

Central Jersey College Prep Charter School

PTSO Bylaws

Article I – Name

The name of the organization shall be the Central Jersey College Prep Charter School Parent Teacher Student Organization, CJCP PTSO.

Article II – Purpose

The corporation is organized for the purpose of supporting the education of children at Central Jersey College Prep Charter School by fostering relationships among the school, parents, and teachers. The PTSO is formed to encourage enthusiastic support and interest in the school and the welfare of its students and staff and lend support to the students/staff in carrying out educational experiences.

Article III – Members

Section 1. Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights after the dues had been paid. The principal and any teacher employed at the school may become a member and have voting rights after the dues had been paid..

Section 2. Dues established by the executive board is \$5 per family.

Article IV – Officers and Elections

Section 1. Officers. The officers shall be a president, vice president, treasurer, recording secretary and corresponding secretary. The primary method of communication among the officers is email. Each officer will follow a system of communication and the chain of command.

- a. **President.** The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

- b. **Vice President:** The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve.
- c. **Recording Secretary:** The secretary shall keep all records of the organization, take and record minutes, prepare the agenda. The secretary is also in charge of creating templates.
- d. **Correspondence Secretary:** The secretary shall handle the PTSO website, keeps a copy of the minutes book, by-laws rules and membership lists, maintains constant communication with the parents and staff.
- e. **Treasurer:** The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year. The treasurer will deposit money in the Student Activities account at CJCP with the assistance of the Business Administrator.

Section 2. Nominations and Elections. Elections will be held at the MAY meeting of the school year. The nominating committee shall select a candidate for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken. School Operations Manager will extend absentee ballots to all teachers and administration.

Section 3. Eligibility. Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate.

Section 4. Terms of Office. Officers are elected for 2 YEARS and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time. The CEO can grant extensions if officers are chairs or co-chairs in an ongoing project, with a net worth of more than \$500.00.

Section 5. Vacancies. If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new

vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Section 6. Removal From Office. Officers can be removed from office with cause by the executive board. An officer will be removed from the position if he or she misses 2 to 3 PTSO events or meetings in a 2 month period.

Article V – Meetings

Section 1. Regular Meetings. The regular meeting of the organization shall be on the second Thursday of each month during the school year at 7 p.m., or at a time and place determined by the executive board at least one month before the meeting. The annual meeting will be held at the April regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise. The PTSO will post meeting notifications on the school website.

Section 2. Special Meetings. Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting will be posted on the school website.

Section 3. Quorum. The quorum shall be 10 members of the organization.

Article VI – Executive Board

Section 1. Membership. The Executive Board shall consist of the officers, principal, and standing committee chairs.

Section 2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3. Meetings. Regular meetings shall be held monthly, on the same day and at the same time each month, to be determined by the board. Special meetings may be called by any two board members, with 24 hours notice.

Section 4. Quorum. Half the number of board members plus one constitutes a quorum.

Article VII – Committees

Section 1. Membership. Committees will consist of one board members, with the president acting as an ex officio member of all committees.

Section 2. Standing Committees. Committees will be determined by the executive board.

Section 3. Additional Committees. The board may appoint additional committees as needed.

Article VIII – Finances

Section 1. A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.

Section 2. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3. The board shall approve all expenses of the organization.

Section 4. Two authorized signatures shall be required on each check over the amount of \$200. Authorized signers shall be the president, (VP) treasurer, and principal.

Section 5. The treasurer shall prepare a financial statement at the end of the year, to be reviewed. The books will be audited in JUNE. The auditing (BUSINESS MANAGER AND PRESIDENT AND VICE PRESIDENT) may be conducted by a committee of two or more people. Members of the Executive Board may not serve on the auditing committee.

Section 6. The bounced check policy is as follows: The check amount plus the current bank service charge must be remitted in a certified check, cash or money order. After the debt has been paid, the member pay by check again. Should there be a second occurrence of a bounced check, the PTSO will not accept another check from this person for the remainder of the school year.

Section 7. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

Section 8. The fiscal year shall coordinate with the school year.

Article IX – Parliamentary Authority

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

Article X – Standing Rules

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

Article XI – Contributions to and Dissolution

1. The organization shall have the right to solicit and accept contributions from third parties. All monies received will be used in furtherance of the organization's purpose.
2. The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

Article XII – Amendments

These bylaws may be amended at any regular or special meeting. Amendments will be approved by two-thirds vote of those present, assuming a quorum.