

CLIFTON SCHOOL #9 P.T.O. BY-LAWS

Originally adopted March 11, 1996; revised January 8, 2016; revised September 13, 2017

ARTICLE I – NAME AND OBJECTIVES

Section 1. – The name of the association is the Clifton School #9 PTO, Inc.

Section 2. – The purpose of the association is to:

- a. Enhance the school experience for the students by providing funding for programs and activities that will supplement the regular curriculum (such as enrichment programs and field trips);
- b. Encourage and foster communication and understanding between home and school, and among the administration, faculty and parents of School#9;
- c. Monitor the activities of the Clifton Board of Education, helping to keep parents informed about programs and policies that affect our children’s education, and serving as an advocate for School #9 and for those programs and policies that will enhance the future of the Clifton schools.

The objectives of the association as outlined above will be accomplished through the volunteer efforts of its members, which will include a series of annual fundraising activities.

ARTICLE II – BASIC POLICIES

Section 1. – The association shall be noncommercial, nonpartisan and nonsectarian. To this end, the name of the association and the names of the officers in their official capacities shall not be used in any connection with a commercial concern or for any other purpose not appropriately related to the promotion of the objectives of the association as outlined in Article I, Section 2 above.

Section 2. – The association shall not – directly or indirectly – participate or intervene in (including the publishing or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for public office, nor shall the officers in their official capacities publicly endorse or publicly participate in the campaign of any candidate for public office.

ARTICLE III – MEMBERSHIP AND DUES

Section 1. – All parents of School #9 students, along with teachers and other staff are eligible to become members of the School #9 PTO. The membership year will run from September 1 through August 31. A membership drive will be conducted in September of each year, but new members may join the organization at any time during the membership year.

Section 2. – Dues for the association, payable yearly, will be determined by the Executive Board at their annual budget meeting in August.

ARTICLE IV – OFFICERS AND THEIR ELECTION

Section 1. – The officers of this organization shall include: president (or co-presidents), vice president (or co-vice presidents), staff representative(s), treasurer (or co-treasurers), recording secretary and corresponding secretary.

Section 2. – All due paying members in good standing in the organization are eligible to become officers. (See definition of good standing in Article IX, section 8 of these by-laws).

Section 3. – In March of each year, a nominating committee shall be appointed consisting of a chairperson and two other members who will solicit “letters of application to be nominated” for each of the open offices from the PTO general membership. They will then review these applications and select 1(or 2) nominee(s) for each open office. In the event that more than 1(or 2) application(s) are received for any one office, the committee members will make their selection for nominee based upon the applicant’s seniority and contributions to the organization. The chairperson of the nominating committee will then report the committee’s slate of nominees to the general membership at the May meeting. A vote will be taken by a show of hands to accept the nominating committee’s slate. Only those members in good standing who have consented to serve if elected shall be eligible for nomination by the nominating committee.

Section 4. – New officers will take the oath of office at the opening of the June meeting and will immediately assume their new positions. An officer remains an officer unless they are no longer in good standing or choose to step down from their position.

Section 5. – In the event that a vacancy occurs for any office before the term is expired, the remaining members of the Executive Board shall elect a successor to fill the office.

ARTICLE V – DUTIES OF OFFICERS

Section 1. – The President (or Co-Presidents) shall preside at all meetings of the association and of the Executive Board; shall, in consultation with the other members of the Executive Board, appoint committee chairpersons; shall oversee the work of the other officers and the committee chairpersons of the association; and shall perform such other duties as may be prescribed in these bylaws or as assigned to her/him by the association or the Executive Board.

Section 2. – The Vice President (or Co-Vice Presidents) shall act as an aide to the president (or Co-Presidents); shall serve as chairperson of the Ways and Means Committee; shall coordinate assignment of volunteers to committees; and shall perform the duties of the president in the absence or inability of that officer to serve.

Section 3. – The Staff Representative(s) will be a member of the School #9 staff and shall serve as the staff’s official representative on the Executive Board.

Section 4. – The Treasurer (or Co-Treasurers) shall be responsible for the maintenance of the financial accounts and records of the association; shall disperse payment for articles and services approved by the president (or Co-Presidents), the Executive Board and the general membership of the association; and shall present a financial statement of accounts at every meeting of the association and at other times when requested by the president or Executive Board.

Section 5. – The Recording Secretary shall voice record and transcribe the minutes of all meetings of the association and, if requested, of the Executive Board; shall have copies of the minutes of the previous meeting available for distribution and review at all meetings of the association; and shall perform such other duties as may be assigned to her/him. The Recording Secretary will maintain the School 9 PTO Facebook page postings and in coordination with the President or (Co-Presidents) send out all Remind notifications as needed. (The Recording Secretary is requested to attend and help at all PTO events as expected of all Executive Board members.)

Section 6. – The Corresponding Secretary shall conduct the general correspondence of the association as directed by the president (or Co-Presidents) and Executive Board. This shall also include arranging for delivery of flowers, meals etc., funded through the Sunshine account of the budget. The Corresponding Secretary will run the Spiritwear Fundraiser twice yearly and order PTO paper as needed. (The Corresponding Secretary is requested to attend and help at all PTO events as expected of all Executive Board members.)

Section 7. – All officers shall deliver to their successors all official material for their office not later than the start of the June meeting, at which time the new officers will take their oath of office. Officers and their successors shall work together through August of each year, ensuring a seamless transition of responsibility/accountability.

ARTICLE VI – THE EXECUTIVE BOARD

Section 1. – The Executive Board shall consist of all current officers [president(s), vice president(s), staff representative(s), treasurer(s), recording secretary & corresponding secretary] as well as the principal.

Section 2. – The duties of the Executive Board shall be to review the past year’s budget and expenditures and to draw up a proposed budget for the new year for review and approval by the general membership; to coordinate the work of the standing and special committees of the association; and to review and approve new proposals for activities of the association.

Section 3. – The Executive Board shall meet as necessary at the request of the president (or Co-Presidents). Other members of the committee may also request that the president (or Co-Presidents) convene a meeting when important issues of concern arise.

Section 4. – The Executive Board, as a privilege, will have the opportunity to attend the end-of-year class trip for their child if not a chosen class parent. This privilege is at the discretion of the Board depending on availability of budgetary funds.

ARTICLE VII – MEETINGS OF THE ASSOCIATION

Section 1. – Regular meetings of the association shall be held monthly, September through June, on the first Wednesday evening of the month. In the event of inclement weather or for some other reason the meeting cannot be held on the first Wednesday of the month, the president(s), in consultation with the other members of the Executive Board, may either postpone the meeting to another Wednesday evening later in the month or cancel that month’s meeting if no pressing business is at hand.

Section 2. – In addition to the regular monthly meetings as outlined above, a special brief meeting of the association shall be held at Back to School Night in September to review and approve the proposed annual budget. Copies of the proposed budget shall be given to all families attending Back to School Night

Section 3. – The agenda for meetings shall include a report from the treasurer(s) regarding the current financial standing of the association including a listing of most recent disbursements and revenues. It shall also include a report from each of the other officers, the principal, and chairpersons of the various standing and special committees. This will be followed by a discussion of still pending old business as well as new business.

Section 4. – For purposes of transacting business that requires a vote, a quorum shall consist of 15 members of the association at any meeting.

Section 5. – Meetings of the association shall be conducted in accordance with Roberts Rules of Order. The principal shall serve as parliamentarian to insure proper conduct of meetings. All meetings are to be voice recorded.

ARTICLE VIII – STANDING COMMITTEES AND SPECIAL COMMITTEES

Section 1. – Such standing committees (or chairpersonships/co-chairpersonships in those cases where a full committee is not necessary to carry out the area of responsibility) shall be created by the Executive Board as may be required to promote and carry out the goals and objectives of the association. These include (but will not be limited to by these by-laws): Ways and Means, Fall Fundraiser, Membership, Book Fair, Election Day Bake Sale, Clothing Drive, Dine for Nine, Pumpkin Sale, Tricky Tray, Holiday Boutique, Family Night(s), Spring Fundraiser, Flower Sales, Enrichment Events, Field Day, Class Parents, Hospitality, Board of Education Representative(s), Parent Advisory Council Representative(s), School #9 T-Shirt Sale, Yearbook and other Fifth Grade Activities.

Section 2. – Any member of the association in good standing may be appointed to the Fifth Grade Committee pending willingness to serve. Chairpersonships of each area shall be based upon satisfactory performance in the area of responsibility during the previous year and willingness to continue to serve.

Section 3. – Special committees shall be appointed as necessary by the president(s) in consultation with the other members of the Executive Board or at the recommendation of the general membership of the association.

Section 4. – The president(s), in consultation with other members of the Executive Board, shall appoint or reappoint the chairperson(s) of each committee or area of responsibility in September of each year (or at other times during the year when it becomes necessary to appoint a special committee). Any member of the association in good standing may be appointed as a committee chairperson pending willingness to serve. Reappointments to chairpersonships shall be based upon satisfactory performance in the area of responsibility during the previous year and willingness to continue to serve.

Section 5. – The chairperson(s) of each committee shall present their plans of work to the Executive Board prior to undertaking any activities and shall be prepared at monthly meetings to report on the status of their work to the general membership.

ARTICLE IX – CLASS PARENTS

NUMBER

Section 1. – There shall be 3 (three) class parents and 1 (one) alternate class parent for grades K-2 and 2 (two) class parents and 1 (one) alternate class parent for grades 3-5. If the class exceeds 25 (twenty-five) students for grades 3-5 an additional class parent will be added.

SELECTION

Section 2. – The class parents and alternates shall be selected at a class parent selection meeting to be held in October.

Section 3. – The class parent and alternates shall be selected from those parents who express an interest to be class parents or alternate class parents. Said parents must express their interest in writing in a form prepared by the Class Parent Committee and distributed to parents (by sending said notices home with the students) during the first (1st) week of the academic school year in September.

Section 4. – At the class parent selection meeting the Class Parent Committee, in the presence of the Executive Board and any PTO member wishing to attend, shall draw, on a lottery basis, the names of the interested parents to serve as class parents and alternate class parents. **Names will be picked from a bag and ordered. The first two (or three) names will be the class parents. The next name will be the alternate. The rest of the names will be pulled and placed on a list in the order in which they were pulled to be used in the event that the class parent does not fulfill their duties.**

Section 5. – Each interested parent shall have their name entered once (per class) in the pool from which the class parents and alternates shall be selected.

Section 6. – **Chairperson of the class parent committee shall be appointed by the President(s) and Executive Board members of the PTO.** The Class Parent Committee Chairperson(s), as a privilege, will have the opportunity to attend the end-of-year class trip for their child if not a chosen as a class parent. This privilege is at the discretion of the Executive Board depending on availability of budgetary funds.

ELIGIBILITY

Section 7. – Any PTO member in good standing shall be eligible to be selected as a class parent and/or class parent alternate of the class in which their child(ren) is/are students. All PTO members in good standing are eligible to be class parents. It is the responsibility of the class parent to sign in at all meetings.

Section 8. – A PTO member in good standing shall be that individual who, during the current academic school year, has attended at least 33% (thirty-three percent) or 3 meetings of the regular, special and emergency meetings of the PTO. The PTO Executive Board shall maintain a minimum of 8 members. If fewer than 8 members apply and/or are eligible, the executive board may, by unanimous vote, allow non-eligible, willing volunteers to serve a one-year term on the executive board. To remain in good standing as a PTO member all District and School Policies and Procedures must be followed.

Section 9. – The eligibility requirements shall apply to all those classes comprising grades 1 through the last grade at School #9 (currently the 5th grade).

Section 10. – The class parents and alternate class parents for Kindergarten classes shall be selected from those PTO members whose child is entering Kindergarten. If the Kindergarten parent is an existing PTO member from a previous sibling he/she must be a member in good standing

MAINTAINING ELIGIBILITY DURING SCHOOL YEAR

Section 11. – Once selected as a class parent or alternate, said individual must maintain their good standing as a PTO member by attending at least 50% (fifty percent) of the PTO regular, special or emergency meetings from September to May (there is no December meeting).

Section 12. – In addition to attendance at meetings, all class parents and alternate class parents must participate as a team member and serve on a committee of at least 1 (one) fundraiser during the current academic school year.

Section 13. – Failure to attend the required percentage of meetings or failure to serve on a fundraising committee shall disqualify said individual from continuing to serve as a class parent or alternate class parent.

Section 14. – Upon notice to the Executive Board from any PTO member in good standing that an individual should be disqualified as a class parent or alternate class parent, the Executive Board in consultation with the Class Parent Committee shall investigate and determine the eligibility status of the said individual. Should the Executive Board determine that said individual no longer qualifies to be a class parent or alternate class parent, the Executive Board shall have the sole and absolute authority to remove said individual from their position as class parent or alternate class parent. **Upon removal of a class parent the alternate class parent shall become a class parent, and the Executive Board shall select a successor alternate class parent from the list described on paragraph 4 of those parents expressing an interest to be an alternate class parent.** Upon removal of an alternate class parent, the Executive Board, by lottery system as described in paragraph 4 of this article, shall select a successor alternate class parent from the original list of those parents expressing an interest to be an alternate class parent. For purposes of example and clarification, if one of the 2 class parents is removed, the remaining class parent remains class parent and the alternate shall become a class parent and the Executive Board shall select a new alternate class parent.

ARTICLE X – FISCAL AUTHORITY

Section 1. – All checks dispersed by the association shall bear two signatures - one of the president(s) and one of the treasurer(s).

Section 2. – The treasurer(s) shall have the authority to release checks in payment of expenditures as specifically outlined in the approved yearly budget (such as for field trips, enrichment programs, etc.)

Section 3. – The president(s) shall have the authority to approve items of expenditures not specifically outlined in the current year's budget (such as those that will be charged to the Sunshine or General accounts in the Expenditures section) up to \$100 without consulting the other members of the Executive Board. Proposed items of expenditures above \$100 and up to \$500 shall require the approval of the majority of the Executive Board. Proposed items of expenditure in excess of \$500 shall be presented to the general membership for approval by a majority vote at the next regularly scheduled monthly meeting.

Section 4 – If an urgent or unusual matter is presented to the Executive Board and it is determined that an immediate action/decision/monetary outlay is required, the Executive Board has the power and authority to immediately act in the best interest of the PTO general membership (without prior approval); presenting the matter, action/decision/monetary outlay and results at the next regularly scheduled monthly meeting.

CHECK ACCEPTANCE POLICIES AND PROCEDURES

Section 5 – As it concerns fundraising activities for School #9, the association has set forth the following check acceptance policies and procedures for School #9 families, effective October 6, 2010:

- a. All checks must include the name, address and telephone number of the person signing the check.
- b. Only checks with a current date will be accepted; not post-dated or pre-dated checks.
- c. In the event that a check is deemed to have non-sufficient funds, NSF, the check signer is expected to provide full reimbursement of the amount due (including bank service charges) within 7 days of notification by the Treasurer.
- d. **If a second check issued by a family, at any future date, is also deemed to be NSF, the check signer will be precluded from issuing future checks to support the school's fundraising activities.** Reimbursement of the monies owed (including bank service charges) will be due within 7 days of notification by the Treasurer(s). This reimbursement as well as any future financial support of School #9 **must take the form of cash, money order or bank check for as long as the family has a child(ren) in School #9.**

ARTICLE XI – DISSOLUTION

Section 1. – Upon the dissolution of the Corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purposes.

ARTICLE XII – APPROVAL OF THESE BYLAWS AND AMENDMENTS

Section 1. – These bylaws shall become effective immediately following their approval by a two-thirds majority of those members of the association in attendance at the general meeting at which they are presented for a vote, provided that the necessary quorum of 15 members is in attendance as required in Article VII, Section 4 above.

Section 2. – Amendments to these bylaws may be proposed, in writing, by any member of the association and will be presented for a vote at the next meeting after the meeting at which it is presented for review. A two-thirds majority of those members in attendance will be required to approve an amendment, provided that the necessary quorum of 15 members is in attendance to vote as required in Article VII, Section 4 above.