

**BYLAWS**  
**of**  
**RIVERTON PTO**

**Approved by members on March 21, 2017**

EIN # 46-3760367

State Tax # 0400615118

*The Riverton Parent-Teacher Organization  
supports students and staff at Riverton School in Riverton, New Jersey*

# RIVERTON PTO BYLAWS

## Article I – Name

The name of the organization shall be Riverton PTO, a New Jersey nonprofit corporation.

## Article II – Purpose

The Corporation is organized as a nonprofit parent teacher organization (PTO) whose purpose is to establish and nurture a close relationship between the parents, teachers, and students by advancing opportunities in the home, school, and community of Riverton School. The PTO raises funds for supplemental educational materials and experiences, supports school and family social interaction, and provides a forum for sharing information on issues that impact our children. It is our belief that the team effort of a parent teacher organization offers the best possible learning environment for our children. The corporation shall be noncommercial, nonsectarian and nonpartisan.

## Article III – Members

**Section 1. Eligibility.** Any parent or guardian of a student at the school may be a member and shall have voting rights. Any employee of the school may be a member and have voting rights.

**Section 2. Dues.** Dues, if any, will be established by the executive board. If dues are charged, 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.

## Article IV – Officers and Elections

**Section 1. Officers.** The officers shall be a president, vice president, vice president of fundraising, secretary, and treasurer.

a. President. The president shall preside over meetings of the corporation and executive board, serve as the primary contact for the principal, represent the corporation at meetings outside the corporation, 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 corporation is served. The President shall not serve as a Committee Head on any committee.

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 shall also oversee all of the members of the committees. The Vice President shall not serve as a Committee Head on any committee.

c. Vice President of Fundraising. Shall oversee all PTO fundraising events. This person will ensure that all fundraising activities adhere to the PTO purpose. Manage fundraising events calendar for the school year. Ensure that all committee chairs follow fundraising protocol. This person is not able to serve in a leadership role in any PTO fundraising activities.

d. Secretary. The secretary shall keep all records of the corporation, take and record minutes, prepare the agenda, handle correspondence, send notices of meetings to the membership

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(done via Tuesday Email from the school), and handle the Social Media account. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.

e. Treasurer. The treasurer shall receive all funds of the corporation, 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. The treasurer will also be responsible for managing the PTO Website. The Treasurer will be responsible for filing the Annual Taxes each year by November 1.

f. Immediate Past President. Shall serve as an advisor to the Executive Board for one year immediately following his/her term in office.

**Section 2. Nominations and Elections.** Elections will be held at the second to last meeting of the school year. The nominating committee, as selected by the Board, shall select a candidate for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken by all members of the organization who are present at said meeting. The results shall be tallied and presented immediately following the vote

Note: Nominating Committee shall consist of 5 Members: (1) Current Board Member (1) Outgoing Board Member (1) Teacher (2) General Members

**Section 3. Eligibility.** Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate. In order to be eligible for the position of President the Member must have served a minimum of one (1) year on the Board.

**Section 4. Terms of Office.** Officers are elected for two years and may serve no more than three (3) consecutive terms in the same office. Each person elected shall hold only one office at a time.

**Section 5. Vacancies.** If there is a vacancy in the office of president, the vice president will become the temporary president, until a new president is elected before the next regularly scheduled meeting. 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 through an election at the next regular meeting.

**Section 6. Removal From Office.** Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

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### Article V – Meetings

**Section 1. Regular Meetings.** The regular meeting of the corporation shall be on the third Wednesday of each month during the school year at 7 p.m., (effective September 2017) or at a time and place determined by the executive board at least one month before the meeting. The annual meeting will be at the April regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business. The secretary will notify the members of the meetings by a printed flyer sent home with students and/or an email distributed through the school. A June meeting is optional.

**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 sent to the members at least 7 days prior to the meeting via email.

**Section 3. Quorum.** The quorum shall be 7 members of the corporation.

### Article VI – Executive Board

**Section 1. Membership.** The Executive Board shall consist of the officers, school principal or a designee, and standing committee chairs.

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

**Section 3. Meetings.** Regular meetings shall be held monthly, on the same day and at the same time each month, to be determined by the board. Special meetings may be called by any two board members, with 24 hours notice.

**Section 4. Quorum.** Half the number of board members plus one constitutes a quorum.

### Article VII – Committees

**Section 1. Membership.** Committees may consist of members and board members, with the president acting as an ex officio member of all committees.

**Section 2. Standing Committees.** The following committees shall be held by the corporation: Art Goes to School, Audit, Cultural Arts, Field Day Fundraising, Hospitality, Healthy Lifestyles, :Middle School, Nominating , , Yearbook, , , and 8<sup>th</sup> Grade Liaison,.

**Section 3. Contracts & Purchases:** No committee head shall secure any contract in the name of the PTO without the approval to do so by vote of the PTO members. Any approved purchases must be made within the budgetary restrictions.

**Section 4. Additional Committees.** The board may appoint additional committees as needed.

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**Section 5: Removal From Committee.** Committee Heads can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

### **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 corporation.

**Section 4.** Two authorized signatures shall be required on each check over the amount of \$200. Authorized signers shall be the president, vice president, and treasurer.

**Section 5.** The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Board and Members.

**Section 6.** Upon the dissolution of the corporation, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

**Section 7.** The fiscal year shall coordinate with the school year.

### **Article IX – Parliamentary Authority**

Robert's Rules of Order shall govern meetings when they are not in conflict with the corporation's bylaws.

### **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**

**Section 1.** The corporation may be dissolved with previous notice (14 calendar days) and a paper ballot vote of two-thirds of those members present at the meeting.

**Section 2.** Upon dissolution of the corporation, the Board of Trustees shall, after making provision for the payment of all liabilities of the corporation, dispose of all assets of the corporation exclusively for the exempt purposes of the corporation, or to such organization(s) organized exclusively for an exempt purpose under Section 503(c)(3) of the Internal Revenue Code, in such manner as determined by the board.

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### **Article XII – Amendments**

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the corporation by the secretary.

Notice may be given by postal mail, e-mail, or printed flyer. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.