the activities of this Organization, through Parent Newsletter, School Calendar, and News Releases to local newspapers. This committee is the liaison between the school, community and the PTSO. It shall also oversee such projects as deemed appropriate to this Organization.

Section 4. The Chairperson of each Special Event Committee shall present a plan of work to the Executive Committee for approval. No Committee work shall be undertaken without recommendations from the Executive Committee to the membership.

Section 5. One (1) Executive Committee Officer will be appointed as a “Consultant” to every Special Event Committee.

Section 6. To best meet the needs of the Organization, the Committees can be changed with an amendment to the bylaws.

Section 7. In the event a chairperson cannot be found, after advising the membership through written notification and at a General Meeting, the Executive Committee may recommend and vote on an Officer to head the committee. This Officer’s position as chairperson of said event will be announced to members at the following General Meeting.

Article X: Meetings

Section 1. Regular Meetings of this organization shall be held monthly during the school year, unless otherwise provided by the organization or by the Executive Committee. In the event a general meeting needs to be cancelled, an email will be sent out at least 2 hours prior to start of the meeting. Special Meetings may be called by the Executive Committee provided two (2) days email notice have been given.

Section 2. The Annual Meeting for the purpose of installing Officers, hearing year-end reports and such other business shall be held in June.

Section 3. Four (4) members of the general membership shall constitute a quorum for the transaction of business in any general meeting of this organization.

Section 4. The privilege of holding office, introducing motions, debating and voting shall be limited to members whose current dues are paid, who has been a member for at least fifteen (15) days, and has attended at least three (3) general meetings and be a member in good standing.

Article XI: Voting Procedures

Section 1. Eligibility to vote would be available to members in good standing* whose current dues are paid, who has been a member for at least fifteen (15) days, and has attended at least three (3) general meetings. Memberships are one (1) per family. Therefore, there will be one (1) vote per membership. In all manner of voting the Executive Committee would verify each member’s eligibility before that member may cast a vote.

Section 2. At a general meeting, a vote may be requested by the Executive Board and a member’s vote may be taken by “Yea” or “Nay” or by raising of Hands. The result of the vote is stated and recorded in minutes.

Article XII: Fiscal Year

Section 1. The Fiscal Year of this Organization shall begin July 1 and end June 30.

Section 2. The Executive Committee shall prepare the annual budget, which shall be presented to the membership at the Organization’s first general meeting. Its goals shall be clearly defined to the members. The Budget should be voted on and adopted by vote of the majority at the same first general meeting.

Section 3. The Fiscal policy of this organization shall be:

- a. The revenue of the PTSO shall be derived from dues and such other sources as shall be approved by the Executive Committee. All other money raised by, with the permission of, in the name of,

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and for the work of the PTSO shall be cleared through the PTSO Treasury, as shall funds from special work and projects.

- b. No organizational monies shall be disbursed or reimbursed without receipts for said monies.
- c. No organizational monies shall be disbursed unless stated in the annual budget, or recommended by the Executive Committee and voted on by the membership.
- d. All non-budgetary monies shall be recommended by the Treasurer and/or Executive Committee to the membership and approved before payment by the Treasurer. Permanent funds are those designated for specific purposes and continually administered under the general supervision of the PTSO, such as the John E. Riley Memorial Scholarship.
- e. The PTSO shall work within the adopted budget of the Organization. Committees and Special Projects shall each have a line item in said budget. The budget shall include an Executive Committee line item not to exceed \$500.00. Once approved no line item may be increased unless voted on and approved by majority vote of the general membership present at a General or Special meeting of the Organization.
- f. The PTSO Executive Committee must have a majority vote of the Executive Committee to spend any of their budgeted line item monies.
- g. Upon the dissolution of this organization, 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.

Article XIII: Parliamentary Authority

Robert's Rules of Order Newly Revised shall govern the organization in all cases in which they are applicable, and in which they are not in conflict with these Bylaws. A copy of Robert's Rules of Order Newly Revised can be found in the Media Center.

Article XIV: Amendments and Revisions

Section 1. These Bylaws may be amended at any regular meeting of the Organization as long as there is two-thirds vote of the Board present and voting.

Section 2. In the matter of decision making, regarding policy, expenditures and/or modifications to the Bylaws, any conflict of interest either real or perceived may be disclosed by interested parties to the Executive Committee.

Section 3. The final printed copy of the revised bylaws should show the date of the revision reflecting the year of the adoption by the Board.

Section 4. The revised bylaws should be reviewed periodically by the Executive Committee.

Section 5. Finances

- 1) All funds shall be kept in checking accounts in the name of John E. Riley PTSO, requiring two signatures of the Executive Board, as detailed under Section 5 duties of officers.
- 2) Receipts for reimbursement and invoices/bills to be paid for services provided must be submitted to the Treasurer using the Treasury Submittal Forms (Check or Reimbursement Form) which are located in the main office. Original Receipts must be submitted with Reimbursement Request Form within thirty (30) calendar days after the event. A check will be issued within (10) days. No reimbursement checks will be made payable to "Cash".

Section 6. Executive Committee:

All flyers and/or emails sent out to the school from John E. Riley PTSO must be approved by the Executive Committee prior to approval by the Principal of the school.

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Fourth Revision Adopted January 31, 2018

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