EDISON HIGH SCHOOL PTSO, INC.

BY LAWS

Township of Edison
Middlesex County
State of New Jersey

EIN #: 22-3462386
State Tax #: EO-NJ3-006-835
Date of Incorporation: 07/08/1996

1st Reading Date:
Membership Approval Date:
As Amended & Adopted Date:

Secretary Signature **Date**

_____ _____
Mary Callahan

ARTICLE I

Name

The name of this organization is the EDISON HIGH SCHOOL PTSO, INC.

ARTICLE II

Article of Organization

The organization is a not-for-profit corporation organized under the laws of the State of New Jersey. Its “articles of organization” comprise the certificate of incorporation or articles of incorporation and these bylaws as from time to time amended. In the event of any conflict between the certificate of incorporation or articles of incorporation and these bylaws, the organization shall take prompt action to amend the certificate of incorporation or articles of incorporation to conform to the provisions of these bylaws.

ARTICLE III

Purposes

Section 1

The objectives of the organization are:

a. To promote the welfare of children and youth in home, school and community.

b. To raise the standards of home life.

c. To secure adequate laws for the care and protection of children and youth.

d. To bring into a closer relationship between the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.

e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental and social education.

Section 2

The organization is organized exclusively for the charitable, scientific , literary, or education purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code or corresponding section of any future Federal tax code (hereinafter “Internal Revenue Code”).

ARTICLE IV

Basic Policies

The following are the basic policies of this organization:

a. The organization shall be noncommercial, nonsectarian, and nonpartisan.

b. The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern, or with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the organization.

c. The organization shall not – directly or indirectly – participate or intervene (in anyways, including the publishing or distributing of statements) in any political campaign or devote more than an insubstantial part of its activities to influence legislation by propaganda or otherwise.

d. The organization shall work with the school to provide quality education for all children and youth and shall seek to participate in the decision making process establishing school policy recognizing that the legal responsibility to make decisions has been delegated by the people to the Board of Education.

e. The organization may cooperate with other agencies concerned with child welfare, but persons representing the organization shall make no commitments that bind the organization.

f. No part of the net earnings of the organization shall insure to the benefit of, or be distributed to its members or 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 distributions in furtherance of the purposes set forth in Article III hereof.

g. Notwithstanding any other provisions of these articles, the organization shall not carry on any other activities not permitted to be carried

    1) By an organization exempt from Federal income tax under section 501 (c) (3) of the Interval Revenue Code, or

    2) By any organization, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code.

h. In the event of the dissolution of the organization, its assets shall be distributed for one or more of the exempt purposes specified in section 501 (c) (3) of the Interval Revenue Code. voted

i. Criticism of individual teachers and administrators shall not be voiced in the open meetings.

j. Each year a donation to the school will be made in an amount to be determined by the executive board on an annual basis provided funds are available. It's specific use to be determined by the Administrative staff at Edison High School for the purpose of enhancing the quality of education for all students enrolled and/or the improvement of our High School facility.

k. Each year a donation will be made to the Edison High School Scholarship Fund in an amount to be determined by the executive board on an annual basis, to be awarded to a student or split between several students chosen by the Edison High School Scholarship committee, or Administrative staff, or Guidance Department based upon their scholarship criteria including verification with this organization that the recipient(s) have been active members of the PTSO during their enrollment at the high school. The scholarship award(s) will be given in the name of the Edison High School PTSO.

l. Each year the PTSO will award up to five (5) Service Awards to a qualifying senior(s) based upon the student(s) participation and involvement with the PTSO and verification that the recipient(s) have been active members of the PTSO during their enrollment at Edison High School. The executive board will choose the recipient(s) and determine on an annual basis the amount(s) to be awarded.

ARTICLE V

Membership and Dues

a. Membership in the PTSO shall be made available to any individual who subscribes to on the Objectives of the organization without regard to race, color, creed, or national origin.

b. Only members of the organization shall be eligible to participate in business meetings, or to serve in any of its elective or appointed positions.

c. The organization shall conduct an annual enrollment of members but persons may be admitted to membership at any time.

d. Members in good standing are those who abide by the bylaws and who have paid the current dues.

e. The privilege of holding office, introducing motions, debating and voting shall be limited to members who have been members in good standing of the organization at least fifteen (15) days.

f. The membership year for this organization shall be from October 1 through September 30.

g. Each family of the organization shall pay annual dues of fifteen dollars ($15) to the organization.

h. Teacher's membership dues will be determined annually.

i. Members who are under the age of 18 years are prohibited under New Jersey law from signing contracts.

ARTICLE VI

Officers and their Election

a. Only those individuals who have been a member in good standing for 15 days shall be eligible for nomination, either by committee or from the floor.

b. The officers of this organization shall be a president or 2 presidents (co-presidents), vice president or 2 vice presidents, a secretary, and a treasurer. Only members over 18 years of age shall serve as officers of this organization. Only members of the organization shall be eligible to serve in any elective or appointed positions.

c. The Principal shall serve as honorary vice-president.

d. The duly elected officers shall be deemed as trustees of the corporation.

e. Officers shall be elected by ballot annually in the month of May. However, if there is but one nominee for each office, the election may be by voice vote.

f. A majority vote shall elect.

g. Officers shall assume their official duties at the close of the meeting in June and shall serve for a term of one year or until successors are elected.

h. There shall be a nominating committee consisting of at least 3 members elected by the executive committee at least one month prior to the election. The first member nominated and elected shall call the committee together and the committee elects its own chairman.

i. The nominating committee shall elect one nominee for each office to be filled and report at the meeting in May.

j. Following the report of the nominating committee, an opportunity shall be given for nominations from the floor.

k. A vacancy occurring in an office shall be filled for the unexpired time by a person elected by a majority vote of the remaining members of the executive committee, notice of such election having been given by the secretary.

ARTICLE VII

Duties of Officers

Section 1

The president presides at all meetings of the organization and of the executive committee; shall perform such other duties as may be assigned to him/her by the organization or by the executive committee; and shall coordinate the work of the officers and committees of the organization in order that the objectives may be promoted.

Section 2

The vice-president shall act as an aide to the president and shall perform the duties of the president in the absence or inability of that officer to serve.

Section 3

The secretary shall record the minutes of all the meetings of the organization and the executive committee, shall have a copy of the approved bylaws, and a membership list available at every meeting and shall perform such other duties as may be delegated to him/her.

Section 4

The treasurer shall have custody of all the funds of the organization; shall keep an accurate record of receipts and expenditures; shall pay out local funds in accordance with the approved budget as authorized by the organization. The treasurer shall present a financial statement of accounts at every meeting of the organization and at other times when requested by the executive committee. The treasurer’s account shall be examined annually by the executive committee who shall sign a statement of facts at the end of the report.

Section 5

All officers shall deliver to their successor all official material within 30 days prior to the new school year.

ARTICLE VIII

Executive Committee/Board

Section 1

The executive committee/board shall consist of the officers of the organization, the chairman of standing committees, and the principal for the school or a representative appointed by him. The members of the executive committee/board shall serve until their successors are elected.

Section 2

The duties of the executive committee/board shall be:

a. To transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization;

b. To create standing committees;

c. To approve the plans of work of the standing committees;

d. To present a report at the regular meetings of the organization;

e. To annually examine treasure's account report and shall sign a statement to the facts at the end of the report.

f. To approve routine bills within the limits of the budget.

g. To meet in emergency situations to address difficulties and report to the executive board with conclusions.

h. A majority of those listed as serving shall constitute a quorum.

Section 3

Special meetings of the executive committee may be called by the president or by a majority of the members of the executive committee. The purpose of the meeting shall be stated in the call. A majority of the executive committee shall constitute a quorum.

ARTICLE IX

Meetings

a. Regular meetings of the organization shall be held monthly during the school year, the time to be fixed by the executive committee at the first meeting of the year, unless otherwise provided by the organization or by the executive committee.

b. Special meetings may be called by the executive committee as deemed appropriate.

c. The annual meetings for the purpose of electing and installing officers, hearing reports, and such other business as may properly come before it shall be in May.

d. Six (6) members shall constitute a quorum for the transaction of business in any meeting of this organization.

e. The privilege of holding office, introducing motions, debating, and voting shall be limited to members whose current dues are paid, and who have been in membership in this organization for at least 15 days.

ARTICLE X

Standard Committees and Special Committees

Section 1

Such standing committees shall be created by the executive committee as may be required to promote the objectives and interests of the organization. The chairman of the standing committee shall be elected by the officers of the organization and the principal of the school or his representative. Their term shall be for one year.

Section 2

Only member of the organization shall be eligible to serve as chairman or members of the committee.

Section 3

The chairmen of all standing committees shall represent plans of work to the executive committee, and no committee work shall be undertaken without the approval of the executive committee.

Section 4

Special committee shall be appointed by the president, executive committee or the organization as deemed necessary to carry on the work of the organization.

Section 5

The president shall be an ex officio member of all committees except the nominating committee.

ARTICLE XI

Fiscal Year

The fiscal year of this organization shall begin on July 1st and end on June 30th (12 months). The fiscal year may differ from the membership year.

ARTICLE XII

Parliamentary Authority

Robert's Rules of Orders Newly Revised shall govern this organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

ARTICLE XIII

Amendments

Section 1

These bylaws may be amended at any regular meeting of the organization by a two-thirds (2/3) vote of the members present and voting, provided that notice of the proposed amendment shall have been given at the previous meeting.

Section 2

A committee may be appointed to submit a revised set of bylaws as a substitute for these bylaws only by a majority vote at a meeting of the organization, or by a two-third (2/3) vote of the executive committee. The requirements for adopting a revised set of bylaws shall be the same as in the case of an amendment.

MEMBERSHIP APPROVAL

DATE: _____

Secretary Signature _____ Date _____