

Ramsey High School

Parent Teacher Student Organization

BYLAWS

ARTICLE I – NAME AND PURPOSE

Section 1: The name of this Organization shall be the Ramsey High School Parent Teacher Student Organization (PTSO).

Section 2: The Organization may change it's name by a vote of the membership body if it is deemed necessary.

Section 3: The Organization is not for profit organized under the laws of New Jersey, and shall be nonsectarian and nonpartisan.

Section 4: The purpose of this organization is:

- a. to facilitate and encourage communications between home, school and community;
- b. to facilitate interaction between the student and the school;
- c. to provide a forum for information, discussion and as appropriate, action on those issues of concern to the school community; and
- d. to enhance and enrich experiences for Ramsey High School students.

ARTICLE II – MEMBERSHIP, DUES and FINANCES

Section 1: Any Ramsey High School parent, guardian, or faculty member interested in promoting the purposes of the Organization may become an active member at any time upon payment of dues, and shall be entitled to a voice and a vote at any meeting.

Section 2: The membership year of this Organization shall run concurrently with the school year.

Section 3: Annual dues per family shall be established by a majority vote of the Executive Board at their first meeting.

Section 4: All students of Ramsey High School are automatically members of the Organization and are not required to pay membership dues.

Section 5: A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.

Section 6: The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 7: Two authorized signatures shall be required on each check over the amount of \$200. Authorized signers shall be the president, treasurer, and secretary.

Section 8: This Organization will not carry over more than \$3,000.00 at the end of the school year. Any proposed expenditures of funds still available over the \$3,000.00 as of April must be presented for vote at May meeting before being spent.

Section 9: This Organization will not leave less than \$1,000 in available funds (including savings), with funds permitting, for next incoming PTO organization

Section 10: Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

ARTICLE III – NOMINATION OF OFFICERS

Section 1: There shall be a nomination committee consisting of three (3) members selected by the Executive Board, one of who will be the appointed chairperson, at least two months prior to the election.

Section 2: The nomination committee shall select at least one nominee for each office to be filled and report at the meeting in April. Nominees must be contacted directly by one or more members of this committee, and the duties of the offices are to be clearly defined and explained to them prior to the addition of their names to the proposed slate.

Section 3: Nominees must plan to meet the requirements as set forth in Article II for the proposed year of service.

Section 4: Following the report of the nominating committee, an opportunity shall be given to the members of the Organization for nominations from the

floor, with the prior approval of the nominee. Nominations will be closed at the end of the April meeting.

ARTICLE IV – OFFICERS, ELECTIONS AND TERMS

Section 1:

- a. The officers of this Organization shall be a President or Co-Presidents, Vice President, Secretary, and Treasurer. Publication of the slate of nominees shall be made at least two (2) weeks prior to the May General Meeting.
- b. Officers shall be elected by secret ballot annually in the month of May; however if there is but one nominee for each office, the election will be by voice.
- c. A majority shall elect.
- d. Officers shall assume official duties at the close of the final meeting for that school year and shall serve for a term of one year, or until successors are elected.
- e. No officer shall serve more than two (2) consecutive terms in the same office.
- f. The President, Vice President, Treasurer and Secretary shall not be members of the Ramsey Board of Education, or certified professional staff members employed by the Ramsey School District.

Section 2: A vacancy occurring in any office other than President shall be filled by the presidential appointment of a successor with approval of a majority of the Executive Board. A vacancy in the office of President shall be filled by the Vice President.

ARTICLE V – DUTIES OF OFFICERS

Section 1: **The President** shall preside at all meetings of the Organization; shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the Organization; and shall coordinate the work of the officers and committees of the Organization. The President shall be an ex officio member of all committees except the nomination committee. The President shall vote only in the case of a tie.

Section 2: The Vice President shall perform the duties of the President in the absence or inability of that officer to serve. The Vice President serves as chairperson of the bylaws committee.

Section 3: The Secretary shall publicize all regular meetings; shall record the minutes of all meetings of the Organization; shall have a copy of the approved bylaws; shall have minutes of previous meetings; shall handle general correspondence; shall file any certificate required by any statute, federal or state; and may be one of the officers required to sign checks and drafts of the Organization.

Section 4: The Treasurer shall have the custody of the funds of the Organization; shall keep accurate records of the receipts and expenditures; shall keep all bank accounts in the name of the Organization; and shall pay out local funds as approved by a majority of the Board. The Treasurer must be one of the officers who shall sign checks or drafts of the Organization. NO special fund may be set aside that shall make it unnecessary for the Treasurer to sign the checks issued upon it. The Treasurer shall provide a written report and present a verbal summary at every meeting. The minutes shall include a summary of the Treasurer's report and be presented to the Board for approval. The Treasurer shall present at each annual meeting a full statement of the financial affairs of the Organization. The Treasurer's accounts shall be audited annually by the President of the Organization and two non-Board members appointed by the President.

Section 5: All officers shall deliver to their successors all official correspondence and end of year reports, including job descriptions, not later than two (2) weeks after the installation of their successors.

Section 6: The Officers shall assist in the selection of standing committee chairpersons.

Section 7: Meetings of the Board shall be scheduled as necessary but are not required. Special meetings of the Board may be called by the President or a majority of the members of the Board. The purpose of the meeting shall be stated in the call.

ARTICLE VI –THE BOARD

Section 1: The Board shall consist of the officers of the Organization and the chairpersons of standing committees. The Principal of Ramsey High School, or any representative appointed by him or her, shall be the Honorary Vice-President and an ex officio member of the Board.

Section 2: The Board shall have the control and management of the affairs and business of this Organization. The Board shall only act in the name of the Organization when it is regularly convened by the President after due notice to all members of such meeting.

Section 3: The Board members shall have a child currently enrolled in Ramsey High School.

Section 4: Each Board member shall have one vote. Voting may be made by proxy if proxy is presented in writing and is signed.

Section 5: The duties of the Board shall be:

- a. to transact necessary business in the intervals between Organization meetings and such other business as may be referred to it by the Organization;
- b. to approve the plans of work of the standing committees; and
- c. to present a report at the regular meeting of the Organization.

ARTICLE VII – MEETINGS

Section 1: Regular Meetings of the Organization

- a. Regular meetings of the Organization shall be held monthly during the school year. The time and place shall be designated by the board at its first meeting of the year. All meetings shall be open to all members and interested parties.
- b. The presence of a simple majority of Board members shall constitute a quorum and shall be necessary to conduct the business of this Organization.
- c. Special meetings can be called at any time by the President.

Section 2: Annual Meetings

- a. The annual meeting of this Organization shall be held to coincide with Back to School Night. The place will be Ramsey High School. The details of this meeting will be published at least two weeks in advance of the date.
- b. A membership drive will be held at Back to School Night.
- c. A majority vote of members present will pass any motion.

ARTICLE VIII – STANDING COMMITTEES

There shall be such standing committees created by the Officers as may be required to promote the objectives and interests of the Organization. The

chairpersons of the standing committees shall be appointed by the newly elected President and the approval of the officers. Their terms of office shall be one year.

- NEWSLETTER – This committee shall publish a newsletter for all families at various times during the school year.
- HOSPITALITY – This committee shall be responsible for refreshments at PTSO events and functions when considered necessary.
- MEMBERSHIP – This committee shall encourage membership of families and faculty in the PTSO, organize all membership drives, and collect dues for the Organization. A record of current members is to be kept.
- BOARD OF EDUCATION REPRESENTATIVE – This individual shall attend meetings of the Ramsey Board of Education and shall report pertinent information to the PTSO. This individual shall not be an active member of the Ramsey Board of Education.
- YOUTH EMPLOYMENT SERVICE (YES) – This committee shall coordinate employment requests for YES students.
- VIP – This committee shall oversee nominations and presentation of awards to students on a monthly basis.

ARTICLE IX – AD HOC COMMITTEES

Ad hoc committees shall be established by majority vote of the Board as determined by the needs of the Organization members.

ARTICLE X – PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall govern this Organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

ARTICLE XI – AMENDMENTS

Section 1: These bylaws may be amended at any Regular meeting of the Organization by a two-thirds (2/3) vote of the members present, and provided that written notice of the proposed amendment has been given to the general membership.

Section 2: These bylaws shall be reviewed and revised, if necessary, every three (3) years, by a special committee consisting of the Vice President and at least two (2) other members appointed by the President.