

Hamilton Primary PTO  
Parent-Teacher Organization, Inc.

BY-LAWS

**ARTICLE I – Name/Organization**

1. The name of this organization shall be the Hamilton Primary School Parent-Teacher Organization, Inc.
2. This organization exists as a non-profit organization of its members.
3. These by-laws shall constitute our articles of organization.

**ARTICLE II – Objectives**

1. To work toward a closer relationship between the home and the school so that parents and teachers may work together in an atmosphere of cooperation.
2. To provide information from the local, county, state and national levels that will influence education.
3. To strengthen the educational opportunities of the students.
4. To promote the cultural, emotional and physical welfare of our youth.

**ARTICLE III – Basic Policies**

1. This organization shall be non-commercial, non-sectarian, and non-partisan and shall not participate in any political campaign nor endorse any commercial enterprise.
2. This organization shall not attempt to direct the administrative activities of the school or to control its policies, but will offer objective viewpoints and aid in the implementation of such activities.
3. This organization shall cooperate with other groups of coordination councils active in child welfare.
4. This organization shall not allow criticism of members of the administrative staff or individual teachers in open meetings.
5. This organization shall not allow mass criticism of vote-approved events and will direct all concerns to a private setting with Board members or at PTO meetings.

**ARTICLE IV – Membership and dues**

1. Membership shall be open to the parents/guardians, teachers and administrative staff of the Hamilton Primary School.
2. Annual membership dues may be changed by a majority vote of the Executive Board.
3. The principal of the school and the teacher representative(s) shall be honorary members.

**ARTICLE V – Officers**

1. The officers of this organization shall consist of a President (Co-President), Vice-President (as needed in absence of a co-president), Vice President of Chairs, Vice-President of Homeroom Parents, Recording Secretary, Corresponding Secretary and Treasurer (Co-Treasurer).
2. Officers shall be elected for a term of **two** years and may not serve in the same capacity for more than two consecutive years unless the nominating committee is unable to fill a position in which case an additional year may be served. Any extended term shall be agreed by a 2/3 vote of the Executive Board.
3. Officers shall assume their duties upon their installation.
4. A vacancy in office shall be filled by a majority vote.
5. All Executive Board members should attend all PTO meetings or make reports to the President (Co-President).

**Duties:**

a) **President (Co-President) shall:**

- Preside at all meeting of this organization and the Executive Board
- Represent Hamilton at the Council of Schools Association meetings
- Attend the Homeroom Parents Meeting (September)
- Attend the Kindergarten Orientation Meeting to explain PTO functions and pass out volunteer survey forms to all parents/guardians and correlate returns
- Create standing or special committees as needed and recruit all committee chairpersons
- Coordinate the activities of officers and committees
- Sign check and make deposits in absence of the Treasurer
- Prepare the budget with the Treasurer
- Prepare annual PTO calendar of events and provide copy to all members and to CSA
- Oversee submission of the Facilities Use Form to the BOE for all PTO functions

- Appoint the Nominating Committee
- b) **Vice President shall:**
  - Perform the duties of the President in her/his absence
- Vice President of Chairs shall:**
  - Distribute and collect committee volunteer forms; prepare committee chairperson information packets for distribution by President.
  - Prepare facility use forms for submission by President.
- Vice President of Homeroom Parents shall:**
  - Coordinate HR Parents meeting.
  - Supply all parents and class treasurers with lists compiled from HR Parents meeting.
  - Act as liaison between Board and all HR parents for communication purposes and answering questions through the year.
- c) **Recording Secretary shall:**
  - Keep the minutes of all meetings of this organization, distribute them to the Executive Board members, and post a copy in the teachers' lounge and on the PTO link to the Hamilton School web page; and provide copies at the General PTO Meeting.
  - Prepare by-laws as revised (every three years).
  - Provide a copy of the by-laws to all members at the first meeting and upon request during the year.
- d) **Corresponding Secretary shall:**
  - Conduct the correspondence of this organization including updating the website throughout the year.
  - Send notices of this organization to the membership and to the teachers, when given adequate written advance notice from the chairpersons.
  - Provide notice of our general PTO Meeting to all members, at least four days prior to the meeting.
- e) **Treasurer shall:**
  - Have charge of all funds and present a financial report at all business meetings.
  - Receive and pay bills and make all deposits.
  - Secure Executive Board approval for major expenditures over \$500.
  - Prepare a budget with the assistance of the current and incoming Presidents, and past Treasurer after the installation of new officers and prior to the first meeting of the new Executive Board, when it shall be presented for approval or revision.
  - Have the books in order for the incoming President (Co-Presidents) prior to the budget preparation meeting.
  - Order and pay for the Hamilton PTO supplies.
  - Maintain Township Police use escrow fund.
  - Pay the Hamilton PTO Incorporation and Council of Schools Fees annually.
  - Keep secure and current all permits, licenses and official documents; to include, but not be limited to Incorporation Certificate, NJ Exempt Organizational Permit, Charitable Registration Acts Form, Gaming License.
  - File taxes on annual basis.

#### **ARTICLE VI – Nominations and Elections**

1. The nominations committee shall consist of two members of the Executive Board and three members at large. One of these five members shall be appointed chairperson. The President (Co-President) and the principal shall serve as ex-officio members.
2. The nominating committee shall present a single slate of officers to the general membership for approval at the election meeting. All nominations require prior consent from the nominees.
3. The election meeting shall be held no later than the last PTO meeting of the year. A copy of the proposed slate shall be provided to all members prior to the election meeting.
4. After the slate of officers is presented at the election meeting, nominations will be accepted from the floor, provided the nominee is present.
5. The vote shall be taken by a show of hands, except that it shall be written ballot if there is more than one nominee for an office. The vote shall be taken by a show of hands for Co-President and Co-Vice-President where nominees have agreed to share positions.

#### **ARTICLE VII – Meetings**

1. General PTO meetings shall take place every other month or as scheduled by the current board. At least four days' notice shall be given prior to the meetings.
2. Emergency meetings may be called by the President (Co-Presidents).

### **ARTICLE VIII – Executive Board**

1. The Executive Board shall consist of the officers of Hamilton Primary School Parent-Teacher Organization, Inc. Members of the Executive Board shall serve until the close of the school year.
2. Any funds needed for an existing program under \$100 shall be available to the President (Co-President) and Treasurer. Any amounts over \$100 shall require a vote.

### **ARTICLE IX – Standing Committees**

1. The Chairperson(s) of standing committees shall be recruited by the President (s) for a term of one year. A chairperson can serve for as many as 3 consecutive years.
2. There shall be the following standing committees (or as deemed necessary by the present board)
  - a) Board of Education Representative(s)
  - b) DCCI
  - c) Food Services Representative(s)
  - d) Education Foundation Representative(s)
  - d) Transportation Representative(s)

### **ARTICLE X – Parliamentary Authority**

The supreme authority on questions of parliamentary law shall be Robert's Rule of Order or Newly Revised.

### **ARTICLE XI – Voting**

1. Decisions will be made by a majority vote of members present.
2. These by-laws may be amended at the regular meeting by a 2/3 vote of the members present and voting, provide notice and a copy of the proposed amendment has been posted and made available to each member **two** weeks prior to the meeting.
3. These by-laws should be revised every three years

### **ARTICLE XII – School Colors and Mascot**

The official colors of Hamilton School shall be red, white and black. The official mascot shall be the Tiger.

### **ARTICLE XIII – Dissolution Clause**

Upon dissolution of this organization, the Executive Board shall, after payment of all liabilities, dispose of all assets of the PTO. This shall be done exclusively to such organizations that qualify for exemption under Section 501 (C) (3) of the Internal Revenue Code of 1986, as amended, or to corresponding provisions of any future federal tax code.

Revised 6/2017