

OLD FARMERS ROAD SCHOOL PARENT TEACHER ORGANIZATION BYLAWS

Original Creation: May 6, 2022

Approval Date: June 5, 2022

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 Old Farmers Road School.
- g. Sponsoring projects and events for the benefit of Old Farmers Road School.
- h. Raising funds as required to provide for all the above objectives.

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 will impact Old Farmers Road School directly or indirectly, or those affecting the entire district, shall be given equal but limited exposure within PTO meetings and communications, in line with the other PTO/PTA Boards at other schools in our district.
- 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 the Old Farmers Road School Student Activity Fund, or one or more 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 that 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 \$10 for individual membership, \$20 for a family membership, and \$5 for a teacher membership.

Section 4. Members in good standing in this PTO are those who abide by their 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 their current dues to the Old Farmers Road School PTO. Only active members in good standing shall hold office and serve on standing committees.

Section 8. Membership benefits shall include access to receive communications from “Members Only” social media and priority admittance to PTO sponsored events. In order to be a Room Representative, you must be a member of the PTO.

ARTICLE V: OFFICERS

The Board of Trustees shall elect, by written ballot, the Initial officers at the first annual meeting of the Board of Trustees as designated in the Old Farmers Road School Articles of Incorporation.

For subsequent annual PTO Board Officer Elections: Only those individuals who are members in good standing and have met the criteria specified in Section 4 of this section, shall be eligible for nominations for a PTO Board Office from the floor.

Section 1. The officers of this PTO shall be President, Vice President, Secretary, Treasurer, Director of Communications, Director of Scheduling, Director of Programs, Director of Fundraising, and Director of Community Relations.

Section 2. Officers shall be elected by ballot annually in the month of May. Term of office shall be 2 years, except for the initial elections. For continuity purposes, as we are forming in 2022, initial terms for President, Treasurer, Director of Communications, and Director of Community Relations will be for 1 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 written ballot. 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 Board 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 Parent in good standing (see article under Room Parents.)
- c. No officers may be eligible to serve more than two (2) consecutive terms in the same office unless approved by majority vote of the membership.
- d. A person who has served more than one half of a term shall be deemed to have served a full term, in such office.

Section 5. Officers shall assume their official duties for their elected term on July 1, or for the initial year, as soon as the election takes place. All outgoing officers shall deliver to their successors all official material not later than ten (10) days following the conclusions of their term or in case of resignation. Initial appointed officers are effective throughout their elected term.

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.

- e. Beginning in 2023, 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 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 voting on by the Executive Committee;
- f. Make all final decisions concerning issues/concerns raised by members relating to the PTO or PTO-related activities/events;
- g. Review and sign contracts and any agreements that obligate the PTO to pay \$500 or more; or that is for a term that exceeds the current school year; and
- h. Approve all written material that is distributed to parents, students and/or staff.

Section 2. The Vice President shall act as aide to the president and shall in their designated order perform the duties of the president in the President's absence or inability to serve.

Section 3. The Secretary shall:

- a. Record minutes of all the meetings of the PTO general membership meetings. Ensure that there are minutes from the previous PTO general membership meeting for the general membership/Executive Committee to read and accept with or without addendums. All approved minutes shall be made available on the PTO website within seven (7) days of the meetings. A file containing all minutes shall be kept for a period of seven (7) years;

- b. Prepare Agendas for all PTO general membership meetings and arrange for attendance to be taken at the general membership meetings;
- c. Agendas and Minutes should be submitted to the Director of Communications for publishing to allow for transparency to the general membership
- d. Keep an accurate record of all PTO Executive Committee meetings, but those minutes shall not be made available to the general membership. Take attendance at the PTO Executive Committee and note the attendance in the minutes;
- e. Give notice of all meetings in accordance with these bylaws;
- f. Answer all official correspondence (thank you notes, donation letters, etc.);
- g. Have an active approved set of the bylaws available at all meetings for a point of reference;
- h. Have a membership list available at every meeting;
- i. Be responsible for promoting membership, collecting dues, and collecting and maintaining membership information;
- j. Perform such other duties as may be delegated to him/her; and
- k. In the absence of a President and Vice President, perform the duties of the President in the President's absence or inability to serve. Secretary shall and shall take attendance at all meetings of the Executive Committee and note attendance on the minutes.

Section 4. The Treasurer shall:

- a. Have custody of all funds of the PTO; shall keep an accurate record of receipts and expenditures; shall pay out local funds in accordance with the approved budget as authorized by the PTO, in collaboration with the school administration and PTO membership;
- b. Be responsible for the accurate and timely maintenance of such books of accounts and records;
- c. Make disbursements as authorized by the President, Executive Committee, or the PTO in accordance with the budget adopted by the PTO. Changes to the fiscal year budget must be approved by majority vote of the Executive Committee. Disbursement of funds will be completed only with approved and complete forms, i.e. Check Requests, Cash Box Requests, Reimbursement Requests;

- d. Ensure that checks shall be signed by the President and Treasurer. In an emergency, or the unavailability of the President or Treasurer, the Secretary may sign in place of one of the other signatories;
- e. Submit a proposed budget to the Executive Committee for consideration, modification, and approval, at the beginning of each fiscal year. The Budget will then be approved at the first general membership meeting;
- f. Present a financial statement of accounts at every meeting of the organization and at other times when requested by the Executive Committee and shall make a full report at the annual meeting;
- g. The Treasurer shall work with the accountant in the accountant's preparation of tax returns for the PTO. The Treasurer shall also file all annual reports and local state forms as necessary and act as liaison to the President regarding budget and finances;
- h. The Treasurer's accounts shall be examined annually or upon change of officers by an auditor (CPA) and/or an audit committee, who, if satisfied that the Treasurer's Annual Report is correct, shall sign a statement to the facts at the end of the report. The audit committee reports shall be presented at the next general membership meeting following the audit and shall be voted on for approval;
- i. The treasurer may not serve as acting President while also holding the office of Treasurer to ensure proper oversight on financial transactions; and
- j. All PTO-related business records, forms and filings shall be retained for seven years.

Section 5. The Director of Communications shall be responsible for sharing information about all PTO-sponsored and PTO-related events and activities with the Old Farmers Road School parents and families throughout the school year, including: writing and sending one weekly email, sending additional eblasts when necessary, updating the OFRS PTO website as needed, uploading hardcopy forms, flyers, and correspondence to the OFRS PTO website as needed, and managing his/her own PTO email account. In the absence of a President, a Vice President, and a Secretary, the Director of Communications shall in their designated order perform the duties of the President in the President's absence or inability to serve.

Section 6. The Director of Scheduling shall be responsible for meeting with school administrators to get a yearly schedule and finalize the calendar. The Director of Scheduling is responsible for allocation of room representatives for every class Kindergarten through 5th Grade, including collection of applications, assignment of room representatives to each class and recruiting, if necessary. They shall be the liaison with the office administrator for any upcoming events and special communications, which in turn will be communicated to all room representatives. They shall send out communications regarding school-related or PTO events via email to all room representatives, who will pass the communications on to their respective classes. The Director of Scheduling shall also be responsible for briefing all room representatives concerning their duties and responsibilities throughout the year. In the absence of a President, a Vice President, a

Secretary, and a Director of Communications, the Director of Scheduling shall in their designated order perform the duties of the President in the President's absence or inability to serve.

Section 7. The Director of Programs shall be responsible for all programs, such as but not limited to, assemblies, PTO-sponsored field trips, author visits, and other school-related programs.

Section 8. The Director of Fundraising shall be responsible for overseeing all matters related to money solicitation, including but not limited to analyzing and recommending any fundraising activities to the PTO, in collaboration with the Treasurer for all events requiring financial transactions. The Director of Fundraising shall oversee all PTO fundraiser chairs. They shall act as aide(s) to the President and shall in their designated order perform the duties of the President in the President's absence or inability to serve.

Section 9. The Director of Community Relations shall be responsible for organization of all family fun events throughout the year, including planning the events, organizing the events, sending out flyers and notices regarding the event, and keeping track of responses regarding attendance. Family fun events may include: ice cream social, Bingo night, overseeing Talent Show, Trick or Trunk, SportsCare Arena, bowling event, movie nights, and any other family event the PTO approves. The Director of Community Relations shall also arrange a welcome breakfast for the staff at the beginning of the school year, an ice cream social for the kids and families before the school year begins, and arranging a Kindergarten bagel breakfast during kindergarten orientation.

Section 10. All officers shall deliver to their successors all official material by July 1 or within ten (10) days after resignation. The PTO email account utilized by each officer shall be transferred to the successor on July 1.

Section 11. Officers shall be eligible for another office before their term is completed, but upon election must immediately resign their office.

Section 12. All Executive Committee members shall represent his/her self during all general meetings with individual representative votes.

Section 13. Each of the above officer positions may be filled by one person only. The PTO does not permit two people to co-chair an officer position.

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. The members of the Executive Committee shall serve until their successors are elected.
- c. A majority (half plus one) of the 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 it 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 PTO Executive Committee 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. Regular meetings of the Executive Committee shall be held monthly during the school year, the time to be fixed by the 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. In the event of a vacancy, an appointment to fill the remainder of the term shall be made by majority vote of the remaining members of the Executive Committee.

Section 2. An Officer may be removed from office only for good cause by vote of two-thirds (2/3) of those present at a regularly scheduled PTO Executive Committee meeting if they have not attended three consecutive Executive Board meetings without an excuse and/or have not performed the duties of their officer position as outlined in these bylaws.

ARTICLE IX: BOARD OF TRUSTEES

Section 1. The powers of this PTO shall be exercised, its property controlled, and its affairs conducted, by a Board of Trustees. The number of trustees of the corporation shall be five (5); provided, however, that the number of trustees can be changed by amendment to the bylaws adopted pursuant to the bylaws of this organization. The trustees named in the Articles of Incorporation as the first Board of Trustees shall hold office until the first meeting of members, at which time an election of trustees shall be held.

Section 2. Trustees elected at the first annual meeting and at all times thereafter shall serve for a term of two (2) years.

Section 3. Annual meetings shall be held in August each year. Any action required or permitted to be taken by the Board of Trustees under any provision of law may be taken without a meeting if all the members of the board individually or collectively consent in writing to such action. Such written consent will have the same force and effect as if taken by unanimous vote of the trustees. Any certificate or other document filed under any provision of law relating to actions so taken must state that the action was taken by unanimous written consent of the Board of Trustees without a meeting and that the bylaws of this PTO authorize the Trustees to so act. Such a statement shall be prima facie evidence of such authority.

Section 4. The Corporation's initial Board of Trustees shall be comprised of the following persons:

- (i) Gertrude Greco
- (ii) Cynthia Tortorello
- (iii) Anitra Nesfeder
- (iv) Mary Jean Jones
- (v) Stephanie Carsillo

ARTICLE X: 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 October. This meeting is for the purpose of the budget presentation and/or audit committee reports, and such other business as may properly come before the general membership. 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 XI: 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 the Audit Committee.

ARTICLE XII: 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 Director of Scheduling, 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. Instructions to apply to be considered for Room Representative will be disseminated by email communication in May each year. Room Representatives will be assigned in August prior to the school year, once teacher assignments are made. Room Representatives will be appointed on a first come, first serve basis, as long as the applicants have demonstrated:

- a. Consistent attendance at PTO general membership meetings and events 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 served as Room Representative before;
- c. For purposes of this section, the term “consistent” means attendance at or participation in 75% of the PTO meetings and events, and the Room Representative activities (i.e. the activities identified in Section 4 below).

Section 4. Responsibilities and Duties of Room Representatives:

- a. Plan and organize class parties (3 parties a year; 4 in kindergarten);
- b. Email communications about PTO events and friendly reminders;
- c. Collect and manage classroom donations for teacher/aide;
- d. Plan classroom Tricky Tray basket;
- e. Chaperone class field trips;
- f. Take photographs during class events and created a class Yearbook page;
- g. Coordinate a hand-made gift for Teacher’s Appreciation Week;
- h. Coordinate classroom help should your teacher request it; and
- i. Plan teacher gifts.

ARTICLE XIII: 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 XIV: GRANTS

Section 1. The OFRS PTO Grant Program will award a total of \$5,000. Grants should be for a maximum of \$500 per grant or recipient. No capital improvements, personal compensation for teachers or textbook purchases will be considered. Awarded funds must be used within the current school years and within normal school hours.

Section 2. Requirements and Procedures:

- a. Grant applicant(s) must belong to the OFRS PTO.
- b. One application may be submitted per teacher, individually or as part of a group.
- c. Applications can be found on the PTO's website.
- d. The Principal of OFRS will review each application to ensure that it supports the curriculum.
- e. Approved applications will be given to the Executive Committee. The Executive Committee will approve or decline proposed grants based on the judging criteria identified in Section 3 below.
- f. The Executive Committee will announce the grant at the next general membership meeting. At that time, grant recipients must present the project for which they have received the grant to the general membership.
- g. The PTO President will distribute grant approval letters detailing the amount approved. Funds will be reimbursed by the PTO Treasurer for approved grants.

Section 3. Grant applications shall be judged by the following criteria:

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| a. Creativity | 30% |
| b. Interdisciplinary application | 20% |
| c. Ability to replicate activity with minimal budget impact | 20% |
| d. Benefit to students | 30% |
| ▪ Direct or indirect benefit to students | |
| ▪ Amount idea enhances instruction | |

Section 4. Grant applications will be taken in the Fall and the Spring. Deadline for submission of grant applications will be October 15 and February 1 of each school year. If a potential applicant wishes to submit a time sensitive application before or after one of the deadlines, they may contact the Executive Committee.

ARTICLE XV: 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 XVI: 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 XVII: PARLIMENTARY 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 XVIII: 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 XIX: 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 Board/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 XX: AMENDMENTS

- a. Any PTO member may submit a proposed amendment to the bylaws, with rationale included, in writing to the Executive Committee. The Executive Committee shall review and consider all proposed amendments and will vote to approve or deny the proposed amendment within thirty (30) days. A majority vote is required. If approved, the amendment shall be presented to the general membership at the next general membership PTO meeting.
- b. An addition or amendment to the PTO bylaws should be a general guide for governing the organization.
- c. Once an amendment is approved, it shall be placed in the text, where applicable, and/or eliminated from the applicable page. Please designate Article and Section when listing an amendment.
- d. The bylaws will be reviewed by the PTO Board every fifth year from the date on the most recent revision, to ensure they are kept current and up-to-date.