

OLD FARMERS ROAD SCHOOL PARENT TEACHER ORGANIZATION BYLAWS

Originally adopted: June 5, 2022
Amended Date: September 14, 2026

ARTICLE I: NAME

The name of the organization shall be the “Old Farmers Road School Parent Teacher Organization” (hereinafter referred to as the “PTO”).

ARTICLE II: PURPOSES

Section 1. The PTO is dedicated to nurturing an environment that enriches learning through communication, information, and support for the Old Farmers Road School community. The PTO is organized exclusively for educational purposes and qualifies as an exempt organization under section 501(c)(3) of the Internal Revenue Code of 1986. The purposes for which the corporation is organized are to conduct any and all lawful business for which corporations can be organized pursuant to New Jersey statute, including but not limited to:

- a. Promoting the education and welfare of children and youth at home, in school, in places of worship, and throughout the community.
- b. Raising standards of home life.
- c. Advocating for policies that further the education, physical and mental health, welfare and safety of children and youth.
- d. Promoting a forum for collaboration, discussion, and engagement between families, educators, administrators, and the community concerning the education of children and youth.
- e. Advocating for fiscal responsibility regarding public tax dollars in public education funding and the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future federal tax code.
- f. Promoting volunteer programs and resources for the Old Farmers Road School community.
- g. Sponsoring projects and events for the benefit of the Old Farmers Road School community.
- h. Raising funds as required to provide for all the above objectives.
- i. The PTO is an independent nonprofit organization and is not a department, program, agent, or representative of the Washington Township School District or Board of Education. The PTO shall maintain control over its internal governance, membership, finances, and operations in accordance with these Bylaws, the Standing Rules, its Articles of Incorporation, and applicable law.

Section 2. Notwithstanding any of the statements of purpose and powers of this corporation contained herein, the corporation shall not, except to an insubstantial degree, engage in any activity or exercise any powers that are not in furtherance of the specific purposes of this corporation.

ARTICLE III: BASIC POLICIES

The following are the basic policies of the Old Farmers Road School PTO:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the purposes of the organization.
- c. The organization or members in the official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing 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 to attempting to influence legislation by propaganda or otherwise.
 1. Board of Education issues and district-wide referendums that directly or indirectly affect Old Farmers Road School, or the district as a whole, may be given equal but limited exposure within PTO meetings and communications.
- d. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, 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 purpose set forth in Article II hereof.
- e. Notwithstanding any other provisions of these articles, the organization shall not carry on any other activities not permitted to be carried on (1) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (2) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- f. Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, remaining assets shall be distributed to other nonprofit funds, foundations, or organizations which have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE IV: MEMBERSHIP AND DUES

Section 1. Membership in the PTO shall be made available by this PTO, without regard to race, color, creed, gender, or national origin, religion, or any other basis prohibited by law.

Section 2. This PTO shall conduct an annual enrollment of members but may admit individuals to the membership at any time who shall pay dues for the current membership year.

Section 3. Each member of this PTO shall pay annual dues to said organization as may be prescribed by the organization. Annual dues shall be determined by the Executive Committee and will be set forth in the Standing Rules.

Section 4. Members in good standing in this PTO are those who abide by the current bylaws and who have paid current dues.

Section 5. The privilege of chairing events, introducing and seconding motions, debating, and voting shall be limited to members in good standing.

Section 6. This PTO membership year shall be from July 1st through June 30th.

Section 7. Membership shall be made up of active members.

- a. Active members shall be those who are members of this PTO and who have paid the current dues to the Old Farmers Road School PTO. Only active members in good standing shall hold office and serve on standing committees.

ARTICLE V: OFFICERS

Section 1. The Executive Committee shall include the following four (4) officer positions: President, Vice President, Secretary and Treasurer, as well as five (5) additional Board positions: Director of Communications, Director of Community Relations, Director of Fundraising, Director of Programs and Director of Scheduling. For purposes of these Bylaws, the nine (9) Executive Committee positions shall be collectively referred to as "Officers." The positions shall be divided into two election groups, with one group elected each year on an alternating two-year cycle.

Section 2. Officers shall be elected by ballot annually at the general membership meeting in the month of May. Terms of office shall be two (2) years. For the initial election cycle, the President, Treasurer, Director of Communications, and Director of Community Relations shall comprise one election group, and the Vice President, Secretary, Director of Fundraising, Director of Programs, and Director of Scheduling shall comprise the other election group, with the groups alternating each year.

Section 3. When there is but one candidate for an office, the ballot for that office may be dispensed with an election held by voice vote. A majority vote shall be required for election.

Section 4. The following provisions shall govern the qualifications and eligibility of individuals to be officers of the Old Farmers Road School PTO:

- a. Each officer on the PTO Executive Committee shall be a member in good standing of equal to or greater than 6 months.
- b. Each officer will have demonstrated an active role in the PTO. An active role is further defined as attending at least 50% of general membership meetings and committee meetings for which they are a volunteer, Chair of an event(s), Room Rep in good standing (see article under Room Representatives.)

- c. No officer shall be eligible to serve more than two (2) consecutive terms in the same office unless approved by a majority vote of the membership.
- d. For purposes of this Section, a person who has served more than one half of a term shall be deemed to have served a full term, in such office.
- e. No person serving as an Officer of the PTO may seek election to, campaign for, or otherwise become a candidate for the Washington Township Board of Education while serving on the PTO Executive Committee. An Officer who intends to seek election to the Board of Education must resign from the PTO Executive Committee before beginning or participating in any campaign activity. Failure to resign upon becoming a candidate shall constitute grounds for removal from office pursuant to Article VIII, Section 2.

Section 5. Officers shall assume their official duties for their elected term on July 1. All outgoing officers shall deliver to their successors all official material not later than ten (10) days following the conclusion of their term or in case of resignation.

Section 6. A vacancy occurring in an office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the PTO Executive Committee. The secretary shall give three (3) days' notice of such an election. If there is more than one candidate for office, the vote shall be by written ballot. In the event of a vacancy for the President, the Executive Committee shall elect a president from among those who have served or are serving on the board.

Section 7. Nominations and Elections

- a. The Secretary and the Director of Communications will disseminate a list of the available offices via email, social media and to the general membership 30 days prior to the May meeting.
- b. Members in good standing shall submit a Letter of Intent to Run for an open officer position at least ten (10) days before the election.
- c. Five (5) days prior to the election, a slate of candidates will be presented by email and social media to the general membership.
- d. Nominations can be taken from the floor up until the time of voting. A nomination cannot be voted upon unless accepted by the nominee. The nominee must be a member in good standing.
- e. Elections will be held annually for all vacant positions (per the term lengths as described in Article V).
- f. All members issuing a vote at the May election must be present at the meeting. No email, virtual or absentee voting will be permitted.

ARTICLE VI: DUTIES OF OFFICERS

Section 1. The President shall:

- a. Preside at all meetings of the PTO and of the Executive Committee;
- b. Perform such other duties as may be prescribed in these bylaws or assigned to her/him by the PTO or by the Executive Committee;
- c. Coordinate the work of the officers and committees of the PTO in order that the purposes may be promoted;
- d. Be authorized to represent the PTO before public entities;
- e. Have his or her vote serve as the final tie-breaker in all matters being voted on by the Executive Committee;
- f. Present to the Executive Committee any issues or concerns raised by members relating to the PTO or PTO-related activities or events and, when action is required between meetings, make operational decisions consistent with these Bylaws, the Standing Rules, and decisions of the Executive Committee and membership.
- g. Review and sign contracts and other agreements that (a) obligate the PTO to pay \$500 or more, or (b) have a term that extends beyond the current school year. The President may authorize another Executive Committee member in writing by email to sign on the President's behalf.
- h. Approve all written material that is distributed to parents, students and/or staff.
- i. Coordinate and ensure the annual renewal of the PTO's insurance policies—including commercial general liability, directors and officers (D&O) liability, and sexual misconduct liability—to maintain continuous coverage for the organization.

Eligibility: No person shall be eligible to serve as President unless they have previously served a term in another position on the Executive Committee.

Section 2. The Vice President shall:

- a. Act as aide to the president and shall perform the duties of the President in the President's absence or inability to serve.
- b. Serve as the teacher liaison to the Executive Committee.

Section 3. The Secretary shall:

- a. Record the minutes of all general membership and Executive Committee meetings and maintain all approved meeting minutes for a period of seven (7) years.
- b. Prepare the agenda for all general membership meetings and ensure it is posted on the PTO website at least seven (7) days prior to the meeting. Arrange for attendance to be taken at all general membership and Executive Committee meetings.
- c. Submit general membership meeting agendas to the President for review and approval before they are posted, and submit draft minutes within seven (7) days following the meeting. Following approval, provide the agenda or draft minutes, as applicable, to the Director of Communications for distribution to the membership and submission to the Website Administrator for posting on the PTO website. Draft minutes shall be clearly marked "Draft - Pending Approval." Approved minutes shall replace the draft version on the PTO website following approval by the general membership.

- d. Ensure Executive Committee meeting minutes remain confidential and are not made available to the general membership, unless otherwise authorized by the Executive Committee.
- e. Give notice of all meetings in accordance with these Bylaws.
- f. Keep the current, approved Bylaws and an up-to-date membership list available at all meetings.

Section 4. The Treasurer shall:

- a. Have custody of all funds of the PTO; keep an accurate record of all receipts and expenditures; and disburse funds in accordance with the approved budget as authorized by the PTO.
- b. Be responsible for the accurate and timely maintenance of the PTO's financial books, accounts, and records.
- c. Make disbursements as authorized by the President, the Executive Committee, or the PTO in accordance with the approved budget. Any changes to the fiscal year budget must be approved by a majority vote of the Executive Committee. Disbursement of funds shall be made only upon receipt of properly completed and approved requests for payment.
- d. Ensure that checks are signed by the President and Treasurer. In the event of an emergency or the unavailability of either the President or Treasurer, the Secretary may sign in place of one of the required signatories. No person shall sign a check payable to themselves.
- e. Prepare a proposed annual budget, in collaboration with the President and Vice President, for consideration, modification, and approval by the Executive Committee. The proposed budget shall then be presented to the general membership for approval at the first general membership meeting of the fiscal year.
- f. Present a financial report at each general membership meeting and at such other times as requested by the Executive Committee, and present a complete financial report at the annual meeting.
- g. Work with the PTO's accountant in preparing all required tax returns and file all required annual reports and state filings.
- h. Not serve as Acting President while simultaneously holding the office of Treasurer, in order to maintain appropriate financial oversight.
- i. Ensure that all PTO financial records, reports, forms, and required filings are retained for a period of seven (7) years.

Section 5. The Director of Communications shall be responsible for communicating information about all PTO-sponsored and PTO-related events and activities to Old Farmers Road School parents and families throughout the school year, including writing and distributing PTO communications, sending special e-blasts as needed, and providing forms, flyers, correspondence, and other content to the Website Administrator for posting on the OFRS PTO website.

Section 6. The Director of Scheduling and Room Representative Coordinator shall be responsible for meeting annually with the President and school administration to develop and finalize the PTO calendar and yearly schedule. The Director of Scheduling shall oversee the Room Representative Program for all Pre-Kindergarten through 5th Grade classrooms, including collecting applications, assigning Room Representatives to each class, recruiting volunteers when necessary, and providing guidance and support throughout the school year. The Director of Scheduling shall serve as the liaison to the school office for upcoming events. The Director of Scheduling shall distribute PTO and school-related communications to all Room Representatives via email for

dissemination to their respective classes. The Director of Scheduling shall brief all Room Representatives regarding their duties and responsibilities throughout the school year.

Section 7. The Director of Programs shall be responsible for researching, coordinating, and overseeing educational programs for students, including grade-level curriculum-based programs, school-wide assemblies, author visits, PTO-sponsored field trips, and other educational opportunities approved by the Executive Committee. The Director of Programs shall work collaboratively with teachers and school administration to identify programs that support and enhance the curriculum and shall oversee committee chairs and volunteers assisting with such programs.

Section 8. The Director of Fundraising shall be responsible for evaluating, recommending, planning, and coordinating fundraising activities with approval by the Executive Committee. The Director of Fundraising shall work collaboratively with the Treasurer on all fundraising events involving financial transactions and shall serve as a resource to fundraising committee chairs regarding fundraising policies, procedures, and best practices.

Section 9. The Director of Community Relations shall be responsible for coordinating family events throughout the school year, including planning and organizing events, preparing and distributing event flyers and notices, and tracking attendance and responses as needed. Family events may include, but are not limited to: Cooking Night, Bingo Night, Trunk or Treat, Ice Skating, Family Bowling, Glow Dance, Movie Nights, and any other family events approved by the PTO. If the Executive Committee appoints a committee chair for a family event, the Director of Community Relations shall work with and support the committee chair in coordinating the event. The Director of Community Relations shall also coordinate a staff welcome breakfast at the beginning of the school year, an Ice Cream Social before the start of the school year, and a Pre-K and Kindergarten Bagel Breakfast during orientation.

Section 10. Officers shall be eligible for another office before their term is completed, but upon election must immediately resign their office.

Section 11. All officers shall represent his/her self during all general meetings with individual representative votes.

Section 12. Each of the above officer positions may be filled by one person only. The PTO does not permit two people to co-chair a position on the Executive Committee.

ARTICLE VII: EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the officers of the Old Farmers Road School PTO.

- a. Each Executive Committee member shall be a member, in good standing, of the PTO.
- b. A majority (half plus one) of the current Executive Committee shall constitute a quorum.

Section 2. The duties of the Executive Committee shall be:

- a. To transact necessary business in the intervals between organization meetings and such other business as may be referred to by the organization.
- b. To create standing committees and to approve the plans of work of the standing committees.

- c. To present a report at all regular meetings of the PTO.
- d. To hold an allocation meeting to occur within thirty (30) days after the fiscal year has ended on June 30.
- e. To accept and submit to the PTO for adoption a budget for the fiscal year.
- f. To approve routine bills within the limits of the budget.
- g. To vote on any invoices, expenses or bills that fall outside the approved budget.
- h. To select an independent auditor if the need should ever arise.

Section 3. The annual financial review shall be performed by the PTO's accountant. If the Executive Committee determines that an Audit Committee is necessary, it shall appoint an Audit Committee of 1 to 3 members at the general membership meeting in May. No executive members shall serve on the Audit Committee. The audit report is due to the Executive Committee by November 15. No member of the Audit Committee should be a signer for the fiscal year that is being reviewed.

Section 4. Executive Committee meetings are working meetings and are generally closed to the membership. The Executive Committee may invite members to attend when appropriate. The time and place of regular Executive Committee meetings shall be determined by the Executive Committee at its first meeting of the year.

Section 5. Special meetings of the Executive Committee may be called by the President or by a majority of the members of the committee with three (3) days' notice having been given by the secretary. The purpose of the meeting shall be stated in the notification.

ARTICLE VIII: VACANCY AND OFFICER REMOVAL

Section 1. Vacancies shall be filled in accordance with Article V, Section 6.

Section 2. An officer may be removed from office by a two-thirds (2/3) vote of the Executive Committee members present at a regularly scheduled Executive Committee meeting for good cause. Good cause may include, but is not limited to, failure to attend three (3) consecutive Executive Committee meetings without an excused absence, failure to perform the duties of the office as outlined in these bylaws, misuse of PTO funds or assets, failure to disclose or resolve a conflict of interest in accordance with these bylaws, or conduct that materially interferes with or is detrimental to the operation or reputation of the PTO.

ARTICLE IX: MEETINGS

Section 1. General Membership Meetings

- a. Only members who are in good standing as defined in Article IV shall be eligible to participate in the business of the PTO.
- b. At least three (3) general membership meetings of the PTO shall be held during the school year. Dates of meetings shall be determined by the Executive Committee and announced at least ten days prior to each general membership meeting.
- c. Three (3) days' notice shall be given of a change of date of general membership meetings.

- d. Special general membership meetings may be called by the Executive Committee three (3) days' notice having been given. The purpose of the meetings will be stated in the notification.
- e. The first regular general membership meeting under the newly elected Executive Committee will be held in September. This meeting is for the purpose of the budget presentation and/or audit committee reports. A vote will take place at the first regular general membership meeting to approve the budget. The budget must be approved by a majority vote.
- f. Nineteen (19) members shall constitute a quorum for the transaction of business in any General Membership meeting of the PTO.

ARTICLE X: STANDING COMMITTEES AND SPECIAL COMMITTEES

Section 1. Only members in good standing of the PTO shall be eligible to serve as chairmen or members of committees.

Section 2. The Executive Committee shall create such standing committees as may be required to promote the purposes and interests of the PTO. The chairmen of the standing committees shall be appointed by the Executive Committee and their term shall be for the time needed to complete the purpose of the committee, not to exceed that school year.

Section 3. The chairmen of all standing committees shall communicate plans of work to the Executive Committee for approval at the regularly scheduled PTO monthly meetings, and no committee work shall be undertaken without the approval of the Executive Committee. Similarly, no committee chair shall enter into a contract on behalf of the PTO without Executive Committee approval. If the committee chair is unable to attend, another committee member may attend instead. If the chairmen want to increase the existing budget related to the event, they must present the proposed budget and supporting documentation to the Executive Committee for approval.

Section 4. Special committees shall be appointed by the President or the Executive Committee, as deemed necessary to carry on the work of the PTO. Since a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done, and its final report is received. The final report shall be in a format approved by the Executive Committee.

Section 5. The President shall be an ex-officio member of all committees except if there is an Audit Committee.

ARTICLE XI: ROOM REPRESENTATIVES

Section 1. Room Representatives are parents and guardians who serve as a liaison or contact person for the classroom.

Section 2. Room Representatives must be PTO members in good standing. The PTO will require proof of PTO membership for each Room Representative by October 1 of each school year. A Room Representative may request a hardship exception to the membership requirement. Requests must be made to the President, and will be considered by the Executive Committee. If the Room Representative has not joined the PTO by October 1,

the Director of Scheduling will attempt to contact that Room Representative three times, after which that Room Representative will be removed.

Section 3. Room Representatives will be selected on a first-come, first-served basis, provided that applicants meet the following eligibility requirements:

- a. Consistent attendance at PTO general membership meetings in the previous year, with the exception of kindergarten parents or families who have recently started at OFRS;
- b. Consistent participation in Room Representative responsibilities in previous years, if the applicant has previously served as a Room Representative;
- c. For purposes of this section, the term “consistent” means attendance at 75% of PTO general membership meetings and participation in the Room Representative activities applicable to the applicant’s classroom listed in Section 4 below.
- d. Only one parent or guardian per child may serve as the Room Representative for that child’s classroom at any given time.

Section 4. Responsibilities and Duties of Room Representatives:

- a. Collect and manage classroom donations (These donations are used for class parties, teacher/aide gifts, the classroom Tricky Tray basket, and other classroom activities);
- b. Send email communications and friendly reminders about PTO events;
- c. Plan and organize class parties, as applicable;
- d. Plan the classroom Tricky Tray basket;
- e. Chaperone class field trips;
- f. Take photographs during class events and create a class Yearbook page;
- g. Coordinate a handmade gift for Teacher Appreciation Week;
- h. Coordinate classroom help as requested by the teacher; and
- i. Coordinate teacher gifts (holiday and end-of-year).

ARTICLE XII: MONETARY POLICIES AND PROCEDURES

PTO funds are intended to benefit the students through the enhancement of school programs and activities. The Executive Committee acts as the guardian of these funds and has an obligation to see that they are protected and used wisely. Monetary policies and procedures are set forth in greater detail in the PTO’s Standing Rules.

ARTICLE XIII: GRANTS

Section 1. The PTO may establish a Teacher Grant Program to support educational opportunities that enhance student learning and the curriculum at Old Farmers Road School.

Section 2. The Executive Committee shall annually establish a grant budget of up to \$5,000 during the budget process. Individual grant awards shall not exceed \$500. No grant funds shall be awarded for capital improvements, personal compensation for staff, or textbook purchases. Awarded funds must be used during the current school year for school-related educational purposes. Any items purchased with grant funds shall remain

the property of Old Farmers Road School and shall remain at the school if a staff member leaves the district or changes schools.

Section 3. The Executive Committee shall adopt and maintain Teacher Grant Program Guidelines governing the administration of the Teacher Grant Program. The Guidelines may be amended from time to time by a majority vote of the Executive Committee.

ARTICLE XIV: FISCAL YEAR

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

ARTICLE XV: CONFLICT OF INTEREST

The purpose of this conflict-of-interest policy is to protect this PTO's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or committee chairperson or might result in a possible excess benefit transaction. This policy is intended to supplement, but not replace, any applicable state or federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 1. Definitions

- a. "Interested person": Any officer or committee chairperson with Executive Committee-delegated powers, who has a direct or indirect financial interest.
- b. "Financial interest" includes: (i) an ownership or investment interest; (ii) a compensation arrangement; or (iii) a potential ownership or investment interest or a potential compensation arrangement.
- c. Compensation includes direct and indirect remuneration, as well as gifts or favors that are not insubstantial.
- d. A "financial interest" is not necessarily a conflict of interest. A person who has a "financial interest" may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Section 2. Duty to Disclose and Determining Whether a Conflict of Interest Exists

- a. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Executive Committee.
- b. After disclosure of the financial interest and all material facts, and after discussion with the interested person, the interested person shall leave the Executive Committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Executive Committee members shall decide if a conflict of interest exists.
- c. After exercising due diligence, the Executive Committee shall determine whether the PTO can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Executive Committee shall determine by a majority vote of the disinterested officers whether the transaction or arrangement is in the PTO's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.
- e. If the Executive Committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- f. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Executive Committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 3. Records of Proceedings

The minutes of the Executive Committee shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Executive Committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Section 4. Annual Statement

Each officer of the Executive Committee shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflict-of-interest policy;
- b. Has read and understands the policy;
- c. Has agreed to comply with the policy; and
- d. Understands the PTO is charitable and in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

ARTICLE XVI: PARLIAMENTARY AUTHORITY

The rules contained in the current edition Robert's Rules of Order Newly Revised shall govern the Old Farmers Road School PTO and in all cases in which they are applicable in which they are not in conflict with these bylaws, or the Articles of Incorporation. Note: A copy of the bylaws of the Old Farmers Road School Parent-Teacher Organization should be available at every meeting. Official Robert's Rules of Order can be found at <https://robertsrules.com/default.html>.

ARTICLE XVII: DISSOLUTION

Upon dissolution of this organization, any residual funds remaining after payment, or provision for payment, of all debts and liabilities of this organization, shall be distributed to the Old Farmers Road School Student Activity Account, or to such other 501(c)(3) non-profit as meets the requirements of Article III and is consistent with the mission of the PTO. Dissolution requires the majority vote of both the Executive Committee and the General Membership present at the meeting, by written ballot, a quorum being required.

ARTICLE XVIII: CODE OF CONDUCT

Section 1. The purpose of the PTO Code of Conduct Agreement is to provide PTO members with a clear understanding of conduct expectations while on school property, at school events and when interacting with the faculty, staff, administrators and students of Old Farmers Road School. We expect parents/guardians to have a fundamental understanding and commitment to the following general propositions:

- All school employees, faculty, office staff, administrators and students are to be treated with respect.
- The rules set forth by the school's administration and the Superintendent of the Washington Township School District are to be adhered to at all times while on school property or at school events held off-site.

In order to provide a peaceful and safe environment for all members of our school community, the following behaviors are prohibited:

- Abusive, threatening, profane or harassing communication, either in person, by e-mail or text/voicemail/phone or other written or verbal communication.
- Disruptive behavior that interferes or threatens to interfere with school operations, including the effective operation of a classroom, an employee's office or duty station, the vestibule, or school grounds, including PTO off-site events, parking lots and car-pickup.
- Threatening to do bodily harm to a school employee, visitor, fellow parent/guardian or child.
- Threatening to damage the property of a school employee, visitor, fellow parent/guardian or student.
- Damaging or destruction of school property.
- Excessive unscheduled visits, e-mails, text/voicemail/phone messages or other written or oral to members of the school staff and/or PTO Executive Committee/chairpersons.
- Defamatory, offensive or derogatory comments regarding the school or school staff made publicly to others.

Section 2. Depending upon the incident, PTO members may be asked to leave the event immediately, remove themselves from school grounds/event area and potentially be barred from participation in subsequent PTO-sponsored events. With the purchase of the annual PTO Membership, I assume responsibility to read this document, and I agree to follow all terms and conditions set forth within it and acknowledge that violation of

any of the above terms and conditions may lead to the termination of my participation in PTO-sponsored events for the remainder of the school year in question.

ARTICLE XIX: AMENDMENTS

Any member in good standing may submit a proposed amendment to these bylaws, along with the reason for the proposed change, in writing to the Executive Committee.

The Executive Committee shall review the proposed amendment within thirty (30) days and place it on the agenda for the next general membership meeting for which proper notice can be provided. The Executive Committee may provide a recommendation regarding the amendment but shall not prevent a properly submitted proposed amendment from being presented to the membership for consideration.

Amendments to these bylaws shall be adopted by a majority vote of the members in good standing present at a general membership meeting, provided a quorum is present.

Once adopted, the amendment shall be incorporated into the appropriate article and section of the bylaws, and any superseded language shall be removed.

The Executive Committee shall review these bylaws at least every five (5) years and recommend any proposed amendments to the membership for consideration.