

**Holmdel High School
Parent Teacher Student Organization
Bylaws**

**Article I
Name**

The name of this organization shall be the "Holmdel High School Parent Teacher Student Organization", hereafter referred to as the "PTSO."

**Article II
Mission Statement**

The Parent Teacher Student Organization or PTSO is a non-commercial, non-sectarian, and non-partisan organization created to promote the general welfare of all students and to enhance communication between parents, staff and students. The PTSO is a non-profit 501(c)(3) corporation. Our mission is to support the Holmdel High School mission stated below:

Holmdel High School, in a safe, student-centered, and rigorous learning environment, promotes academics, athletics, and the arts, values the cultural diversity of its community and, through varied curricular and co-curricular programs, empowers all students to develop their potential into achievement and take their place in our global society as ethical decision makers and life-long learners.

**Article III
Basic Policies**

- a) The association shall be non-commercial, non-sectarian and non-partisan.
- b) No part of the net earnings of the PTSO shall be distributed to members and/or officers except to make payments and distributions in furtherance of the purposes set forth in Article II.
- c) Upon the dissolution of the PTSO, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to the Holmdel High School Student Activity Board.
- d) The PTSO shall work in conjunction with the Holmdel Township Board of Education, and Superintendent, and administration and faculty of Holmdel High School.
- e) The PTSO shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities attempting to influence legislation by propaganda or otherwise.
- f) The organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or by an organization, contributions to which are deductible under Section

170(c)(2) of the Internal Revenue Code. The organization will file on an annual basis all necessary federal and state returns and registrations to maintain tax exempt status.

Article IV Membership Dues and Fund Raising

- a) The membership year shall run from September 1 to August 31.
- b) The PTSO shall conduct an annual enrollment of members but may admit persons to membership at any time. To be eligible to vote for officers in the May election, membership dues must be paid by the April general meeting.
- c) Each Holmdel High School Staff member shall pay dues of \$5.00 annually. Each family shall pay membership dues of \$10.00 annually. Newly elected PTSO Board Members must pay upcoming annual dues by July 1.
- d) Any funds raised by the PTSO will be deposited in the PTSO account by the PTSO Treasurer and disbursements will be approved by the PTSO membership in attendance at a regular meeting. The name PTSO shall not be used to benefit commercial organizations.
- e) A designated amount of not more than \$1000.00 may be held over as a start-up fund for the next fiscal year.

Article V Officers and their Election

Section 1. Officers and their Election

- a) The officers of the PTSO shall be a President, a First Vice President, two Second Vice Presidents, Treasurer, Recording Secretary, and Corresponding Secretary.
- b) Officers shall be elected annually by ballot at the regular meeting in May. However, if there is but one nominee for each office, the election may be by voice vote and a majority vote shall elect.
- c) All officers shall serve for a term of one year or until successors are elected. All officers, except the Treasurer, shall assume their official duties at the close of the meeting in June. The Treasurer's term shall coincide with the fiscal year.
- d) No individual may serve as President for more than two consecutive years. However, if the nominating committee fails to identify an eligible candidate for the position of president, the incumbent may be considered.

Section 2. Nominating Committee

- a) There shall be a nominating committee elected by the membership at the regular meeting in February. Elections shall be by plurality. The committee shall be comprised of 5 members. Two alternates shall be elected to serve in the event a member is unable to serve. The committee shall elect its own chairperson immediately following the meeting.
- b) The President will publicize in the High School and Satz School newsletters, information regarding the PTSO nomination process. Self-nominating requests for elected officer positions should be addressed to the Nominating Committee. Requests for positions on the

appointed board committees should be addressed to the President to be held for the incoming president.

- c) The Nominating Committee shall nominate an eligible person for each office to be filled and report its slate of nominees at the regular meeting in April, at which time additional nominations may be made from the floor. The report and floor nominations shall be posted on the Holmdel Schools website and at the High School at least 15 days prior to voting. The report and floor nominations may also be published in the May issue of the High School newsletter. Elections shall be held at the regular meeting in May.
- d) The Nominating Committee will consider all self-nomination requests or may recruit to identify the best candidate for each office. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.
- e) Each member of the Nominating Committee shall have one vote. Discussions by the committee regarding the nomination process shall be kept confidential.
- f) A nominating committee member who submits a self-nominating request to the committee or is recruited by the committee as a proposed candidate for the slate must recuse her/himself from serving on the committee and be replaced by an alternate.

Section 3. Vacancies

A vacancy occurring in any elected office shall be filled for the unexpired term by a member elected by a majority vote of the remaining members of the Executive Board, notice of such election having been given. In case a vacancy occurs in the office of president, the first vice president shall serve notice of the election.

Section 4. Reason to Remove

By two-thirds vote of the Executive Board or general membership present and voting, an officer or chairperson may be removed from office for failure to perform duties, criminal misconduct or unethical behavior in PTSO business. An officer or chairperson who misses three consecutive meetings may be removed from office.

Article VI Duties of Officers

Section 1. President

The President shall

- a) preside at all meetings of the PTSO and shall coordinate the work of the officers and committees of the organization in order that our mission may be promoted. As the presiding officer, the president must maintain a position of impartiality and therefore does not vote on any question except in the case of a ballot vote or to address a tie on either the Executive Committee, Executive Board or at a general meeting.
- b) have authority to sign checks.
- c) be ex-officio member of all standing committees except nominating and audit.
- d) perform all other duties as may be prescribed in these bylaws or assigned by the organization.

- e) be the public spokesperson for the PTSO and shall only take positions on issues authorized by the general membership.

Section 2. Vice President

The First Vice President shall

- a) be responsible for assisting and supporting the President.
- b) preside at meetings in the absence of the president.
- c) solicit parents and faculty to join the PTSO, collect membership dues and keep records of PTSO members, and report at monthly PTSO meetings.
- d) perform all other duties as assigned by the president or the organization.

Section 3. Second Vice President

The Second Vice Presidents shall

- a) be responsible for proposing Fund Raising initiatives and associated financial commitments and liabilities to the PTSO membership.
- b) oversee, direct and execute all duties and responsibilities involved in an approved fund raising activity and report at monthly PTSO meetings.
- c) perform all other duties as assigned by the president or the organization.

Section 4. Treasurer

The Treasurer shall

- a) have custody of all funds of the organization, keep an accurate record of receipts and expenditures, and payout funds in accordance with the approved budget as authorized by the organization.
- b) present a financial statement of accounts at every meeting of the organization and at other times when requested by the executive committee, and shall make a full report at the annual meeting.
- c) have authority to sign all PTSO checks. No blank checks will be given out. Requests for reimbursement must not be accepted unless accompanied by receipts. Checks may not be signed payable to self.
- d) No sales tax will be reimbursed. Designated PTSO members must be presented with PTSO tax exempt identification number to present to vendors engaging in business with the PTSO.
- e) file on an annual basis all necessary federal and state returns and registrations to maintain tax exempt status; renew all gaming licenses and file required reports to Holmdel Township and the state after raffles are held.
- f) perform all other duties as assigned by the president or the organization.

Section 5. Recording Secretary

The Recording Secretary shall

- a) record the minutes of all meetings and have copies of those minutes available at the next meeting.
- b) have a copy of current bylaws available at all meetings.
- c) perform all other duties as assigned by the president or the organization.

Section 6. Corresponding Secretary

The Corresponding Secretary shall

- a) conduct the general correspondence of the PTSO as directed by the President, Executive Committee or PTSO and report on any correspondence received at monthly meetings.
- b) notify Executive Board members of monthly meetings.
- c) perform all other duties as assigned by the president or the organization.

Article VII Executive Committee

The executive committee shall consist of the officers of the organization. The Executive Board consists of the Executive Committee and appointed chairs of committees. The members of the Executive Committee shall serve until successors take office. The members of the Executive Committee shall not expect privileges/rights not due any other parent/taxpayer in Holmdel High School.

The duties of the Executive Committee 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 create standing committees.
- c) to approve the plans of work of the standing committees.
- d) to present a report at the regular meeting of the association.
- e) to appoint an auditing committee at the May general meeting to audit the Treasurer's accounts.
- f) to accept and submit to the association for adoption a budget for the fiscal year.
- g) to approve routine bills within the limits of the budget.
- h) to approve expenditures outside the limits of the budget or unplanned expenditures up to \$500.00.

Article VIII Meetings

- a) Regular meetings of the PTSO shall be held monthly during the scholastic year at Holmdel High School.
- b) The annual meeting for the purpose of approving the budget and such other business shall be in September.

- c) Five members shall constitute a quorum for the transaction of business in any meeting of the PTSO.
- d) The privilege of holding office, introducing motions, debating and voting shall be limited to members whose current dues are paid.
- e) Meetings shall be conducted in accordance with the latest edition of *Robert's Rules of Order* where applicable and not in conflict with these bylaws or Articles of Incorporation.

Article IX Special Committees and Standing Committees

- a) Special Committees and Standing Committees shall be appointed by the PTSO President or Executive Committee as deemed necessary to carry on the work of the organization. Only members of the PTSO shall be eligible to serve as chairperson or members on committees.
- b) Each chairperson shall provide a report at each monthly meeting and an annual report to the president. Each officer/chairperson shall provide a procedure book for use by their successor. Chairpersons are members of the Executive Board.

Section 1. Student Scholarships

Each year the PTSO will award scholarships to graduating Holmdel High seniors. The primary duty of the Scholarship Committee shall be to work with the administration to approve scholarship candidates based upon standing rules. The scholarship committee shall consist of 5 PTSO members who are not parents of graduating seniors. The number of recipients will be determined by the committee and administration. Awards are determined within the limits of the approved PTSO budget. Criteria for selection of award recipients will be based on standing rules.

Section 2. Audit Committee

The Treasurer's accounts shall be examined annually by an auditing committee of not less than three members who, satisfied that the treasurer's annual report is correct, shall sign a statement to the facts at the end of the report. An audit committee shall be appointed by the Executive committee at the May meeting. The audit committee shall not include any person with authority to sign PTSO checks. The audit committee should complete its work before the books are passed on to the new treasurer. The audit committee must report its findings to the membership at the September meeting to be adopted by majority vote of the members attending.

Section 3. Gift Committee

The gift committee shall include nine members: the President, Treasurer, the two Second Vice Presidents, a member representing each of the four classes at the high school, and the Principal. The committee's primary responsibility will be to identify needs at the high school which will enhance the educational experience of the students and make recommendations to the PTSO to fund those items. The committee can be appointed at any time once adequate funding for gift consideration becomes available. A Letter of Intent will be sent to the Holmdel Board of

Education outlining the approved PTSO gifts to the high school. Gifts will be purchased once the donation is accepted by the Board of Education.

Section 4. Condolences and Memorials

- a) The PTSO will acknowledge births, deaths, illness, marriages and appropriate occasions or events relating to the faculty, administration or other school personnel through written communication.
- b) The PTSO will acknowledge events involving the student body through written communication and/or the option of purchasing flowers, fruit basket or any other gift appropriate to the occasion in a modest amount consistent with standing rules.

Article X Fiscal Year

The fiscal year for the PTSO shall be from September 1 through August 31st.

Article XI Amendments

These bylaws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at the previous meetings.

Standing rules may be changed at any time by a simple majority vote of the general membership.

Adopted: February 9, 2004
April 2013

Mission Statement amended 12/09/13