

**Washington Township Public School PTO By-laws**  
**Whitman Parent Teachers Organization INC**  
**EIN: 99-3414173 | Turnersville, New Jersey, United States**

**Name of organization**

The name of this organization shall be Washington Township Public School HSC/PTO, a parent teacher organization. The organization exists as a non-profit 501© organization of its members and its office shall be in the state of New Jersey.

**Purpose of By-Laws**

These by-laws establish rules and procedures for conducting the affairs of this organization and must be incorporated into each HSC/PTO within the Washington Township Public School District (WTPSD) to ensure common bylaws for each. (The Washington Township Public School District is located in city of Sewell, Gloucester County, NJ.)

**Organization Purpose**

The Washington Township Schools HSC/PTOs is formed to provide support for the education of students of the Washington Township Public Schools.

- ❖ Encourage support and interest in the schools and the welfare of its students and staff.
- ❖ Encourage cooperation and communications between teacher and parents.
- ❖ Encourage parental involvement in educational progress.
- ❖ To act as the liaison between the home and the school promoting activities and programs in that can contribute to or be supportive of a better education for our children.
- ❖ We reserve the right to voice opinion to attempt to change, by proper means, the educational system if the organization feels something detrimental to their children is or will be adopted.
- ❖ To promote the welfare of the children and youth in home, school and community.

**Basic Policies**

- ❖ This organization shall be non-commercial, non-sectarian, and non-partisan.
- ❖ The organization shall not directly or indirectly participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities attempting to influence legislation by propaganda or otherwise.
- ❖ The organization shall work with the school to provide quality education for all the children and youth, and shall seek participation in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to members of the board of education.
- ❖ Criticism of individual teachers, administrators, staff, parents, or children shall not be voiced in open meetings.

## **Executive Board**

The Executive Board consists of elected officers; President/ Co-President, Vice President, Treasurer and Secretary. The building principal are welcome to assist the executive board, however they will not have executive board voting privileges. All members of the Executive Board must have a current paid membership. All members of the Executive Board are required to attend scheduled monthly meetings. The day and time of these meetings shall be set for the convenience of the board members at the beginning of each term.

- ❖ The committees may be changed with the majority vote from the Executive Board.
- ❖ The positions of President and Treasurer are open only to PTO/HSC members who have served on home schools PTO for one fiscal year prior to election (excludes GTEEC), unless position is vacant after the nominations have occurred. Those nominations can be accepted from general membership.
- ❖ Term of office for each officer shall be for one (1) year concurrent with the school districts fiscal year, which begins July 1st and ends June 30<sup>th</sup>. Annual elections are to be held every year. Treasurer position shall be limited to a two (2) year term unless the position is vacant after nominations have occurred.

## **Membership and Dues**

- ❖ Membership in this PTO/HSC shall be available to any dues-paying individual with children at Washington Public Schools (home schools). This may include parents, grandparents, guardians, teachers, and staff.
- ❖ The amount of the dues for the membership shall be set when the proposed budget is drawn up for the coming year. The money from all dues shall be kept in general account.

## **Election**

The privilege of holding an elected WTPS PTO/HSC position is open to all parents/guardians of children enrolled in the Washington Township Public School District and residents of New Jersey.

- ❖ Nomination Ballot forms shall be available to families of each home school in March/April and accepted at regularly scheduled meeting.
  - A nominating committee shall gather names of consenting nominees for each office. At this time, with a majority vote, the office of president may be designated as a co-presidency. The nominating committee shall gather nominees for this additional office.
  - Nominations can also be accepted by any current member of the PTO that are in good standing and duly seconded by another at the April meeting.
  - All nominees must have a student in attendance at their home school during the proposed term of office.
- ❖ When elections are necessary, voting shall be a secret ballot by the current members of the PTO who have paid the current yearly dues.

- ❖ If an office becomes vacant, a majority vote of the Executive Board is needed in order to appoint a replacement.
- ❖ If the President resigns, the Vice President automatically assumes the office of President for the remainder of the term.

### **Expenditures**

Money in the account is to be used for the benefit of the students of each individual home school. At the end of the fiscal school year, enough money is to be left in the account for sufficient start-up needed the following year. Monies may be carried over to the following year by an earmark for specific project/purpose with the approval of Executive Board.

- ❖ Requests will be accepted from the home school principal and will be presented to board for approval
- ❖ The Officers shall control all property and funds of the organization, subject to the will of the membership.
- ❖ Funds of the organization shall be withdrawn from the bank by 2 signatures that of the treasurer and another authorized member.
- ❖ All bills over one hundred dollars shall be presented by the treasurer to the Executive board for approval before they are paid.
- ❖ The treasurer accounts shall be examined annually by an independent auditor or an auditing committee of at least three members, who shall sign a statement of the facts at the end of the reports.

### **Quorum**

A legal vote of any issue proposed to the Executive Board may be passed or rejected by a majority vote of the members of the Executive Board present. A quorum of 'A plus 1 is necessary to hold an Executive Board meeting. Only Executive Board members are allowed to vote (sub-committee chairpersons do not get a vote)

### **Projects**

The PTO/HSC shall conduct projects according to the approved school districts policies and will secure special permission from the building principal, superintendent, or Board of Education, where such permissions are necessary. The building principal shall be kept informed of all suggested projects in order that he/she can advise the Executive Board on policy limitations. All activities shall be co-sponsored by the school district for school purposes

### **Incorporation**

The Washington Township Public School PTO/HSC shall be incorporated as a non-profit organization in the State of New Jersey.

### **Parliamentary Authority**

Roberts rules of order newly revised - Shall govern the organization in all cases in which they are not in conflict with these By-Laws and the non-profit corporation act, which the organization may be incorporated.

### **Dissolution**

Upon dissolution of the corporation named Washington Township Public Schools Parent-Teachers Organization, the organization shall, after payment of all liabilities, dispose of all assets of the corporation exclusively for the purposes and in such manner or to such an organization or organizations operated for the charitable or educational purposes as shall the time qualify for exemption under section 501© of the Internal Revenue Code of 1954.

By-Laws established 2017 by Washington Township Presidents' Council  
Updated 7/2024 with Whitman Parent Teachers Organization INC and new EIN