

BYLAWS OF THE  
BEN FRANKLIN ELEMENTARY SCHOOL  
PARENT TEACHER ORGANIZATION (“PTO”)

**ARTICLE I**

Name - The name of this organization shall be the Benjamin Franklin Elementary School Parent Teacher Organization (also referred to as “Ben Franklin PTO” or “BFPTO”), located at 2939 Princeton Pike, Lawrenceville, NJ 08648.

**ARTICLE II**

Purpose - The purpose of this PTO shall be to provide an opportunity for parents, teachers and administrators to work together for the best interest of the Ben Franklin (“BF”) students in the home, school and community.

Basic Policies – The Ben Franklin PTO shall be noncommercial, nonsectarian and nonpartisan. The PTO name and the names of its members in their official capacities shall not be used in connection with any commercial concern or partisan interest. The PTO shall not directly or indirectly participate in any political campaign or attempt to influence legislation. All members of the PTO and the PTO board are strictly voluntary positions.

Mission - The money raised by the Ben Franklin PTO is used to support and/or fund creative educational programs and activities and to purchase supplies that support these activities.

The fundraising efforts of the Ben Franklin PTO are to benefit, expand and further the education, social skill acquisition, and character development of the children in the Ben Franklin School. In addition the BFPTO encourages involvement in community affairs by promoting opportunities for community service.

These funds are used for programs, activities and services that are not otherwise funded by the Lawrence Township Board of Education as well as to develop a sense of community involvement.

**ARTICLE III**

Membership - PTO membership shall only include Ben Franklin teachers, Ben Franklin school staff, and parents/guardians of a current Ben Franklin student, wishing to promote the goals of the organization without regard to race, color, creed or national origin. All PTO members in good standing may vote in general meetings. Only PTO members who are parents or legal guardians of

at least one current BF student may serve in elected or appointed positions.

Dues -Dues, if any, will be established by the executive board. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights.

#### **ARTICLE IV**

Meetings - Monthly meetings shall be held at the discretion of the President. These meetings shall be open to all members in good standing and interested members of the community. Additional meetings may be called at the discretion of the President to conduct urgent business.

Quorum - Five members, including at least one Executive Officer, shall constitute a quorum.

#### **ARTICLE V**

Officers Enumeration and Terms - Each PTO Executive Officer must be a member of the organization. Executive Officers shall consist of the President, 1st Vice President, 2nd Vice President, Treasurer, Corresponding Secretary and a Recording Secretary.

For a candidate to be eligible for an Executive Officer position, prior to nomination all of the following requirements must be satisfied in the current school year: (1) attended at least 50% of the PTO meetings, and (2) volunteered for PTO activities.

Officers shall be elected by a majority vote by PTO members at the last monthly PTO meeting of the school year and shall assume office at the end of the school year.

The term of office shall be 2 years with a maximum of 3 consecutive terms held in the same position. An election is required for each officer at the end of each term.

Nomination and election - Prior to the April nomination meeting, the President will announce the potential open Executive Board positions for the next school year. Nominations for Executive Officer positions will be accepted beginning 10 days prior to the April PTO meeting. Nominations will be accepted by email to the Recording Secretary or in person at the April PTO meeting. Nominations will close at the end of the April PTO meeting. At the May meeting, the President shall present all candidates running for each office and an election will then take place for any position with more than one candidate.

The candidate with the majority vote takes office. In the event of a tie, a revote will be held unless a candidate concedes.

A majority vote of those qualified to vote and voting shall constitute election. Absentee or proxy voting shall not be permitted.

Removal From Office - Any Executive Board member may be removed, if good cause is shown, either by a two-thirds (2/3) vote of all remaining Executive Board members or by a two-thirds (2/3) vote of the members present at a special meeting called pursuant to these By-laws.

Vacancies - If there is a vacancy in any Executive Board office, PTO members will fill the vacancy through an election at the next regular PTO meeting.

## ARTICLE VI

### Officer Duties-

President - The President shall preside at all meetings. The President shall oversee all committees and shall perform all other duties pertaining to the office. The President will meet with the principal before the end of the school year to set the PTO events calendar for the upcoming school year. The President shall oversee the PTO budget. The President shall attend Direct Link meetings or appoint a representative. The President shall maintain the PTO section of the storage cage and closet.

First Vice President - In the absence of the President, the First Vice President ("1st VP") shall assume the duties of the President. The 1st VP shall serve as president if the President resigns or if for other reasons vacates the office before the term expires. The 1st VP is responsible for the committee chairpersons and the volunteers for PTO events.

Second Vice President - The Second Vice President ("2nd VP") shall be responsible for overseeing homeroom parents and informing/reminding homeroom coordinators of their duties through the school year.

Recording Secretary - The Recording Secretary shall be responsible for the minutes of all PTO meetings and shall maintain a file of the minutes and make a copy of the meeting minutes readily available to the Executive Officers and all PTO members on the Ben Franklin PTO website, by email, or by an otherwise similar method. The Recording Secretary shall also maintain the Ben Franklin PTO website and its social media accounts.

Corresponding Secretary - The Corresponding Secretary shall be responsible for correspondence of the PTO and shall send out board communications as required. The Corresponding Secretary shall also be responsible for compiling the e-mail addresses for the PTO members who wish to receive flyers electronically.

Treasurer- The Treasurer shall be responsible for all funds of the PTO. The Treasurer shall handle bank deposits, maintain accounting books, and handle any payments that may be ordered by the Executive Board. The Treasurer prepares audit for each year, files annual taxes and provides reports on the income and expenses from the previous month at each PTO meeting. An annual financial report at the last board meeting of the school year will be provided to the President for record.

## **ARTICLE VII**

Composition of Executive Board - The Executive Board shall consist of the elected officers of the organization, which shall include President, 1st and 2nd Vice Presidents, Recording Secretary, Corresponding Secretary and Treasurer.

Powers - The Executive Board shall have the power to transact business for the PTO and to perform other duties as specified in this constitution.

Meetings - The Executive Board shall meet at the discretion of the President. The Executive Board shall meet a minimum of four times during the school year. The monthly meeting may constitute a board meeting.

Finance - All funds donated, raised, or acquired by the PTO are to be used exclusively to support and enhance Ben Franklin Elementary School, its staff and students.

All checks written by the organization under \$500 may be signed with the Treasurer's signature only. Any check written for over \$500 must have two signatures, one of which must be the Treasurer's and the other the President's.

The President and the Treasurer will have the BFPTO debit card to use at the discretion of the Executive Board. Purchases made under \$100, which benefit the school, staff or students, may be made at the President's/Treasurer's discretion. Purchases over \$100 must be discussed at an Executive Board meeting or if necessary through the majority vote of Executive Officers by e-mail, conference call, or other form of group communication.

## **ARTICLE VIII**

Committees - All chairpersons for PTO events will work within budgetary guidelines provided by the Executive Board. PTO events and committee descriptions will be maintained and updated by the Executive Board and dispersed annually to all PTO members. Following the PTO event, the chairperson(s) shall be responsible for emailing the entire PTO Board a summary of the event

including a breakdown of expenses.

All flyers must be sent to the Executive Board for review prior to distribution.

All event/fundraiser profits are to be given to the Treasurer for deposit within 5 days following the event.

## **ARTICLE IX**

Dissolution - At the dissolution of the PTO, the remaining funds will be remitted to Benjamin Franklin Elementary School, to be distributed by the principal, for the purposes stated in ARTICLE II, Mission. In the event of the dissolution of the Ben Franklin Elementary School, the PTO assets shall be turned over to the Lawrence Township Board of Education, Lawrence, New Jersey.

Adoption - This constitution shall be adopted when approved by a majority vote at an Executive Board meeting.

Amendments – Board members can propose changes to the bylaws by majority vote of all Board members at a board meeting. Following the vote for the proposed changes by the Board, the bylaws will then be put to a vote by the PTO members during a PTO meeting.

These bylaws may be amended at any regular or special meeting provided that prior to the meeting, adequate notice was given in writing to all PTO members by the Corresponding Secretary. Notice may be given by postal mail, email, or hard copy. Amendments will be approved by a majority vote of the PTO members present at the PTO meeting, assuming a quorum.

Amended - March 2022