

**BYLAWS OF  
J. HAROLD VAN ZANT PARENT-TEACHER ORGANIZATION  
MARLTON, BURLINGTON COUNTY, NEW JERSEY**

**June 2007**

**\*Revision Adopted April 2015**

**ARTICLE I: NAME**

The name of this Organization is the J. Harold Van Zant Elementary School Parent-Teacher Organization (the “Organization”), an independent local unit of parents, teachers and associates.

**ARTICLE II: ARTICLES OF ORGANIZATION**

This Organization exists as an incorporated Organization of its Members. Its “Articles of Organization” comprise these Bylaws, as from time to time may be amended.

**ARTICLE III: OBJECTIVES**

**Section 1.** The Objectives of this Organization are promoted through an educational program directed towards parents, teachers and the general public; are developed through conferences, Committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article IV.

**Section 2.** The Organization is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future Federal tax code.

**ARTICLE IV: BASIC POLICIES**

**Section 1.** The Organization shall be noncommercial; nonsectarian; and nonpartisan.

**Section 2.** The name of the Organization or the names of any Members in their official capacities shall not be used in connection with a commercial concern, partisan interest or any purpose not appropriately related to promotion of the Objectives of the Organization.

**Section 3.** The Organization or Members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing 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 to attempt to influence legislation by propaganda or otherwise.

**Section 4.** The Organization shall cooperate with the schools to support the improvement of education in ways that will not interfere with the administration of the school and shall not seek to control their policies.

**Section 5.** The Organization may cooperate with other Organizations and agencies concerned with child welfare, but persons representing the Organization in such matters shall make no commitments that bind the Organization.

**Section 6.** No part of the net earnings of the Organization shall inure to the benefit of, or be distributable to, its Members, directors, trustees, Officers or other private persons except that the Organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the purposes set forth in Article III.

**Section 7.** In the event of the dissolution of the Organization, its assets shall be liquidated pursuant to the requirements of Section 501(c)(3) of the Internal Revenue Code as from time to time amended, after payment or adequate provision for the debts and obligations of the Organization.

**Section 8.** Criticism of individual teachers, administrators, or other individuals shall not be voiced in public or at an open meeting.

**Section 9.** Members under the age of 18 years are prohibited by New Jersey Law from signing contracts that bind the Members of this Organization.

## **ARTICLE V: MEMBERSHIP AND DUES**

**Section 1.** Any individual who subscribes to the Bylaws of this Organization may become a member without regard to race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy), familial status, marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, and mental or physical disability, perceived disability, and AIDS and HIV status.

**Section 2.** The Organization shall conduct an annual enrollment of Members, but persons may be admitted to Membership at any time.

**Section 3.** Only Members in Good standing of the Organization shall be eligible to participate in its business meetings or serve in any of its elective or appointed positions.

**Section 4.** Members in Good Standing are those who abide the Bylaws and have paid the Annual dues of \$10.00 per family unit.

## **ARTICLE VI: OFFICERS & THEIR ELECTION**

Only those individuals who have been a Member in Good Standing for three (3) months shall be eligible to serve as an Officer in this Organization. In the event that there are no Members in Good Standing who have three(3) months of participation are willing to serve in a particular office, a newer member will be considered.

### **Section 1. Officers**

- a. The Officers of this Organization shall be: President, two Vice Presidents, Recording Secretary, Corresponding Secretary, and Treasurer.
- b. Officers shall be elected annually by a majority vote at the May meeting of the Organization.
- c. Officers shall assume their official duties at the close of the June meeting of the Organization, and shall serve a term of one year and/or until their successors are elected.
- d. No person shall serve more than three consecutive terms in the same office, unless there is no other nominations and/or objections to the continuation of the current office holder.
- e. A person who has served more than one-half of a term shall be deemed to have served a full term, in such office.
- f. Each officer shall be at least 18 years of age as of the date of the election.

### **Section 2. Nominating Committee**

- a. There shall be a Nominating Committee consisting of three to five members and one alternate. The Chairperson shall be appointed by the President.
- b. The Nominating Committee shall select one nominee for each office to be filled and report the slate of selected candidates at the April meeting of the Organization.
- c. The Nominating Committee shall report its slate of candidates immediately to the President, as a courtesy.
- d. Only persons who have signified their consent in writing shall be eligible to be nominated to such an office, either by Committee or from the floor.
- e. Following the report of the Nominating Committee, the slate will be communicated prior to the May meeting.
- f. Following the final report of the nominating Committee at the election meeting in May, an opportunity shall be given for nominations from the floor. Nominees from the floor shall have given 20 days' notice before the election meeting of their intent to run. Notification must be in writing to the Local PTO President, Recording Secretary and Nominating Committee Chairperson.

### **Section 3. Vacancies**

A vacancy occurring in an office shall be filled for the unexpired term by a person elected by a majority vote of the remaining Members of the Executive Board, notice of such election having been given 14 days' notice by the Secretary.

## **ARTICLE VII: DUTIES OF OFFICERS**

**Section 1.** The President shall: preside at all meetings of the Organization and of the Executive Board, shall coordinate the work of the Officers and Committees of the Organization to promote the Objectives, and may be promoted perform such other duties as may be prescribed in these Bylaws or

assigned to him/her by the Organization or by the Executive Board. The President shall appoint Committees as directed by the Board or Organization.

**Section 2.** The Vice-Presidents shall: act as aides to the President and shall perform the duties of the President in the absence or inability of that officer to serve. The VP1 shall also serve as program Chairperson and the VP2 shall serve as fundraising coordinator and assist VP1.

**Section 3.** The Recording Secretary shall: record the minutes of all meetings of the Organization and the Executive Board, shall have a copy of the approved Bylaws, and a Membership list available at every meeting, and shall perform such duties as may be delegated.

**Section 4.** The Corresponding Secretary shall: conduct the general correspondence of the Organization as directed by the President or Board.

**Section 5.** The Treasurer shall:

- a. Have custody of all funds of the Organization, keeping an accurate record of receipts and expenditures and paying out 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 Board, and shall make a full report at the Annual Meeting;
- c. Make disbursements as authorized by the President and/or Executive Board in accordance with the budget adopted by the Organization. Checks and vouchers shall be signed by the President and Treasurer. In an emergency or the unavailability of the President or Treasurer, the Recording Secretary may sign in place of one of the other signatories; and
- d. Shall submit all accounts for audit annually or, if requested upon change of officer. The audit is to be performed by a certified public accountant or an auditing Committee (hereinafter collectively referred to as "the Auditor") of not less than three (3) Members in Good Standing. At the completion of the audit the Auditor shall sign a statement attesting to the accuracy or errors in the accounts. The Auditor shall be appointed by the President with approval of the Executive Board and shall report at the Annual Meeting. NOTE: An audit of the Treasurers' accounts is for the protection of the Treasurer. It is the only means of assuring everyone that the accounts are accurate, and it relieves the Treasurer of responsibility except in the case of fraud.

**Section 6.** The Bylaws Chairperson shall monitor the progress of meetings to ensure the rules are being adhered to, and that the meeting continues in an orderly fashion.

**Section 7.** All Officers shall deliver to their successors all official material at the conclusion of the annual audit or in case of resignation/removal.

## **ARTICLE VIII: EXECUTIVE BOARD**

**Section 1.** The Executive Board shall consist of the Officers of the Organization.

**Section 2.** The Duties of the Executive Board:

- a. To create Standing Committees.
- b. To elect/appoint Chairmen of the Standing Committees.
- c. The Executive Board (or appointed Committee) will meet in emergency situations to direct inter-Organization difficulties and report to with conclusions.
- d. The Executive Board calls upon the ByLaws Chairperson as needed.

- e. To transact necessary business in the intervals between Organization meetings and such other business as may be referred to it by the Organization.
- f. To approve the plans of work of the Standing Committees;
- g. To present a report at the regular meetings of the Organization.
- h. To accept and submit to the Organization for approval a tentative budget for the fiscal year at the first General Membership Meeting. Vote on approved budget at the following General Membership Meeting (usually, September & October).
- i. To approve routine bills within the limits of the budget.
- j. Each Board member shall be a paid member of this Organization.
- k. The Members of the Executive Board shall serve for one year or until their successors are elected/appointed.

## **ARTICLE IX: MEETINGS**

### **Section 1.** General Membership Meetings:

- a. Meetings of the Organization shall be scheduled by the Executive Board on a designated day of the designated month during the school year and announced at the First General Membership Meeting of the year.
- b. At least three General Membership Meetings shall be held during the school year.
- c. Notice of one day shall be given of a change of date of General Membership Meetings.
- d. Special General Membership Meetings may be called by the Executive Board.  
The purpose of the meetings will be stated in the electronic communication.
- e. The annual General Membership Meeting for the purpose of the budget presentation and audit approval shall be the first general meeting following the close of the fiscal year, usually September.
- f. The privilege of holding office, introducing motions, debating, and voting shall be limited to Members in Good Standing.
- g. Members of the Board are encouraged to attend all Board meetings. After missing three consecutive meetings, the Board member may be contacted by the President to determine whether or not they wish to continue on the Board.

## **ARTICLE X: STANDING & SPECIAL COMMITTEES**

**Section 1.** Standing or Special Committees may be created by the Executive Board/Committee as required to promote the Objectives and interests of the Organization. Their term shall be one year.

**Section 2.** Chairpersons of Standing or Special Committees shall be requested by the Executive Board to attend all general meetings.

**Section 3.** The President shall be ex-officio member of all Committees except the Nominating and Audit Committees.

Note: Since a Special Committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done and its final report is received.

## **ARTICLE XI: MEMBERSHIP YEAR**

The Membership year of this Organization shall be from October 1<sup>st</sup> through September 30<sup>th</sup> of the following year.

## **ARTICLE XII: PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, Revised, shall govern this Organization in all cases in which they are applicable.

## **ARTICLE XIII: 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 amendments shall have been distributed to all Members prior to the meeting at which they would be voting upon.