

**BY-LAWS
OF THE
MENDHAM HIGH SCHOOL PARENT-TEACHER ORGANIZATION
Revised January 2010**

**ARTICLE I
NAME**

The name of the organization shall be the "Mendham High School Parent Teacher Organization, hereafter referred to as the "PTO."

**ARTICLE II
OBJECTIVES**

- Section 1. a) To promote the welfare of the students within the district.
 b) To bring a closer relationship between the home and the school, so that parents and teachers may cooperate in the education of children within the district.
 c) To develop between educators and the general public such united efforts as will ensure for all children the highest advantages in physical, mental and social education within the district.
 d) To promote the positive in the school.

**ARTICLE III
POLICIES**

- Section 1. The programs of the PTO shall be educational and of service to the students, parents, school and community.
- Section 2. The PTO shall be non-commercial, non-sectarian and non-partisan. No commercial enterprise or any candidate shall be endorsed by it. The name of the PTO or its Steering Committee members in their official capacities shall not be used in connection with any commercial concern or any partisan interest other than the work of the PTO.

**ARTICLE IV
MEMBERSHIP AND DUES**

- Section 1. Membership in the PTO shall be open to all teachers, staff and administrators of Mendham High School, and parents, guardians of students enrolled in Mendham High School, who are willing to uphold its policies and subscribe to its by-laws, upon payment of annual dues as required.
- Section 2. The annual dues per family shall be determined by the Steering Committee prior to school registration.
- Section 3. The PTO shall conduct an annual enrollment of members, but persons may be admitted to membership at any time and shall pay dues for the school year.
- Section 4. Only members of the PTO may be eligible to vote in the general meetings or to serve in any of its elective or appointive positions.

**ARTICLE V
FISCAL YEAR**

The fiscal year of the PTO shall correspond to that of West Morris Regional School District, which is from July 1 to June 30 each year.

**ARTICLE VI
MEETINGS**

- Section 1. There shall be at least one general meeting of the PTO during the year on such date as may be determined by the Steering Committee. Written or electronic notice of such meeting shall be provided to the general membership by the Steering Committee.
- Section 2. The general meeting shall include in its purpose the election of officers for the coming year.
- Section 3. A simple majority of members in attendance shall constitute a quorum for the transaction of business in any general or special meeting of the PTO.
- Section 4. The privilege of holding office, chairmanship, introducing motions, and voting shall be limited to members whose current dues are paid.
- Section 5. All meetings of the PTO Steering Committee shall be open to PTO members.

**ARTICLE VII
OFFICERS AND THEIR ELECTION**

- Section 1. The Officers of the PTO shall be the Chairperson, including the Co-chairperson if any, Secretary and Treasurer. They shall comprise the Executive Board.
- Section 2. A member of the Nominating Committee shall present a slate of Officers selected by the Nominating Committee at the spring general meeting of the PTO. If there are nominations from the floor, the election shall be by ballot; if no, the Secretary shall be authorized to cast a unanimous ballot for the proposed slate. A majority of the votes shall elect the Officers.
- Section 3. Only those who have consented to serve shall be eligible for nomination, either by the Nominating Committee or from the floor.
- Section 4. The Executive Board shall be installed and assume their official duties at the close of the last general meeting of the year, and shall serve for a term of one year, for no more that two consecutive terms and/or until their successors are elected.
- Section 5. A seat on the Executive Board which is vacated, shall be slated by the Nominating Committee and approved by a majority of the members of the Steering Committee. In the case of a vacancy in the office of the Chairperson, the Secretary shall serve until the next election, unless an appointment is approved by the majority of the Steering Committee. If there are Co-chairs, the remaining chair shall have the option of serving the term out as the sole chair.

- Section 6. Members of the Executive Board shall not serve in the same position for more than two consecutive terms and/or until their successors are elected.
- Section 7. The Executive Board shall act for the PTO when an immediate decision is needed. If an immediate decision is needed in regard to expenditure on behalf of the PTO, then a majority of the Executive Board may approve an expenditure outside the limits of the approved budget up to \$1,000.
- Section 8. The duties of the members of the Executive Board shall be:
- a) to transact necessary business in the intervals between PTO meetings and such other business as may be referred to them by the PTO;
 - b) to approve the plans for the work of the of the Standing and Special Committees;
 - c) present a report, when necessary, of the PTO activities at the meetings of the Steering Committee;
 - d) to prepare and submit a committee budget for the fiscal year to the PTO;
 - e) to take such actions as are consistent with the purposes of the PTO.
- Section 9. No current serving member or spouse of a member of the West Morris Regional Board of Education may be eligible to serve as an officer of the PTO.

ARTICLE VIII STEERING COMMITTEE

- Section 1. The Steering Committee of the PTO shall consist of the Executive Board, meaning Chairperson and co-Chairperson if any, Secretary and Treasurer and Chairpersons of the Standing Committees.
- Section 2. The control and management of the affairs of the PTO shall be vested in the Steering Committee, as established by these by-laws.
- Section 3. The Steering Committee of the PTO shall be designated by the Executive Board.
- Section 4. A simple majority of the members present at a meeting or online within a designated timeframe shall constitute a quorum with a simple majority carrying the vote.
- Section 5. The Steering Committee shall present or publish an overall report of activities and budget at one of the general meetings.
- Section 6. If any conflict of interest should arise, the officer must reclude themselves.

ARTICLE IX DUTIES OF THE OFFICERS

- Section 1 Chairperson and Co-chairperson if any shall:
- a) preside at all meetings of the PTO and shall be an ex-officio member of all committees;
 - b) The Chairperson(s) shall assist the Treasurer in the development of the budget and be authorized to make payments from the association funds in the absence or incapacity of the Treasurer;
 - c) perform such other duties as may be prescribed in these by-laws or assigned by the Steering Committee of the PTO;

- d) appoint PTO members to serve on any special or ad hoc committees;
 - e) set dates for all PTO meetings and direct the Secretary to notify all members accordingly;
 - f) attend or designate another Steering Committee member to attend meetings relevant to the PTO's involvement in the community.
- Section 2. The Secretary shall:
- a) keep the minutes of the proceedings of all meetings of the PTO and the Steering Committee;
 - b) handle such correspondence as the business of the PTO may require;
 - c) notify all members of the Steering Committee and the PTO of the time and place of their respective meetings;
 - d) keep a file of minutes and correspondence of the PTO.
 - e) In the event of a vacancy in the office of the Chairperson, the Secretary may be required to serve until the next election (see Article VII, Section 5.)
- Section 3. The Treasurer shall:
- a) be in charge of all funds belonging to the PTO and keep an accurate account of all its receipts and disbursements;
 - b) pay out funds pursuant to the budget or as authorized by the Steering Committee of the Executive Board according to Article VII, Section 4;
 - c) in coordination with the membership committee, collect membership dues and maintain a current list of all PTO members;
 - d) present a statement of account at each meeting of the PTO;
 - e) prepare an operational budget for the fiscal year approved by the steering committee and for availability to the membership;
 - f) be responsible for all bank transactions;
 - g) be responsible for filing any tax forms required by the Internal Revenue Service or the State of New Jersey
 - h) keep sales tax exemption eligibility forms current and available for use for PTO expenditures.

ARTICLE X STANDING COMMITTEES

- Section 1. Standing Committees shall be created and defined by the majority of the Steering Committee as may be required to promote the purposes and interests of the PTO.
- Section 2. Chairpersons of the standing committees shall be slated by the Nominating Committee and approved by the general membership.
- Section 3. Chairpersons of the Standing Committees shall serve for a term of one year or until their successors can be slated by the Nominating Committee and approved by the Steering Committee. Chairpersons may serve in the same position for more than two consecutive terms.
- Section 4. The Chairperson shall work within the operational budget of the PTO and shall report plans of committee work to the Steering Committee and give progress reports when appropriate at the general PTO meetings.

**ARTICLE XI
NOMINATING COMMITTEE**

- Section 1. The Nominating Committee of the PTO shall consist of three members, with a member of the Executive Committee acting as Chairman. The Chair shall appoint one member from the Steering Committee and one at-large PTO member to serve on the Nominating Committee.
- Section 2. The Nominating Committee shall select one nominee for each office to be filled and shall publish the selection prior to the election at the Spring PTO general meeting. This may be done electronically.
- Section 3. A vacancy occurring during the term of any office or chairmanship of a Standing Committee shall be filled by the Nominating Committee and approved by a majority vote of the Steering Committee.

**ARTICLE XII
SPECIAL COMMITTEES**

- Section 1. Such special Committees shall be created by the Steering Committee or chairman as may be required to promote the purposes and interests of the PTO.
- Section 2. Designation of any Special committees shall be reported to the Steering Committee ~~of~~ at the general meeting of the PTO at its next meeting.

**ARTICLE XIII
RULES OF ORDER**

Robert's Rules of Order, Newly Revised shall constitute the parliamentary authority of the PTO in order to execute these by-laws and any other matters pertinent to the purposes and policies of the PTO.

**ARTICLE XIV
AMENDMENTS**

- Section 1. These by-laws may be amended by a two thirds vote of the members present at any general meeting or special meeting of the PTO, provided that the membership has been notified in advance of the purpose of such a meeting. This notice may be posted in any regular or special correspondence to the membership.
- Section 2. Every three years, but more frequently if deemed necessary, the Chairperson(s) of the Steering Committee, shall review these by-laws and the policy statements of the PTO with a view of keeping them in accord with the continuing and changing activities of the PTO.

Revised January, 2010 and to be voted on during the February meeting.

