

# Shrewsbury Parent Teacher Group, Inc.

20 Obre Place

Shrewsbury, NJ 07702

732-747-0882

## BY-LAWS

### Article 1

#### **Name**

The name of this organization is the Shrewsbury Parent Teacher Group, Inc., an incorporated, non-profit organization of its members (SPTG, hereafter referred).

### Article 2

#### **Policies**

1. The SPTG shall be non-commercial, non-sectarian, and non-partisan. It shall not endorse commercial enterprises, political parties or school board candidates. It may decide to accept corporate sponsorship by means of advertisements or donations; solicitation of such companies may only be made with the approval of the administration and in co-operation with the Board of Education of the Shrewsbury Borough School.
2. Open communication shall be maintained between the group and the Board of Education and the Shrewsbury Borough School administration through SPTG Liaison.
3. Members of the group acting individually or collectively may not act in the name of the SPTG or Shrewsbury Borough School without permission of the executive board.
4. The group may raise funds and provide financial assistance in accordance with SPTG objectives.
5. The financial year shall run from 1 July to 30 June.

### Article 3

#### **Objective**

The objectives of the SPTG are:

1. To provide a support network to the students, the Shrewsbury Board of Education, faculty and administration and to promote unity between the parents, students, teachers and administration by encouraging cooperation and understanding within the school community.
2. To provide excellence in education through extracurricular activities, special projects and communications.
3. Notwithstanding any other provision of these articles, the Shrewsbury Parent Teacher Group, Inc. is formed exclusively for charitable, and educational purposes, as specified in Section 50 1(c) (3) of the Internal Revenue Code, and shall not carry on any other activities

# Shrewsbury Parent Teacher Group, Inc.

20 Obre Place

Shrewsbury, NJ 07702

732-747-0882

## BY-LAWS

not permitted to be carried on by an organization exempt from Federal income tax under code Section 501(c) (3).

### Article 4

#### Membership

1. Membership is open to any interested person(s)/family(ies) who shall abide by the by-laws and shall have a child in the SBS system, a faculty member, or a staff member at Shrewsbury Borough School (SBS).
2. Regular Membership - All parents and/or legal guardians of students who currently attend SBS and all current faculty and staff of SBS shall be eligible for membership in the organization. Regular Members shall have the right to attend and participate in all meetings and activities of the organization, but shall not have the right to vote or to hold office.
3. Voting Membership - All Regular Members who are current in the payment of annual dues shall be designated as Voting Members.

### Article 5

#### Meetings

1. SPTG meetings will be held at Shrewsbury Borough School on the first Tuesday of every month beginning with September at 7:30 pm and every alternating month at 8:30 am unless otherwise posted.
2. All SPTG meetings are an open forum to the community. Any member of the Shrewsbury community, who wishes to, may attend the SPTG meeting. Non-members who wish to speak to SPTG, however, must inform the executive board of the SPTG indicating briefly the subject of their remarks 15 days prior to the meeting. Those who have not so informed the executive board will be NOT permitted to speak.
3. Any member's new business to be brought before the membership must first be submitted in writing to the executive committee a minimum of 15 days prior to the meeting.
4. Acceptance of the SPTG annual budget will be voted by membership at the September meeting.
5. Meetings shall be governed and conducted in accordance with "Robert's Rules of Order, rev".
6. A quorum shall consist of all attending members, regardless of numbers. A simple majority shall constitute a legal vote at any meeting.
7. Bills shall be approved within the limits of the annual budget.

### Article 6

# Shrewsbury Parent Teacher Group, Inc.

20 Obre Place

Shrewsbury, NJ 07702

732-747-0882

## BY-LAWS

### Distributions of SPTG Funds

1. Committees acting within the budgeted limits and committee parameters shall have the power to use their budgeted funds. All vouchers must be signed and approved by the committee chairperson. The vendors invoice or receipt must be submitted with this request.
2. Any committee requests for additional monies must first be submitted in writing to the executive board for review and approval a minimum of 15 days prior to the meeting.
3. Preliminary approval will be made by the executive board at its next meeting; however, requests in amounts exceeding \$300 shall be submitted to the regular membership at the next general SPTG meeting for approval. A majority vote by the general SPTG membership is necessary for approval.

### Article 7

#### Voting

1. Following approval by the executive board, requests will be forwarded to The Project Planning Committee. At least two weeks prior to the up-coming monthly meeting. Review may take longer than two weeks. If approved by the Executive Committee, notice of an upcoming vote will be distributed to the SPTG membership via backpacks.
2. After following the above stated procedure, issues of material importance including expenditures over \$300.00 shall be put to a simple majority of the members in attendance at the monthly meeting. Only those Members in good standing will be eligible to vote.
3. Should a SPTG Committee or project (i.e. In-School Program Committee, Theater Week, Teacher Appreciation Week, and playground expansion) exceed the initial proposed Cost and/or budget by \$300.00 or more, an additional vote is required from SPTG Membership for continued support of the project.

4. Voting on a Motion:

The method of voting on any motion will be conducted by one of the following five methods, they are:

- a) by Voice -- The President asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count.
- b) by Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
- c) by General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ...". The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.

## Shrewsbury Parent Teacher Group, Inc.

20 Obre Place  
Shrewsbury, NJ 07702  
732-747-0882

### BY-LAWS

- d) by Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
- e) by Ballot -- Members write their vote on a slip of paper; this method is used when secrecy is desired.

### Article 8

#### Nominating Process

1. A nominating process will be conducted annually during the April SPTG meeting. The nominees will be selected by the SPTG members present. Nominees will be elected by majority vote at the May SPTG meeting. A silent ballot will be used for those positions with opposing candidates. Nominees will consist of:

#### Officers:

President  
Vice President  
Treasurer  
Secretary

2. No person shall serve more than two consecutive terms in the same executive office or committee chaired position. The president's term may be one year with the vice president moving to president's position.
3. Vacancies in other offices/ chaired positions can be filled by presidential appointment.
4. A SPTG executive officer may not, simultaneously, be an elected official of the SBS Board of Education.
5. Executive Officers shall consist of

President  
Vice President  
Treasurer  
Secretary  
Superintendent/ Principal (office term does not apply)

6. Other

Committee Chairpersons (Chairpersons established due to specific SPTG needs).  
Board of Education Liaison  
Faculty Liaison  
Drug Alliance Liaison

### Article 9

General Powers - The affairs, activities and operation of the organization shall be managed by the Executive Board. The Executive Board shall transact necessary business during the intervals

## Shrewsbury Parent Teacher Group, Inc.

20 Obre Place

Shrewsbury, NJ 07702

732-747-0882

### BY-LAWS

between the meetings of the membership and such other business as may be referred to it by the membership or these Bylaws. It may create Standing and Special Committees, approve the plans and work of standing and special committees, present reports and recommendations at the meetings of the membership, prepare and submit a budget to the membership for approval, and, in general, conduct the business and activities of the organization.

#### **Responsibilities of the Executive Officers, Chairpersons and Liaisons**

Officers:

1. The President shall
  - a. preside at monthly meetings of the group and special meetings as called.
  - b. provide an agenda for the monthly meetings.
  - c. encourage the development of suitable ideas from the members into programs to attain the stated SPTG goals.
  - d. represent the SPTG outside the group when requested (i.e. community, civil, educational or business leaders for the benefit of the students and the school).
  - e. if needed meet with the Administrator of SBS to schedule meetings and locations for forthcoming school events.
  - f. coordinate the development of the SPTG budget with the SPTG VP, Secretary and Treasurer. Committee chairs should provide direction regarding their budget.
  - g. have the power to co-sign checks or transfers for the group payments, together with the Treasurer or Secretary of the SPTG.
2. The Vice President shall
  - a. assume the duties of the President in his/her absence.
  - b. be responsible for meeting notification.
  - c. coordination of parent volunteers to assist the committee chairpersons.
  - d. report to the President regarding the activities and plans of the aforementioned areas.
3. The secretary shall
  - a. keep accurate minutes of all meetings of the group, distribute a copy of the minutes to the President, the Vice-President.
  - b. be responsible for the distribution of News bits (the SPTG meeting summary) to all Shrewsbury Borough School families.
  - c. have the power to co-sign checks or transfers for the group payments, together with the President or treasurer of the SPTG.
4. The Treasurer shall

## Shrewsbury Parent Teacher Group, Inc.

20 Obre Place

Shrewsbury, NJ 07702

732-747-0882

### BY-LAWS

- a. maintain accurate records of all receipts, expenditures and financial activities of the group.
  - b. provide a monthly financial summary to the SPTG board, to be appended to the secretary's report.
  - c. submit a proposed budget in September for the school year.
  - d. pay out funds as authorized in the approved budget or with membership approval.
  - e. have the power to co-sign checks or transfers for the group payments, together with the President or Secretary of the SPTG.
  - f. arrange for the payment of bills approved by the budget or board; those bills bearing the approved signature/s will be accepted by the treasurer for payment out of the general fund.
  - g. submitting checking account for yearly tax return preparation,
5. The Superintendent/ Principal of the Shrewsbury Borough School shall serve as an ex-officio or non-voting member of the Executive Board/ Membership.
- a. as per district policy, serve as an advisor to the executive board and shall keep them informed in all matters pertaining to the SPTG
  - b. as per district policy, represent the school before the public
  - c. as per district policy, approve all school based programs,
  - d. as per district policy, work in conjunction with the Parent Teacher Group
  - e. as per district policy, develop and advise cultural and enrichment activities including SPTG.
6. The Committee Chairpersons shall
- a. oversee all activities of their committees.
  - b. be responsible for collecting their member's receipts and expense vouchers in a timely fashion for submission for reimbursement by the Treasurer.
  - c. receipts must accompany expense vouchers, which are available from the SPTG mailbox or from the Treasurer.
7. The Teacher Liaison shall
- a. be a member of the SBS faculty
  - b. act as liaison between the faculty/staff and the SPTG.

## Shrewsbury Parent Teacher Group, Inc.

20 Obre Place

Shrewsbury, NJ 07702

732-747-0882

### BY-LAWS

8. The Board of Education Liaison shall
  - a. be a member of the SBS Board of Education.
  - b. act as liaison between the Board of Education and the SPTG.

### Article 10

#### Project Planning

1. Project Planning Committee will be responsible for overseeing the review and research of project ideas submitted to the SPTG. Those projects deemed acceptable will be recommended for approval by the SPTG membership.
2. Project Planning Committee Policy:
  - a) the purpose of the project planning committee is to research and review potential projects for presentation to the SPTG membership. Projects should be of a nature that will provide enhancement to Shrewsbury Borough School, such as a physical improvement or a school program, or to benefit the students, faculty, staff and school community. Accepted projects must be assigned a chairperson or will become the responsibility of the Project Planning Committee chair.
  - b) project ideas are to be submitted to the Project Planning Committee by SPTG members, SBS faculty or SBS administration on an on-going basis. SBS faculty members are required to use "teacher grant request" forms. A minimum of three bids should be obtained for each request.
  - c) projects selected by the Project Planning Committee will be recommended and presented to the membership for an acceptance vote. All supporting information and documentation should be available at the time of presentation to the SPTG membership by the Project Planning chairperson or a designated committee member. A minimum of three bids should be obtained for each proposed project.
  - d) generally, project costs should not exceed the annual anticipated income of the SPTG, based on projected fundraising. If the scope of the project should exceed the projected annual income, then monies will be allocated in phases and may bridge over to the next school year (i.e. 1998 playground improvement project). In the event that project costs exceed the original proposed cost that has been voted upon and accepted by the SPTG membership, then an additional vote must be requested by the Project Planning Committee to support the additional monies. Project costs are in addition to the regular expenses incurred by the SPTG which are outlined in their accepted annual budget.

### Article 11

#### Committee Reports

## **Shrewsbury Parent Teacher Group, Inc.**

20 Obre Place

Shrewsbury, NJ 07702

732-747-0882

### **BY-LAWS**

1. The committee chairperson or co-chairperson will be responsible to provide a Committee report when needed at monthly SPTG meetings. All reports should be submitted at least 24 hours prior to the meeting.
2. Projects and events must be approved by the SPTG president and the committee chairperson prior to the implementation of said project.,

### **Article 12**

#### **Amendments**

The bylaws of the organization shall become effective upon adoption by a majority vote of the members present at the meeting to which it is presented for adoption. It may be amended by a two-thirds (2/3) vote of a minimum of nine members present or at any further meeting, provided notice of such proposed amendment has been given 15 (fifteen) days in advance of the meeting.

### **Article 13**

#### **Termination**

1. The dissolution of the Group may be accomplished by a two-thirds (2/3) vote of all the members, provided that notice of such proposal has been given in writing at least 15 (fifteen) days prior to such meeting.
2. Upon the dissolution of the Shrewsbury Parent Teacher Group, Inc., assets shall be distributed for one of more exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code or corresponding section of any future Federal tax code, or shall be distributed to the Federal Government, or to a state or local government for a public purpose.

Revised October 25, 2003 SPTG Executive Board