

## BYLAWS OF THE RANDOLPH PTO COUNCIL

### ARTICLE 1 – NAME

The official name of this organization shall be the Randolph PTO Council, but shall also include any Parent/Teacher/Student Association (PTA) or PTO currently incorporated in Randolph Township. It is understood that all references in these bylaws to PTO also pertain to both.

### ARTICLE 2 – OBJECTIVES

The objectives of this Council shall be to coordinate and strengthen the Randolph PTA/PTO's, to help form and organize any new PTO units that result from the additions of new schools, and to liaise between the administration and the PTA/PTOs.

The Randolph PTO Council serves the following specific purposes:

1. To provide communication and an exchange of ideas among the various individual Randolph PTA/PTOs. Act as liaison between individual PTA/PTOs, Communications Director and Board of Education to ensure prompt posting of updated PTA/PTO information (fundraisers, meetings, etc.) on website calendar.
2. To give central coordination for the following programs currently in existence and any new programs that the Council may choose to undertake: Blood Drive; PTO Council Fundraisers; Scholarships (screening and awards); and Teacher Grants.
3. To arrange 2 monthly liaison meetings between the Superintendent and the PTA/PTO representatives.
4. To carry a blanket insurance policy for all Randolph PTA/PTOs.

This Council does not support any candidate for a political office; however, this Council may support any issues dealing with the welfare of children and their education. No funds shall be allocated to influence our members in legislative matters. Our intent is the distribution of information only.

At no time shall a President use this office to represent his or her own personal views.

### ARTICLE 3 – POLICIES

- a. The bylaws of the Randolph PTO Council are to be reviewed on a regular basis, with a maximum review period not to exceed two years from the last revision.

### ARTICLE 4 – MEMBERSHIP AND DUES

- a. Each PTA/PTO in Randolph is a member of this Council and shall be entitled to be represented at all meetings by the PTA/PTO President.
- b. Each elementary school shall have one representative, in addition to the PTA/PTO President, at all Council meetings. Randolph Middle School and Randolph High School shall each have 2 representatives, in addition to the PTA/PTO President, at all Council meetings.
- c. The Superintendent of Schools and Assistant Superintendent of Schools or designee shall be non-voting members of this Council.

- d. Membership in this Council also includes chairpersons of Council standing committees, which shall be named by the President of the Council, including but not limited to Blood Drive and Council Fundraisers; the immediate past President of the Council as an ex-officio member; and designated liaisons from community action groups, including but not limited to PEC, Cultural Arts, SECD Committee, and Municipal Alliance Committee. The designated liaisons shall attend all meetings. If unable to attend, these liaisons shall provide a report to the Secretary, in advance. The aforementioned members shall be non-voting members.
- e. This Council will not collect dues; however, Council-approved expenses will be financed by a portion of proceeds from Council fundraisers; or will be borne equally by member PTA/PTOs.

#### **ARTICLE 5 – OFFICERS AND THEIR ELECTION**

- a. The Officers of this Council shall consist of a President, Vice President, Secretary, and Treasurer. These Officers shall be elected for a term of two years.
- b. The President must have previously served as a President of a PTA or PTO in Randolph. In the event that a candidate does not come forward, under extenuating circumstances, consideration will be given to a candidate who has served as a Vice President for the Council or in one of the town PTA/PTOs.
- c. The treasurer must have previously served as an officer of a PTA or PTO in Randolph but cannot serve as a PTA or PTO Treasurer concurrently.
- d. No President or Vice president of any PTA or PTO in Randolph may serve any term concurrently as an officer of this Council.

#### **ARTICLE 6 – NOMINATIONS**

- a. The Nominations Committee shall report to the Council at the March meeting with the chosen slate of officers. The Council President shall call a meeting of the voting members of the Council for the purpose of electing officers for the following school year in May.

#### **ARTICLE 7 – DUTIES OF OFFICERS**

- a. The President shall preside at all meetings of the Council and shall perform all other duties pertaining to that office, including the signing of any contractual agreements.
- b. The Vice President shall act as an aside to the President and shall perform the duties of the President in the event of the President's absence. The Vice President shall assume the duties of the President in the event of a presidential vacancy during the President's term of office. The Vice President shall act as a liaison to the Randolph Township Schools Communications Director.
- c. The Secretary shall be responsible for keeping a record of all meetings and shall distribute minutes of meetings to all PTA/PTO Presidents and members of this Council. The Secretary shall be responsible for all correspondence unless otherwise directed. The Secretary shall coordinate exchange of newsletters amongst the individual PTA/PTOs and shall update the Council's portion of the Randolph Township Schools' website.
- d. The Treasurer shall be responsible for all Council monies. He or she shall present a financial report at each meeting; shall be responsible for the payment of the blanket insurance policy premium; shall send reimbursement for scholarships to their recipients upon recipients' proof of enrollment, i.e. cancelled check for tuition payment or partial tuition payment at least equal to scholarship award, copy of college bursar's form,

acceptance letter, etc. The Treasurer may, at the President's discretion, be responsible for signing of any contractual agreements previously referred to in Article 7 (a).

### **ARTICLE 8 – MEETINGS**

- a. There shall be a minimum of three meetings per year, to be scheduled at the President's discretion.
- b. Special meetings may be called by any member of the Council, notification of any such special meeting to be given to all other member PTA/PTOs.
- c. Joint meetings or programs each year will be at the discretion of this Council.
- d. This Council will co-sponsor, with the Randolph League of Women Voters, a School Board Candidate's Night when applicable.

### **ARTICLE 9 – AMENDMENTS**

Any member PTA/PTO may propose an amendment to these bylaws at a regular meeting of this Council. To be adopted, the amendment must receive majority approval of voting members.

### **ARTICLE 10 – RULES OF VOTING**

- a. Each member of this Council, in accordance with Article 4 (a. and b.) shall be entitled to one vote. The 18 votes shall consist of 4 council officers, 6 PTA/PTO Presidents, 4 elementary school representatives, 2 Randolph Middle School representatives and 2 Randolph High School representatives. In the event of a tie on any issue put to vote, the 6 PTA/PTO Presidents and the Council President shall vote to break the tie.
- b. When necessary, Council President shall initiate electronic vote, for which each voting member is entitled to cast one vote.

### **ARTICLE 11 – NEWLY ELECTED OFFICERS**

All newly elected officers and committee members must have in their possession all materials pertaining to their position by June 30<sup>th</sup> of the same year. This shall be the responsibility of the outgoing officer or committee member to provide to the newly elected individual.

**BYLAWS REVISION COMMITTEE:** Paula Perlowski, Jamie Danias, Ann Keane, Dee Pokorny, Sherryll Penney

Adopted: May 29, 2014

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Dee Pokorny, President

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Jamie Danias, Secretary