

EISENHOWER INTERMEDIATE SCHOOL

Parent Teacher Organization By-Laws

By-laws January 16, 2014

Article I Name/Organization

1. This organization shall be called the Eisenhower Intermediate School Parent Teacher Organization, incorporated (hereinafter referred to as "PTO").
2. This organization exists as a non-profit organization of its members.
3. The organization shall have proper documentation on file showing its Tax Exempt status as a 501(c) (3) charitable & educational organization under the IRS Code.
4. These By-laws shall constitute our Articles of Incorporation. This organization shall consist of the Executive Board and General Memberships.
5. The Executive Board consists of the elected officers.
6. General membership consists of committee members and all are paying members.
7. The Members in attendance at the general meeting shall constitute a Quorum.

Article II Objectives

1. To strengthen the educational opportunities of the students.
2. To promote the cultural, emotional and physical welfare of our students.
3. To promote closer cooperation among students, parents and school staff in the education of our students.
4. To provide information on factors that influence education on the national, state, county and local levels.
5. To enlist the participation of all parents/guardians, teachers and staff.
6. To hold fundraisers to support these objectives.

Article III Policies

1. This organization shall be non-commercial, non-sectarian, apolitical and nonpartisan.
2. This organization shall not attempt to direct the administrative activities of the school or to control its policies.
3. This organization shall obtain approval from the school principal prior to distributing documents to the student body, parents, outside organizations & groups.
4. This organization shall cooperate with other groups active in student welfare.
5. This organization shall not allow criticism of its members, administrative staff, individual teachers or students.

Article IV Membership and Dues

1. Membership shall be open to parents, teachers, administrative staff, and legal guardians of students currently attending Eisenhower Intermediate School.
2. Membership, in this organization, shall run from the beginning of the school year Memberships' drive in September through June of the same school calendar year. Annual dues are to be paid by all members. New members may join the PTO at any time by paying dues.
3. Only members who have paid their annual membership dues will have voting powers at general meetings.
4. Dues are set by a majority vote of the Executive Board.
5. A portion of the PTO membership dues, collected from members, will cover the cost of producing the Eisenhower Intermediate School Directory, with any overage to be reallocated into the general budget.
6. Teachers must join the PTO in order to receive Grants.

Article V Nominations and Elections

1. Nominating Committee identifies candidates for office, certifies the credentials of all candidates for office and prepares the official list of nominees.
2. The Principal and one Executive Board member (who will be completing their term) shall serve as ex-officio of the Nominating Committee.
3. The Nominating Committee shall consist of three active PTO members. A chairperson for the Nominating Committee shall be appointed by the President/Co-President.
4. At a PTO meeting (no later than the end of April), the Nominating Committee shall submit a single slate to the general membership. At The May General meeting, additional nominations will be taken from the floor. The Candidate should have served on a board or chaired a committee and have attended a majority of PTO meetings.
5. Nominees from Feeder Schools must have been PTO members or served on the Board or served as committee chairpersons at their prior school.
6. Prior consent of all nominees must be received.
7. If there is not a qualified candidate named, to be nominated, the board has the right to waive these requirements.
8. At the May/June meeting, the slate will be elected by a show of hands. In the event that there are more nominees than allowed for any office, the members of the organization shall vote by secret ballot.
9. If there is only one nominee, the nominee is deemed elected by Acclamation.
10. A vacancy occurring during the year in any office shall be filled by appointment by the President/Co-President and approved by the Executive Board.
11. Officers shall be elected for a term of one year and may serve in the same capacity for no more than two consecutive years. Officers can serve in the same capacity for more than two consecutive years ONLY IF THERE ARE NO OTHER QUALIFIED CANDIDATES;
12. New officers shall be sworn in at the end of year dinner in June and will assume their duties after all old business is completed, by July 31st of the current year, if not sooner;

13. Newly elected Treasurers shall assume his/her duties after the closing of the organization's books for the current year. The books are deemed reconciled and closed at the end of July when the last Bank statement is received and all pending invoices are paid.

Article VI Officers

The officers of the Eisenhower PTO shall consist of a President, Vice President, Treasurer/Vice Treasurer, Recording Secretary and Corresponding Secretary. A "co" position for each elected office may be elected if deemed necessary by the executive board. The "co-officers" will share the duties listed below, as agreed.

1. President/Co-Presidents (may be shared by 2 members)
 - a. Presides at meetings;
 - b. Coordinates chairpersons with the assistance of the Vice President;
 - c. Coordinates the activities of officers and committees;
 - d. Acts as liaison between the Committee Chairpersons, Teacher Representatives, CSA, Office Staff and the PTO;
 - e. Represents the school at Council of Schools ("CSA") unless another Board member attends;
 - f. Prepares budget with Treasurer;
 - g. Makes deposits in the absence of Treasurer/Vice Treasurer;
 - h. Ex-officio member of all committees;
 - i. Establish dates with CSA for all PTO meetings and coordinates calendars;
 - j. Creates special committees as needed;
 - k. Dual Signatory on PTO checks over \$200 with Treasurer Signature.
 - l. Plans PTO programs and activities for parents and guardians, as well as for students;
 - m. Keeps updated records/files pertaining to his/her position, PTO policies, PTO bylaws and records from all meetings which must be turned over to the incoming President/Co-Presidents at the term's end;
 - n. Provides copy of revised by-laws to the Council of Schools on a bi-annual basis;
 - o. Makes themselves familiar with "Robert's Rule of Order" as it pertains to voting procedures and the presenting of business.
2. Vice President/Co-Vice Presidents (may be shared by 2 members)
 - a. Performs the duties of the Presidents in his/her absence;
 - b. Assists the President/Co-Presidents in planning PTO programs and activities for parents and guardians, as well as for students;
 - c. Assists the President/Co-Presidents when they are acting as liaisons between the Principal, Members, Faculty & Staff, Teacher Representatives and the PTO;
 - d. Prepares folders for all Chairpersons that should contain historical information from prior events and collects all folders at the end of each event/school year. All folders shall be reviewed and prepared for use by incoming chairperson for future events. The folders will be turned over to the incoming Vice President at the end of the school year.
 - e. Submits Facilities Use Forms for school functions
 - f. Prepares the Past Chairperson/Current Chairperson contact list for distribution.

- g. Keeps updated records/files pertaining to his/her position, PTO policies, PTO bylaws and records from all meetings, which must be turned over to the incoming Vice President/Co Vice-Presidents at the term's end.
 - h. Assure that there are chairpersons in place for all committees/events and that processes are in place to gather appropriate volunteers for these events.
 - i. Makes themselves familiar with "Robert's Rule of Order" as it pertains to voting procedures and the presenting of business.
3. Recording Secretary (may be combined w/Corresponding and/or shared by 2 members)
- a. Keeps minutes of all PTO Board and General Meetings and distributes general meeting minutes to all members after approval by the President & the Principal no later than 2 weeks after the current PTO meeting via the PTO on-line link;
 - b. Prepares the Agenda and after it's approved by the President, makes copies for the meeting.
 - c. Provides a copy of the by-laws to all members and has copies available at 1st general meeting of the school year. Additional copies shall be provided upon the request of a member;
 - d. Makes by-laws updates, upon the approval and request of the Executive Board after approval by the general membership when necessary.
 - e. Prepare and maintain sign-in sheet for all Executive Board & PTO meetings.
 - f. Documents organizational procedures and committee guidelines;
 - g. Keeps updated records/files pertaining to his/her position, PTO policies, PTO bylaws and records from all meetings which must be turned over to the incoming Recording Secretary/Co-Recording Secretaries at the terms end;
 - h. Makes themselves familiar with "Robert's Rule of Order" as it pertains to voting procedures and the presenting of business.
 - i. In the absence of a recording secretary, any PTO member approved by the Board may document minutes. Said person will record the meeting minutes and provide them to the President(s) for approval and distribution.
4. Corresponding Secretary (may be combined w/Recording and/or shared by 2 members)
- a. Acts as a backup to the Recording Secretary and in the event that the Recording Secretary is not present will keep minutes at any PTO Board and General Meetings and distributes general meeting minutes to all members.
 - b. In the absence a Recording Secretary and a Corresponding Secretary, any PTO member approved by the Board may document minutes. Said person would record the meeting's minutes and provide them to the President(s) for approval and distribution.
 - c. Reads "Thank you" notes and other correspondence at Board and General Meetings.
 - d. Prepares and arranges for distribution of PTO announcements as needed.
 - e. Handles official board correspondence and directs incoming correspondence to the appropriate board or staff member;
 - f. Keeps updated records/files pertaining to his/her position, PTO policies, PTO bylaws and records from all meetings which must be turned over to the incoming Corresponding Secretary/Co-Corresponding Secretaries at the terms end;

- g. Assure thank you notes are distributed to appropriate chairpersons after events take place.
- h. Makes themselves familiar with "Robert's Rule of Order" as it pertains to voting procedures and the presenting of business.

5. Staff Representative(s)/ Liaison

- a. Eisenhower staff member(s), who assist(s) communication and cooperation between the IKE PTO Board and Staff Members;
- b. Attends PTO General and Executive Board meetings;
- c. Represents the Eisenhower Staff and speaks on their behalf;
- d. Communicates key items of discussion back to the teaching staff;
- e. Prepares and arranges for distribution of PTO announcements as needed;
- f. Reads Staff "Thank you" notes and other correspondence at meetings;

6. Treasurer (2 members REQUIRED)

- a. In charge of all funds: presents a financial report at all meetings;
- b. Receives bills and makes deposits;
- c. Enters all Debits and Credits into an excel or accounting/ bookkeeping program, such as QuickBooks;
- d. Signor of check with dual signature by PTO President for funds over \$200
- e. Prepares proposed budget with the President/Co-President for review and approval by the Executive Board prior to its presentation at the first general meeting;
- f. Presents proposed budget for approval at first general meeting of the year with prior notice required to membership;
- g. Provide a written report of all transactions since the last Executive Board meeting;
- h. Shall know the whereabouts of all permits, licenses, official documents and obtain additional ones when necessary;
- i. Treasurer responsible for preparing or obtaining appropriate professional to prepare IRS Form 990EZ, NJ Charitable Registration forms, Tax Exempt Form, 1099 within 6 months of fiscal year end;
- j. Provides copy of IRS 990, Charitable Registration form, Certification of Incorporation and any other required documentation to Council of Schools on an annual basis.
- k. Treasurer responsible for completion of any other required financial documents as necessary;
- l. Keeps updated records/files pertaining to his/her position, PTO policies, PTO bylaws and records from all meetings which must be turned over to the incoming Treasurer/Co-Treasurer at the term's end;
- m. The treasurer's books shall be audited by a committee, specially appointed by the President, & approved by the Board by August. The PTO President & Board members are prohibited from participation on this committee;
- n. The incoming Treasurer shall assume his/her duties after the closing of the organization's books for the current year. The books are deemed reconciled and closed at the end of July when the last Bank statement is received and all pending invoices are paid.

- o. The Treasurer shall assist the incoming Treasurer with the reallocation of remaining PTO funds and then assist in the preparation of the New Budget.
- p. Makes themselves familiar with "Robert's Rule of Order" as it pertains to voting procedures and the presenting of business.

6. Vice Treasurer

- a. Receives and records all monies received by PTO;
- b. Responsible for making deposits and provides a receipt of deposits along with an itemized report with the name(s) of committees and the amount of monies collected to the Treasurer;
- c. Deposit of funds must be made at the earliest opportunity, but no later than seven (7) days of receipt. If an event is rescheduled, checks received may be held until one week prior to the new event date, provided that the check holders have been notified;
- d. All cash must be deposited in the designated timeframe, outlined in c;
- e. Refunds will be distributed in the form of a PTO check;
- f. Until deposited, all cash must be secured and accounted for;
- g. Maintains accurate account of all monies received;
- h. Issues receipts for monies received back to the committee chairpersons;
- i. Reports periodically to the PTO Board/General Meeting in order that no violations occur;
- j. Present the Treasurer's Report in the absence of the Treasurer;
- k. Keeps updated records/files pertaining to his/her position, PTO policies, PTO bylaws and records from all meetings which must be turned over to the incoming Treasurer/Co-Treasurer at the term's end;
- l. Makes themselves familiar with "Robert's Rule of Order" as it pertains to voting procedures and the presenting of business;

Article VII Past President/Co-President & Executive Board

1. After term has ended, the outgoing PTO Executive Board shall act as Advisors to the Incoming Executive Board for one year, but have no voting privileges.

Article VIII Voting

1. Decisions and approval of expenditures shall be made by a majority vote of the paid members present at a general meeting.
2. Only paid PTO members may vote at meetings & may cast a vote during the election process.

Article IX Meetings

1. General meetings shall be scheduled every other month (September or October, December or January, February or March, April or May and June) or as determined by the needs of the Executive Board and the membership and are open to all paid members. Prior notice must be given to the membership for meeting dates and notification must be given in advance of meeting date changes;

2. If there is a need to reschedule a meeting, the meeting shall be rescheduled in a timely manner, at the earliest possible date;
3. The Executive Board will submit their general meeting schedule to the Scheduling Chairperson/Vice President of the Council of Schools Association for approval of meeting dates. Any changes after approval is given must be submitted to the CSA - Vice President of scheduling for approval;
4. The Executive Board may call emergency meetings when notice is given.
5. Eisenhower PTO meetings are to be scheduled in after-school/evening hours, or during the school-day with Principal's approvals, and on a day and time that DOES NOT conflict with other events on the CSA calendar;
6. All Chairpersons must be paid members of the PTO;
7. The Chairpersons of each committee is responsible for reporting committee activity at the general membership PTO meetings;
8. The PTO may hold only one meeting a year at which voting upon prospective officers may take place;
9. A transitional meeting for outgoing and officers-elect shall be scheduled cooperatively with the outgoing President/Co-President. This meeting shall take place within one month after the installation of the officers-elect;

Article X Standing Committees

1. The President/Co-Presidents shall create standing committees, annually, with the approval of the Executive Board.
2. The President/Co-Presidents will appoint the chairpersons of these committees on a yearly basis.
3. The President/Co-Presidents shall be an ex-officio member of all committees except the Nominating committee.
4. The President/Co-Presidents & Vice President shall advise all chairpersons of the following committee guidelines:
 - a. Committees may be co-chaired by as many as four people based upon the size of the event/project and upon the willingness of the chairpersons to act together;
 - b. All committees will receive a chairperson folder from the Vice President, which contains basic information about the specific committee, documentation from prior events, expense form and information of amount of funds approved for their event, if applicable and any recommendations made by prior chairpersons;
 - c. All committees are responsible for updating their folder/records and will return their complete folder to the Vice President at the end of their event or the school year;
 - d. Chairpersons are responsible for turning all receipts, money collected and financial reports to the Treasurer/Vice Treasurer at the end of the event (no later than 5 days after event ends), or at a frequency to be determined by the Treasurer;
 - e. Reimbursements by the Treasurer to chairpersons shall only be given if they are properly submitted and all receipts are included; and with the approved stipulated funds assigned to that event. Any funds not approved will not be reimbursed without prior approval by the board.
 - f. All committees are responsible for submitting an event summary to the

Vice President within one week of the event's completion;
g. All Chairpersons will provide the Vice President with the various ways they can be contacted by the Board, i.e. home/work telephone number, cell phone number and/or email address.

Article XI Funds

1. Expenditures up to \$249 can be approved by the President/Co-Presidents.
2. The Executive Board must approve expenditures over \$250;
3. Expenditures over \$500 not included as a line item in the current budget must be voted upon at a general meeting;
4. Prior notice must be given to the PTO membership regarding the discussion and appropriation of funds to be used for school gifts;
5. A reserve for the following year shall be carried over for operating expenses incurred prior to the current year's fundraisers. Suggested amount for reserve: \$5000;
6. Any carryover in excess of the reserve fund must be allocated and approved for a specific project or purpose by the Executive Board, such as gifts to the school. (See note 4 above);
7. Receipts from transactions made using PTO Debit/Credit cards, held by Presidents and Vice-Presidents, shall be submitted to the Treasurers with "Request for Payment" forms, noting "DEBIT CARD USED" for proper accounting of the transactions in the budget and bank statement reconciliation;

Article XII Class Trips

The Eisenhower PTO will pay up to a budgeted set amount per student for class trips. This amount will be budgeted yearly based on the availability of funds. For Class Trips where separate funding is available via the district or otherwise, the teacher must make arrangements for that funding prior to requesting funding from the PTO.

Article XIII Sunshine Policy

1. Cards will be sent to all staff, students, and family members of students for serious illnesses, births surgeries or deaths (or a gift on a need to need basis).
2. In the event of tragic circumstances, or the death of an Eisenhower student, the PTO will determine the appropriate method of acknowledgement.

Article XIV Chaperones

1. All parent chaperones, whether required or not, must pay for their own admission and any other expenses involved with going on the trip.

Article XV School Mascot and Colors

1. The official colors of Eisenhower Intermediate School are Blue and Gold. The Mascot is the Eagle.

Article XVI Parliamentary Authority

1. The purpose of RRO is to ensure that all rules clarify the proper rules of order so that business can be expedited efficiently and fairly.
2. Robert's Rules of Order (Revised) shall govern this organization in all cases to which they are applicable, and in which they are not in conflict with these by-laws or with established procedures of the Executive Board.
3. The CSA is contacted for guidance in clarification of unclear RRO Rules.

Article XVII Removal from Office

Any officer who does not perform their duties in an effective and timely manner and who does not attend the majority of the Executive Board & PTO meetings, may be asked to step down from their position by majority vote of Executive Board.

Article XVIII Amendment of By-laws

1. The Executive Board shall review these by-laws every two (2) years.
2. Revisions must be approved at any general meeting by a majority vote of members present. Prior notice of this meeting and copy of the changes must be distributed by the Executive Board. Posting a copy of By-Laws with changes on the school website is deemed acceptable.

Article XIX Dissolution

Upon the dissolution of this Organization, the Executive Board shall after payment of all liabilities, dispose of all assets of the Organization, exclusively for the students of Eisenhower Intermediate School, within the meaning of Section 501(c) (7) of the Internal Revenue Code or corresponding section of any future federal tax code, or for one or more exempt purposes within the meaning of Section (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.