

By-Laws of the
Princeton High School Parent Teacher Organization (PTO)
Princeton, New Jersey

ARTICLE I

Name

The Name of this Organization shall be the Princeton High School Parent-Teacher Organization, hereafter to be referred to as PHS - PTO with Tax ID (EIN 223-707-436). This Organization is affiliated with the Princeton Public Schools Parent-Teacher Organization Council. The PHS PTO is insured under the policies of the Princeton Public Schools Board of Education.

ARTICLE II

Purpose

The purpose of the PHS-PTO is to enhance the education of the children of Princeton High School through the cooperative efforts of the teachers, staff, parents, and guardians of Princeton High School.

ARTICLE III

Policies

Section 1. NON-COMMERCIAL. This Organization shall be non-commercial, non-sectarian, non-political, and non-partisan. No commercial enterprise, no political candidate, political issue, and no individual shall be endorsed by it. The name of the Organization or the names of its officers in their official capacities shall not be used in any connection with a commercial concern, political issue, candidate, or for any purpose other than the regular work of the Organization.

Section 2. COMMUNITY COOPERATION This Organization may cooperate with other organizations and agencies in welfare or educational activities dealing with children as deemed advisable by a majority of the PTO Board.

Section 3. OPINIONS. This Organization or its individual member, speaking on behalf of the Organization or at Organization meetings shall be free to offer to the principal, superintendent of schools, or the Board of Education such constructive suggestions as will promote the interests and well-being of the school or its students. This Organization shall focus these suggestions on program concerns rather than on individuals.

Section 4. NON-INUEMENT. This organization is organized exclusively for charitable and educational purposes, including for such purposes the making of distributions to organizations that qualify as exempt organizations under Sec. 501 c (3) of the Internal Revenue Code or the corresponding section of any future federal tax code. No part of the net earnings or assets of the corporation shall inure to the benefit of or be distributed to

its members, officers, or other private persons. Notwithstanding any other provision of these Articles. This Organization shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation.

ARTICLE IV Membership and Dues

Section 1. MEMBERSHIP: All parents and guardians of Princeton High School students and all teachers and staff employed by Princeton High School are automatically members.

Section 2. DUES: Donations to the PHS-PTO are voluntary and the suggested amount shall be decided upon each year by the current PTO officers. Every effort will be made to keep this suggested amount reasonable.

ARTICLE V Officers and Their Duties

Section I. The PHS-PTO Board will include an Executive Committee (Co-Presidents, Secretary and Treasurer) and Vice President (VP) positions. VP positions may vary in number per the needs of any given year.

OFFICERS- EXECUTIVE COMMITTEE. The specific areas of responsibility are guided by the following officers who shall comprise the Executive Committee of the PHS-PTO:

- A. Co-Presidents. There shall be two Co-Presidents. They shall
 - 1. Serve as the leaders and key contacts for the PHS-PTO
 - 2. Preside at all meetings of the PHS-PTO
 - 3. Be members of the PTO Council, which is composed of the presidents of the PTO's of all the schools in the district
 - 4. Supervise the organization and all its activities: appoint committees as necessary: be members ex-officio of all committees
 - 5. Represent and speak for the organization to other organizations and to the public
 - 6. Sign letters or documents necessary for the organization including bank signatures
 - 7. Give notice of all meetings.
 - 8. At least one Co-President must be a resident of Princeton

- B. Secretary. The Secretary shall
 - 1. Take minutes at all PHS-PTO meetings and distribute them:
 - 2. Keep official records for reference: and.
 - 3. Collect and maintain any reports from vice presidents and/or committee chairperson

C. Treasurer. The Treasurer shall

1. Receive and be responsible for all funds of the Organization
2. Keep an accurate record of all receipts and expenditures:
3. In consultation with the Co-Presidents, prepare an annual budget which must be approved by the PTO Executive Committee prior to the start of the school year.
4. Make disbursements as authorized in the budget and other such payments as may be authorized by the officers of the Organization; and,
5. Periodically present financial reports at meetings.

Checks must be signed by either the Treasurer(s) or one of the Co-Presidents. These officers must have signature cards on file at the appropriate bank.

Section 2. OFFICERS- Additional BOARD POSITIONS.

The specific areas of responsibility are guided by the following officers who shall be included as Board positions but not as members of the Executive Committee of the PHS-PTO :

- A. Vice Presidents (VP): May include, but are not limited to the following:
1. New Families Initiative
 2. Sustainability Initiative
 3. Web Communications

VP Positions and Committees

- A. VP Board positions will be appointed by the Co-Presidents annually or as needed.
- B. VPs shall form their own committees as necessary and fill them with Committee Chairs using standard PTO communication.
- C. VPs shall regularly present reports of the committees at both Executive Board and General Membership meetings.
- D. Committees will carry out the projects and programs approved by the PHS-PTO.

ARTICLE VI
Officers and Their Election

Section I. ENUMERATION AND TERM

- A. Elected Officers: The elected officers shall be two Co-Presidents, a Secretary and a Treasurer(s).
- B. Appointed Officers: The Executive Board appoints candidates for VP officer positions.
- C. Length of term of officers.
 - 1. The two Co-Presidents shall serve for two years. It is preferred that the Co-Presidents terms are staggered. Co-Presidents are eligible for re-election for one additional term. They shall not serve more than 2 terms unless there are no agreed-upon nominees.
 - 2. Secretary serves a term of one year and is eligible for re-election for one additional year. They shall not serve more than two terms unless there are no agreed-upon nominees.
 - 3. VPs serve a term of one year and are eligible for reappointment for one additional year. They shall not serve more than two terms unless there are no successors.
 - 4. Treasurer serves a term of two years and is eligible for re-election for one additional term. They shall not serve more than two terms unless there are no agreed-upon nominees.
 - 5. Terms of office for all positions except Treasurer are from July 1st until June 30th the following year.
 - 6. Treasurer's term is from September 1st to August 31st of the following year.

Section 2. NOMINATION AND ELECTION PROCESS. The following is the procedure for the nomination and election of officers:

- A. The current Co-Presidents of the Board shall determine interest in the Co-President, Treasurer(s), and Secretary positions from current Board members and from the membership at large. The membership at large will be invited to submit nominations for these officer positions through standard PTO communication (meetings, e-mail distribution, etc). The option to return nominations to the main office or through an online form, to provide the option of maintaining anonymity in the process, will be provided.
- B. The Co-Presidents will collect and summarize all nominations and then share this information with the Principal no later than the May PTO General Meeting. The Co-Presidents and Principal will review this list and formulate a slate of officers.
- C. The slate of officers will be finalized and distributed to the PHS-PTO membership at large two weeks prior to the next PTO General Meeting after the formulation of a slate of officers. Date of the vote will be shared with PTO membership at this time.

The final slate will be voted on at the General Meeting or by electronic proxy vote. A simple majority of those voting will be required for approval.

- D. If the slate is not approved, a special committee chaired by the outgoing Co-President will be formed to create an alternative slate to be voted on by the PHS-PTO membership.
- E. In uncontested elections, elections may be made by voice vote or show of hands. In contested elections, the election shall be by electronic vote.

Section 3. VACANCIES. A vacancy occurring in an office of the Board shall be filled by Board appointment for the remainder of the unexpired term.

Section 4. REMOVAL OF A BOARD MEMBER. A PTO Board member can be removed by the following procedure:

- A. An Officer of the PTO Board can be removed from office on the basis of reliable information that has been submitted in writing and received by the Executive Committee, which a majority of the PTO board officers believe, in their discretion, would be potentially harmful to the function of the organization if such a person were not removed from office.
- B. In order to remove an Officer of the PTO Board, a vote of the Board must occur at any regular or special meeting of the Board, at which a majority of the board is present. A meeting called pursuant to this section may be closed to all but the Board.

ARTICLE VII
Financial Policies

The fiscal year of the PTO begins September 1st and ends August 31st of the following year.

The organization shall leave a minimum of one year's budget in the treasury at the end of each fiscal year.

The authority to sign contracts is limited to the Presidents or the Presidents' designee. Any contract that obligates the PTO to pay over one thousand dollars (\$1,000) must be approved by both Co-Presidents.

The PTO may not engage in any transaction in which an officer has a financial interest unless such a transaction has been awarded through a competitive bid process, requiring bids from at least one vendor in addition to the officer.

A. Use of funds:

1. All income and property of this non-profit organization shall be used solely for the purpose for which the PHS-PTO was organized.
2. The officers shall be authorized and empowered to pay reasonable expenses from available funds. These disbursements shall be made in check form only. Requests for reimbursement must be accompanied by a receipt.
3. A vote is required for a new funding request over five hundred dollars (\$500) that is not listed in the working budget, provided notice of the new funding request has been distributed to the PHS-PTO Board at least 3 weeks prior.
4. A funding request for less than the amount specified may be granted without vote provided there are funds available and at the discretion of the Co-Presidents.

ARTICLE VIII

Meetings

Section 1. MEETINGS

The PHS-PTO shall hold regular membership meetings during the school year. The time for the meetings for the upcoming school year shall be determined by the Co-Presidents and the Principal. The meetings of this organization shall be open to the general public, but the privilege of holding office, making motions, debating, and voting shall be limited to the members of the Organization.

Section 2. NOTICE OF MEETINGS. Members of the Organization shall be notified of each meeting in the weekly newsletter and via e-mail distribution lists, or via other standard PTO communication methods.

ARTICLE IX

Quorum

A quorum shall constitute a majority of general PTO members present at meetings of the Organization.

ARTICLE X

Negation of Liability and Indemnification

Neither the Organization, nor any officer or member, shall be responsible, or liable, in any way whatsoever, to any officer or member or guest for any damages of any kind arising from or in connections with any and all actions, programs, activities or events organized, managed, sponsored, associated, or conducted under the auspices of the Organization while participating in any such program, activity or event of any kind, as the result of any actions of the Organization or using any facility leased or owned by the Organization, all risk of which, including, but without limitation, the condition of any such facility, its maintenance and operation and the acts of others (whether invited or uninvited) and each officer, member, or guest by his or her participation in the program, activity, or event shall be deemed to have consented and agreed to all the foregoing. Officers and members shall also be deemed to have consented to and agree to hold the Organization harmless for all damages of any kind for any action by the Organization and agree to forbear from bringing any lawsuit of any kind against the Organization upon attaining membership in the Organization.

ARTICLE XI
Parliamentary Authority

Robert's Rules of Order Revised shall govern the Organization in all cases to which they are applicable and in which they are not inconsistent with the By-Laws.

ARTICLE XII
Dissolution

The Certificate of Incorporation provides that the duration of the corporation shall be for so long as Princeton High School is operating as a high school. Upon dissolution of the Organization, all assets of the Organization shall be contributed to or for the benefit of the Princeton Public Schools.

ARTICLE XIII
Amendments

These By-Laws may be amended at any Board meeting of the Organization by a majority vote of the board members present. The Secretary shall notify the PTO board of any proposed amendment at least one month in advance of the meeting at which the vote is to be taken.

ARTICLE XIV

Adoption

These By-Laws shall be adopted when approved by a majority of the officers.

Respectfully submitted.

Shazia Manskia

Co-President

May 9, 2022

Date

Sasha Weinstein

Sasha Weinstein (May 9, 2022 16:34 EDT)

Co-President

May 9, 2022

Date

Michelle Fitzgerald

Michelle Fitzgerald (May 10, 2022 06:50 EDT)

Secretary

May 10, 2022

Date

Adviti Muni

Adviti Muni (May 10, 2022 07:19 EDT)

Treasurer

May 10, 2022

Date












PHS PTO By-laws: Updated


Final Audit Report

2022-05-10


Created:	2022-05-09
By:	shazia manekia (shazia@princetonchildrensfund.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAc9BmZbxHDqxQGzklIHdbcAzPQSNQfnDw

"PHS PTO By-laws: Updated" History


-  Document created by shazia manekia (shazia@princetonchildrensfund.org)
2022-05-09 - 4:54:23 PM GMT
-  Document emailed to Shazia Manekia (shaziamanekia@gmail.com) for signature
2022-05-09 - 4:56:26 PM GMT
-  Email viewed by Shazia Manekia (shaziamanekia@gmail.com)
2022-05-09 - 4:56:36 PM GMT
-  Document e-signed by Shazia Manekia (shaziamanekia@gmail.com)
Signature Date: 2022-05-09 - 4:57:53 PM GMT - Time Source: server
-  Document emailed to Sasha Weinstein (sashaweinstein23@gmail.com) for signature
2022-05-09 - 4:57:55 PM GMT
-  Email viewed by Sasha Weinstein (sashaweinstein23@gmail.com)
2022-05-09 - 6:09:38 PM GMT
-  Document e-signed by Sasha Weinstein (sashaweinstein23@gmail.com)
Signature Date: 2022-05-09 - 8:34:41 PM GMT - Time Source: server
-  Document emailed to michellefitzgerald@yahoo.com for signature
2022-05-09 - 8:34:43 PM GMT
-  Email sent to michellefitzgerald@yahoo.com bounced and could not be delivered
2022-05-09 - 8:34:47 PM GMT
-  shazia manekia (shazia@princetonchildrensfund.org) replaced signer michellefitzgerald@yahoo.com with Michelle Fitzgerald (michellemfitzgerald@yahoo.com)
2022-05-10 - 3:57:57 AM GMT
-  Document emailed to Michelle Fitzgerald (michellemfitzgerald@yahoo.com) for signature
2022-05-10 - 3:57:58 AM GMT

 Email sent to michellefitzgerald@yahoo.com bounced and could not be delivered


2022-05-10 - 3:58:07 AM GMT

 Email viewed by Michelle Fitzgerald (michellemfitzgerald@yahoo.com)

2022-05-10 - 10:05:15 AM GMT

 Document e-signed by Michelle Fitzgerald (michellemfitzgerald@yahoo.com)

Signature Date: 2022-05-10 - 10:50:58 AM GMT - Time Source: server

 Document emailed to Adviti Muni (advitimuni@me.com) for signature

2022-05-10 - 10:50:59 AM GMT

 Email viewed by Adviti Muni (advitimuni@me.com)

2022-05-10 - 10:58:34 AM GMT

 Document e-signed by Adviti Muni (advitimuni@me.com)

Signature Date: 2022-05-10 - 11:19:38 AM GMT - Time Source: server

 Agreement completed.

2022-05-10 - 11:19:38 AM GMT