

**Sussex County Charter School for
Technology Parent-Teacher
Organization**

BY-LAWS

(Revised as of September, 2019)

ARTICLE I: NAME

The name of the organization shall be the Sussex County Charter School for Technology Parent/Teacher Organization, also referred to as the Sussex Charter School for Technology PTO or the SCCST PTO.

ARTICLE II: MISSION / GUIDELINES FOR OPERATION

The purpose of the Parent Teacher Organization is to promote a strong partnership between the school, its staff, and the parents/guardians that directly and positively affects the success of the children's education. To this end, the PTO will be involved in fundraising among other activities for the school community.

Unless otherwise noted by either contract or amendment, the laws of the United States of America and the State of New Jersey and the township of Sparta shall apply. This organization shall, for the purpose of promoting the welfare of the Sussex County Charter School for Technology (SCCST) Community, conduct itself at all times in accord with the aforementioned laws as it elects officers, conducts regular monthly meetings and engage in fundraising activities as permitted by law.

ARTICLE III: MEMBERSHIP AND DUES

All parents and guardians of children enrolled in the Sussex County Charter School for Technology and all staff members of the school comprise the membership of the SCCST PTO. Staff shall be defined as employees of the SCCST.

There shall be no dues, either annual or otherwise charged to any member of the SCCST PTO.

ARTICLE IV: BASIC POLICIES

- A. The PTO shall be noncommercial, nonsectarian and nonpartisan
- B. The Superintendent, Principal or representative administrator shall maintain the right to approve/disapprove all decisions and activities of this PTO.
- C. This PTO may cooperate with other organizations or agencies concerned with child welfare.
- D. . Persons representing this PTO in such matters shall make no commitments that bind the SCCST PTO unless approved by a quorum vote of this organization.

ARTICLE V: OFFICERS

Section 1: The officers of the PTO shall be President or Co-Presidents, Vice-President or Co-Vice-Presidents, Secretary(s), and Treasurer. The officers shall be elected at the April General Meeting by the general membership. The term of each office shall be one year, from July 1st until June 30th. There is no limit to the number of terms that a member can serve in any position.

Section 2: Eligibility for all officers shall be membership in good standing in the SCCST PTO.

Section 2A: A member in good standing is defined as a person who:

1. Regularly attends monthly SCCST PTO meetings
2. Has been an active volunteer

Section 3: When a vacancy occurs in one of the Executive Board Offices the President shall appoint a member, in good standing, subject to the majority approval of the Executive Board to serve the un-expired term.

Section 4: No members shall receive monetary compensation for their services.

ARTICLE VI: DUTIES OF OFFICERS

Section 1: President/Co-President: President(s) shall be the Chief Executive Officer of the PTO and an ex-officio member of all committees. The President(s) shall:

- a. Coordinate, preside, and prepare an agenda for all PTO meetings.
- b. Offer or receive guidance to or from board members respectively
- c. Ensure that all bylaws are observed or modified to meet current needs
- d. Appoint all committee chairpersons following receipt from the nominating committee and review by the Executive Board. A majority of the Executive Board can prevent an individual appointment with agreement of Principal.
- e. Perform all duties consequent of the office, including, but not limited to:
 - Restructure committees as needed throughout the year.
 - Shall, after consultation with the Principal and majority of the executive board make decisions and recommendation for the benefit of the students and staff of the Sussex County Charter School for Technology regarding fiscal appropriations concerning surplus money.
 - Bring appropriations concerning disbursements or Mini-Grants and Committees before the membership with quorum.

Section 2: Vice-President/Co-Vice-President: The Vice-President(s) shall:

- a. Perform duties of the President and/or Secretary in his/her absence or at his/her request.

- b. Be a consultant to all committee chairpersons, overseeing fundraising committees.
- c. Validate and review disbursements and mini-grants with the Principal.

Section 3: Secretary(s): The Secretary(s) shall:

- a. Keep detailed minutes of the proceedings of all general and Executive Board meetings of the organization;
- b. Conduct the correspondence of the organization as needed;
- c. Record minutes to be published, distributed, and voted upon by the general membership at the next general meeting;
- d. Prepare an official copy of the approved minutes (both Executive Board and General Meetings) to be filed in the PTO archives;
- e. Assist in the nominating committee with all elections;
- f. Maintain a current and accurate roster of the membership
- g. Shall provide Treasurer with all necessary documents for accountant/audit;

Section 4: Treasurer: The Treasurer shall:

- a. Hold and pay all monies as budgeted and approved, and seek approval of the Executive Board of bills in excess of budgeted amounts;
- b. Be responsible for deposits into financial institution of all monies received;
- c. Keep accurate records of monies received and expended and shall make a financial report available at executive board meetings and general meetings;
- d. File all required federal, state, and local registrations and tax filings in a timely manner;
- e. Maintain all legal records, and renew contracts;
- f. Have previously served as a member of the executive board or major committee chairperson, or have demonstrated professional qualification in accounting, finance or bookkeeping;
- g. Shall conduct all necessary business of the PTO involving legal liaison town, state, or federal permitting or licensing or registration.

Section 5: Executive Board: The Executive Board shall consist of the aforementioned officers. Any and all of the members of the Executive Board may be removed from office with cause, by vote of the general membership of the PTO or by the school Principal. The Executive Board shall:

- a. Attend a majority of Executive Board meetings and general meetings;
- b. Prepare the agenda for the general meetings of the PTO;
- c. Approve all committee chairpersons;

- d. Have the authority to approve minor expenditures up to \$150.00, not to exceed \$500.00 per month;
- e. In cases when immediate action is necessary and it is impossible to convene the general membership, initiate an emergency vote consisting of the Executive Board and current committee chairpersons.

ARTICLE VII: FACULTY REPRESENTATIVES

The Principal shall appoint Faculty Representatives to each PTO meeting.

ARTICLE VIII: MEETINGS AND VOTING

Section 1: Executive board meetings shall be held throughout the year as decided upon by the executive board, unanimously.

Section 2: General meetings shall be held once per month throughout the school year as decided upon by the Executive Board (in conjunction with the school calendar and the administrator’s approval). These shall be announced via the SCCST website. Special meetings may be called by the PTO President or by a majority of the Executive Board.

Section 3: Items requiring voting shall be presented to the general membership at general meetings. For a proposal to be passed, a majority of affirmative votes is needed. A quorum is needed to vote. Our quorum shall be defined as no less than 5 votes.

Section 4: All members in attendance shall be entitled to one vote at general meetings. There shall be no voting by proxy.

ARTICLE IX: FINANCES

Section 1: The fiscal year of the PTO shall start on July 1st and shall end on June 30th of the succeeding year.

Section 2: All monetary disbursements involving the PTO must be made through the Treasury. The Executive Board may approve all expenditures up to \$150.00. Those expenditures over \$150.00 must be approved by the general membership. Committee budgets are set and voted on at the June meeting.

Section 3: Disbursements / Mini-grants shall be entertained throughout the year. They may be proposed in advance to the executive board by any staff member. Prior to coming before the General membership, each disbursement request shall be reviewed by a SCCST administration representative and then submitted to the Vice-President(s) to determine its appropriateness and validity. The Individual requesting the disbursement or a designated representative should be present at the membership meeting to answer any questions concerning the request.

ARTICLE X: DEPARTMENTS AND COMMITTEES

Section 1: New committees may be created as needed by vote of the majority of the membership on motion and or the executive board. Committees shall be designated fundraising or standing committees.

Section 2: Departments and committees may be created whenever PTO interest or need arises. They may also be dissolved automatically when the need or function terminates. Such creation or dissolution may be suggested by any member of the PTO. The discussion and recommendation of the membership shall be taken under advisement by the Principal and the Executive Board.

ARTICLE XI: ADMINISTRATIVE INVOLVEMENT

Section 1: The Sussex County Charter School Principal must give final approval on all PTO activities, committees, officers, and operations.

Section 2: The Principal of the Sussex County Charter School for Technology(or his/her designated representative) may be a voting member of the executive board and entitled to all rights and privileges stated herein.

ARTICLE XIII: AMENDMENTS

Section 1: These By-laws may be amended at a general meeting at which a quorum is present. The proposed amendment(s) must have been made available to the general membership prior to the meeting.

Section 2: By-laws revisions shall be brought up for consideration every two years or when needed.

ARTICLE XIII: DISSOLUTION

Upon the dissolution of the Sussex County Charter School for Technology PTO, the Executive Board shall, after paying or making provisions for the payment of all of the liabilities of the organization, dispose funds in the following manner:

1. If the Sussex County Charter School for Technology is still in operation, the monies will be used to enhance the educational goals of the school;
2. If the Sussex County Charter School for Technology has closed, the PTO assets shall be distributed to such organization or organizations operated exclusively for charitable or educational purpose and shall at that time qualify as an exempt organization under section 501C3 of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board shall determine. No assets shall be distributed to any individual members.