

Bradley Gardens School Parent-Teacher Organization, Incorporated Bridgewater-Raritan Regional School District Constitution and By-Laws

Article I-Name/Organization

1. This organization shall be called the Bradley Gardens School Parent-Teacher Organization, Incorporated (BGS PTO).
2. This organization exists as a non-profit organization of its members.
3. These by-laws shall constitute the articles of organization.

Article II-Objectives

1. To strengthen the educational opportunities of the students.
2. To promote the cultural, emotional, and physical welfare of the students and school community.
3. To promote closer cooperation among pupils, parents, and school staff in the education of the students.
4. To provide information on factors that influence education at the district and local levels.
5. To enlist the participation of parents and community to support these objectives.

Article III-Policies

1. This organization shall be non-commercial, non-sectarian, apolitical and non-partisan.
2. This organization shall not attempt to direct the administrative activities of the school or to control its policies.
3. This organization shall cooperate with other groups active in student welfare.
4. This organization shall not serve as a forum for criticism of its members, administrative staff, individual teachers, or students.

Article IV-Membership and Dues

1. Membership shall be open to parents, legal guardians, caregivers, faculty and staff of Bradley Gardens School.
2. Membership in this organization shall run annually in accordance with the school calendar.
3. Annual dues are to be paid by all members.
4. New families may join the BGS PTO at any time by paying dues.
5. Dues are set by a majority vote of the Executive Board.

Article V-Nominations and Elections

1. The principal and one Executive Board member (who will be completing their term) shall serve as ex-officio members of the nominating committee.
2. The nominating committee shall be organized in the month of January and shall consist of three active BGS PTO members and the aforementioned

ex-officio members. Ideally, the three active members are to be non-Executive Board members.

3. Once the nominating committee is convened and no later than March, the nominating committee will solicit nominations for open Executive Board positions. They will address questions and prepare a slate of interested candidates.
4. At the March meeting, or in the newsletter or special mailing between the March and May meetings, the nominating committee shall submit a single slate to general membership. At that time, additional nominations will be taken from the floor. It is suggested that a nominee for the Executive Board be an active PTO member. Prior consent of all nominees must be received.
5. At the May meeting, the slate will be elected by a show of hands or by ballot if more than one candidate. If there is only one nominee, the slate is automatic by consent of the general membership.
6. A vacancy occurring during the year in an office shall be filled by appointment of the President/Co-Presidents and approved by the Executive Board.
7. Officers shall be elected for a term of two years and may not serve in the same capacity for more than two consecutive terms, unless an exception is made by a two-thirds vote of the existing Executive Board and membership present.
8. New officers shall assume their duties after all old business is completed. Outgoing officers must close the books and prepare a completed report of actual budget results. The outgoing President/Co-Presidents then relinquish their responsibilities over to the incoming President/Co-Presidents to conduct new business, including preparation of a budget for the upcoming year. The Treasurer shall assume his duties after the closing of the organization's books for the current year.

Article VI-Organization

1. This organization shall consist of the Executive Board and General Membership.
 - a. The Executive Board consists of elected officers.
 - b. General membership consists of committee membership and all other paid members.

Article VII-Officers

The officers shall be President/Co-Presidents; Vice-President/Co-Vice Presidents; Past President; Recording Secretary/Co-Recording Secretaries; Corresponding Secretary/Co-Corresponding Secretaries, Treasurer/Co-Treasurer and Webmaster.

Article VIII-Duties of Officers

1. President/Co-President
 - a. Preside at meetings.

- b. Prepare calendar of PTO events in partnership with the school principal. Make changes as necessary during year. Establish dates with the Council of Schools Association for meetings and to correlate calendars, including dates for all PTO functions.
 - c. Coordinate chairpersons and create special committees as needed.
 - d. Set agenda for PTO meetings.
 - e. Prepare budget with Treasurer.
 - f. Maintain PTO mailbox and PTO storage areas.
 - g. Sign checks and make deposits in absence of Treasurer.
 - h. Be ex-officio member of all committees.
 - i. Obtain all necessary state and local permits, licenses, etc.
 - j. Keep a list of all paid Bradley Gardens School PTO members, as provided by the Membership Chair
 - k. Establish review of the by-laws by the Board every 2 year and update Constitution and By-Laws, as deemed necessary by that review.
 - l. Will attend Council of Schools Association meetings as Bradley Gardens School PTO representatives, as calendared by the CSA.
2. Vice President/Co-Vice-President
 - a. Perform duties of President/Co-President in their absence.
 - b. Coordinate and install the class parents.
 - c. Coordinate and administer the teacher grants program.
 3. Past President
 - a. Shall be the immediate past President/Co-President or the previous President/Co-President before that, and shall serve in an advisory position. In the event that there is no immediate past President/Co-Presidents, this position would remain vacant.
 4. Recording Secretary/Co-Recording Secretary
 - a. Keep minutes of all meetings and submit to Webmaster and President(s) for posting on the PTO website and within PTO communications.
 - b. Provide a copy of the by-laws to all members requesting one.
 - c. Keep by-laws updated as needed (as supplied by President/Co-Presidents).
 5. Corresponding Secretary/Co-Corresponding Secretary
 - a. Gather correspondence for ongoing scrapbook.
 - b. Submit facilities use forms for functions once calendar is approved.
 - c. Purchase and distribute Sunshine cards and gifts in accordance with budget set forth, for the following events suggested but not limited to:
 - i. Nurse's Day
 - ii. Secretaries Day
 - iii. End of Year Principal Appreciation
 - iv. End of Year gifts (Custodians)
 - v. Volunteer Appreciation Event

- vi. Send gifts and/or cards in recognition of special events such as births, marriages, illness, deaths, or special awards for staff members.
6. Treasurer/Co-Treasurer
 - a. Has charge of all funds; presents financial report(s) at all meetings.
 - b. Receive deposit forms, checks and cash, then make deposits.
 - c. Receives check requests and supporting documentation to process necessary checks.
 - d. Coordinate with event chairs for start-up cash to run events.
 - e. Prepare budget with the President/Co-Presidents.
 - f. Present proposed budget for approval at first general meeting of the year.
 - g. Maintains an awareness of the PTO calendar to ensure appropriate funding and cash flow to support events.
 - h. Secure audit of account and submission of books to accountant (if applicable) for preparation of tax return by August.
 - i. Shall keep secure all permits, licenses and official documents.
 - j. Due to the nature of the role, it is recommended that the treasurer responsible for maintaining the books has prior accounting or bookkeeping experience with the PTO's bookkeeping software.
 7. Webmaster/Social Media Chair
 - a. Maintains the PTO website with current information
 - b. Updates social media tools (Facebook, Twitter or other electronic communications) as necessary with PTO reminders and news

Article IX-Voting

Decisions and expenditures shall be made by a majority vote of the paid members present at a general meeting.

Article X-Meetings

1. General meetings shall be scheduled at least bi-monthly or as determined by the needs of membership and open to all interested parties.
2. Prior notice must be given for date changes. Emergency meetings may be called by the Executive Board with notice given.
3. Executive Board meeting will be conducted at least twice per year, or as needed.

Article XI-Standing Committees

1. Standing committees for fundraising and non-fundraising purposes shall be created by the President/Co-Presidents, with the approval of the Executive Board annually.
2. The chairpersons of these committees shall be appointed by the President/Co-Presidents on a yearly basis.
3. The President/Co-Presidents shall be an ex-officio member of all committees except the Nominating Committee.

Article XII-Funds

1. Expenditures of up to \$499.99 may be approved by the President/Co-Presidents no more than two times per school year without general membership approval.
2. Expenditures \$500.00 or more, which are not included as a line item in the current budget, must be voted on at a general meeting.
3. Prior notice must be given to Bradley Gardens School Parent-Teacher Organization, Inc. membership regarding the discussion and appropriation of funds to be used for school gifts.
4. A reserve for the following year shall be carried over for operating expense incurred prior to fundraisers. Suggested amount for reserve: \$3,500.00 to \$5000.00.
5. Any carryover in excess of the reserve fund must be allocated and approved for a specific project or purpose.

Article XVI-Parliamentary Authority

1. Robert's Rules of Order, Revised, shall be referenced 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.

Article XVII-Amendments of By-Laws

1. These by-laws shall be reviewed every two years.
2. Revisions may be approved at any meeting by the majority of members present, when prior notice and a copy of the changes was given.

Article XVIII-Dissolution

1. 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 Bradley Gardens School.

Revised February 2020