

Ogdensburg Parent Teacher Organization By-Laws

For School Year September 2019 – 2020

ARTICLE I: NAME

This is a local parent/teacher's organization organized under the direction of the Ogdensburg Board of Education; the name of the organization shall be Ogdensburg Parent Teacher Organization (PTO).

ARTICLE II: MISSION / GUIDELINES FOR OPERATION

The purpose of the Parent Teacher Organization is to promote a strong partnership between the school, its staff, and the parents/guardians that directly and positively affects the success of the children's education. We are committed to fostering student success by encouraging parents to be active in their child's educational experience at home and at school.

- A. Supporting the education of children in the Ogdensburg School District.
- B. Promote the welfare of the children and youth in home, school and community.
- C. Work alongside Board of Education to promote safe educational environment.
- D. To bring a closer relationship with home and school, where parents and teachers can cooperate in the education of the children.
- E. To develop a collaborative relationship between the school and the general public to communicate a united effort to reach a common goal.

The Ogdensburg PTO is organized exclusively for charitable, scientific, literary and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code for corresponding section of any future Federal Tax Code (hereinafter "Internal Revenue Code"). Tax-exempt #: 22-3827087. The objectives of the Ogdensburg PTO is to promote, in cooperation with the Ogdensburg Board of Education, through an educational program directed towards parents, teachers and the general public that are developed through conferences, committees, projects and programs and are governed and qualify by the basic policies set forth in these by-laws.

ARTICLE III: BASIC POLICIES

- A. The organization shall be non-commercial, non-sectarian and non-partisan.
- B. The organization or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the objectives of the organization.
- C. The organization or members in their official capacities shall not
 - a. Directly or indirectly participate or intervene in any way
 - b. Publishing or distribution of statements in any political campaign on behalf of or in the opposition to any candidate for public office
 - c. Or devote more than an insubstantial part of its activity to attempt to influence legislation by propaganda or otherwise.
- D. The organization shall support the Board of Education policies to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated to the Board of Education.

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- E. The organization shall not enter into membership with other organizations except as approved by the Ogdensburg Board of Education.
- F. All funds will be delegated for their intended purposes.
- G. The PTO should not donate any monetary donation to any other business that will make a profit off our donation.
- H. Ogdensburg PTO will comply with all IRS Regulations with regards to 501(c)(3) and 170(c)(2).
- I. Upon the dissolution of the organization all debts shall be paid. The remaining assets shall be distributed to the Board of Education and earmarked for specific purposes under the IRS Code for 501(c)(3).
- J. All Parents shall comply with the Ogdensburg PTO Code of Conduct:
 - a. Use kind words
 - b. No yelling
 - c. Listen to the whole story or statement
 - d. Don't mock or make fun of anyone's questions or remarks
 - e. Wait your turn to speak and listen when others are speaking
 - f. Keep issues and concern between the PTO members and board in closed meetings (No bashing, talking about anyone or private topics on any form of social media, internet etc.) First offense WILL RESULT IN IMMEDIATE DISMISSAL FROM THE PTO for the remainder of the current school year. Second Offense will result in PERMANENT DISMISSAL FROM THE PTO.
 - g. No pictures / status updates can be posted on social media (examples: Facebook, Instagram and Twitter) at school functions. No tagging / checking in at places while at school events. If posting pictures or videos of your child, you MUST block/blur out background items that either provide location details of the event or has other children that are identifiable.

ARTICLE IV: MEMBERSHIP/DUES

Dues shall be established by the Executive Board and will be collected on an annual basis.

- A. Each member of the PTO shall pay an annual due of \$6 an individual or \$10 per immediate family up to 4 adults.
- B. Any parent, guardian or other adult for a student at the school may be a member and shall have voting rights.
- C. Members in good standing are those who have paid current dues and who abide by their current bylaws. The privilege of holding office, introducing motion, debating and voting shall be limited to members, who have been in good standing for at least 60 days with no suspensions.
- D. The PTO membership year begins September 15th of the new school year through September 15th of the following school year.
- E. All paid parents and guardians of children enrolled in Ogdensburg Elementary School; all OEA Teachers; and all paid staff members comprise the association of the Ogdensburg PTO. Staff shall be defined as employees of the Ogdensburg Board of Education assigned to work at the Ogdensburg Elementary School.
- F. The principal and any teacher or staff member employed at the school may be a member and shall have voting rights.

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- G. The PTO shall conduct an annual open enrollment for members during the beginning of the school year with a deadline of October 15th. Parents of newly enrolled students have 30 days to submit for membership outside of the October 15th deadline.

ARTICLE V: OFFICERS

Overview

- A. Board members will have their position for two years and then their positions will be up for election (President, Vice-President 2, Recording Secretary, Student Treasurer are elected in the odd year; Vice-President, Treasurer, Corresponding Secretary are elected in the even year)
- B. A board member may submit a letter of intent for another position that is up for election or for their current position if it is up for election (a member shall not hold more than one position at a time)
- C. If a board member decides to run for a position that is up for election while in a current position that is not up for election they must notify the board of their intent, so their current position can be added to the ballot.
- D. If the board member decides to run for a different position and gives up their current position and is not voted into the new position, they are not able to resume their prior position on the board unless there is no one running for that position.
- E. You may NOT run for more than one position.

Section 1: The officers of the PTO shall be President, Vice-President, Vice-President 2, Recording Secretary, Corresponding Secretary, Treasurer and Student Treasurer. The officers shall be elected at the May General Meeting by the general membership. The term of each office shall be two years, from July 1st until June 30th. No individual may serve longer than one two-year term in the same office unless:

- a. There is no candidate qualified under the rules set forth herein to run for the office (as defined in Section 2)
- b. The membership of the PTO and the Executive Board, upon quorum (4 out of 5 voting officers) and a majority vote shall put forth a current two term officer's name

Section 2: All officers are only eligible if their membership is in good standing with the PTO.

A member in good standing is defined as:

- 1 Attends 4 of the 5 scheduled monthly PTO meetings
- 2 Has been an active volunteer
- 3 Has chaired a committee

Section 3: Resigning from a position: The procedure must be followed in the event of a resignation;

- 1 A signed letter stating that you are resigning sent to the President and Corresponding Secretary.

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- 2 To be signed by the President and Corresponding Secretary for confirmation of said resignation.
- 3 All items the member has that belong to the PTO/School should also be turned over. (i.e. keys, papers, fundraisers, donations, POC information etc.) within 7 days of the resignation.

Section 4: When a vacancy occurs in one of the Executive Board Offices the President shall appoint a member, in good standing, subject to the majority approval of the Executive Board to serve the un-expired term.

Vacancies:

In event of the vacancy in the office of President, the Vice President shall assume the Office of the President for the remainder of the school year. A new Vice President shall be elected by a majority vote at the next regular meeting. If there is a vacancy in any other office, members will fill the vacancy through an election at their next regular meeting. That position shall be filled for the unexpired term by the person elected, by a majority vote of the remaining members of the Executive Board. A 15-day notice of such an election shall be given by the Secretary.

Section 5: Disciplining of a board member by majority vote, will be as followed:

- A. First time – a written formal memo of the warning
- B. Second time – removal from board

Section 6: Removal from office:

- A. A Board member can be removed from office by a majority rules vote of board members. If there is a quorum and where prior notice has been given for cause upon a finding that the officer has acted in a manner materially inconsistent, or materially failed to act in a manner consistent with the duties, responsibilities and or requirements imposed upon him or her by his or her position as an officer.
- B. A Board member can be removed for NOT following the PTO Code of Conduct. (refer to Code of Conduct section in bylaws)
- C. Respect the PTO elected position, Board Members and information discussed at Board meetings. Keep negativity out of meetings during your term. If this cannot be done, there will be a vote for removal of office.

Section 7: No members shall receive monetary compensation for their services.

ARTICLE VI: DUTIES OF OFFICERS

Section 1: President/Co-President shall:

- A. Be the Chief Executive Officer of the PTO and an ex-officio member of all committees. The President(s) shall:
- B. Preside at all General Meetings of the PTO and Executive Board meetings;
- C. Co-sign the bank signature card and perform the duties of the Treasurer in his/her absence when necessary;

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- D. Represent the PTO at monthly PTO Council meetings and meetings with the Ogdensburg Elementary School building administration;
- E. Have the responsibility for the general management of the affairs of the PTO, performing all duties consequent to his/her office.
- F. Appoint all committee chairpersons following receipt from the nominating committee and review by the Executive Board. A majority of the Executive Board can prevent an individual appointment with agreement of Principal.
- G. Serves as the primary contact for the Principal
- H. Perform all duties consequent of the office, including, but not limited to:
 - a. Restructure committees as needed throughout the year.
 - b. Shall, after consultation with the Principal and majority of the executive board make decisions and recommendation for the benefit of the students and staff of the Ogdensburg Elementary School regarding fiscal appropriations concerning surplus money.
 - c. Bring appropriations concerning disbursements or Mini-Grants and Committees before the membership with quorum.

Section 2: Vice-President/Co-Vice-President shall:

- A. Perform duties of the President and/or Secretary in his/her absence or at his/her request;
- B. Be a consultant to all committee chairpersons, overseeing fundraising committees, standing committees and class parents;
- C. Oversee “membership in good standing” status (records);
- D. Validate and review disbursements and mini-grants with the Principal in regards with 2 assemblies during a school year.

Section 3: Vice President 2:

- A. Shall act as assistant to President and Vice President in daily activities
- B. Organizing Spirit Wear activities
- C. Booking the class trips for all grades
- D. Explore fundraising opportunities

Section 4: Recording Secretary shall:

- A. Keep detailed minutes of the proceedings of all general and Executive Board meetings of the organization;
- B. Conduct the correspondence of the organization as needed;
- C. Record minutes to be published, distributed, and voted upon by the general membership at the next general meeting;
- D. Prepare an official copy of the approved minutes (both Executive Board and General Meetings) to be filed in the PTO archives;
- E. Assist in the nominating committee with all elections;
- F. Be responsible for all paperwork for upcoming meetings (i.e. *ballots*, forms for distribution, flyers, general information);
- G. Make a membership list can keep receipts of paid members

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Section 5: Treasurer shall:

- A. Hold and pay all monies as budgeted and approved, and seek approval of the Executive Board of bills in excess of budgeted amounts;
- B. Keep accurate records of monies received and expended and shall make a financial report available at executive board meetings and general meetings;
- C. Be responsible for securing the services of an independent certified public accountant to conduct an audit of the organization's financial records when mandated by the existing State of New Jersey Law;
- D. File all required federal, state, and local registrations and tax filings in a timely manner;
- E. Maintain all legal records, and renew contracts;
- F. Have previously served as a member of the executive board or major committee chairperson, or have demonstrated professional qualification in accounting, finance or bookkeeping;
- G. Shall conduct all necessary business of the PTO involving legal liaison town, state, or federal permitting or licensing or registration.

Section 6: Student Treasurer shall:

- A. Keep track of the classroom and student tracking accounts
- B. Keep track of individual account and by grade.
- C. Keep track of fundraiser profits
- D. Correspond with parents about individual accounts

Section 7: Corresponding Secretary:

- A. Be responsible for all paperwork for upcoming meetings (i.e. *ballots*, forms for distribution, flyers, general information);
- B. Provide the membership with notice of meetings,
- C. Shall prepare correspondence at the direction of the President,
- D. Shall maintain the Ogdensburg PTO mailing list for printed and electronic communications,
- E. Will keep our social media and website pages up to date,
- F. Perform such other duties as may be assigned by the Executive Board

Section 8: Executive Board: The Executive Board shall consist of the aforementioned officers. Any and all of the members of the Executive Board may be removed from office with cause, by vote of the general membership of the PTO or by the school Principal. The Executive Board shall:

- A. Attend a majority of Executive Board meetings and general meetings;
- B. Prepare the agenda for the general meetings of the PTO;
- C. Approve all committee chairpersons;
- D. In cases when immediate action is necessary, and it is impossible to convene the general membership, initiate an emergency vote consisting of the Executive Board and current committee chairpersons. *A minimum of 15 votes are required.*

All officers shall deliver to their successors all official materials not later than 10 days following the close of the meeting in May or in case of resignation.

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ARTICLE VII: MEETINGS AND VOTING

Section 1: Regular Meetings- there shall be at least four (4) regular meetings of the general membership for Ogdensburg PTO during the school year. The dates, times and place of the meetings shall be determined by the board and announced at the first regular meeting of the school year and will also be listed on the school calendar. A 24-hour notice shall be given in the event of a change of date for the regular meeting only members who are in good standing shall be able to participate in the business part of the PTO.

Section 2: Special Meetings- special meetings of the general membership of the Ogdensburg PTO may be called by the President or the Executive Board. A five-day notice shall be given for these meetings and the purpose of the meeting shall be stated in the notice. The annual general membership meeting for the purpose of the budget presentation and order approval hearing reports and such other business will be in September and January. Five members shall constitute a quorum for the transaction of business in any general membership meeting of the PTO.

Section 3: Items requiring voting shall be presented to the general membership at general meetings. For a proposal to be passed, a majority of affirmative votes is needed. A quorum is needed to vote. Our quorum shall be defined as no less than 7 votes.

Section 4: All members in attendance shall be entitled to one vote at general meetings.

Section 4A: Doors will close for voting at 7:15 PM (This means no one will be able to go in or out of the room until voting is over and candidates are announced.)

Section 5: Quorum - 5 members shall constitute a quorum for the transaction of business in any regular or special meeting of the Ogdensburg PTO. Proxy voting is not permitted.

Section 6: Notice - when notice is required to be given pursuant to these bylaws notice may be given by letter, by electric mail, or by telephone.

Section 7: Officers shall be elected by ballot, biannually in the month of May.

Section 8: When there is more than one candidate for an office the ballot for the office will be elected by written ballot vote. A majority vote shall be required for election. **Must be present to cast a vote. No absentee ballots allowed.**

Section 9: The following provisions shall govern the qualifications and eligibility of individuals to be officers of the Ogdensburg PTO:

A. Each officer must be a member of the PTO.

B. No officers may be eligible to serve more than two consecutive two-year terms in the same office.

C. A person who has served more than half of a term shall be deemed to have served a full term in such office.

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Section 10: Officer shall assume their official duties following the close of the meeting in May.

Section 11: If a vote is needed and a board member also works for the school and feels there is a conflict of interest they do not need to vote, BUT they do need to inform the board due to a conflict they will not be voting.

ARTICLE VIII: FINANCES

Section 1: The fiscal year of the PTO shall start on July 1st and shall end on June 30th of the succeeding year.

Section 2: All monetary disbursements involving the PTO must be made through the Treasury. Committee budgets are set and voted on at the annual budget shall be presented for approval at the first general meeting of the school year. All expenses made by the Ogdensburg PTO shall be made in accordance with the budget or as may be approved by the Ogdensburg PTO at a regular or special meeting.

Section 3: Signing Authority- 2 authorized signatures shall be required on all checks over \$200. Authorized signers will be the Treasurer, President and Student Treasurer.

ARTICLE IX: NOMINATIONS AND ELECTIONS

Section 1: The nominating committee shall consist of the executive board and one member from each grade level appointed by the General Membership at the May General Meeting. Anyone wanting to run for executive office shall put it in writing to the PTO President or Corresponding Secretary by first Saturday in April. It shall be the duty of the nominating committee to prepare a slate of candidates for each elected office. This slate shall be read at the April meeting. Elections shall take place by secret ballot at the May meeting and shall be counted by the President(s) and Secretary(s) and the supervision of the Principal. Nominations may also be made from the floor. The new officers shall assume the duties of their office as of July 1 with the exception of their finance committee duties and shall be required to meet with their predecessors during the summer. All notes and PTO executive property shall be turned over to the new executive board at the June meeting.

Section 2: The nominating committee may be composed of three members elected by the PTO that are not up for election. Only a person who has signified their intent in writing shall be eligible to be nominated for the position on the board.

Section 3: It shall be the duty of the Corresponding Secretary to provide everything necessary to conduct the election and majority vote shall constitute an election. Election shall be by a secret ballot. In the event of a tie for any office, run-off election shall be conducted that same meeting by secret ballot. All officers shall be announced that meeting to the membership.

Section 4: Candidates shall be eligible to run for a position if they are a member in good standing and has attended 4 of 5 general meetings

ARTICLE X: ADMINISTRATIVE INVOLVEMENT

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Section 1: The Ogdensburg School Principal must give final approval on all PTO activities, committees, officers, and operations.

Section 2: The Principal or Vice-Principal may attend monthly PTO general meetings to update members on pertinent building information.

ARTICLE XI: CLASS PARENTS

- A. Must be paid PTO member in good standing.
- B. Must be open to all Communications to each other and every parent in the class.
- C. Assure that one of the two class parents are at each meeting. There are only five meetings each year.
- D. Work with your teacher to organize parties and events.
- E. Treat all students, teachers, staff and other parents with respect.
- F. Monetary donations not to exceed 5 dollars per event, Follow School nutrition guidelines for parties (handed out at class parent meeting)
- G. Each year every homeroom donates a tray to the Tricky Tray, we ask that you asked for items for the tray or monetary donations to purchase the merchandise.
- H. Class parents are chosen at the first PTO meeting of the new school year. This is done by placing your name in your child's class bag and chosen at random.
- I. No pictures / status updates can be posted on social media (examples: Facebook, Instagram and Twitter) at school functions. No tagging / checking in at places while at school events.
- J. Must follow PTO code of conduct
- K. Last year class parents may put their name in again this year but will need to relinquish if someone else has put their name in the bag and hasn't had a turn

7th and 8th Grade Class Parent Guidelines:

- A. Class parents will be chosen for 2 years (7th grade and 8th grade)
 - a. Please renew your PTO membership at first PTO meeting
 - b. Must follow general class parent guidelines
 - c. Chosen by grade not homeroom
- B. Rules for fundraising
 - a. All fundraising must be clearly labeled 7th or 8th grade
 - b. Cannot run at the same time as any other fundraiser
 - c. Be cleared by PTO board
 - d. Date and contact person need to be given to PTO board
 - e. Chairperson must be a PTO member
 - f. All money raised from fundraiser must be given to PTO treasurer within 2 weeks of end of fundraiser
- C. 7th grade fundraising activities
 - a. Every other basketball or soccer game and activity night
 - b. Two (2) fast food/ pizza nights
 - c. Spring flower sale
 - d. (1) car wash
- D. 8th great events include

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- a. Class trip
 - b. Graduation breakfast
 - c. Yearbook
 - d. Class t-shirts
 - e. Formal dance
 - f. All events need to be planned and approved by the school board
- E. Conduct in the school and social media
- a. Please remember you are to follow the same school rules as our children.
 - b. Treat all students, staff members and parents with respect and kindness
 - c. No yelling or demanding anything from anyone (other parents, PTO board members or School staff)
 - d. No photos of children at school activities on any social media
- F. Correspondence
- a. PTO board must be copied on all correspondence sent out
 - b. PTO board will be notified when class meetings are held. Two (2) Board members will be present at all meetings to support class.
 - c. Keep PTO and School administration apprised of the plans and events
 - d. Work with all homeroom teachers to assure proper communication

The PTO board and the School administration reserves the right to remove class parents if they are not following school rules, respecting the staff and not representing the PTO in a positive manner.

ARTICLE XII: PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order Newly Revised shall govern the PTO in all cases to which they are applicable and in which they are not inconsistent with these By-laws and state law. In its most recent edition at the date of its use, shall be the parliamentary authority for all matters of procedure not specifically governed by these by-laws or by other specific rules of procedure adopted by the executive board. Parliamentary procedure is based on the consideration of the rights: of the majority, of the minority (especially a large minority greater than one-third), of individual members, of absentee members, of all of these groups taken together.

ARTICLE XIII: AMENDMENTS

Section 1: These By-laws may be amended at a general meeting of the PTO by a 2/3 vote of members presented and voting, providing a quorum being present and providing that notice of the purpose, amendment shall have been given at least 25 days prior to the meeting at which action is being taken, at which a quorum is present. The proposed amendment(s) must have been made available to the general membership prior to the meeting.

Section 2: A committee may be appointed to submit a revised set of bylaws as a substitute for these bylaws only by a majority vote at a meeting of the PTO or by a 2/3 vote by the executive board, providing a quorum being present at each.

Section 3: By-laws revisions shall be brought up for consideration every two years or when needed.

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ARTICLE XIV: LEGAL ISSUES

Section 1: Any contract must be reviewed by an Executive Board President and or Principal prior to it being signed.

Section 2: No committee chairperson, committee member, or general member may sign any contract binding the PTO. The contract must be signed by President and or Principal after review.

Section 3: The Treasurer shall obtain and keep current all necessary gaming permits and licenses for the PTO and shall obtain them in accord with current laws.

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