

Toll Gate Grammar PTO By-Laws

Article I: Name

The name of the Organization shall be the Toll Gate Elementary Parent Teacher Organization, Inc. (TGPTO).

Article II: Purpose

The purpose of this Organization shall be to enrich and enhance the elementary school experience of the children at Toll Gate Grammar School (TGG). This shall be accomplished by the volunteering of time, talent, and energy; by maintaining a constructive working relationship among parents, teachers, and administrators; and by concern for policy affecting our school.

Article III: Basic Policies

- A. The Organization shall be noncommercial, nonsectarian, and nonpartisan.
- B. The Organization shall seek to enrich the quality of the education of the students of TGG.
- C. The Organization shall not engage in any activities that are counter to TGG or Hopewell Valley Regional School District policies or procedures.
- D. The name of the Organization shall not be used in conjunction with a commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the purpose of the Organization.

Article IV: Tax-Exempt Status Policies

The policies in this section have been established to maintain a tax-exempt status as defined in section 501(c)(3) of the Internal Revenue Code.

- A. The Organization shall be established and operated for charitable and educational purposes.
- B. No part of the net earning of the Organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose article hereof. No substantial part of the activities of the Organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Organization shall not participate in, or intervene in (including publishing or distributing statements) any political campaign on behalf of any candidate for public

office. Notwithstanding any other provision of this document, the Organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

- C. Upon the dissolution of the Organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Article V: General Membership

The members of the Organization shall consist of families of students who are attending TCG and staff at the school. The membership year shall be from June 1 to May 31. There are no membership dues.

Article VI: Officers

- A. The Organization's officers shall consist of a President or a maximum of two Co-Presidents, a Vice President, or a maximum of two Co-Vice Presidents, a Secretary and a Treasurer.
- B. An officer's term shall be one year. All officers shall take office June 1 of the year elected.
- C. No President, Co-President, Vice President or Co-Vice President shall serve more than two consecutive one-year terms in the same office.
- D. A vacancy occurring in an office shall be filled by a person named by the President or Co-Presidents, or Vice President or Co-Vice Presidents, for the unexpired one-year term.
- E. To provide continuity, at the end of an officer's term, they shall have the option of becoming a Trustee member of the Executive Committee for a one-year term.

Article VII: Officer Duties

- A. The President or Co-Presidents shall: notify members of meetings, preside at all meetings of the Organization, and perform all other duties usually pertaining to the office; organize committees, appoint chairpersons, act in an advisory capacity to committee chairpersons; participate in the District Parent Council and the Toll Gate Parent Council; appoint members to the Nominating Committee; serve as liaison to the principal.

- B. The Vice President or Co-Vice Presidents shall assist the President or Co-Presidents in whatever manner seems necessary.
- C. The Secretary shall: keep the minutes at all General and Executive meetings, will have the minutes of prior meetings available to members and shall read upon request; will be custodian of all records of the Organization, except as otherwise provided herein; act as corresponding secretary; maintain electronic communication such as the official PTO website and electronic news "flashes" to members who elect to receive such communications, unless there is another member designated to perform these duties.
- D. The Treasurer shall receive and be custodian of all funds of the Organization; keep and account for all monies received and disbursed by the Organization; present a statement of accounts at every business meeting and at other times when requested by the Executive Committee; prepare the Organization's annual federal and state tax return as necessary; prepare a final budget report at the end of the school year; represent the Organization at the annual district Fund Raising Committee meeting, should one be held. The treasurer, with the President or Co-Presidents, shall have responsibility for preparing the Organization's budget in June for approval by the General membership by October 31 of the current calendar year.

Article VIII: Executive Committee

- A. The Executive Committee shall consist of the officers of the Organization, Room Parent Coordinator(s), School Principal, three staff members, and one or more Trustees.
- B. The staff members shall consist of one Teacher Representative from the lower grades (Pre-K – 2), one from the upper grades (3 – 5), and one other staff member, and shall be appointed by the School Principal.
- C. Executive Committee members shall be present during all General and Executive meetings of the Organization.
- D. Meetings of the Executive Committee should be limited to decisions necessary before the next General meeting, but should not replace the General meetings, which are open to all interested persons.
- E. A quorum of five is necessary for unanimous decisions in these meetings.
- F. The Executive Committee shall:
 - a. Prepare and submit for adoption an annual budget for the Organization.
 - b. Amend these by-laws as deemed necessary by the Executive Committee.
 - c. Authorize expenditures and approve bills within the limits of the budget.

- d. Approve expenditures for committees and programs sponsored by the Organization.
- G. The chairperson of the Newsletter Committee shall be invited to attend Executive Committee meetings as needed for the purpose of gathering information on Organization events, activities, and other programs for inclusion in the Organization's newsletter. The chairperson of the Newsletter Committee shall not be entitled to vote on executive matters, and does not contribute to the quorum.
- H. Any other member of the Organization shall be invited in an advisory capacity as needed.

Article IX: Election of Officers

- A. The Nominating Committee shall consist of two members from the Executive Committee and three members from the membership at large, appointed by the President or Co-Presidents.
- B. The Nominating Committee members shall solicit recommendations for the new officers and submit in April a slate with one candidate for each office that is being vacated at the end of the term.
- C. Additional nominations for each vacated office shall be accepted from members of the Organization from the floor, with consent of the nominee.
- D. Officers shall be elected by simple majority vote of the members present at the Annual Meeting of the Organization, held in May. A single voice vote shall serve to simultaneously elect all officers to positions for which there is only one nominee. In cases where there are two or more nominees, the vote shall be by written ballot.

Article X: Committees

The Organization shall sponsor a variety of committees established to support the purpose of the Organization as stated herein. Such committees may include, but are not limited to: fundraising efforts; social events; supplemental educational programs for students, staff and parents/guardians; assistance to those in the school community in need; community service projects in conjunction with students and staff; and other specified events.

To provide continuity among succeeding chairpersons, each committee chair shall provide and/or update a portfolio that contains a description of duties and activities pertaining to the activity, event, or program. The portfolio shall be submitted to the Secretary upon completion of the activity or event, no later than the close of the school year.

Article XI: Meetings

- A. General meetings of the Organization shall be called by the officers no fewer than five times during the school year. The purpose of the meetings is to involve members in activities of the Organization, to keep members informed of committee plans in progress, upcoming events, and district-wide happenings, and to provide a forum for communication between TGG parents/guardians, staff and administration.
- B. The President or Co-Presidents may call meetings of the Executive Committee or committee chairpersons whenever the need arises.
- C. Seven members shall constitute a quorum at a General meeting.
- D. The May General meeting shall be considered the Annual Meeting, at which time the election of the following year's officers shall be conducted.
- E. The month of June shall be a transitory month:
 - a. The June Executive meeting shall be a transition meeting at which time policies and procedures are reviewed for the incoming officers.
 - b. The new officers will preside at the June General meeting.
 - c. Outgoing officers will be available for assistance and guidance during the budget preparation process, as well as assisting with other preparations for the upcoming year as needed.

Article XII: Fiscal Year

The fiscal year of the Organization is June¹ to May 31.

Article XIII: Finances

- A. The Organization will conduct fundraisers during the school year, and may collect an annual, optional per-child fee. All monies raised under the direction of the Organization shall go into the treasury for the benefit of students and staff at TGG.
- B. The budget of the Organization shall be prepared in June by the President or Co-Presidents, Vice President or Co-Vice Presidents, and Treasurer, with assistance and guidance from the prior year's officers. Other members of the Executive Committee may also participate in the budget preparation process.
- C. The budget shall be presented to the membership at the first General meeting of the school year, and voted on by the membership at the second General meeting of the school year, which shall take place no later than October 31 of the current year.
- D. Any additional fundraisers not on the fiscal year's budget shall require approval by the Executive Committee.

- E. Any single expenditure in excess of \$75, which is not specifically included in the budget, shall require the approval of the Executive Committee.
- F. Any single expenditure of \$500 or more shall require notification of the Organization membership. Approval of the expenditure shall be subject to two-thirds (2/3) majority vote of those Organization members present at the next scheduled meeting. A special meeting of the membership may be called by the Executive Committee if deemed necessary for this purpose.
- G. All checks require two signatures. One shall be that of the Treasurer; the other shall be that of another officer of the Organization.
- H. The outgoing Treasurer shall be responsible for preparing a final budget report at the conclusion of the school year.
- I. A federal and/or state tax return shall be prepared and submitted annually in accordance with section 501(c)(3) of the Internal Revenue Code

Article XIV: Parliamentary Procedure

The rules contained in Robert's Rules of Order, Newly Revised, which pertain to parliamentary procedure, shall govern this Organization in all cases in which the rules are applicable, and in which they are not inconsistent with these by-laws.

Article XV: Amendments

These by-laws may be amended by a two-thirds (2/3) vote of those attending any General meeting, providing the proposed amendment has been presented at a previous meeting of the Organization, or notice thereof has been given to all members of the Organization at least two weeks prior to said meeting.

Article XVI: Dissolution

Upon dissolution of this Organization, the Executive Committee shall, after payment of all liabilities, designate any remaining assets of the Organization to be used exclusively for the purpose for which the Organization was established.