



**SHALOM TORAH
ACADEMY**

**PARENT TEACHER
ORGANIZATION**

BY-LAWS

**Shalom Torah Academy
Of
Western Monmouth County**

Bylaws of the Shalom Torah Academy Parent Teacher Organization

I. NAME.

The name of the organization shall be the Shalom Torah Academy Parent Teacher Organization.

II. PURPOSE.

The purpose of the organization shall be to aid the students of Shalom Torah Academy by providing support for their educational and recreational needs and to promote open communication among the administration, teachers and parents.

III. MEMBERSHIP.

A. Voting Membership.

All parents and/or legal guardians of students who currently attend Shalom Torah Academy shall be designated as Voting Members. Voting Members shall have the right to vote on all issues before the membership and to elect P.T.O. officers. Only Voting Members who are current in the payment of annual dues may be elected as Officers of the P.T.O.

B. Honorary Membership.

All parents and/or legal guardians of former students and current or former faculty of Shalom Torah Academy shall have the right to participate in the organization as Honorary Members. Honorary Membership may also be extended to other persons by a vote of the membership. Honorary 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.

IV. MEETINGS

A. Regular Meetings.

At least three General Membership Meetings of the organization shall be held during each school year. The time and place of the meetings shall be announced at least seven (7) days prior to the meeting.

B. Special Meetings.

Additional meetings of the organization may be called, either by vote of the Executive Committee or by petition of a majority of the Voting Members. The time and place of all Special Meetings shall be announced at least seven (7) days prior to the meeting.

C. Quorum.

Those persons present at a properly called General Membership or Special Meeting shall be designated as a quorum and shall be entitled to take action on behalf of the organization.

D. Voting.

A majority vote of the Voting Members present at any meeting shall be required for all action to be taken by the organization.

V. OFFICERS

A. Positions.

The officers of the organization shall consist of a President, Vice-President, Secretary, Treasurer, and Reporter. Two persons may be nominated and elected to fill any single position. In this instance, both of the persons shall be given all of the rights and responsibilities of the office as enumerated herein.

B. President.

The President shall be the principal executive officer of the organization and, subject to the control of the Executive Committee and the direction of the membership, shall in general supervise and control all of the activities of the organization. The President shall be a member of the Executive Committee and, when present, shall preside at all meetings of the Executive Committee and all meetings of the membership. The President shall vote only in the case of a tie in a vote of the Executive Committee or the membership. The President shall select and appoint the chairpersons of all Standing and Special Committees and shall be an ex-officio member of all committees of the organization. To be eligible to serve as President, a person must have been a Voting Member of the organization for at least one year.

C. Vice-President.

The Vice-President shall be a member of the Executive Committee and, in the absence of the President, shall perform the duties of the President. The Vice-President shall perform such other duties as are assigned by the President or the Executive Committee. To be eligible to serve as Vice-President, a person must have been a Voting Member of the organization for at least one year.

D. Secretary.

The Secretary shall be a member of the Executive Committee. The Secretary shall keep the minutes of the proceedings of the membership and the Executive Committee, shall receive from the Treasurer the list of Voting Members, shall see that all notices are duly given in accordance with these Bylaws, and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Executive Committee.

E. Treasurer.

The Treasurer shall be a member of the Executive Committee. The Treasurer shall have charge of and be responsible for all funds of the organization and shall receive and give receipts for monies due and payable to the organization from all sources and shall deposit such funds in such banks or other organizations as are selected by the Executive Committee. The Treasurer shall make disbursements as authorized by the President, Executive Committee, or membership in accordance with the budget adopted by the membership. The Treasurer shall collect all membership dues as are established by the organization and shall certify to the Secretary an accurate list of the Voting Members of the organization. The Treasurer shall present a written financial report at each General Membership Meeting of the membership and at other times as requested by the Executive Committee.

F. Reporter.

The Reporter shall be a member of the Executive Committee. The Reporter shall be responsible for publicity for all events of the organization and shall act as a liaison between the school and the media. The Reporter shall keep the official history of the organization and shall keep an annual record of all of the activities of the organization.

VI. ELECTIONS.

A. Procedure.

The election of officers shall take place during the last General Membership Meeting each year. All Voting Members of the organization may participate in the election. The Nominating Committee shall present a slate of officers for election. Further nominations may be received from the floor. The election of the slate, if non-contested, may be by voice vote. Any contested election shall be by written ballot.

B. Term of Office.

The term of each officer shall be one year, beginning on July 1st and ending on June 30th of each year. A person may be elected to the same or other office for more than one term.

C. Nominating Committee.

The Nominating Committee shall be responsible for receiving all suggestions for persons to serve as officers. The committee shall prepare a slate of officers to present for election by the membership. The committee shall contact all persons who will be nominated to confirm their willingness to serve. The committee shall insure that all nominees are Voting Members and otherwise eligible to serve in the office.

D. Selection.

A majority of the votes cast by the Voting Members at the last General Meeting prior to June 30th shall be necessary for election. Should no person receive a majority of the votes cast, a run-off between the two (2) persons who received the largest number of votes shall immediately be held.

E. Vacancies.

Any vacancy in office because of death, resignation or inability to serve shall be filled by the Executive Committee for the unexpired portion of the term. However, should a vacancy occur in the office of the President, the Vice-President shall immediately assume the office. Should a vacancy occur in the office of Vice-President for any reason, the vacancy shall be filled by election at the next regular meeting of the membership, consistent with the procedures established herein.

VII. EXECUTIVE COMMITTEE

A. General Powers.

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

B. Membership.

The membership of the Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, Reporter, and two (2) faculty representatives selected by the faculty. The principal of the school and the chairperson of all Standing Committees shall serve as ex-officio members and shall be entitled to vote.

C. Meetings.

Regular meetings of the Executive Committee shall be held during the year, the time to be established at the first meeting of the year. Special meetings may be called by the President or by a majority of the Executive Committee. Adequate notice of all meetings shall be given to all members of the Executive Committee and, in the absence of an emergency, at least seven (7) days in advance. When possible, notice of the meetings should be announced to all Voting Members of the organization. Any Voting, or Honorary Member may attend a meeting of the Executive Committee, but shall not be entitled to vote on matters before the body.

D. Quorum.

A majority of the regular members of the Executive Committee shall constitute a quorum for the transaction of business.

E. Voting.

The act of the majority of the regular and ex-officio members of the Executive Committee present at a meeting at which a quorum is present shall be required for all action to be taken by the Executive Committee.

F. Conflict of Interest

No board member may vote upon a matter before that body in which he or she has a direct financial interest. Immediately upon becoming aware that such a conflict may exist, a Board member must disclose the existence of the potential conflict to the remaining Board members, withdraw from further deliberation on the issue, and recuse themselves from voting on the matter. Any such disclosure and withdrawal shall be fully documented in the organizations minutes.

VIII. STANDING AND SPECIAL COMMITTEES

A. Nominating Committee.

The Nominating Committee shall be composed of two (2) persons who shall be selected by the Executive Committee at the beginning of each year. The committee shall carry out its responsibilities, as specified in Section VI.

B. Other Standing Committees.

The Executive Committee may establish such other Standing Committees, as it deems necessary and advisable. The President shall appoint the chairpersons of all Standing Committees, who shall serve as ex-officio members of the Executive Committee. Only Voting Members who are current in the payment of annual dues may serve as chairpersons. The chairperson of each committee shall recruit the members for his or her committee. Any Voting or Honorary member may serve as a committee member. The Chairperson shall report the plans and activities of the committee to the Executive Committee, which must approve all such reports.

C. Special Committees.

The President and/or the Executive Committee may create Special Committees. Special Committees shall be created for a specific time and/or task and shall cease to exist when that time or task has been completed, or on June 30th of each year, whichever occurs first. The President shall appoint the chairpersons of all Special Committees. Only Voting Members who are current in the payment of annual dues may serve as chairpersons. Any Voting or Honorary Member may serve as a committee member. The Chairperson shall report the plans and activities of the committee to the Executive Committee, which must approve all such reports.

IX. FINANCES

A. Budget.

The Executive Committee shall present to the membership at the first Regular Meeting of the year a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the Executive Committee during the year. Any substantial deviation from the budget must be approved in advance by the Voting membership.

B. Obligations.

The Executive Committee may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the organization. The officers shall not have the authority, however, to enter into such agreements on behalf of Shalom Torah Academy, nor should they hold themselves out as having such authority.

C. Loans.

No loans shall be made by the organization to its officers or members.

D. Commercial Paper.

All checks, drafts, or other orders for the payment of money on behalf of the organization shall be signed by the Treasurer or by any other person as authorized in writing by the Executive Committee.

E. Bank Accounts

The Treasurer shall deposit all funds of the organization to the credit of the organization in such banks, trust companies or other depositories as the Executive Committee may select and shall make such disbursements as authorized by the Executive Committee in accordance with the budget adopted by the membership. All deposits and/or disbursements shall be made within a maximum of thirty (30) days from the receipt of the funds and/or orders of payment.

F. Financial Report.

The Treasurer shall present a financial report at each General Membership Meeting of the organization and shall prepare a final report at the close of the year. The Executive Committee shall have the report and the accounts examined annually by an auditor or an informal audit committee, who, if satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.

X. MEMBERSHIP DUES

A. Amount.

The organization shall authorize and collect membership dues to be used for the operation of the organization. Any change in the amount of the dues shall be approved by a vote of the Voting Members acting in the manner prescribed in Section IV.

B. Financial Hardship.

No Regular Member shall be denied the right to participate in the activities of the organization or to become a Voting Member due to financial hardship. The Executive Committee shall establish a procedure for alternative payments or waivers to insure compliance with this policy.

XI. AMENDMENTS.

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the Voting Members at any Regular or Special Meeting.

XII. AUTHORITY.

If any part of these Bylaws shall conflict with the decisions, policies or procedures adopted by the State, County or Local School Boards, they shall be deemed null and void and the decision of the applicable School Board shall, in all cases, control.

These Bylaws were adopted by the membership by a majority vote during a meeting properly called on May 22nd, 2002, and shall take effect immediately.