

**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, hereinafter to be referred to as PHS - PTO. This Organization is affiliated with the Princeton Regional Schools Parent-Teacher Organization Council. The PHS-PTO is insured under the policies of the Princeton Regional 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 staff and parents of the Princeton High School catchments area and the Princeton Regional School District.

**ARTICLE III
Policies**

Section 1. NON-COMMERCIAL. This Organization shall be non-commercial, non-sectarian, non-political, and non-artisan. No commercial enterprise and no candidate 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 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 officers.

Section 3. OPINIONS. This Organization or its individual members, 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 children. This Organization strongly encourages that such suggestions focus 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 children and the school staff are automatically members.

Section 2. DUES. Dues are voluntary and the suggested amount shall be decided upon each year by the current PTO officers.

ARTICLE V Officers and Their Duties

Section 1. The PHS-PTO Board will include an Executive Committee (Co-Presidents, Secretary and Treasurer) and VP- At large positions. VP-At large positions may vary in number per the needs of any given year, but not to exceed 6.

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. Preside at all meetings of the PHS-PTO;
2. Be members of the PTO Council, which is composed of the presidents of the PTO's of all the schools in the district
3. Supervise the organization and all its activities; appoint committees as necessary; be members ex-officio of all committees
4. Represent and speak for the organization to other organizations and to the public
5. Sign letters or documents necessary for the organization including bank signature listings
6. Give notice of all meetings.

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 final reports from vice presidents and/or committee chairpersons.

C. Treasurer. The Treasurer shall

1. Be responsible for all funds of the Organization and shall keep an accurate record of all receipts and expenditures;
2. In consultation with the Co-Presidents, prepare an annual budget which must be approved by the membership at the first business meeting of the school year;
3. Make disbursements as authorized in the budget and other such payments as may be authorized by the officers of the Organization; and,
4. 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. VP – at Large. May include, but are not limited to, the following:
1. Community Outreach
 2. Fundraising
 3. Post-Prom

ARTICLE VI Officers and Their Election

Section 1. 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 – At large officer positions.
- C. Length of term of officers.
1. The two Co-Presidents shall serve for two years, with the election of each in alternating years.
 2. All other officers and VP-At large shall serve a term of one year and are eligible for re-election (Secretary and Treasurer) or reappointment and shall remain in office until their successors assume office.
 3. Terms of office are from the meeting in June until the following June meeting.
 4. All officers may serve consecutive or non-consecutive terms beyond the one year/two year minimum.

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 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 April 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 May General Meeting.
- D. The final slate will be voted on at the May General Meeting. A simple majority of those voting will be required for approval.
- E. If the slate is not approved at the May General Meeting, 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 at the June General Meeting.
- F. In uncontested elections, elections may be made by voice vote or show of hands. In contested elections, the election shall be by secret ballot, including absentee ballots submitted prior to the meeting.

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

ARTICLE VII

VP-At large Positions and Committees

- A. VP-At large Board positions will be appointed by the Co-Presidents annually each spring, or as needed.
- B. VP-At large shall form their own committees as necessary, and fill them with Committee Chairs using standard PTO communication.
- C. VP-At large 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 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 at the close of the current school year. There shall be an annual business meeting in the spring. 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 standard PTO communication methods.

ARTICLE IX
Quorum

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

ARTICLE X
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 XI
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 Regional Schools.

ARTICLE XII
Amendments

These By-Laws may be amended at any regular meeting of the Organization by a two-thirds vote of the members present. The Secretary shall notify the membership of any proposed amendment at least two weeks in advance of the meeting at which the vote is taken.

ARTICLE XIII
Adoption

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

Respectfully submitted,

Co-President Date

Co-President Date

Secretary Date

Treasurer Date