

PARENT TEACHER ORGANIZATION BYLAWS - WYCKOFF, NEW JERSEY

ARTICLE I NAME AND COMPOSITION

The name of this organization shall be the Wyckoff PTO (Parent Teacher Organization) Coordinating Council. The Wyckoff PTO (Parent Teacher Organization) Coordinating Council shall be composed of the individual branches equally representing each school in the Wyckoff, NJ, Public School System. The term Wyckoff PTO (Parent Teacher Organization) Coordinating Council (abbreviated PTO), where used in these Bylaws, applies equally to each school in the Wyckoff Public School System. The abbreviation APTS, where used in these Bylaws, applies to the Ramapo High School Association of Parents, Teachers and Students. The abbreviation PTSO, where used in these Bylaws, applies to the Indian Hills High School Parent Teacher Student Organization. The abbreviation WEF, where used in these Bylaws, applies to the Wyckoff Education Foundation.

ARTICLE II PURPOSE

Section 1

The purpose of this PTO shall be to provide products and services of enrichment, both educationally and socially, to promote understanding and cooperation among the home, school and community and to provide information concerning school governance and education issues to its members.

ARTICLE III POLICIES

Section 1

The Parent Teacher Organization shall offer to the Board of Education such constructive cooperation as to promote the interests of the children in all their relationships.

Section 2

This organization may cooperate with other organizations, agencies, conference groups, or coordination councils uniting for the well-being and education of the children.

Section 3

The PTO cannot sponsor a fundraising event to raise monies for any other organization or individual.

Section 4

Each branch shall have a PTO Board as specified in Article V, Section 1. 2

Section 5

A Coordinating Council shall be organized. It shall consist of members as specified in Article IX, Section 1.

Section 6

Each PTO and/or its Executive Board shall be free to make known to its general membership any and all information concerning school Board of Education elections, school district budgets or referendums and education issues. It cannot direct the administrative activities

of the schools or control their policies. The PTO and/or its PTO Board shall be free to support or oppose state/federal education legislation.

Section 7

7A. The policies of the PTO shall be non-commercial and non-sectarian and shall follow the Wyckoff Board of Education Policy regarding product endorsement and special interest groups. No commercial enterprise or any candidate shall be endorsed by it. Candidates shall not attend any PTO function to promote their candidacy, other than the annual "Meet the Candidates" forum.

7B. The name of the organization, or its officers in official capacities, shall not be used in connection with a commercial concern, or for anything other than the regular work of the organization.

7C. PTOs are permitted to work with appropriate commercial enterprises for the purpose of a specific fundraising effort that offer a universally beneficial service to Membership. This is permitted in a limited capacity, towards a specific and limited budgetary role, within the period of one school year, and requires Executive Board approval prior to implementation.

Section 8

When a question concerning interpretation of the Bylaws exists, the question shall be brought to the attention of the Coordinating Council Chair. The decision rendered shall control the action of each PTO unit.

Section 9

The Parent Teacher Organizations of Wyckoff affirm their responsibilities to ensure all members equal opportunity regardless of race, color, creed, religion, sex, ancestry, national origin, or economic status.

ARTICLE IV MEMBERSHIP AND DUES

Section 1

Regular membership is open to parents, guardians and staff within the Wyckoff Public School System.

Section 2

An honorary membership may be voted by an individual PTO Executive Board or the Coordinating Council Executive Board to any interested residents of the Township of Wyckoff because of their contribution of service to the PTO.

Section 3

Only persons holding a regular membership may vote at general membership meetings or hold office within the organization.

Section 4

Regular membership shall be an annual fee of \$15.00 per family for each school where a child is enrolled, and will include one paper copy of the school directory. This membership will include mobile access to the directory thru the PTO office website. Any additional paper copies of the directory will be an additional charge of \$3 per copy. Staff membership shall be at the rate of \$5.00 per person, which includes a directory with website access and usage.

ARTICLE V

ELECTED OFFICERS, EXECUTIVE BOARD MEMBERS AND PTO BOARD MEMBERS

Section 1

1A. The elected officers of the PTO shall be; President, First Vice-President, Second Vice-President(s), Secretary, Treasurer, and Economy Shop Co-Treasurer(s). The Third Vice-President (faculty representative) shall be appointed by the Principal. All officers and committee chairpersons, except the immediate Past President and Third Vice-President, shall have children in the PTO unit in which they serve. The Executive Board of each PTO unit shall consist of the elected officers and the Past President. The PTO Board of each unit shall consist of the elected officers, the building Principal, the Past President, and the chairpersons of the standing committees.

1B. A standing member of the Wyckoff Board of Education or a standing Executive Board member of the Wyckoff Education Foundation shall not be eligible to serve as a President of a PTO or as a Coordinating Council Chair, nor shall more than one Executive Board position be held concurrently by any individual.

Section 2

2A. At the January PTO meeting, interested people shall submit their names to the Chair of the Nominating Committee. At the February meeting, a Nominating Committee of three members shall be elected by each PTO unit. The Nominating Committee shall make known the slate of officers at the April PTO meeting, and then the slate shall be published on the website. Additional nominations, with the nominee's consent, may be made in writing to the Nominating Committee chairperson within 5 days of the publication date.

2B. The Past President may serve on the Nominating Committee. The President shall NOT serve as a member (ex-officio or otherwise) on the Nominating Committee. Members of the Nominating Committee are eligible to accept a nomination. If they desire consideration for a position as an officer, they shall resign and a replacement shall be appointed by the PTO President.

2C. The Eisenhower PTO Nominating Committee should prepare a slate of officers with consideration of sixth, seventh and eighth grade parents, as well as representatives of all four elementary schools, if possible.

Section 3

Election for each school shall be held at the PTO meeting in May. A combined meeting of the outgoing and incoming PTO Board shall take place at the June PTO meeting. Each new member shall receive a copy of the Bylaws, and past records shall be passed on to new officers at this time. An officer shall be elected for a term of one year with the option to serve a second year in the same position. However, an officer may not serve more than two consecutive years in the same office. The duties of office shall be assumed at the June PTO meeting under new business. The transition of duties and responsibilities for all Executive Board members must be completed by August 1st.

Section 4

4A. If a vacancy occurs in any office other than that of President, the President with the approval of the PTO Executive Board shall, appoint a replacement for the unexpired term.

4B. In the event that any PTO Executive Board member is unable to attend a PTO Meeting and/or perform in his/her capacity, the President may appoint an alternate.

4C. After reasonable notice by the Executive Board, an officer can be removed from office for failure to fulfill his/her duties by a majority vote of the Executive Board.

Section 5

The President shall appoint all committee chairs after the May election and may call upon the Nominating Committee, if so desired, for suggestions.

Section 6

There shall be standing committees created by the President as may be required to carry out the objectives of the organization; their term of office shall expire at the close of the school year. Chairs of standing committees shall present plans and reports of work at the monthly PTO meetings, and shall submit these reports, including their job description, to the President at the end of their yearly terms.

Section 7

All PTO members may vote at a PTO meeting; however, in order for a vote to be passed/defeated, a quorum of PTO members must vote. The number needed for a quorum is one more than half of the PTO Board members (Executive and Committee Chairpersons) listed on the Wyckoff Public Schools Calendar with a minimum of 25.

**ARTICLE VI
DUTIES OF PTO EXECUTIVE BOARD**

Section 1

Each school's PTO President shall preside at all meetings of the PTO and of the Executive Board; shall be an ex-officio member of all committees except Nominating; shall appoint special committees; and shall perform all other duties usually pertaining to the office. The President shall serve as a member of the Coordinating Council; shall be a participating observer of the Economy Shop Board of Trustees; shall coordinate activity dates with the Second Vice-President(s) and building Principal; and shall attend calendar day in June. The President shall serve on both the Nominating Committee and Bylaws Revision Committee for Coordinating Council. The President has the authority to approve any additional expenditure not to exceed \$250.00. The PTO shall be notified of the expenditure at the next PTO meeting.

Section 2

The Vice-Presidents shall preside in their order (with the exclusion of the Third Vice-President) in the absence or resignation of the President and shall act as aides to the President.

Each school's First Vice-President shall be, in addition to the above duties, a member of Coordinating Council and may serve as committee chair as designated by the President.

The Second Vice-President(s) is a chair of Fundraising, a member of Coordinating Council, and is required to attend calendar day in June. The Third Vice-President shall be the faculty representative and shall communicate between the faculty and PTO. The Second Vice Presidents shall be charged with registering each fundraising event at which gaming will take place with the County of Bergen, as well as the specific Municipality in which the event will take place.

Section 3

The Secretary shall keep a record of all PTO meetings. Minutes include actions taken and committee report highlights. Minutes of the PTO meetings shall be sent to the Chief School Administrator, the building Principal, each PTO President and the Coordinating Council Chair.

Section 4

4A. The Treasurer shall receive all monies from PTO functions of that school The Treasurer shall receive a share of money from the Economy Shop revenue allocated to the school's PTO by the Economy Shop Board of Trustees, in accordance with Economy Shop Bylaws. For any activity mutually sponsored, the distribution of profit shall be decided prior to the activity.

4B. Each school's President and Treasurer shall prepare a preliminary budget for review by the PTO Executive Board. The Past President will advise a first year president. Upon acceptance by the PTO Executive Board, the budget shall be distributed to the PTO for approval at the September PTO meeting. The President or Treasurer shall disburse funds only in such a manner as approved by the PTO at each school. PTO checks shall be signed by both the Treasurer and the President. The Treasurer shall present a written statement of account at every meeting and at other times when required by the PTO.

4C. The outgoing Treasurer shall balance the end-of-the-fiscal year funds, complete the records, and transfer signatory authority to the incoming Treasurer after the close of the school year, but not later than August 1st. The Treasurer, at the discretion of the Coordinating Council Chair, may be asked to present a statement of account at a meeting of the Coordinating Council and may be required to present all records for audit after the close of the school year.

Section 5

The Economy Shop Co-Treasurers shall be a Trustee of the PTO Economy Shop and are responsible for the duties of the PTO Economy Shop as specified by their Bylaws.

Section 6

The Past President shall hold a regular PTO membership and will attend all PTO meetings, Executive Board meetings and Coordinating Council meetings.

Section 7

The PTO Executive Board shall have the power to transact necessary business between scheduled PTO meetings and such other business as may be required by the organization.

ARTICLE VII DUTIES OF THE PTO BOARD

Section 1

Special meetings of the PTO shall be called by the President, or by a majority of the PTO Board, as necessary.

Section 2

On any major policy matter requiring establishment of the Wyckoff PTO Coordinating stance, each school's PTO Board shall take the appropriate action to determine the school position, and its President shall report by "single vote" For or Against, to make known to the Coordinating Council the position taken by that school's PTO.

ARTICLE VIII GENERAL MEETINGS

Section 1

All PTO meetings are general meetings and open to anyone who wishes to attend. The meeting will be held at a public building or location.

Section 2

Specific dates of the general meetings shall be held as published in the school calendar, unless otherwise specified, 48 hours' notice having been given of change of date. Special meetings may be called by majority of the PTO Board, 48 hours' notice having been given.

ARTICLE IX COORDINATING COUNCIL

Section 1

The Coordinating Council Executive Board shall consist of the Coordinating Council Chair, the Secretary, the Treasurer, and the Past Chair. The Coordinating Council voting members shall consist of its Executive Board, the chairs of the Coordinating Council standing committees, the President, First and Second Vice- Presidents, and the Past President of each PTO, the building Principals, the Chief School Administrator or a District Representative, and the Co-Presidents of the PTO Economy Shop. Each PTO is entitled to full delegation. In the event that any PTO member is unable to attend, the President can appoint an alternate. FLOW district PTSO representatives shall be included in the Coordinating Council as non-voting participating observers.

Section 2

The Coordinating Council Chair shall notify all Council members of their responsibilities to the Council in writing by September. The Chair shall preside at all meetings of the Coordinating Council and its Executive Board; shall be an ex-officio member of all committees except the Nominating Committee; shall appoint special committees; and shall perform all other duties usually pertaining to that office. In the event the Coordinating Council Chair is unable to preside over the scheduled Coordinating Council meeting, the President of the Eisenhower School PTO shall preside.

Section 3

The Secretary shall notify member of meetings, record and distribute minutes at each meeting to all Coordinating Council members, and shall perform all other duties pertaining to that office.

Section 4

The Coordinating Council, or its committees, shall have the power to coordinate, advise and submit recommendations upon approval by individual PTO's.

Section 5

It is suggested that regular meetings of the Coordinating Council shall be held not less than two times a year, the time and place to be determined by the Chief School Administrator and the Chair. Special meetings may be called by the coordinating Council Chair or by a majority of the Council. Coordinating Council deliberations shall, where necessary, be put to a vote. A majority of the Coordinating Council members shall constitute a quorum.

Section 6

Monthly meetings shall be held by the Coordinating Council Chair with all PTO Presidents and the Chief School Administrator

Section 7

The Coordinating Council Chair shall interpret the PTO Bylaws when a controversy concerning interpretation of the Bylaws exists. A committee may be formed by the Council to assist in the study and interpretation of the Bylaws.

Section 8

The Coordinating Council Chair and Treasurer hold the shared state gaming license and are responsible for its management, financial and otherwise, as well as its renewal annually.

ARTICLE X PARLIAMENTARY AUTHORITY

Section 1

The rules contained in "Robert's Rules of Order, Revised" shall govern this organization in all cases in which they are applicable.

ARTICLE XI AMENDMENTS

Section 1

These Bylaws may be amended at any regular meeting by the Coordinating Council by a majority vote of the schools, providing the proposed amendments have been submitted to the unit PTO's and have a majority approval.

Section 2

These Bylaws are to be revised every five years by a committee consisting of the PTO Presidents and the Coordinating Council Chair and may include Past Presidents. The Past Coordinating Council Chair may serve on the Bylaws Revision Committee. The Bylaws Revision Committee shall appoint a Chair from its current members. All revisions are to be approved in the manner prescribed in Article XI, Section 1.

ARTICLE XII DISSOLUTION

Section 1

Upon dissolution of the organization, the Executive Board shall, after paying or making provision for the payment of all the liabilities of the organization, dispose of any assets exclusively for one or more exempt purposes. Any remaining assets would be distributed to the school.

May 23, 1963

Revised 1967-1968 School Year

Revised 1969-1970 School Year

Revised 1974-1975 School Year

Revised 1977-1978 School Year

Revised 1978-1979 School Year

Revised 1980-1981 School Year

Revised 1985-1986 School Year

Revised 1988-1989 School Year

Revised 1991-1992 School Year

Revised 1994-1995 School Year

Revised 1997-1998 School Year

Revised 2002- 2003 School Year

Revised 2007- 2008 School Year
Amended March 2009
Amended April 2013
Revised 2013 – 2014 School Year
Amended November 2014
Amended October 2015

2013 - 2014 PTO Bylaws Revision Committee:
Suzanne Anderson, Bylaws Revision Committee Chair – Coordinating Council Chair
Natalie Baho, Sicomac School PTO President
Joanne Certo, Lincoln School PTO President
Vicki Kalpagian, Washington School PTO President
Robert Lahue, Coolidge School PTO President
Christina McCarthy, Eisenhower School PTO President
Dena Allen, Sicomac School Past PTO President
Jennifer Cole, Washington School Past PTO President
Katy Mutterer, Eisenhower School Past PTO President
Theresa Torres, Lincoln School Past PTO President
Annie Tubbs, Coolidge School Past PTO President

APPENDIX I

Wyckoff PTO Coordinating Council Conflict Of Interest Policy

Section 1. Purpose.

The purpose of the conflict of interest policy is to protect this organization's (Organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 2. Definitions.

a. **Interested Person.** Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

b. **Financial Interest.** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

i. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,

ii. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or

iii. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Section 3b, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Section 3. Procedures.

a. **Duty to Disclose.** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

b. **Determining Whether a Conflict of Interest Exists.** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

c. **Procedures for Addressing the Conflict of Interest.**

i. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

- ii. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - iii. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - iv. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
- d. Violations of the Conflict of Interest Policy.
- i. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflict of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - ii. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 4. Records of Proceedings.

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Section 5. Compensation.

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Section 6. Annual Statements.

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- Has received a copy of the conflict of interest policy,
- Has read and understands the policy,
- Has agreed to comply with the policy, and
- Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Section 7. Periodic Reviews.

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Section 8. Use of Outside Experts.

When conducting the periodic reviews as provided for in Section 7, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.


CONFLICT OF INTEREST AGREEMENT for Wyckoff PTO Coordinating Council


As outlined in the attached Conflict of Interest Policy (Article IX, Section 6) each director, principal officer, and chairperson or member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- Has received a copy of the conflict of interest policy,
- Has read and understands the policy,
- Has agreed to comply with the policy, and
- Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

By signing this form you are indicating your acknowledgement and agreement of the policy and commit to make all governing decisions of the organization by following the working and intent of the policy as deemed appropriate by the governing board.

Printed Name: Jenneen Ameres
Date: 10-9-15
Signature: Jenneen Ameres
Position: President

Printed Name: Nicole DiMasi
Date: 10-9-15
Signature: 
Position: President, Coolidge

Printed Name: Colleen Wilson
Date: 10-9-15
Signature: 
Position: President, Lincoln

Printed Name: Joanne Certo
Date: 10-9-15
Signature: Joanne Certo
Position: President, Eisenhower

Printed Name: Dena Allen
Date: 10-9-15
Signature: Dena Allen
Position: President Wyckoff PTO Coordinating Council

Printed Name: Beth Murtha
Date: 10/9/15
Signature: Beth Murtha
Position: Washington PTO President