

By-Laws
South Plainfield High School
Parents, Teachers, Others-Organization
SPHS PTO-O

Article I – Name

The name of the organization shall be the SPHS PTO-O (South Plainfield High School Parents, Teachers, Others – Organization)

Article II – Purpose

The purpose of the organization is the fostering of community and volunteerism and to provide events (such as the SPHS Senior celebration) and senior scholarships, which may not otherwise be possible within the South Plainfield High School's normal resources.

The PTO-O as an independent non-profit organization and the SPHS will support one another and work together for the benefit of the SPHS students.

Article III – Members

Section 1. Parents – Any parent, and/or legal guardian of a SPHS student

Teachers- Any SPHS (BOE paid) teacher

Others - All other SPHS (BOE paid) staff, all past and present Executive Board Members, all past and present Trustees, all past and present Chairpersons, Anyone past or present who has worked extensively (as determined by the past or current Executive Board) on fundraisers and/ or the senior celebration event. This definition can be expanded in the future via an amendment but the current definition cannot be altered.

All of the above defined persons shall be awarded membership into the PTO-O provided they pay the established dues.

Section 2. Dues will be established by the executive board. A member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights.

Section 3. A membership drive will take place. The details (how, what, when and where) of the membership drive will be determined by the Executive Board.

Article IV – Officers/Executive Board

Section 1. Officers. The officers shall be a president, vice president, secretary, and treasurer. Collectively they shall be known as the SPHS PTO-O Executive Board. They are the governing body of the organization.

Two individuals may hold the same position, serving as co-officers. However, the number of officers is not to exceed seven.

All officers must be members of the organization.

Relatives of executive board members cannot serve simultaneously on the Executive Board.

Article IV – Officers/Executive Board - Continued

a. President. The president shall preside over meetings of the organization and executive board meetings. They have the authority to write and sign checks. The president may also assign a designee to perform certain duties. The President, after discussing with the rest of the Executive Board, will call all meetings deciding the time, date and place the meeting will be held.

b. Vice President. The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve.

c. Secretary. The secretary shall take and record general meeting minutes. They will perform other duties as determined by the President.

d. Treasurer. The treasurer has the authority to write and sign checks. They will balance and reconcile the checking account(s). They will keep receipts and record expenditures, and pay out funds in accordance with the approval of the executive board. They will perform other duties as determined by the President.

Section 2. Additional Duties. The president is the authorized signer of any document that requires an Executive Board signature. The President's Executive Board designee in the President's absence can be an authorized signer for any document that requires an Executive Board signature and does not exclusively require the President's signature. The President's designee can be an authorized signer for any document that does not exclusively require the President's or an Executive Board signature. This does not apply to bank checks, only the Treasurer and President are authorized to sign bank checks.

The executive board shall approve all expenses of the organization.

Executive board members may be part of all committees if they so choose.

The Executive Board shall transact any business necessary for the workings and success of the organization.

Section 3. Nominations and Elections. Elections will be held at the June or July (if one takes place) meeting. The Executive Board will determine if a Nominating Committee will be formed or if nominees will be taken from the floor. If a nominating committee is formed, the nominating committee shall select one candidate for each office and present the slate at the election meeting. The Executive Board will determine if additional nominations will be taken from the floor or not. The Executive Board will decide if voting shall be by voice or ballot. Member nominees must have participated extensively in the organization's fundraising activities and/or the SPHS Senior celebration event as determined by the Executive Board or the Nominating Committee (if one is formed).

Section 4. Terms of Office. Officers are elected for two year terms and may be reelected during the election meeting. There are no term limits. In the event that no other qualified candidate is forthcoming, the officer may be elected for multiple terms. The terms end on September 4 after the second year and the new terms begin on Sept 5 of the same year.

Section 5. Vacancies. If there is a vacancy in the office of president, the vice president will become the president. Any vacancy occurring in any other executive office shall be appointed by the Executive Board for the remainder of that position's term. In the event of a vacancy, an executive officer may hold two positions.

Article IV – Officers/Executive Board - Continued

Section 6. All Officers of the organization shall be indemnified for any and all costs or liabilities in connection with any lawsuit involving them in their official capacity.

Article V– Executive Board Meetings

The President or President's Executive Board designee may call an executive board meeting at any time to transact any business necessary for the workings and success of the organization. Other nonexecutive Board members (committee chairs, trustees, administrative liaison etc.) may be asked to attend as determined by the President.

Article VI – Past Officers

Past Officers will be referred to as Past President, Past Vice President, Past Treasurer, or Past Secretary dependent on their last past position held. They are not part of the current fiscal year's Executive Board and do not have authority over the governance of the current fiscal year's organization. They will act as consultants to the current Executive Board. They can be reelected or appointed to an Executive Board position.

The immediate past president shall serve as chairperson of the Nominating Committee if one is formed.

Article VII – Trustees

Section 1. Past Executive Board members automatically become a Trustee upon nonreelection or resignation of an Executive Board position.

Trustees may also be appointed by the Executive Board for their past extensive work (as determined by the Executive Board) in fundraising and/or the SPHS senior celebration.

A member automatically becomes a Trustee after being a member in good standing for four years and for their extensive (as determined by the Executive Board) work with fundraising and/or the SPHS senior celebration during all four years. Being a chairperson of fundraising and/or the SPHS senior celebration for all four years would qualify as extensive work.

Section 2. The position of Trustee is a lifetime position.

Section 3. Once a person becomes a Trustee, they cannot be removed from this position. If any future amendment(s) is made affecting Trustees in any section of the Bylaws, it will not affect or apply to anyone who has received the title of Trustee prior to the new or revised amendment(s) going into effect including the elimination of the position. The Trustees discussed here will be grandfathered in as a lifetime Trustee and member of the organization.

Section 4. All Trustees have one vote provided they have paid the organization's dues.

Section 5. Trustees may be a member of all committees if they so choose.

Section 6. Trustees may be committee chairpersons if appointed by the Executive Board.

Article VII – Trustees Continued

Section 7. Trustee's are not part of the current fiscal year's Executive Board and do not have authority over the governance of the current fiscal year's organization.

Section 8. They will act as consultants to the current organization and can be assigned to assist the Executive Board in areas that do not include governance.

Section 9. They can be reelected or appointed to an Executive Board position.

Article VIII – Administrative Liaison

The SPHS Principal or SPHS administrative designee (as chosen by the SPHS principal) shall serve as the organization's administrative Liaison and will be considered a member. The liaison will have voting rights if they are a member in good standing.

The liaison will make every attempt to attend the general meetings and provide the organization with updates in regards to SPHS.

They are not part of the current fiscal year's Executive Board and do not have authority over the governance of the current fiscal year's organization.

The SPHS administration will work in conjunction with the SPHS PTO-O regarding fundraising, and the SPHS senior celebration.

Article IX – Conduct

All members, nonmembers, volunteers, chaperones, those who attend our fundraisers, and events must be respectful of all others at all times. There is a zero tolerance for poor or disruptive behavior (as determined by the Executive Board) such as but not limited to, intimidation, yelling and being disrespectful. The Executive Board has the authority to remove or have a person removed from any of our meetings, fundraisers, and events etc. where they are exhibiting abusive, obscene, or personally directed negative behavior. If the person is a member, the Executive Board has the authority to revoke or suspend that person's membership from the organization. Their membership dues will not be refunded.

Article IX – Meetings

Section 1. Regular Meetings. The President, with input from the rest of the Executive Board, shall call all meetings, determining the date, time and place the meeting will be held. At least one meeting per fiscal year is required. All members are invited to attend. At least five days' notice must be given to the membership. The form of notification will be decided by the Executive Board. The President or President's designee may limit discussions and/or the amount of time for discussions during a meeting in order to move the meeting along.

Section 2. Vote. Members must be present at the meeting and must be in good standing to vote. Agenda items which may require a vote as determined by the Executive Board need a majority vote of the members in good standing present at the meeting.

Article IX – Meetings Continued

Section 3. Quorum. A quorum will consist of three voting members, one of which must be the President or the Vice President in the President's absence.

Section 4. Non-Members. Non-members such as fundraising and/or event volunteers and/or chaperones may be asked to attend meetings at the request of the Executive Board.

Article X – Committees

Committees may consist of executive board members, trustees and general members. The Executive board is responsible for establishing the committees, choosing the members and the committee chairperson.

Article XI – Fiscal Year

The fiscal year shall run from September 1 through August 31 of the following year.

Article XII – Reimbursements

Members who purchase items to be used for fundraising or events must have approval from the President to make purchases. Upon receiving receipts relating to the purchases made, the member will be reimbursed.

Article XIII – Standing Rules

Standing rules may be established, approved and used as determined by the Executive Board.

Article XIV – Dissolution

A majority of the Executive Board may decide to dissolve the organization. Upon dissolution, all outstanding bills and debts should be paid off. Any remaining funds will go towards the SPHS senior celebration, and/or, SPHS senior scholarships, and/or an item(s) purchased for the benefit of SPHS, and/or distributed to another SPHS parent group, as determined by the Executive Board.

Article XV – Amendments

Section 1. These bylaws may be amended once per year at the last meeting (June or July) of the current fiscal year. Suggestions for amendments must be presented to the Executive Board by May 15 of the current fiscal year. The Executive Board reviews the proposed amendments and determines which amendments if any will be presented to the membership for consideration.

Article XV – Amendments Continued

Amendments will be approved by a two-thirds vote of those members present, assuming a quorum. The new amendment(s) will take effect September 5th of the new fiscal year.

Section 2. Automatic, grammatical, punctuation and correlation corrections in the bylaws, which in no way alter the intent of the respective bylaws, may be amended by a majority of the Executive Board.

Latest adoption: 06/08/17