



## SUSSEX COUNTY CHARTER SCHOOL For TECHNOLOGY PTO

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385 N. Church Rd. Sparta, NJ 07871 (973) 383-3250 (973) 383-2901 (fax)

### PTO BYLAWS OF SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY 385 NORTH CHURCH ROAD SPARTA, NJ 07871

#### ARTICLE I - NAME

The name of the organization shall be the Sussex County Charter School for Technology Parent/Teacher Organization.

#### ARTICLE II - OBJECTIVES

- A. The objective of the PTO is to promote and enhance the welfare and education of the children and work cooperatively with and provide positive support for the home, school and community, in accordance with law, policies and practices for the care and protection of children.
- B. To be involved in fundraising for the school.

#### ARTICLE III - BOARD

- A. The Executive Board shall consist of the President, Vice President, Treasurer, Secretary and Principal.
- B. The PTO Board shall consist of the Executive Board, the Chairpersons of the Standing Committees, faculty representatives from grades 6-8 respectively, and a support staff representative.
- C. The General membership shall consist of all parents and teachers of the Sussex County Charter School for Technology.

#### ARTICLE IV - BASIC POLICIES

- A. The PTO shall be noncommercial, nonsectarian and nonpartisan.
- B. The Principal shall maintain the right to approve/disapprove all decisions and activities of this PTO.



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- C. This PTO may cooperate with other organizations or agencies concerned with child welfare. Persons representing this PTO in such matters shall make no commitments that bind this PTO unless approved by a majority vote of this organization.

### ARTICLE V - MEMBERSHIP AND DUES

- A. The PTO shall conduct an annual enrollment of members.
- B. Membership shall coincide with a school year September to June.
- C. Yearly dues will be collected.

### ARTICLE VI - ELECTIONS OF OFFICERS AND APPOINTMENT OF COMMITTEE CHAIRPERSONS

- A. Only members of this PTO shall be eligible to serve in any elective appointive positions.

#### SECTION 1: ELECTION OF OFFICERS:

- A. The Officers of the PTO shall consist of President, Vice President, Treasurer, and Secretary.
- B. Officers of the PTO are encouraged to serve for a term of one year. A term is defined as one school year. There is no limit in the number of terms that a member can serve in any position.

#### SECTION 2. TERM OF OFFICERS

- A. The term of each Board member shall be (1) year.
- B. Officers can be removed from office with cause by a two-thirds vote of those present at a regular meeting where previous notice has been given.  
Causes may include, but not limited to the following:
- A member who fails to participate in regular meetings or events of the PTO without good cause.
  - Theft of PTO Property. PTO property may not be acquired by any individual without consent from the PTO Board. PTO Property is defined as any goods which the PTO has purchased from its funds as well as any items which have been donated to the PTO.
- C. A vacancy on the Board shall forthwith be reported to the President of the PTO. The Board President shall solicit applications for Board membership and make suggestions to the Board concerning potential replacements. Replacement shall be ratified by majority vote of the remaining board members.



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### ARTICLE VII - DUTIES OF OFFICERS

- A. All Board Members are required to fulfill any committee chair vacancies.

#### SECTION 1 - PRESIDENTIAL DUTIES:

- A. The President shall coordinate, preside, and prepare an agenda for all the Parent Teacher Organization (PTO) meetings.
- B. The President shall appoint chair people to fundraising committees.
- C. The President shall give and take guidance and assistance to or from the Board members.
- D. The President shall ensure that all By-Laws are observed or modified to meet current needs.

#### SECTION 2 - VICE PRESIDENTIAL DUTIES:

- A. The Vice President shall fulfill Presidential duties in the absence of the President.
- B. The Vice President will chair all fundraisers with the help of all board members.

#### SECTION 3 - TREASURER DUTIES:

- A. The Treasurer has charge of all funds of the Organization.
- B. The Treasurer collects all funds and conducts the banking transactions.
- C. The Treasurer insures payment of amounts due from invoices.
- D. The Treasurer reconciles the checkbooks and all financial statements
- E. The Treasurer prepares a monthly Treasurers Report

#### SECTION 4 - SECRETARIAL DUTIES:

- A. The Secretary shall keep a written record of the minutes of the Executive Board and PTO Meetings.
- B. The Secretary shall post notices.
- C. The Secretary shall maintain a current and accurate roster of the membership.



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### ARTICLE VIII - FACULTY REPRESENTATIVES

The Principal shall appoint Faculty Representatives to each PTO Meeting.

### ARTICLE IX - MEETING AND VOTING

- A. Meetings will be held once a month during the school year.
- B. Dates of general meetings shall be determined by the Executive Board and announced via the school website.
- C. Special Meetings of this PTO may be called by the President or by the majority of the Executive Board.

### ARTICLE X - FISCAL YEAR

The fiscal year of this PTO shall begin on September 1<sup>st</sup> and end June 30<sup>th</sup>.

Adopted August 11, 2011

Retyped: September 8, 2014