

PTO BY-LAWS

2025-2026 SCHOOL YEAR

ARTICLE 1 – NAME

This organization shall be known as The Cedar Grove Elementary School Parent/Teacher Organization of Toms River, NJ and shall have no affiliation with any state PTO or PTA. The abbreviated name for this organization shall be Cedar Grove PTO or The PTO.

ARTICLE II – PURPOSE

The corporation is organized for the purpose of supporting the education of children at Cedar Grove Elementary School by fostering relationships among the school administration, parents, and teachers. The Cedar Grove PTO will support projects that are deemed useful and beneficial to all students at Cedar Grove Elementary School.

Section 1. The Cedar Grove PTO will help to raise funds to be spent on, but not limited to (see distribution of funds):

1. Additional Equipment, maintenance, or repairs for the school that the Board of Education will not cover
2. Sponsoring programs of interest to the parents and teachers of Cedar Grove Elementary School with the intent to better inform the group about the school system, community, or present subjects relating to elementary school age children
3. Sponsoring PTO Executive Board approved community service projects
4. Aiding Cedar Grove families in extraordinary circumstances requesting assistance from or in coordination with the Guidance Department or Cedar Grove Nurses (ie. Care Closet)

Section 2. The Cedar Grove PTO will address any problems of mutual interest to parents, teachers, administration, and students.

ARTICLE III – POLICIES

Daily operation of the PTO will be in accordance with established Policies and Procedures. The Officers of the PTO shall review the current Policies and Procedures at the beginning of each fiscal year. Any recommendations for changes to the Policies and Procedures shall be presented to the Executive Board for ratification prior to the first General Membership meeting of the school year.

Section 1. The Cedar Grove PTO shall be non-commercial, non-sectarian, and non-profit.

Section 2. Politics

The Cedar Grove PTO shall not participate in any political campaign.

1. The PTO shall not participate in, or intervene in, any political campaign on behalf of any candidate for public office (including publishing or distribution of statements).

Section 3. The Cedar Grove PTO shall cooperate with the school to support the improvement of education.

Section 4. Partnerships

The Cedar Grove PTO may cooperate with other organizations and agencies concerned with the welfare of children, but persons representing the PTO in such matters shall make no commitments that will be legally binding.

1. Notwithstanding any other provisions of this document, the PTO shall not carry on any other activities not permitted to be carried on:
 - a. By an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code
 - or**
 - b. By an organization, contributions to which are deductible under section 170 (c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code

Section 5. Fundraisers

There shall not be any fundraising activities that require or encourage door-to-door solicitation by students. Likewise, there shall not be any incentives or prizes offered to any individual student regarding fundraising goals. Policy 5830 (Fundraising) and 9191 (Booster Clubs/PTOs, PTAs, and other Organizations).

1. No individual prizes for most money brought in
2. No individual expectations placed on each student
3. No charts or announcements depicting each student's contributions
4. No aggressive language or soliciting
5. All fundraising events/activities need to be presented to the principal, who will then contact the superintendent's office for notification and approval.

Section 6. Distribution of Funds

No part of net earnings of the Cedar Grove PTO shall be distributed to its members, officers, or other private persons.

1. However, reimbursement of funds for Cedar Grove PTO expenditures may be made to any Cedar Grove PTO representative, providing proper receipts, by the Treasurer of the Executive Board.
2. In addition, payments may be made to persons or companies hired for services rendered.



3. The Executive Board will charge a fee to cover administrative costs on all returned checks. No additional checks will be accepted unless delinquent accounts are satisfied.

Section 7. Membership

The Executive Board should make every effort to find volunteers in the general school population to volunteer for events by advertising on social media, newsletters, PTO website, and through teacher notifications (Class Dojo, Remind, Email). If the PTO Board does not have enough volunteers, PTO has the right to cancel events.

ARTICLE IV – MEMBERSHIP

Section 1. Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member. School administration, teachers and instructional staff employed at the school may be a member.

Section 2. Dues, if any, will be established by the executive board. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing.

Section 3. Membership in this PTO shall be available without regard to race, color, creed, or nation

ARTICLE V – EXECUTIVE BOARD

Section 1. Officers

There will be six (6) permanent Executive Board Positions. The officers shall be a president, vice president, secretary, treasurer, communications, and TEAM & committee liaison. The Executive Board shall consist of no less than six (6) and no more than eleven (11) Board positions. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership. In addition to the duties listed above, each officer will also perform other such duties as applicable to the office as prescribed by the parliamentary authority of this organization as listed below.

1. President. The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees, and coordinate the work of all the officers and committees so that the purpose of the organization is served.
2. Vice President. The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve. The vice president shall also oversee the committees of this organization.
3. Secretary. The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to

the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.

4. Treasurer. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board and make a full report at the end of the year. In addition, they will need to maintain a bonded status, maintain necessary bank accounts to comply with all appropriate laws and have signatory rights to all accounts. They will also need to file or arrange for an outside accountant to file in a timely manner any paperwork including tax returns, necessary to comply with Federal, State, and Local tax laws.
5. Communications. The Communication Webmaster will maintain and update Cedar Grove PTO social media pages for all events, fundraisers, committees, etc. They will provide interesting and fun content to keep the PTO membership engaged. They will maintain the PTO website (www.cedargrovetotomsriver.org) and make sure it is kept up to date. This includes, but not limited to: Executive Board Officers, Role Descriptions, Mission Statement, Calendar, etc.
6. TEAM Liaison. Maintain communication with the TEAM Coordinator and TEAM student liaison to arrange for their assistance at functions as needed. This includes determining the number of students needed for each event, as well as notifying Toms River Regional Schools and TEAM Coordinators of schedule changes.

Section 2. Eligibility

Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate. Members must also have chaired at least 1 committee within the calendar year as well as attend at least six of the General Meetings.

Section 3. Nominations and Elections

1. Nominations:
 - a. At the March meeting, each executive board member will discuss current positions and decide if they will remain in their position. Nominations for new or replacement board members should be advertised after this meeting to the General Membership
 - b. Executive Board Member Nominees must be submitted in April each year.
 - c. Executive Board Members who are not running may assist in the election process, however the process must involve at least one school administrator to ensure fairness and transparency.
 - d. An Executive Board Member, who resigns, must wait a period of 1 complete calendar year, from the date of resignation, before being eligible to run for a position.
2. Elections:
 - a. Executive Board Member Elections are annual, and board positions must be staggered to avoid such a turnover that would be detrimental to the PTO. President, Treasurer, and TEAM Liaison will be on one ballot, every two years.

Vice President Secretary, and Communications will be on one ballot, every two years. Each ballot will be voted on every other year to ensure a fair learning curve and to not disrupt everyday operations.

- b. In the event that an election does not line up with a board member who is leaving CGE (rising 5th graders or families moving out of CG), we will have a special election to fill role as part of the regular election process.
- c. Elections will be held at the May meeting of the school year.
- d. Elections will take place via ballot electronically with all interested candidates for available positions. General population will have access to vote. Candidates with most votes wins that position.

Section 4. Terms of Office

Officers are elected for two years. Each Executive Board Member is required to attend the monthly Executive Board Meetings in person. If an Executive Board Member is unable to attend any scheduled meeting they must inform the Recording Secretary. They are required to provide a report for their position even in their absence. Any member of the executive board who misses two (2) consecutive regular scheduled meetings or four (4) regular scheduled meetings in a calendar year is subject to removal from the Board unless he or she drafts a letter to the President to explain the absences. Voting privileges of said member are suspended until the Board votes on the individual's status

Section 5. Removal From Office

Officers can be removed from office with or without cause by a two-thirds vote of those present at a regular meeting where previous notice has been given.

Section 6. Vacancies

If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

ARTICLE VI – COMMITTEES

Cedar Grove PTO runs many events throughout the school year. Committees have been created by the PTO to alleviate workload on the board members and to allow as many Cedar Grove community members as possible to participate in the education of the students. These committees will work closely with the President and Committee Advisor to ensure that each event has the proper support it needs (budget, supplies, fliers, signups, volunteers, etc).

Section 1. Membership

Committees may consist of general members and board members, with the president acting as an ex officio member of all committees. Each committee will have a chair and co-chair to ensure there is enough support to run a smooth event. Each Chair/Co-chair can be a teacher at Cedar

Grove Elementary School and/or parent//guardian of a student at Cedar Grove Elementary School. Chairs/Co-Chairs do not have voting rights.

Section 2. Committee Advisors

As part of the Cedar Grove PTO Executive Board, each member will be the lead for each committee. They will be the advisor of all events that live under each committee's jurisdiction. They are considered the point person for each event chair to ensure the proper processes are in place and events run smooth from start to finish. They will be in charge of organizing meetings with event chairs to execute the necessary steps to make an event come to life for the CGE community. These committees will be open to all CGE PTO General Members.

Section 3. Standing Committees

Below is the list of committees and what events fall under each one:

1. Assemblies - Fun Run, Give Back Days, Educational Speakers
2. Back-To-School - New Student Orientation, Teacher Lounge Stock Up, Back-To-School Night
3. Book Fair - October (Fall), April (Spring), Pop Up (Anytime)
4. Dances - Halloween, Someone Special
5. Fifth Grade Events - Picnic, Peer Leadership, Safety Patrol
6. Fundraisers - Dine To Donate, Candy Grams, Teacher Grams, Star Your Yard, Coin Wars
7. Retail - Spirit Wear, School Store, Holiday Shop
8. School Environment - Bulletin Board, Fun Fridays, Garden & Grounds
9. Student Events - Ice Cream Social, March Madness, Blue Claws
10. Teacher Appreciation - TAW, PD Days, Birthday Celebrations

Section 4. Additional Committees. The board may appoint additional committees as needed.

ARTICLE VII – FINANCES

Section 1: Fiscal Year

The fiscal year of the PTO shall begin on August 1st and end on July 31st

Section 2. Budget

A tentative budget of the PTO shall be drafted by the Treasurer and approved by the Executive Board, at least ten (10) days prior to the first General Membership meeting of the school year. Any modifications to the budget must be approved at an Executive Board meeting.

Section 3. Records

The Treasurer shall keep accurate records of any receipts, disbursements, and bank account information of the PTO. The bank account(s) shall be reconciled monthly and reviewed by the Treasurer-Elect.

Section 4. The board shall approve all expenses of the organization.

Section 5. Reporting

The Treasurer shall prepare a monthly financial report of the PTO for review and approval by the Executive Board. On an annual basis, the Treasurer shall prepare a consolidated End of



Year financial report of the PTO and its committees for review. The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Executive Board.

Section 6: Restricted Funds

Restricted funds received by the PTO for specific purposes (petty cash) will be accounted for separately by the Treasurer.

Section 7: Disbursements

Disbursements by the PTO require an approved check request form. Check request forms for Executive Officers shall be approved by the Treasurer. Check request forms for standing committees must be approved by the committee chair and submitted to the PTO Treasurer. The principal of shall approve faculty requests. Authorized signatures shall be required on each check. Authorized signers shall be the Treasurer(s).

Section 8: Banking

After each election, the bank will need to be notified and updated to changes executive board member changes.

1. Update records to show the following members on the operating account:
 - a. PTO President
 - b. PTO Treasurer
 - c. PTO Co-Treasurer
2. Debit cards to be issued to:
 - a. PTO President
 - b. PTO Treasurer
3. Bank Conductors (those making deposits) on file should be:
 - a. PTO President
 - b. PTO Treasurer
 - c. PTO Co-Treasurer

Section 9: Commitments

1. No contract or commitment binding the PTO shall extend beyond the current school year.
2. No contract or commitment shall be made which places the PTO in a deficit position.
3. No loans may be executed by the PTO, the Executive Board or general membership of the PTO.
4. All contracts or binding commitments of the PTO, or committees, must be approved by the Executive Board. Approved contracts must be signed by two (2) members of the Executive Board. All contracts entered must be in the name of the PTO.
 - a. Committees entering contract situations will be responsible for upholding said contract. Should any breach of contract arise, the signees will be liable.
 - b. Any individual signing a contract on behalf of the PTO or committee without the approval of the Executive Board will be held personally liable and responsible for all expenses

- c. All contracts or binding commitments entered by a committee must be reported at the next monthly Executive Board meeting.

Section 10: Dissolution

Upon dissolution of the PTO, any remaining funds should be used to pay any outstanding bills and with the General Membership's approval, spent for the benefit of Cedar Grove Elementary School.

ARTICLE VI – MEETINGS

Section 1. Executive Board Meetings.

The executive board meeting of the organization shall be on the same day and at the same time each month, to be determined by the executive board. This meeting will be held prior to the general PTO meeting. In addition, there will be one summer meeting to prepare for the upcoming school year.

Section 2. Regular/General Meetings.

The regular meeting of the organization shall be on the same day and at the same time each month, to be determined by the executive board. PTO General Meetings will be held at Cedar Grove Elementary School at 8:00pm or via virtual platform. Babysitting services will be provided by TEAM. Meetings will be advertised on PTO calendar, social media pages, and will be promoted through school newsletters.

1. General Membership meetings shall be held at a minimum of twice per school year, or as called by the Executive Board and/or the President.
 - a. The first General Membership meeting of each school year shall be held no later than September 30 and shall include approval of the PTO's current year budget.
 - b. The second General Membership meeting shall be held in the spring of each school year and shall include for the upcoming school year the election of the Executive Board.
2. General Membership meetings shall be open to any interested persons; however, the privilege of making motions and voting shall be limited to its executive members.
3. Cedar Grove PTO Members shall be notified of the time and place of each regularly scheduled General Membership meeting at least seven (7) days in advance.

Section 3. Special Meetings.

Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting.

Section 4. Annual Meeting.

The annual meeting will be held at the scheduled April meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise.

Section 5. Notification of Meetings.

The secretary will notify the members of the meetings via email at least one week prior to the meeting. An agenda will be attached. All agenda items must be given to secretary 10 days before meeting.

ARTICLE VII – AMENDMENTS

These bylaws of the Cedar Grove Elementary PTO shall be reviewed annually by the Executive Board. These bylaws may be amended or revised at any regular meeting of the PTO by a two-thirds vote of the full Executive Board.

ARTICLE VIII – DISSOLUTION

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

Section 1. Upon dissolution of the PTO, the general fund in the Treasury shall be used for additional equipment and/or activities for the school, leaving no money in the account.

Section 2. Upon dissolution of the PTO, assets shall be distributed for one or more exempt purposes within the meaning of sections 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 public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the PTO is located, exclusively for such purposes of such organization(s), as said Court shall determine which are organized and operated exclusively for such purposes.

The bylaws are hereby adopted this _____ day of _____, 20_____.

By:

Name: _____

PTO President (printed name & signature)

Name: _____

Cedar Grove Elementary School Supervisor (printed name & signature)

