

**PARENT TEACHER ORGANIZATION BYLAWS
WYCKOFF, NEW JERSEY**

**ARTICLE I
NAME AND COMPOSITION**

The name of this organization shall be the Parent Teacher Organization of Wyckoff. The Parent Teacher Organization of Wyckoff shall be composed of the individual branches equally representing each school in the Wyckoff Public School System. The term Parent Teacher Organization of Wyckoff (abbreviated PTO), where used in these Bylaws, applies equally to each school in the Wyckoff Public School System. The abbreviation **PTSO**, where used in these Bylaws, applies to the **FLOW district Parent, Teacher and Student Organizations**. ~~The abbreviation PTSO, where used by these Bylaws applies to the Indian Hills High School Parent Teacher Student Organization.~~ The abbreviation WEF, where used in these Bylaws, applies to the Wyckoff Education Foundation.

**ARTICLE II
PURPOSE**

Section 1

The purpose of this PTO shall be to provide products and services of enrichment, both educationally and socially, to promote understanding and cooperation among the home, school and community **and to provide information concerning school governance and education issues to its members.**

**ARTICLE III
POLICIES**

Section 1

The Parent Teacher Organization shall offer to the Board of Education such constructive cooperation as to promote the interests of the children in all their relationships.

Section 2

This organization may cooperate with other organizations, agencies, conference groups, or coordination councils uniting for the well-being and education of the children.

Section 3

Nonprofit -**TBD**

Section 4

The PTO cannot sponsor a fundraising event to raise monies for any other organization or individual.

Section 5

Each branch shall have a PTO Board as specified in Article V, Section 1.

Section 6

A Coordinating Council shall be organized. It shall consist of members as specified in Article IX, Section 1.

Section 7

Each PTO and/or its Executive Board shall be free to make known to its general membership any and all information concerning **school Board of Education elections, school district budgets or** referendums and education issues. It cannot direct the administrative activities of the schools or control their policies. **The PTO and/or its PTO Board shall be free to support or oppose state/federal education legislation.**

Section 8

8A. The policies of the PTO shall be non-commercial and non-sectarian and shall follow the Wyckoff Board of Education Policy ~~KJA~~ (see attached) regarding product endorsement **and special interest groups**. No commercial enterprise or any candidate shall be endorsed by it. Candidates shall not attend any PTO function to promote their candidacy, other than the annual “Meet the Candidates” forum.

8B. The name of the organization, or its officers in official capacities, shall not be used in connection with a commercial concern, or for anything other than the regular work of the organization. ~~The PTO and/or its PTO Board shall be free to support or oppose state/federal education legislation.~~

Section 9

When a question concerning interpretation of the Bylaws exists, the question shall be brought to the attention of the Coordinating Council Chair. The decision rendered shall control the action of each PTO unit.

Section 10

The Parent Teacher Organizations of Wyckoff affirm their responsibilities to ensure all members equal opportunity regardless of race, color, creed, religion, sex, ancestry, national origin, or economic status.

**ARTICLE IV
MEMBERSHIP AND DUES**

Section 1

Regular membership is open to parents, guardians and staff within the Wyckoff Public School System.

Section 2

An honorary membership may be voted by an individual PTO Executive Board or the Coordinating Council Executive Board to any interested residents of the Township of Wyckoff because of their contribution of service to the PTO.

Section 3

Only persons holding a regular membership may vote at general membership meetings or hold office within the organization.

Section 4

Regular membership shall be an annual fee of \$5.00 per family for each school where a child is enrolled and will include one copy of the school directory. Staff membership shall be at the rate of \$2.00 per person, which includes a directory.

**ARTICLE V
ELECTED OFFICERS, EXECUTIVE BOARD MEMBERS
AND PTO BOARD MEMBERS**

Section 1

1A. The elected officers of the PTO shall be; President, First Vice-President, Second Vice-President(s), ~~(Ways and Means)~~, Secretary, Treasurer, and Co-Economy Shop Co-Treasurer(s). The Third Vice-President (faculty representative) shall be appointed by the Principal. All officers and committee chairpersons, except the immediate Past President and Third Vice-President, shall have children in the PTO unit in which they serve. The Executive Board of each PTO unit shall consist of the elected officers and the Past President. The PTO Board of each unit shall consist of the elected officers, the building Principal, the Past President, and the chairpersons of the standing committees.

1B. A standing member of the Wyckoff Board of Education or a standing Executive Board member of the Wyckoff Education Foundation shall not be eligible to serve as a President of a PTO or as a Coordinating Council Chair, nor shall more than one Executive Board position be held concurrently by any individual in any one school unit.

Section 2

2A. At the January PTO meeting, interested people shall submit their names ~~for~~ to the Chair of the Nominating Committee. At the February meeting, a Nominating Committee of three members shall be elected by each PTO unit. The Nominating Committee shall make known the slate of officers at the April PTO meeting, and then the slate shall be published on the website. Additional nominations, with the nominee's consent, may be made in writing to the Nominating Committee chairperson within ~~two weeks~~ 5 days of the publication date.

2B. The Past President may serve on the Nominating Committee. The President shall NOT serve as a member (ex-officio or otherwise) on the Nominating Committee. Members of the Nominating Committee are eligible to accept a nomination. If they desire consideration for a position as an officer, they shall resign and a replacement shall be appointed by the PTO President.

2C. The Eisenhower PTO Nominating Committee should prepare a slate of officers with consideration of sixth, seventh and eighth grade parents, as well as representatives of all four elementary schools, if possible.

Section 3

Election for each school shall be held at the PTO meeting in May. A combined meeting of the outgoing and incoming PTO Board shall take place at the June PTO meeting. Each new member shall receive a copy of the Bylaws, and past records shall be passed on to new officers at this time. An officer shall be elected for a term of one year **with the option to serve a second year in the same position.** ~~but~~ **However, an officer** may not serve more than two consecutive years in the same office. The duties of office shall be assumed at the June PTO meeting under new business. **The transition of duties and responsibilities for all Executive Board members must be completed by August 1st.**

Section 4

4A. If a vacancy occurs in any office other than that of President, the President with the approval of the PTO Executive Board shall, appoint a replacement for the unexpired term.

4B. In the event that any PTO Executive Board member is unable to attend a PTO Meeting and/or perform in his/her capacity, the President may appoint an alternate.

4C. After reasonable notice by the Executive Board, an officer can be removed from office for failure to fulfill his/her duties by a majority vote of the Executive Board.

Section 5

The President shall appoint all committee chairs after the May election and may call upon the Nominating Committee, if so desired, for suggestions.

Section 6

There shall be standing committees created by the President as may be required to carry out the objectives of the organization; their term of office shall expire at the close of the school year. Chairs of standing committees shall present plans and reports of work at the monthly PTO meetings, and shall submit these reports, including their job description, to the President at the end of their yearly terms.

Section 7

All PTO members may vote at a PTO meeting; however, in order for a vote to be passed/defeated, a quorum of PTO members must vote. The number needed for a quorum is one more than half of the PTO Board members (Executive and Committee Chairpersons) listed on the Wyckoff Public Schools Calendar with a minimum of 25.

**ARTICLE VI
DUTIES OF PTO EXECUTIVE BOARD**

Section 1

Each school's PTO President shall preside at all meetings of the PTO and of the Executive Board; shall be an ex-officio member of all committees except Nominating; shall appoint special committees; and shall perform all other duties usually pertaining to the office. The President shall serve as a member of the Coordinating Council; shall be a participating observer of the Economy Shop Board of Trustees; shall coordinate activity dates with the Second Vice-President(s) and building Principal; and shall attend calendar day in June. The President shall serve on both the Nominating Committee and Bylaws Revision Committee for Coordinating Council. The President has the authority to approve any additional expenditure not to exceed \$100.00. The PTO shall be notified of the expenditure at the next PTO meeting.

Section 2

The Vice-Presidents shall preside in their order (with the exclusion of the Third Vice-President) in the absence or resignation of the President and shall act as aides to the President.

Each school's First Vice-President shall be, in addition to the above duties, a member of Coordinating Council and may serve as committee chair as designated by the President.

The Second Vice-President(s) is a chair of ~~the Ways and Means~~ **Fundraising**, a member of Coordinating Council, and is required to attend calendar day in June.

The Third Vice-President shall be the faculty representative and shall communicate between the faculty and PTO.

Section 3

The Secretary shall keep a record of all PTO meetings. **Minutes include actions taken and committee report highlights.** Minutes of the PTO meetings shall be sent to the Chief School Administrator, the building Principal, each PTO President and the Coordinating Council Chair.

Section 4

4A. The Treasurer shall receive all monies from PTO functions of that school. The Treasurer shall receive a share of money from the Economy Shop revenue allocated to the school's PTO by the Economy Shop Board of Trustees, in accordance with Economy Shop Bylaws. For any activity mutually sponsored, the distribution of profit shall be decided prior to the activity.

4B. Each school's **President** ~~past President~~ and Treasurer shall prepare a preliminary budget for review by the PTO Executive Board. **The Past President will advise a first year president.** Upon acceptance by the PTO Executive Board, the budget shall be distributed to the PTO for approval at the September PTO meeting. ~~In the case of a second year President or Treasurer,~~ The respective Past President or Treasurer shall disburse funds only in such a manner as ~~authorized~~ **approved** by the PTO at each school. PTO checks shall be signed by both the Treasurer and the President. The Treasurer shall present a written statement of account at every meeting and at other times when required by the PTO.

4C. The **outgoing** Treasurer shall balance the end-of-the-fiscal year funds, complete the records, and transfer signatory authority to the incoming Treasurer after the close of the school year, but not later than August 1st. The Treasurer, at the discretion of the Coordinating Council Chair, may **not** be asked to present a statement of account at a meeting of the Coordinating Council and may **not** be required to present all records for audit after the close of the school year.

Section 5

The Economy Shop **Co-Treasurers** shall be a Trustees of the PTO Economy Shop and **is are** responsible for the duties of the PTO Economy Shop as specified by their Bylaws.

Section 6

The Past President shall hold a regular PTO membership and shall attend all PTO meetings, Executive Board meetings and Coordinating Council meetings.

Section 7

The PTO Executive Board shall have the power to transact necessary business between scheduled PTO meetings and such other business as may be required by the organization.

ARTICLE VII DUTIES OF THE PTO BOARD

Section 1

Special meetings of the PTO shall be called by the President, or by a majority of the PTO Board, as necessary.

Section 2

On any major policy matter requiring establishment of the Wyckoff PTO Coordinating stance, each school's PTO Board shall take the appropriate action to determine the school position, and its President shall report by "single vote" For or Against, to make known to the Coordinating Council the position taken by that school's PTO.

**ARTICLE VIII
GENERAL MEETINGS**

Section 1

All PTO meetings are general meetings and open to anyone who wishes to attend. The meeting will be held at a public building or location.

Section 2

Specific dates of the general meetings shall be held as published in the school calendar, unless otherwise specified, ~~ten days~~ **48 hours** notice having been given of change of date. Special meetings may be called by majority of the PTO Board, ~~five days~~ **48 hours** notice having been given.

**ARTICLE IX
COORDINATING COUNCIL**

Section 1

The Coordinating Council Executive Board shall consist of the Coordinating Council Chair, the Secretary, the Treasurer, and the Past Chair. The Coordinating Council voting members shall consist of its Executive Board, the chairs of the Coordinating Council standing committees, the President, First and Second Vice-Presidents, and the Past President of each PTO, the building Principals, the Chief School Administrator or a District Representative, and the Co-Presidents of the PTO Economy Shop.

Each PTO is entitled to full delegation. In the event that any PTO member is unable to attend, the President can appoint an alternate.

~~Ramapo APTS and Indian Hills~~ **FLOW district** PTSO representatives shall be included in the Coordinating Council as non-voting participating observers.

Section 2

The Coordinating Council Chair shall notify all Council members of their responsibilities to the Council in writing by September. The Chair shall preside at all meetings of the Coordinating Council and its Executive Board; shall be an ex-officio member of all committees except the Nominating Committee; shall appoint special committees; and shall perform all other duties usually pertaining to that office.

In the event the Coordinating Council Chair is unable to preside over the scheduled Coordinating Council meeting, the President of the Eisenhower School PTO shall preside.

Section 3

The Secretary shall notify member of meetings, record and distribute minutes at each meeting to all Coordinating Council members, and shall perform all other duties pertaining to that office.

Section 4

The Coordinating Council, or its committees, shall have the power to coordinate, advise and submit recommendations upon approval by individual PTO's.

Section 5

It is suggested that regular meetings of the Coordinating Council shall be held not less than two times a year, the time and place to be determined by the Chief School Administrator and the Chair. Special meetings may be called by the coordinating Council Chair or by a majority of the Council.

Coordinating Council deliberations shall, where necessary, be put to a vote. A majority of the Coordinating Council members shall constitute a quorum.

Section 6

~~President's meetings shall be held monthly with the Chief School Administrator in attendance.~~ Monthly meetings shall be held by the Coordinating Council Chair with all PTO Presidents and the Chief School Administrator

Section 7

The Coordinating Council Chair shall interpret the PTO Bylaws when a controversy concerning interpretation of the Bylaws exists. A committee may be formed by the Council to assist in the study and interpretation of the Bylaws.

**ARTICLE X
PARLIAMENTARY AUTHORITY**

Section 1

The rules contained in "Robert's Rules of Order, Revised" shall govern this organization in all cases in which they are applicable.

**ARTICLE XI
AMENDMENTS**

Section 1

These Bylaws may be amended at any regular meeting by the Coordinating Council by a majority vote of the schools, providing the proposed amendments have been submitted to the unit PTO's and have a majority approval.

Section 2

These Bylaws are to be revised every five years by a committee consisting of the PTO Presidents and the Coordinating Council Chair **and may include Past Presidents.** The Past Coordinating Council Chair may serve on the Bylaws Revision Committee. The Bylaws Revision Committee shall appoint a Chair from its current members. All revisions are to be approved in the manner prescribed in Article XI, Section 1.

May 23, 1963

Revised 1967-1968 School Year

Revised 1969-1970 School Year

Revised 1974-1975 School Year

Revised 1977-1978 School Year

Revised 1978-1979 School Year

Revised 1980-1981 School Year

Revised 1985-1986 School Year

Revised 1988-1989 School Year

Revised 1991-1992 School Year

Revised 1994-1995 School Year

Revised 1997-1998 School Year

Revised 2002- 2003 School Year

Revised 2007- 2008 School Year

2007 – 2008 PTO Bylaws Revision Committee:

Lisa Martone Bylaws Revision Committee Chair – Coordinating Council Chair

Jeanine Rossi Coordinating Council Past President

Marni Scanlon Coolidge School PTO President

Isabelle Lanini Eisenhower School PTO

Chris Dougherty Lincoln School PTO

Maria Mudrick Sicomac School PTO

Tricia Nussenbaum Washington School PTO

Stephanie Racioppi Coolidge School Past President

Sue Geering Eisenhower School Past President

Mae Sedaghat Sicomac School Past President

Mary Carroll Washington School Past President