

9/14/2008
ARTICLE I: Name

The name of this organization is the Dogwood Hill PTO of Oakland, New Jersey.

ARTICLE II: Purposes

Section 1. The Objectives of the Dogwood Hill PTO are:

- A. To bring into closer relation the home and the school that parents and teachers may cooperate intelligently in the education and socialization of children and youth.
- B. To promote the welfare of children and youth in home, school, community, and place of worship.
- C. To improve the quality of life for Dogwood Hill students and staff.
- D. To support any community educational organization and the Oakland Board of Education.

Section 2. The organization is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code or corresponding section of any future Federal tax code (hereinafter “Internal Revenue Code”).

ARTICLE III: Basic Policies

The following are basic policies of the Dogwood Hill PTO:

- A. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- B. The organization or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the objects of the organization.
- C. The organization shall work with Dogwood Hill School, recognizing that the legal responsibility to make decisions has been delegated by the people to the Oakland Board of Education, state education authorities, and local education authorities.
- D. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, 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 Article II hereof.
- E. Any decisions regarding the assignment of funds over \$250 will be discussed and then voted on at a subsequent meeting.

ARTICLE IV: Membership and Dues

Section 1. Membership in this Dogwood Hill PTO is made available by this Dogwood Hill PTO to any adult, without regard to race, color, creed or national origin, by the Dogwood Hill PTO.

Section 2. All families of registered students and all staff of Dogwood Hill School will be considered members for the current academic year.

Section 3. Active members in good standing with the Dogwood Hill PTO are those who abide by the current bylaws and are members as described in Section 2.

Section 4. The privilege of holding executive offices shall be limited to members who have been members in good standing at least 120 days and who have attended a minimum of 4 meetings from the previous academic year.

Section 5. Members who are under the age of 18 years are prohibited under New Jersey law from signing contracts that bind the members of the Dogwood Hill PTO.

Section 6. The Dogwood Hill PTO membership year shall be from September 1st through August 31st.

ARTICLE V: Officers

Only those individuals who have been members in good standing for 120 days and who have attended a minimum of 4 general meetings from the previous year shall be eligible for nomination, by committee.

Section 1. The officers of this Dogwood Hill PTO shall be a president, 3 vice presidents, recording secretary, a corresponding secretary and a treasurer.

Section 2. President, Vice President 1, Recording Secretary, Corresponding Secretary and Treasurer shall be elected by a majority voice vote, at a general membership meeting biennially in the month of April. Term of office shall be two years.

Section 3. Vice President 2 (Fund-raising), Vice President 3 (Class Parent) shall be appointed to the executive board by the elected officials on a yearly basis.

Section 4. Officers shall assume their official duties as of July 1.

Section 5. Vacancies: In the event of the resignation or death of the President, the Executive Board shall elect a president from among those who have served or are serving on the board. Other vacancies shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board. The corresponding secretary shall give 7 days notice of such an election. If there is more than one candidate for office, the vote shall be by ballot.

Section 6. Nominations

- A. There shall be a nominating committee composed of 5 members in good standing plus 2 alternates who volunteer at a regular general membership meeting in January prior to the election of officers.
- B. The committee shall elect its own chairman.

- C. The nominating committee shall select one (1) eligible person for each office to be filled and report at the meeting in March.
- D. Nominating committee members can be considered for office, they should not be penalized from this process by serving on the nominating committee.
- E. The sitting president is not eligible for membership on the nominating committee.

ARTICLE VI: Duties of Officers

Section 1. The president shall preside at all meetings of the Dogwood Hill PTO and of the executive committee/board; shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the DHS PTO or by the executive committee/board; and shall coordinate the work of the officers and committees of this local DHS PTO in order that the objects may be promoted. The president shall be ex-officio member of all committees except the nominating and auditing committees.

Section 2. The vice-president 1 shall act as an aide to the president and shall, in his/her designated order, perform the duties of the president in the president's absence or inability to serve. The VP1 shall also sit on the Finance Committee.

Section 3. The vice-president 2 (Fund-raising) is responsible to lead and coordinate all fund-raising activities. The VP 2 heads the committees and oversees all Fund-raising chairpersons.

Section 4. The vice-president 3 (Class Parent) is responsible to recruit, select, train and maintain the class parents for Dogwood Hill PTO.

Section 5. The recording secretary shall record the minutes of all meetings of the Dogwood Hill PTO and of the executive committee/board, also shall have a copy of the approved bylaws, and a membership list available at each meeting, and shall perform such other duties as may be delegated to him/her by the president.

Section 6. The corresponding secretary shall conduct the general correspondence and take care of the appreciation tokens of the organization as directed by the president, executive committee or this DHS PTO.

Section 7. The treasurer;

- A. The treasurer shall have custody of all funds of this DHS PTO; shall keep an accurate record of receipts and expenditures; shall pay out local funds in accordance with the approved budget as authorized by this DHS PTO.
- B. The treasurer will make disbursements as authorized by the President, executive board, or this DHS PTO in accordance with the budget adopted by DHS PTO. Both the president and treasurer shall sign checks and vouchers in excess of \$100.00. In an emergency, the recording secretary may sign.
- C. The treasurer shall present a financial statement of accounts at every meeting of the organization and at other times when requested by the executive committee/board, and shall make a full report at the annual

meeting.

- D. The treasurer's accounts shall be examined quarterly and annually or upon change of the treasurer, after June 30th or by September 1st by an auditor (CPA) or an auditing committee of not less than 3 members, who satisfied that the treasurer's annual report is correct, shall sign a statement to the facts at the end of the report.
- E. The auditor (CPA) or the auditing committee shall be appointed by the president and the signed annual report shall be available at the meeting following the audit.
- F. The treasurer shall distribute policies and procedures for the collection, request, and handling of PTO funds by committee members and chairpersons.
- G. The treasurer shall deliver to its successor all official material, as well as a completed tax return for the ending fiscal year no later than August 15th.

Section 8. All officers excluding the treasurer shall deliver to their successors all official material not later than ten days following the close of the meeting in June or the in case of resignation, 10 days following said resignation.

ARTICLE VII Executive Board

Section 1. The executive board shall consist of the officers of the Dogwood Hill PTO.

- A. Each board member shall be a member of this DHS PTO.
- B. The members of the executive board shall serve until June 30.
- C. A majority of the executive board shall constitute a quorum.

Section 2. The duties of the Executive 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;
- C. To accept and submit to this DHS PTO for adoption a budget for the fiscal year;
- D. To approve routine bills within the limits of the budget.

Section 3. Regular meetings of the executive board shall be held monthly during the school year, the time to be fixed by the board at its first meeting of the year.

Section 4. Special meetings of the executive board may be called by the president or by a majority of the members of the board. The purpose of the meeting shall be stated in the call.

ARTICLE VIII: Meetings

Section 1. General Membership Meetings

- A. Only members who are in good standing as defined in Article IV shall be eligible to participate in the business of this DHS PTO.
- B. At least 5 general membership meetings of the DHS PTO shall be held during the school year. The principal of the school along with the president shall determine the dates of meetings; they will be announced at the first general membership meeting of the year.
- C. As much notice as possible shall be given of a change of date of general membership meeting.
- D. Special general membership meetings may be called by the executive board, 5 day's notice having been given. The purpose of the meetings will be stated in the call.
- E. The annual General Membership Meeting for the purpose of the budget presentation shall be the first general meeting following the close of the fiscal year.
- F. Seven members shall constitute a quorum for the transaction of business in any general membership meeting of this local PTO.

ARTICLE IX: Standing Committees and Special Committees

Section 1. Only members of the DHS PTO in good standing shall be eligible to serve as chairmen or members of committees.

Section 2. Such standing committees shall be created by the executive committee as may be required to promote the objects and interests of this DHS PTO. The chairmen of the standing committees shall volunteer or be appointed by the executive committee and their term shall be for one (1) year renewable.

Section 3. The chairmen of all standing committees shall present plans of work to the executive board for approval, and no committee work shall be undertaken without the approval of the executive board.

Section 4. Special committees shall be appointed by the president, executive board or this local PTO as deemed necessary to carry on the work of this local PTO.

Section 5. A finance committee consisting of 3 members: the Vice President 1, a general member in good standing and the treasurer, shall meet quarterly to audit and review profit and loss statements.

ARTICLE X: Fiscal year

The fiscal year of this local PTO shall begin on July 1 and end June 30 (12 months). The fiscal year may differ from the membership year.

ARTICLE XI: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Dogwood Hill PTO and in all cases in which they are applicable and in which they are not in conflict with these bylaws.

ARTICLE XII: Bi-Laws & Amendments

Section 1.

- A. These bylaws may be amended at any regular meeting of the Dogwood Hill by a 2/3 (two thirds) vote of the members present and voting, providing a quorum being present and providing that notice of the proposed amendment shall have been given at least 25 days prior to the meeting at which action is to be taken.
- B. The by laws shall be reviewed yearly by at least 1 member of the executive board and 2 members in good standing to ensure compliance and accuracy.
- C. Upon 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. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organizations then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.