



Long Hill Township PTO Bylaws

BYLAWS of LONG HILL TOWNSHIP SCHOOLS PARENT TEACHER ORGANIZATION

ARTICLE I – NAME AND DESCRIPTION

1. **NAME:** The name of this organization shall be the LONG HILL TOWNSHIP PARENT TEACHER ORGANIZATION of Morris County, New Jersey, commonly referred to as the Long Hill Township PTO or LHT PTO. The mailing address of the Long Hill PTO is Post Office Box 357, Gillette, NJ 07933.
2. **DESCRIPTION:** The organization shall be noncommercial, nonsectarian, nonpartisan, and nonprofit. The organization is a 501 (c) (3) Tax-Exempt Organization as defined by the Internal Revenue Service and shall conduct all activities of the organization in accordance with the rules of the IRS so as to maintain its nonprofit status.

ARTICLE II – GOALS

The goals of the organization shall be to:

1. Enhance the educational, physical, cultural, and character-building opportunities of the students attending Long Hill Township Schools (Gillette, Millington, and Central Middle) in our schools, the community, and the home;
2. Promote parental involvement in the educational and personal growth of our children;
3. Build closer relationships among school personnel, students, and their homes by encouraging regular and open communication between our school administration, faculty, and parents and guardians;
4. Foster a spirit of cooperation between parents and teachers, creating a partnership that enhances learning for all students in a positive, productive, and enthusiastic atmosphere; and
5. Stimulate reciprocal interest and interaction between the community and the school system.

ARTICLE III – POLICIES

The policies of the organization shall be to:

1. Sponsor programs of an educational, informative nature.
2. Sponsor fundraising projects, the profits of which are to be used to further the objectives stated in Article II. No part of the net earnings of the LHT PTO shall inure to the benefit of, or be distributable to its members, trustees, directors, officers or any private persons, except that LHT PTO shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501(c)(3) purposes.
3. Promote the welfare of children through committees, projects, and other related activities subject to Executive Board approval.
4. Enhance the educational and classroom experience for all students by funding the purchase of equipment, supplies, and other educational services administered through the PTO Teacher Request program;
5. Publicize PTO activities and school events via the organization's website, social media pages, school e-blasts, and local media;
6. Permit solicitation at local businesses subject to Executive Board approval; and
7. Refrain from directly or indirectly endorsing any Board of Education or public elected official candidate. The name of the organization or the names of its officers in their official capacities shall not be used for any purpose other than the regular work of the organization.



Long Hill Township PTO Bylaws

ARTICLE IV – FINANCIAL POLICIES

The financial policies of the organization shall be:

1. **FISCAL YEAR:** The fiscal year of the organization begins August 1st and ends July 31st of the following year.
2. **BANKING:** All funds shall be kept in checking or savings accounts in the name of the organization. The President, Assistant Treasurer, and Treasurer shall be the authorized signers on all bank accounts. Such funds shall be held at a local financial institution determined by the Executive Board. Currently, two checking accounts and two savings accounts are held at Kearny Bank. One of these savings accounts is a Legalized Games of Chance Funds savings account.
3. **REPORTING:** All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly to the PTO.
4. **APPROVAL OF EXPENDITURES:**
 - a. *PTO Expenditures other than Teacher Requests:*
 - i. The Executive Board may discuss and approve by a majority vote expenditure that are equal to or less than \$500 or amendments to the approved annual budget that are equal to or less than \$500. The expenditures will be reported at the next General Meeting. In these circumstances an Executive Board vote may be taken by e-mail poll.
 - ii. All expenditures or amendments to the budget exceeding \$500 must be approved at a General Meeting except that;
 - iii. All expenditures or amendments to the budget exceeding \$1000 must be discussed at one General Meeting and voted on at a subsequent General Meeting. Voting shall be by voice on expenditures less than \$1000. Expenditures greater than or equal to \$1000 will be voted on by secure ballot.
 - b. *Teacher Requests:*
 - i. Requests totaling less than or equal to \$200 may be discussed, voted on, and approved by the Executive Board and the expenditure presented at the next General Meeting. In these circumstances an Executive Board vote may be taken by e-mail poll.
 - ii. All Teacher Requests greater than \$200 but equal to or less than \$500 must be approved at a General Meeting except that;
 - iii. Any Teacher Request greater than \$500 must be discussed at a General Meeting and a vote held at a subsequent General Meeting. Voting shall be by voice on expenditures less than \$1000. Expenditures greater than or equal to \$1000 will be voted on by secure ballot.
5. **CONTRACTS:** Contract signing authority is limited to an Executive Board Member as defined in Article XI.
6. **INSURANCE:** All PTO sponsored activities must fall under the approval of the PTO or Long Hill Township School District insurance guidelines. Any additional insured changes to the insurance policy or any other change to the insurance policy must be approved by a majority vote of the Executive Board.

ARTICLE V – MEMBERSHIP AND DUES

1. **MEMBERSHIP:** Any parent or guardian with a child enrolled in the Long Hill Township Schools or any school staff member interested in the goals of the organization willing to uphold its policies and subscribe to its Bylaws may become a member upon payment of dues. The PTO membership year is September 1 to August 31.
2. **DUES:** The annual dues of the organization for each fiscal year shall be established by a majority vote of the Executive Board. Payment of dues entitles the payee access to the PTO membership directory.
3. **ENROLLMENT:** The organization shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.
4. **ELIGIBILITY:** The privilege of holding office, introducing motions, debating, and voting shall be limited to members whose current dues are in good standing.



Long Hill Township PTO Bylaws

ARTICLE VI – MEETINGS

1. **GENERAL MEETINGS:** Meetings of the general membership of the organization shall be held approximately once per month between October and June. Any meetings held during the summer months are at the discretion of the Executive Board.
2. **SPECIAL MEETINGS:** The Executive Board may call special meetings of the general membership with a minimum of five days' notice having been given.
3. **VOTING:** Each member with a paid PTO membership in attendance at an organization General Meeting shall be eligible to vote. Absentee or proxy votes are not allowed. A motion which has been made and seconded shall be considered passed upon a majority vote of the members present at the meeting .

ARTICLE VII – OFFICERS AND THEIR ELECTION

1. The officers of this organization shall be: President or Co-Presidents, Vice President or Co-Vice Presidents, Recording Secretary, Corresponding Secretary, Treasurer, and Assistant Treasurer.
2. The officers shall be elected by a majority vote of the PTO.
3. It is recommended that the officers serve for a term of two years but shall not be excluded from succeeding themselves for additional terms. Annual terms of office run from June through May.
4. Ideally the terms of the officers will be staggered such that in one year the term of the President or Co-Presidents, the Recording Secretary, and the Assistant Treasurer shall expire. In the alternate year the term of the Vice President or Co-Vice Presidents, Corresponding Secretary, and Treasurer shall expire.
5. At its May General Meeting, all nominated candidates for each office to be filled shall be presented to the public and the elections held. Additional nominations may be made from the floor. Voting shall be by voice if a slate is presented and there are no contested positions. If more than one person is running for an office, a vote by secure ballot will be conducted.
6. A vacancy occurring in an office shall be filled by appointment by the Executive Board.
7. The Executive Board may appoint such other positions as the membership deems necessary.

ARTICLE VIII – NOMINATING COMMITTEE

1. Nomination to the Executive Board shall be made by an interested candidate nominating themselves or through a nominating committee.
2. A nominating committee shall consist of 3 or more Executive Board officers.
3. All nominations are subject to approval of the Executive Board.
4. Only those candidates who have consented to serve if elected shall be eligible for nomination whether nominated by themselves, the Nominating Committee, or from the floor. If any of the positions are not filled at the time of the election, the Nominating Committee shall endeavor to fill the position(s) as soon as possible.

ARTICLE IX – DUTIES OF OFFICERS

1. **PRESIDENT:** The President shall perform the following duties:
 - a. Preside at all meetings of this organization and its Executive Board;
 - b. Appoint all committee chairpersons;
 - c. Coordinate the activities of officers and committees in order that PTO objectives may be promoted and may attend any committee meetings as an ex officio member;
 - d. Perform such other duties as may be prescribed in the Bylaws or assigned by the organization or the Executive Board;
 - e. Serve as an authorized signer on any and all bank accounts;
 - f. Have his or her vote serve as a tiebreaker in all matters being voted on by the Executive Board;
 - g. Approve and sign contracts and ensure the timely filing of any and all regulatory documents; and



Long Hill Township PTO Bylaws

- h. In the event there are Co-Presidents, each shall have the authority to bind and represent the PTO as if there were only one President;
- 2. **VICE PRESIDENT:** The Vice President or Co-Vice Presidents shall perform the following duties:
 - a. Perform the duties of the President in his/her absence;
 - b. Aid the President in the performance of his/her duty to fill all PTO Executive Board and committee chairperson vacancies;
 - c. Act as a central liaison for all committee chairpersons; and
 - d. Coordinate all fundraising activities.
- 3. **RECORDING SECRETARY:** The Recording Secretary shall perform the following duties:
 - a. Keep a record of all General Meetings of the organization;
 - b. Have copies of prior General Meeting minutes available at each meeting or distribute them electronically prior to the meeting; and
 - c. Take attendance at each meeting.
- 4. **CORRESPONDING SECRETARY:** The Corresponding Secretary shall perform the following duties:
 - a. Conduct the correspondence of this organization, including Thank You notes as necessary; and
 - b. Administer the duties of the Sunshine Committee according to the guidelines.
- 5. **TREASURER:** The Treasurer and/or Assistant Treasurer shall perform the following duties:
 - a. Have charge of the funds of the organization, including receiving of all monies and accurately keeping all books and accounts of the organization by fiscal year. Payment of funds must be authorized as described in these Bylaws;
 - b. Receive all bills, invoices, and requests for payment, make all deposits, and disburse funds in accordance with the approved budget;
 - c. Verify accuracy and completeness of deposits received from committee chairpersons;
 - d. Arrange the purchase and ensure delivery of approved Teacher Request items or coordinate purchase with LHT District Business Administrator's office depending on item cost;
 - e. Maintain custody of the organization's financial records—including bank statements, canceled checks, disbursement forms, receipts and budgets—for a period of seven (7) fiscal years or deliver such records to the District office for storage;
 - f. Serve as an authorized signer on any and all bank accounts;
 - g. Prepare, in cooperation with the Executive Board, a budget for the fiscal year. The budget must be presented at a general meeting and approved by the October General PTO meeting;
 - h. Present a financial report at every meeting of the organization and make a full report at the End-of-year Meeting or first regular meeting of the next school year;
 - i. Ensure the preparation and submission of tax returns with the CPA annually;
 - j. Prepare 1099s for any individual paid more than \$600 (summer band camp teachers, visiting authors, etc.);
 - k. Ensure that all state registration filings, licenses, etc. are kept current; and
 - l. Provide access to information requested by the Auditor during audits.

ARTICLE X –DUTIES OF SCHOOL-BASED VOLUNTEERS

- 1. **BUILDING REPRESENTATIVES:** Each of the three schools—Gillette, Millington, and Central— has a group of PTO representatives who act as a liaison between the parents/guardians and the administration. Each school will have one lead representative. It is recommended that the lead representative have at least one year of experience as a representative at that school. In the event that two candidates have the same qualifications, the Executive Board will choose the lead representative. At the request of the Executive Board, school representatives may be asked to serve as members of the Executive Board and will attend all scheduled Executive Board meetings. Building representatives shall perform the following duties:
 - a. Attend Back-To-School nights. Prearrange necessary tables, chairs, and volunteers. Sell PTO items if available;



Long Hill Township PTO Bylaws

- b. Coordinate the selection of Class Parents with homeroom teachers and support the Class Parents throughout the year (Gillette and Millington);
 - c. Arrange for volunteers to assist the photographers on Picture Day if requested by the school;
 - d. Keep PTO refrigerators, closets, cabinets, or other storage areas clean;
 - e. Oversee grade-level events by recruiting chairpersons and assisting them as necessary;
 - f. Coordinate and host other special events within the school;
 - g. Communicate parental concerns and questions to the building principal; and
 - h. Present a report of PTO-related activities at each PTO meeting.
2. **CLASS PARENTS (GILLETTE AND MILLINGTON):** Class parents are volunteers selected by the homeroom teachers at Gillette and Millington Schools at the beginning of the school year. Class parents shall perform the following duties:
- a. Coordinate class parties with the homeroom teacher in accordance with the schedule set by the building principal following applicable Board of Education policies;
 - b. Coordinate collection of class dues annually;
 - c. Coordinate any end-of-school-year homeroom staff gifts; and
 - d. Assist the Building Representatives with additional tasks as needed.

ARTICLE XI – EXECUTIVE BOARD

THE EXECUTIVE BOARD: Shall consist of the following officers: President, Co-President, Vice President, Co-Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and Assistant Treasurer. The Gillette School Representatives, Millington School Representatives, and Central School Representatives may also sit on the Executive Board if so desired by the Officers. A member of the Executive Board can be removed from office by a two-thirds vote of the Executive Board for failure to perform the duties of his/her office. The following are the powers and duties of the Executive Board:

1. Regularly meet once per month prior to the General Membership meeting in an Executive Board meeting. All Executive Board meetings are confidential unless otherwise agreed by the Executive Board;
2. Have the power to transact business between meetings of this organization and shall direct and coordinate activities consistent with the Objectives set forth in Article II and Policies set forth in Articles III and IV of these Bylaws;
3. Create standing or ad hoc committees to promote the work of the organization;
4. Post copies of the previous General Membership meetings, agendas, and minutes to the Long Hill Township PTO website;
5. Approve the CPA to assist the organization in its taxation submission;
6. Submit a budget for the fiscal year to the general members of the organization, no later than the first General PTO meeting in October; and
7. Assist in the smooth transition between PTO Executive Boards and deliver all official materials, including electronic files, to any successor Executive Board members upon their assumption of duties.

ARTICLE XI – COMMITTEES

1. The Executive Board may deem it necessary to establish committees in order to further the goals of this organization.
2. The President and Vice President, with the approval of the Executive Board, shall appoint the chairperson(s) of each committee for a period of at least one (1) school year. When applicable, members of the Executive Board may recommend individuals for the President and Vice President to consider for appointment.
3. Committees may be disbanded by a majority vote of the Executive Board.
4. The chairperson or a representative of each committee shall present plans and progress to the Executive Board and the General Membership while the committee is active.
5. The Treasurer's accounts shall be examined annually by an auditor or auditing committee. The auditor or members of the auditing committee cannot have had signature authority on the checking or bank accounts for the



Long Hill Township PTO Bylaws

period being audited, nor have been a member of the Executive Board for the period being audited. The auditor or auditing committee will prepare a report of audit findings to be presented at a General Meeting.

ARTICLE XII – AMENDING THE BY-LAWS

Any member of this organization may submit in writing to the Executive Board any suggestions for changing the Bylaws. A committee may be appointed to review existing Bylaws and submit amendments or a revised set of Bylaws as a substitute for these Bylaws. The Bylaws may only be altered or amended at a General PTO meeting by a two-thirds vote of the members present at the meeting, provided written notice of the proposed changes has been sent to the Executive Board members. Notice of the amendments or revised Bylaws must be sent to the general membership seven (7) days before the meeting at which the amendments or revised Bylaws will be considered.

ARTICLE XIII – PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised (2020), shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE XIV – DISSOLUTION OF THE ORGANIZATION

Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of the Long Hill Township Parent Teacher Organization, the remaining assets shall be distributed to the Long Hill Township School District. The Executive Board shall follow all applicable federal and state laws to effectuate the dissolution.