

BYLAWS
Of
Monmouth Beach School
Parent Teachers Organization (PTO)

ARTICLE I – NAME, DESCRIPTION, PURPOSE & PARTNERSHIP

Section 1: NAME – The name of the organization shall be the Monmouth Beach School Parent Teachers Organization (MBS PTO). The MBS PTO is located at 7 Hastings Place, Monmouth Beach, NJ 07750.

Section 2: DESCRIPTION – The MBS PTO is a non-profit organization that exists for charitable and educational and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code with similar education oriented goals i.e., PTO's, PTA's and Education Foundations.

Section 3: PURPOSE – The purpose of the MBS PTO is to enhance and support the educational experience at Monmouth Beach School (MBS), to develop a closer connection between school and home by encouraging parental involvement, to improve the environment at MBS through volunteer and financial support, and to assist in the acquisition of goods and or services which (goods and services), offer educational and personal development advantages to the MBS students.

In addition, and to comply with IRS required language, the MBS PTO is “a corporation organized exclusively for charitable, educational, religious or scientific purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code”.

Section 4: PARTNERSHIP – The MBS PTO has been formed for the express purpose of providing resource assistance to MBS that will result in short and long term programmatic gains for the MBS students, and improve the education experience of MBS students.

The MBS PTO recognizes that a partnership between the MBS faculty and the MBS PTO is critical to the long term success of the MBS PTO, and for the MBS PTO to attain the stated goals of the organization. Therefore; the MBS PTO officers and membership agree to (at all times), seek to promote encourage and realize strong planning, communications and decision making activities between the MBS PTO and the MBS faculty and administration, activities that will foster a working partnership.

ARTICLE II – MEMBERSHIP

Section 1: Membership shall be granted to all parents and guardians of MBS students that join the PTO, plus all staff at MBS that also join the PTO. Membership dues shall be kept at a level that is affordable to all parents and or all guardians. Members shall have voting privileges, one vote per household. Membership and dues are recorded on a per family basis.

ARTICLE III – OFFICERS

Section 1: EXECUTIVE BOARD– The MBS PTO Executive Board shall consist of the following officers: President, Vice President of Fundraising, Vice President of Communications, Vice President of Programs, Vice President of Assemblies, Recording Secretary, Treasurer, Recording Secretary, and Procedures and Bylaws. If desired by the MBS PTO membership, officer positions can be shared.

Section 2: TERM OF OFFICE – The term of office for all officers is one year, beginning July 1, and ending upon officer election the following school year. However; qualified incumbent officers shall not be prohibited from running for consecutive terms. A term limit of 2 years shall apply to the position of Treasurer.

Section 3: NOMINATING COMMITTEE – A Nominating Committee will be appointed, consisting of a minimum of 2 members, one of which is an existing officer. This committee will seek members for vacated positions on the MBS PTO Executive Board and nomination will be due one month prior to voting. Voting on the new slate of officers for the upcoming year will take place at the MBS PTO general meeting in May of each year.

Section 4: CHANGE OF OFFICERS – Notice of an election will be communicated to the all members. Individuals will be nominated by a Nominating Committee and voting will be take place one month prior to the position being vacated.

Section 5: QUALIFICATIONS – Any MBS PTO member in good standing may become an officer of the PTO.

Section 6: DUTIES –

Executive Board – The Executive Board shall develop an annual strategic plan, the PTO's annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, and approve by majority vote of the Board, unbudgeted expenditures of not more than \$500.00.

President – Preside at all general MBS PTO meetings and Executive Board meetings, serve as the official representative of the MBS PTO, develop and oversee the implementation of the MBS PTO annual strategic and financial plans, assist other MBS PTO officers in their respective activities, retain all official records of the PTO, and oversee committee activities, as necessary.

Vice President of Fundraising – Responsible for coordination of all PTO sponsored fundraising events to ensure adequate leadership, fundraising, approvals etc. with the President responsible for

the day to day operations of the PTO and, working with other board members, the development and implementation of fundraising initiatives, corporate donations etc..

Vice President of Communications – Manage communications and marketing for the MBS PTO including but not limited to MBS PTO newsletters, email broadcasts, website, bulletin boards, etc.

Vice President of Programs – Responsible for the coordination/set up of Family Fun Night events and all programs not meant for the purposes of fundraising, including parent programs, within the approved budget for the benefit of the MBS students.

Vice President of Assemblies – Responsible for the coordination/set up of assemblies within the approved budget for the benefit of the MBS students.

Recording Secretary – Record and distribute minutes of all Executive Board meetings and all General MBS PTO meetings, prepare agendas for official MBS PTO meetings, hold historical records for the MBS PTO.

Treasurer – Serve as custodian of the MBS PTO's finances, collect revenue, pay authorized expenses, report financial activity every month, prepare an annual budget and year-end financial report, facilitate an annual audit, and hold all financial records.

Procedures and Bylaws – Responsible for ensuring all actions and suggestions stay within the MBS PTO approved Bylaws and with the parameters of the organization's overall goals. Responsible for expediting any changes, revisions or additions to the Bylaws with the approval of the MBS PTO Executive Board.

Section 7: BOARD MEETINGS – The MBS PTO Executive Board shall meet monthly during the school year, or at the discretion of the President.

Section 8: REMOVAL – After reasonable notice, an officer can be removed from office for failure to fulfill his/her duties, by a majority vote of the Executive Board.

ARTICLE IV – MEETINGS

Section 1: GENERAL and Emergency or Special PTO MEETINGS – General MBS PTO meetings shall be held to conduct the business of the MBS PTO. Meetings shall be held monthly during the school year or at the discretion of the MBS PTO Executive Board, provided that any meeting to be held shall meet the following notice requirements:

- Regularly Scheduled Meetings: Seven days advance notice.
- Emergency/Special Meetings: Two days advance notice. MBS Emergency or Special meetings may be called by:
 - Written request by the Superintendent or Principal of MBS or,
 - Written request by two or more members of the Executive board or,
 - Written request by the President of the MBS PTO
 - Written request signed by at least five MBS PTO members or,

Section 2: VOTING – Each member in attendance at a MBS PTO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed.

Section 3 – QUORUM – Seven (7) members of the MBS PTO (including members of the Executive Board), present and voting constitute quorum for the purpose of voting.

ARTICLE V – FINANCIAL POLICIES

Section 1: FISCAL YEAR - The fiscal year of the MBS PTO begins August 1 and ends July 31 of the following year.

Section 2: BANKING - All funds shall be kept in a checking account in the name of the MBS PTO, requiring two signatures of the Executive Board, and held at a local financial institution. All check signing authority is limited to the President and the Treasurer. Any counting of cash must be done in the presence of the President and one other Executive Board member and NOT the event chair or person in charge of that program or event.

Section 3: REPORTING - All financial activity shall be recorded in a manual or computer-based accounting system. The Vice President of Finance shall reconcile the account(s) monthly and report all financial activity monthly at the regularly scheduled MBS PTO meeting. The MBS PTO shall arrange an independent review of its financial records each year.

Section 3: ENDING BALANCE - The MBS PTO shall leave a minimum of \$2,000.00 in the treasury at the end of each fiscal year, or that amount as approved by the MBS Board and membership.

Section 4: CONTRACTS - Contract signing authority is limited to the MBS PTO President or the President's designee.

ARTICLE VI – BYLAW AMENDMENTS

Amendments to the MBS PTO bylaws may be proposed by any MBS PTO member. Amendments presented at a MBS PTO meeting shall be considered for voting at a subsequent meeting. 2/3 approval of all members present and voting is required to adopt an amendment to the Bylaws.

ARTICLE VII - DISSOLUTION

In the event of dissolution of the MBS PTO, the Executive Board shall, after paying or making provisions for the payment of all liabilities of the MBS PTO, dispose of all assets of the MBS PTO exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c)(3) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law).

ARTICLE VIII - PARLIAMENTARY AUTHORITY

The authority and voting rules and guidelines for the MBS PTO and meetings conducted by the MBS PTO, shall be "Robert's Rules of Order Newly Revised."

ARTICLE IX – STATE LAW

The MBS PTO is a New Jersey based and registered, not for profit organization that relies upon and conducts itself in accordance with the State of New Jersey statutes and regulations, and federal regulations (as applicable).

These bylaws were adopted on November 9, 2010.

Amended January 21, 2014 per general consensus request, voted on January 21, 2014.