

DUTIES OF THE P.T.S.O. EXECUTIVE BOARD

ALL BOARD MEMBERS SHALL:

- serve one year or until their successors are elected.
- be a P.T.S.O. member in good standing with dues payed.
- have attended at least two membership meetings.
- attend the Executive Board meetings scheduled prior to all general membership meetings.
- adopt a calendar of P.T.S.O. meetings, functions, and agendas for the academic year.
- annually review and evaluate all program activities of the P.T.S.O.
- review all expenditures of the P.T.S.O. funds and prepare an annual audit of all P.T.S.O. funds to be presented at the next membership meeting.

THE PRESIDENT SHALL:

- serve as chief executive officer and chairperson of executive board meetings and membership meetings.
- know and follow the bylaws of the organization.
- coordinate the work of the officers and committees of the organization in order that the objectives may be met.
- be ex-officio member of all committees.
- maintain such books, and records as may be necessary to preserve the work product, activities, and decisions of the P.T.S.O.
- consult with the Academy's Principal on all matters relating to the school.
- expedite meetings by: preparing an agenda, opening and closing meetings on time, and sending correspondence to all members of scheduled meetings.
- be an authorized signature on the P.T.S.O. checking account.
- ensure that all required reports and forms are completed and returned to the State offices by the designated deadlines. (Tax exemption forms, Raffle and Bingo license, Form SS4)
- have a copy of Robert's Rules of Order.

THE VICE PRESIDENT SHALL:

- perform the duties of the president in the president's absence or inability to act.
- act as an assistant to the president and assume responsibility for duties assigned by the president.
- assist in the overseeing of all programs, activities, and fund raisers.
- perform any other duties that may be provided for in the bylaws.

THE SECRETARY SHALL:

- be responsible for keeping an accurate record of the proceedings of the P.T.S.O. Executive Board and Membership meetings and present the minutes for the approval at the next membership meeting.
- maintain membership list.
- send correspondence for the P.T.S.O. and maintain a correspondence file.
- assist in determining a quorum.
- count votes.

- has on hand for reference at each meeting:
 1. minutes of the previous meetings.
 2. copies of the treasurers's reports.
 3. current copy of the P.T.S.O. Bylaws.
 4. current membership list.
 5. list of committee chairpersons and committee members.
 6. materials for note/minute taking.

THE TREASURER SHALL:

- be Chief Financial Officer for the P.T.S.O and custodian of its funds, legally responsible for the financial management of the organization.
- make sure the books have been audited before accepting them.
- have an annual audit conducted following their term of office.
- give a Treasurer's report at every Executive Board and membership meeting.
- make sure signature cards are on record with the bank.(The treasurer, president, and vice president)
- ensure all checks have two signatures.
- keep an accurate and detailed account of all monies received and paid out.
- keep records up to date, always obtaining receipt for every purchase.
- count money with the person presenting it and issue a receipt promptly.
- deposit all monies in the P.T.S.O. bank account.
- preserve all check requests, receipts, paid bills, bank statements, and canceled checks for the annual audit.
- review the bank statement with the president.
- reconcile the bank statements every month as soon as received.
- never issue a check for an unspecified amount(i.e., blank check,).
- never issue a check made payable to "cash," and never pays with cash. Checks provide a record of transactions.
- always register every check in the checkbook at the time it is written, record on the check and the check stub the reason that the check was written.
- keep P.T.S.O. funds separate from school funds, never deposit any P.T.S.O. money in anyone's personal accounts.
- assist the president with any State financial forms necessary to maintain the organization.

By-Laws of the Performing Arts Academy Parent Teacher Student Organization

Table of Contents

Article I	Organization and Purpose
Article II	Governance
Article III	Membership
Article IV	Executive Board Functions
Article V	Committees
Article VI	Executive Board
Article VII	Terms of Office
Article VIII	Nominations and Elections
Article IX	Meetings and Business Affairs
Article X	Amendment of By-laws
Article XI	Dissolution

By -Laws of the Performing Arts Academy Parent Teacher Student Organization

Article I **Organization and Purpose**

- Section 1: The name of this organization shall be Parent, Teacher, Student, Organization of the Academy of Performing Arts, hereinafter referred to as the P.T.S.O.
- Section 2: The purpose of this P.T.S.O. is to enhance the education of those students who are attending the Ocean County Vocational and Technical School (O.C.V.T.S.) of the Performing Arts Academy, via the involvement of Parents, Teachers, and Students. This P.T.S.O. will conduct school events, activities, fund raisers, etc., to involve those members of this P.T.S.O. to promote a valuable educational experience.

Article II **Governance**

- Section 1: The P.T.S.O. shall be in accordance of these By-laws.
- Section 2: The responsibility for implementing programs/meetings shall be vested in the elected officials known as the Executive Board.
- Section 3: The Executive Board shall consist of the following officers:
1. President
 2. Vice President
 3. Treasurer
 4. Secretary
 5. Teacher/Student Liaison
- Section 4: The responsibility of the Board Members shall be to promote efficient and effective governing of the P.T.S.O. members.

Article III **Membership**

- Section 1: All parents, guardians, teachers, faculty, and students from the Performing Arts Academy shall be eligible to be a P.T.S.O. member.
- Section 2: An eligible person shall become a member in good standing upon the receipt of

his/her dues.

Section 3: A member shall remain in good standing as long as his/her dues are currently paid.

Section 4: A member not in good standing may correct his/her standing by paying any dues in arrears.

Section 5: A member in good standing shall be eligible to vote.

Article IV

Executive Board Functions

Section 1: In fulfilling the responsibilities delegated by Article II Section 2 of these By-laws, the Executive Board shall:

- a. Adopt a calendar of P.T.S.O. meetings and functions.
- b. Make recommendations on all submitted agendas by members.
- c. Annually review and evaluate all program activities of the P.T.S.O..
- d. Review all expenditures of P.T.S.O. funds; and shall prepare an annual audit of all P.T.S.O. funds, which shall be presented at the first regular meeting after completion of the audit report.
- e. Adopt an agenda for all membership meetings.

Article V

Committees

Section 1: The President with the consent of the Board shall appoint special Committees to carry on the work of its members.

Section 2: Each Committee shall have a chairperson who will facilitate the objectives of that committee and report all outcomes to the members at the membership meetings.

Article VI

Executive Board

Section 1: The officers of this P.T.S.O. shall be the President, Vice President, Secretary, Treasurer, and Parent/Teacher Liaison. These elected officers shall be collectively known as the Executive Board.

Section 2: The duties and powers of the officers of the Executive Board shall be reasonably construed to be necessary and appropriate to their respective positions and shall include but not be limited to the following:

- a. The President shall serve as chief executive officer and shall implement all decision of the membership Executive Board. He/She shall preside at all membership meeting and serve as chairperson of the Executive Board. He/She shall present a report on the work of the P.T.S.O.. He/She shall supervise the work of the officers, maintain such books and records as may be necessary to preserve the work product, activities, and decisions of the P.T.S.O..
- b. The Vice President oversees the conduct of all programs and welcomes new members, assists in facilitating activities, and plans for fund raisers.
- c. The Secretary shall maintain its non-financial books and records. He/she shall maintain all records of membership. He/she shall tabulate votes at membership meetings, he/she shall prepare and maintain the minutes of all membership and Executive Board meetings, and maintain all correspondence of the members.
- d. The Treasurer shall be the Chief Financial Officer of the P.T.S.O. and shall be the custodian of its funds. He/she shall maintain the books and records of the P.T.S.O.. He/she shall prepare an annual account of all receipts and disbursements and shall report at each meeting all expenditures since the last meeting. He/she shall review all vouchers and accounts payable for accuracy and shall sign all drafts and checks of the P.T.S.O.. He/she shall maintain operating accounts at a licensed banking institute. He/she shall appoint an auditing committee to review the financial books annually and report the outcome to all members.
- e. The Parent/Teacher Liaison shall coordinate any and all necessary communications between Parents, Teachers, and Students.

Article VII

Terms of Office

- Section 1: The terms of office of all Executive Board members shall be one year and/or until their successors are elected. All such terms shall be concurrent and shall commence at the close of the annual meeting following their election.
- Section 2: The term of office for all appointed members of special committees also known as the Chairperson shall be set by the President, and/or until such committee has fulfilled its requirements.
- Section 3: An elected Board member may be suspended from office by action of the Executive Board and may be removed from office, after hearing for just cause shown, by resolution adopted by two-thirds vote of all members present.
- Section 4: A vacancy in office shall be deemed to occur upon the written resignation of the incumbent or upon his or her ineligibility for membership in the P.T.S.O. or upon his/her removal from office or upon his/her inability to perform the duties of his/her office as the result of injury or illness. Vacancy in elective office shall be filled by members currently in office on the Executive Board with consent from the Board. Upon this member filling this vacancy, his or her prior vacated position shall be filled in the same manner or a special election shall occur to fill the vacant Officer/Board member's position.
- Section 5: No member shall be nominated for, or hold, more than one office at a time.
- Section 6: In the event of absence or incapacity of the President, the Vice President shall assume the position as President.
- Section 7: In the event of absence or incapacity of any officer, other than the President, the President with the consent of the Executive Board, shall appoint an Executive Board member or P.T.S.O. member who volunteers to perform the duties of such office. The member serving in this capacity shall do so until a vacancy has been declared by the Nominations and Elections Committee and a successor elected, or the incumbent returns to his/her duties.

Article VIII

Nominations and Elections

- Section 1: All candidates for elected office must meet the following criteria:
- a. Be a member of the P.T.S.O. in good standing.
 - b. Shall have attended at least two membership meetings during the academic

year preceding the date of nomination.

Section 2: All elections shall be by ballot, and shall be conducted and supervised by the Committee on Nominations and Elections.

Article IX

Meetings and Business Affairs

Section 1: Regular meetings of the P.T.S.O. membership shall be scheduled four to eight times a year. Special meetings of the members may be called by the President and/or Executive Board when they deem in the best interest of all.

Section 2: Regular meetings of the Executive Board shall be scheduled prior to each membership meeting. Special meetings of the Executive Board may be called by the President and/or Executive Board when they deem in the best interest of all.

Section 3: In the event of an emergency requiring action of the P.T.S.O. between meetings of the members, the Executive Board shall be authorized to take any necessary action in the name of the P.T.S.O., provided same shall be reported at the next meeting of the membership.

Section 4: Notice of the date of all membership meetings shall be provided at a reasonable time prior to scheduled meeting date. A list of all dates shall be provided at the first meeting of every academic year.

Section 5: At all meetings of the Executive Board and committees authorized by these By-laws, a simple majority of the total membership of the Executive Board or committee shall constitute a quorum for the transaction of business. At all meetings of the membership, ten (10%) percent of the total membership and two elected officials shall constitute a quorum for the transaction of business.

Section 6: All actions taken at a membership meeting establishing or amending a substantive policy or program of the P.T.S.O. Shall be in the form of a written resolution and be approved by a simple majority of members and voting. All such resolutions shall be reviewed prior to consideration at a membership meeting by the Executive Board and the recommendation of the Board shall be reported to the membership prior to debate and vote; provided, however, that resolutions of an emergency nature may be offered and acted upon without such review and recommendation with the consent of two-thirds of the members present and voting.

Article X

Amendment of By-laws

- Section 1: Any amendment to these By-laws shall be proposed in writing, either by majority vote of the Executive Board or by petition signed by half of the members in good standing. Notice of the proposed amendment shall be read at the next regular or special membership meeting. A vote on the proposed amendment shall then be taken.
- Section 2: An amendment shall be adopted upon the approval of two-thirds of the members present and voting except that proposed amendments approved by a majority of the Executive Board shall be adopted upon the approval a simple majority of the members present and voting.
- Section 3: Unless otherwise specified therein, an adopted amendment shall be effective immediately.

Article XI

Dissolution

- Section 1: The dissolution clause states: if all actions taken to maintain this P.T.S.O., Exective Board, and membership have been taken and to no avail the organization is to dissolve, then all assets acquired by this organization, shall be given to the Performing Arts Academy Principal and used strictly for the students of the Performing Arts Academy.

**PERFORMING ARTS ACADEMY
PTSO BY-LAWS**

AMENDMENT MADE 6/6/2006

ARTICLE 7 SECTION 5

**BOARD MEMBERS MAY TEMPORARILY
HOLD MORE THAN ONE OFFICE AT A TIME
TO ENABLE THE BOARD TO OPERATE AND
FUNCTION PROPERLY UNTIL SUCH TIME
AS THE POSITION CAN BE FILLED.**

Colleen S. DeWick (President) 6/6/06

Karen S. Bressi Secretary 6/6/06