

**GREEN BROOK PARENT-TEACHER ORGANIZATION
SOMERSET COUNTY BY-LAWS**

ARTICLE I - NAME

The name of this organization shall be the Green Brook Parent-Teacher Organization (the "Green Brook PTO" or the "GB PTO" or the "PTO").

ARTICLE II - OBJECTIVES

1. To strengthen the educational opportunities of the students.
2. To promote the cultural, emotional, and physical welfare of our youth.
3. To work toward a closer relationship between the home, the school(s) and the community so that parents and teachers may work cooperatively in the education of the child.

ARTICLE III - BASIC POLICIES

1. The PTO shall not attempt to direct the administrative activities of the school(s) or to control its/their policies.
2. The PTO shall be noncommercial, nonsectarian, and nonpartisan and shall not participate in any political campaign nor endorse any commercial enterprise.
3. The PTO shall cooperate with other groups or coordinating councils active in child welfare subject to the written approval of the Executive Board.
4. No member of the PTO shall be financially compensated for their services.

ARTICLE IV - MEMBERSHIP AND DUES

1. Membership shall be open to the parents, legal guardians and teachers of the Green Brook School District.
2. Annual membership will run from September 1 to August 31 of the following year or from the date of payment of dues if after September 1 until August 31 of the following year.
3. All members whose current dues are paid shall have voting privileges.

4. All members whose current dues are paid can hold Executive Board, volunteer, committee, or homeroom parent positions.

ARTICLE V - OFFICERS

1. The OFFICERS of the Green Brook PTO shall consist of up to 8 members: a President, Vice President, or two (2) Co-Presidents, Treasurer, Assistant Treasurer or two (2) Co-Treasurers, Recording Secretary, VP of Communications, VP of Fundraising and VP of Special Events.
2. Officers shall be elected for a term of two years at the April meeting. Officers may not serve in the same capacity for more than two consecutive terms, at which point Officers may serve in another role on the Board (Officers will not be sworn in until June installation dinner).
3. Officers shall only be considered for election if they are current, paid members of the Green Brook PTO.
4. Officers Shall be sworn in at the June Installation Dinner and Executive Board Meeting. All Officers, with the exception of the Treasurer and Assistant Treasurer or Co-Treasurers, will assume all their respective duties at that time.
5. The new Treasurer and Assistant Treasurer will assume their respective responsibilities upon the closing of the PTO financial books on August 31st annually.
6. Duties of the Officers:
 - A. **President**
 - i. Shall preside over monthly and executive board meetings.
 - ii. Shall appoint all committee chairs.
 - iii. Shall make arrangements for facility usages with Green Brook BOE.
 - iv. Shall coordinate activities of officers and committees in order that the PTO objectives may be met.
 - v. Shall co-chair the Audit Committee should the need for one arise.
 - vi. Shall be a second signatory on any and all bank accounts.
 - vii. Shall cosign or verbally approve all contracts with the appropriate committee person and must sign all necessary paperwork.
 - B. **Vice President**
 - i. Shall assist the president in presiding over monthly meetings and executive board meetings should the need arise.
 - ii. Shall chair the HR parent committee.
 - iii. Shall arrange the annual Installation Dinner.

- iv. Shall co-chair the Audit Committee should the need arise for one.

C. Co-Presidents:

- i. The active membership may choose to elect Two (2) Co-Presidents to serve, in lieu of separate President and Vice President positions.
- ii. In this event the duties of the Co–Presidency will be: 1. All aforementioned duties of both the President and Vice President will be shared mutually, and equally fulfilled, by the two (2) elected parties.

D. Recording Secretary:

- i. The acting members may choose a Recording Secretary—if deemed necessary and beneficial to PTO operations.
- ii. The Recording Secretary shall take Minutes at all meetings, present minutes from prior meetings, and send a copy of minutes in a timely fashion to President (or Co Presidents), and pending approval, to the VP of Communications for posting to the public PTO website.
- iii.

E. VP of Communications:

- i. The acting members may choose to elect a VP of Communications if deemed necessary and beneficial to the PTO operations.
- ii. This Officer is responsible for all publications on the PTO website or PTO Bulletin Boards.
- iii. This Officer shall conduct all correspondence for the PTO, update PTO website on a regular basis, and be responsible for maintaining all PTO Social Media accounts under the direction of the President (or Co Presidents).
- iv. This Officer shall manage and oversee all aspects of the website(s) related to yearly membership and related fundraising efforts (but will not have access to actual funds, bank accounts, wire transfers, etc)

F. VP of Fundraising:

- i. The acting members may choose to elect a VP of Fundraising if deemed necessary and beneficial to the PTO operations.
- ii. This Officer shall reach out to local businesses to solicit financial support for events and programs.
- iii. This Officer works with the VP of Special Events and aide in securing corporate sponsorships for events and programs.
- iv. This Officer oversees Dine and Donate fundraisers with our local restaurants.
- v. This Officer assists in fundraising efforts and continually evaluating these programs to ensure that they are financially valuable and being enjoyed by our students and community.

G. VP of Special Events:

- i. The acting members may choose to elect a VP of Special Events if deemed necessary and beneficial to the PTO operations.
- ii. This Officer shall create a Special Events Committee to help organize and implement all special events for Green Brook PTO including but not limited to Family Fun Committee, Trunk or Treat and Teacher Appreciation.
- iii. This Officer coordinates with VP of Fundraising to secure sponsorship or fundraising opportunities for each Special Event.
- iv. This Officer oversees all entertainment, activities, raffle, and food vendors.
- v. This Officer assists with volunteer recruitment.
- vi. This Officer implements any additional special event to be approved by the PTO Executive Board to enrich the spirit of community at the school.

H. Treasurer:

- i. Shall have charge of all funds for the organization, keep all books and manage all accounts.
- ii. Shall keep track and have custody of all financial records (including bank statements, canceled checks, disbursement forms, invoices, receipts, and budgets). All records should be kept for a period of seven (7) fiscal years. Treasurer(s) will transfer all materials to the next appointed treasurer at the end of his or her term.
- iii. Shall prepare and present financial reports at meetings of the PTO.
- iv. Shall secure executive approval of major expenses.
- v. Shall be one of three (or four) authorized signatories on bank accounts with President, Co-President, and Assistant Treasurer as other authorized signatories.
- vi. All checks exceeding \$1,000.00 on any of the organization's accounts must have both Presidents' and Assistant Treasurer's authorized signatures on the necessary paperwork for the transaction.
- vii. No officer may write a check for reimbursement to himself or herself or to a family member.
- viii. Shall work with President and Vice President (or Co-Presidents) in creating an annual operating budget.
- ix. Shall be responsible for filing of federal and state tax forms in cooperation with the organization's accounting firm.
- x. Shall prepare or direct all accounts the Audit Committee should need to arise.
- xi. Shall present Annual Budget at first meeting of year (Sept).

I. Assistant Treasurer:

- i. Shall attend general meetings and be able to report on the financials in the absence of the Treasurer.
- ii. Shall collect all money received and deposit into the bank account in a timely manner.
- iii. Shall be able submit payments in the absence of the Treasurer and must follow the Treasurers guidelines.
- iv. Shall prepare and deliver cash boxes upon request for PTO functions.
- v. Shall be available during key fundraising events to help with accounting needs.
- vi. Shall review monthly financial reports prior to each PTO meeting and aid the Treasurer with annual budget. Shall work jointly with the Treasurer to maintain accurate records. Shall assist the treasurer in preparing, developing, and organizing all materials to ensure smooth flow of the organization.
- vii. Shall be responsible for monitoring of all online mobile payment services.

J. Co-Treasurers:

- i. The active membership may choose to elect two (2) Co-Treasurers to serve, in lieu of separate Treasurer and Assistant Treasurer positions.
- ii. All aforementioned duties of both the treasurer and assistant treasurer will be shared mutually, and equally fulfilled, by the two (2) elected parties.

ARTICLE VI - THE AUDIT COMMITTEE

1. Composition of the Audit Committee

- a. The Co-President(s) shall appoint the members of the Audit Committee, which shall consist of the co-presidents or Vice President, one additional Executive Board Member, and one member from the general membership.
- b. The Vice President or co-president shall be the Chairperson of the Audit Committee.

2. Responsibility Of The Audit Committee –

- a. The Audit Committee shall audit the books and records of the PTO annually and shall complete such audit on or before August 15 of each year.
- b. The Audit Committee shall work with the Treasurer, Assistant Treasurer (or Co-Treasurers), and the President to promptly resolve and reconcile any issues arising from the audit.
- c. The Audit Committee shall present its findings to the general membership at the first meeting in September of each year.

ARTICLE VII - NOMINATIONS, ELECTIONS AND TERMS OF OFFICE

1. The Nominating Committee
 - a. The President shall ask for two (2) volunteers from the Executive Board and three (3) volunteers from the membership-at-large to form the Nominating Committee. The President shall be an ex official member of this committee.
 - b. The Nominating Committee shall present a single slate of Officers prior to the meeting in April. All nominations require prior consent from nominees. 3. A copy of the proposed slate shall be sent to the membership prior to the April meeting.

2. Nominations, Elections and Terms of Office
 - a. If there is but one nominee for each office, election may be by viva voce. A majority of those members present shall elect such a nominee. If there is more than one nominee for a particular office, election shall be by paper ballot. A majority of the ballots cast by the membership in attendance at the meeting shall constitute the election of a nominee.
 - b. Officers shall serve for two (2) years, or until their successors are elected and assume their duties. Officers may not be elected to serve in the same capacity for more than two (2) consecutive terms.
 - c. The offices of President, Vice President (or Co-Presidents) shall be elected on alternate years as well as the offices of Treasurer and Assistant Treasurer or Co-Treasurer.
 - d. A vacancy occurring in an elected office shall be filled by a majority vote of the Executive Board.

3. REMOVAL
 - a. Executive Board Officers can be removed from office for failure to fulfill his/her duties, as confirmed by a two-thirds majority vote at a meeting of the Executive Board.
 - b. Reasonable notice of the meeting and its purpose must be given.

ARTICLE VIII – MONTHLY MEMBERSHIP MEETINGS

1. Regular meetings of the PTO shall be held monthly, beginning in September, and ending with May (excluding December). Meeting dates shall be set according to the school calendar. Such meetings shall generally be referred to as "general meetings".

2. Special meetings may be called by the Executive Board when necessary, upon five (5) days prior written notice. Such notice shall be posted online and may, in the discretion of the Executive Board, be sent home in the backpacks.

3. At all meetings, two-thirds of the Executive Board shall constitute a quorum. A quorum is necessary for any vote.

ARTICLE IX - EXECUTIVE BOARD

1. The Executive Board shall consist of the Officers and have designated teacher representatives, from IEF and/or GBMS. The teachers shall select their representative and notify the Executive Board of their selection prior to first general meeting (September). Members of the Executive Board shall serve until their successors assume their duties at the next June Executive Board meeting.
2. The Executive Board shall direct and coordinate the activities of the PTO, submit to the PTO for approval a budget for the fiscal year, and approve all major expenditures.
3. The Executive Board shall meet monthly as needed according to general meeting schedules. Additional Executive Board meetings shall be called at the discretion of the President.
4. At all Executive Board meetings, two-thirds of the Executive Board membership shall make up a quorum. A quorum is necessary for all votes. 5. The Executive Board shall have control over all monies.
5. Dissolution: The organization may be dissolved with previous notice, not less than 30 days, and a by a two-thirds majority vote of those members in good standing present at a general meeting. In the event of such dissolution of the GBPTO, any funds left in the treasury shall be used solely for the benefit of schools as determined by a vote of the Green Brook PTO Executive Board.

ARTICLE X – SPECIAL EVENTS & COMMITTEES

1. The chairpersons of each Committee may be appointed by the President or Co-Presidents and must be a paid member. It is highly recommended that each person helps find and train a replacement prior to leaving.
2. Chairpersons cannot go over their established budget without approval from the Executive Board.
3. All funds raised for the PTO must be documented and submitted to the PTO Treasurer.

4. **CONTRACTS** for events or services: Authority to sign contracts is limited to the President/Co-Presidents or their designee.
5. PTO funds shall be used for programs, events and items that directly benefit the students of the school.
6. Reimbursements for all expenses shall be made only after store/online receipts for the expenditures have been audited, documented, and approved by the PTO Treasurer.
7. Committees are listed on the PTO website and can change yearly depending on the needs of the school and community. (Additional Committees may be formed upon majority vote of the Executive Board). The specific duties of these offices and the Executive Board member to which they report are maintained by the Recording Secretary. The committees below are permanently maintained.
 - A. **Sunshine & Hospitality** - the Sunshine and Hospitality Committee shall coordinate all activities associated with staff gifts, Thanksgiving Drive, and other activities stated in their guidelines. The Sunshine and Hospitality Committee may, in its discretion, coordinate other activities.
 - B. **Homeroom Parent Representatives** - the Homeroom Parent Representatives shall coordinate crafts, activities and refreshments associated with classroom parties ([see Home Room Parent Responsibilities on the PTO website for more information](#)), including but not limited to, Halloween, Holiday, Valentine's Day, and End of Year parties. The Homeroom Parent Representatives shall also attend classroom field trips when requested. It is highly recommended that at least one parent representative from each class attends monthly PTO meetings.
 - C. **Fundraising** - the Fundraising Committee shall work directly with the VP of Fundraising to raise funds for the use of the PTO through events it identifies for the year, approved by the PTO Executive Board.
8. Chairpersons shall act as liaisons to any subcommittees that may be formed by each Committee, in its discretion.
9. Each Committee chairperson shall maintain and update a Committee Binder for the benefit of future Committee members and shall promptly transfer its Committee Binder to the next Committee Chairperson upon completion of his/ her term.

10. All Committee and Subcommittee members shall be paid members of the Green Brook PTO. Additionally, all volunteers on school grounds or at PTO sponsored events must be paid members of the Green Brook PTO.

ARTICLE X - MISCELLANEOUS PROVISIONS

1. All questions of parliamentary law shall be according to Robert's Rules of Order.
2. These by-laws may be amended at any regular meeting by- a 2/3 vote of the members present and voting; provided notice and a copy of the proposed amendment(s) has been submitted in writing to each member at least two (2) weeks prior to the meeting.
3. **INSURANCE** The organization shall, at all times, maintain liability insurance. A fidelity bonding company that is approved by the Executive Board shall bond the President, Treasurer, and other officers dealing with funds belonging to the Green Brook PTO.

CODE OF ETHICS STATEMENT

As a member of the Executive Board of the Green Brook PTO, I agree to the following Code of Ethics:

As a PTO volunteer, I realize that I am subject to a code of ethics similar to that which binds the professional in the field in which I work. Like them, I assume certain responsibilities and expect to account for what I do in terms of what I am expected to do:

1. I will keep confidential matters confidential.
2. I interpret "volunteer" to mean that I have agreed to work without compensation in money, but having been accepted as a worker, I expect to do my work according to standards, as the paid staff expect to do their work.
3. I promise to take to my work an attitude of open-mindedness; to be willing to be trained for it; to bring to it interest and attention.
4. I realize that I may have assets that my co-workers may not have and that I shall use these to enrich the project at which we are working together.
5. I realize also that I may lack assets that my co-workers have, but I will not let this make me feel inadequate but endeavor to assist in developing teamwork.
6. I plan to find out how I can best serve the activity for which I have volunteered, and to offer as much as I am sure I can give but no more.
7. I realize that I must live up to my promise and therefore, will be careful that my agreement is so simple and clear that it cannot be misunderstood.
8. I believe that my attitude toward volunteer work should be professional. I believe that I have an obligation to my work, to those who direct it, to my colleagues, to those for whom it is done, and to the public.
9. This article will apply to all volunteers under the Green Brook PTO and to be signed by board members upon their installation into the PTO.

Signature

Office

Date

AMENDED:

MAY 16 , 1995 APRIL 18 , 2006 APRIL 28 , 2009 MAY 8, 2012 APRIL 9, 2013 MAY 13, 2014
MAY 10, 2016 MAY 8, 2018 OCTOBER 11, 2022 NOVEMBER 15, 2022, March 12,2024