

CUCINELLA PARENT-TEACHER ORGANIZATION BYLAWS

Original Creation: May 24, 2006
Revised June 3, 2024; Approved June 3, 2024

ARTICLE I: NAME

The name of the organization shall be the "Cucinella Parent-Teacher Organization" (hereinafter referred to as the "PTO".)

ARTICLE II: PURPOSES

Section 1. The purpose of the PTO is to be a cooperative effort of the parents and faculty of the Benedict A. Cucinella School, Pre- K-5, whose goals are to:

- Sponsor programs of general interest and aligned with current curriculum standards;
- Foster communication between the family and the school community;
- Promote positive aspects in the schools.

Section 2. The organization is dedicated exclusively for the charitable, scientific, literary, or educational purposed within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future Federal tax code (hereinafter referred to as "Internal Revenue Code".)

ARTICLE III: BASIC POLICIES

The following are the basic policies of the "Cucinella" 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.

d. Board of Education issues and district-wide referendums that will impact either B.A. Cucinella 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.

e. 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.

f. Notwithstanding any other provisions of these articles, the organization shall not carry on any other activities not permitted to be carried on (1) be 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.

g. Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations which have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

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Commented [1]: Formatting fix: Article III uses duplicate subitem label a. -- the Board of Education paragraph follows items a, b, and c, so it should be labeled d. Items following should renumber accordingly. Revising to correct the lettering.

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CUCINELLA PARENT-TEACHER ORGANIZATION BYLAWS

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. The amount of such dues shall be determined by the ~~Executive Board~~, at the ~~summer budget planning meeting~~, for the following school year.

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 "Cucinella" 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.

ARTICLE V: OFFICERS

Initial officers shall be appointed by the PTO Corporate Trustees as designated in the New Jersey State Articles of Incorporation. For subsequent Annual PTO Board Officer Elections: Only those individuals who are a member in good standing and have met the following criteria as specified in Section 4, shall be eligible for nominations for a PTO Board Office, either by committee or from the floor.

Section 1. The officers of this PTO shall be a President or 2 Co-Presidents, Director of Fundraising or 2 Co-Directors of Fundraising, a Director of Programs or 2 Co-Directors of Programs, a Director of Membership or 2 Co-Directors of Membership, Director of Communications or 2 Co-Directors of Communication, Secretary or 2 Co-Secretaries, Treasurer, ~~or Co-Treasurers~~, an appointed Parliamentarian and a ~~Room Parent~~ Coordinator.

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 as described below.

Section 3. When there is but one candidate for an office, the ballot for that office may be dispensed with an election held by voice vote. 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 "Cucinella" 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.

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CUCINELLA PARENT-TEACHER ORGANIZATION BYLAWS

- 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 following the close of the meeting in May. 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 Board Officers. Three (3) days' notice of such an election shall be given by the secretary. If there is more than one candidate for office, the vote shall be by ballot.

Section 7. Nominations and Elections

- a. An election committee shall conduct the election. Election committee members are ineligible to run for office for the year in which they are serving as election committee members. The election committee will be responsible for establishing election timelines, communication of nominations and credentials of all candidates, and conducting the elections. Initial elections for the formation of the organization will be off the floor.
- b. If no election committee is formed, a slate of candidates for available offices will be posted by the Parliamentarian (as the only appointed Board position.) The available list of offices will be disseminated via email, social media and to the general membership by the Secretary and the Director(s) of Communications at the April meeting to finalize nominations. The slate of candidates will be presented 15 days prior to the May meeting and will be voted upon at the May meeting. Nominations can be taken from the floor up until the time of voting. A nomination cannot be voted upon unless accepted by the nominee.
- c. For continuity purposes, as we are forming in 2006, initial terms for President or 2 Co-Presidents, Director of Fundraising, Director of Membership, and Secretary will be for 1 year.
- d. Beginning with 2006, elections will be held annually for all vacant positions (per the term lengths as described in Article V; Section 4.)

ARTICLE VI: DUTIES OF OFFICERS

Section 1. The President or Co-Presidents shall preside at all meetings of the PTO and the executive committee; shall perform such other duties as may be prescribed in these bylaws or assigned to her/him by the PTO or by the executive committee; and shall coordinate the work of the officers and committees of the PTO in order that the purposes may be promoted. The President or Co-Presidents or their designee shall be authorized to represent the PTO before public entities.

Section 2. The Director of Fundraising or Co-Directors 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/Co-Treasurers for all events requiring financial transactions. Ie. On-line registration and payment. They shall act as aide(s) to the President or Co-Presidents and shall in their designated order perform the duties of the President or Co-Presidents in the President or Co-Presidents absence or inability to serve.

Section 3. The Secretary or Co-Secretaries shall prepare all Agendas for all PTO General and PTO Board meetings, ensure that there are minutes from previous meetings available for the membership/Board to read and accept with/without addendums, record minutes of all General Membership/Board PTO Meetings, as well as Maintain a compilation of all PTO minutes for historical records. All Agendas and Minutes should be submitted to the Director of Communications for publishing to allow for transparency to the General Membership. In addition, the Secretary is responsible to have an active approved set of the By-Laws available at all meetings for a point of reference and shall perform such other duties as may be delegated to him/her. In the absence of a President and a Director of Fundraising, the Secretary shall in their designated order perform the duties of the President or Co-Presidents in the President or Co-Presidents absence or inability to serve.

CUCINELLA PARENT-TEACHER ORGANIZATION BYLAWS

Section 4. The Director of Communications or Co-Directors of Communications shall conduct the general correspondence of the organization as directed by the President or Co-Presidents, executive committee or the PTO. The Director of Communications or Co-Directors of Communications shall be responsible for, but not limited to, correspondence, including fliers, newsletters, internet websites, etc. In the absence of a President, a Director of Fundraising, and a Secretary, the Director of Communications shall in their designated order perform the duties of the President or Co-Presidents in the President or Co-Presidents absence or inability to serve.

Section 5. The Director of Membership or Co-Directors of Membership shall be responsible for soliciting membership, collecting dues, collecting and maintaining membership information and coordinating volunteer activities. The membership list shall be made available at all meetings. In the absences of a President, a Director of Fundraising, a Secretary and a Director of Communications, the officer of Membership shall in their designated order perform the duties of the President or Co-Presidents in the President or Co-Presidents absence or inability to serve.

Section 6. The Director of Programs or Co-Directors of Programs shall be responsible for all programs, such as but not limited to, assemblies, family, community and other school-related programs.

Section 7. 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 or Co-Presidents, 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 membership. 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 any two (2) of the following persons: The President or Co Presidents; Director(s) of Fundraising; or the PTO Board Member serving to cover the vacant position(s) of President or subsequently President and Fundraising; the Treasurer or Assistant Treasurer. The President or Co-Presidents can only represent one signature per check. Treasurer and Assistant Treasurer can only represent one signature per check.
- e. 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.
- f. The Treasurer's accounts shall be examined annually or upon change of officer, by an auditor (CPA), and/or an audit committee who is satisfied that the treasurer's annual report is correct, shall sign a statement to the facts at the end of the report.
- g. The treasurer may not serve as acting President while also holding the office of Treasurer to ensure proper oversight on financial transactions.

Section 8. The Assistant Treasurer shall be responsible for assisting the Treasurer with all duties as outlined in **Section 7** above. The Assistant Treasurer shall act as aide to the Treasurer and shall in his/her designated order perform the duties of the Treasurer's absence or inability to serve.

Section 9. The parliamentarian, as referenced in Article V, Section 1 and Section 7b, shall preside over the rules of etiquette in the meeting to follow Article XI below. They shall also assist in the compilation and posting of a Slate of Candidates for the PTO Board Elections as described in Article V, Section 7b.

Section 10. The Room Parent Coordinator (RPC) as referenced in Article V, Section 1, shall preside over the annual Room Parent application and assignment process with assistance from the PTO Executive Board as needed. The RPC shall provide guidance, advice and instruction to Room Parents for all classrooms and grade levels as necessary to accomplish the goals of the school, PTO and classroom teachers.

Commented [3]: Typo: satisfies should be satisfied.

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Commented [4]: Section numbering gap: Article VI jumps from Section 7 (Treasurer) to Section 9 (Assistant Treasurer), skipping Section 8. This appears to reflect a prior amendment that removed a section without renumbering. Revising Section 9 to Section 8 and updating the internal cross-reference. Sections 10-14 should also be renumbered 9-13 -- recommend correcting in the clean version.

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CUCINELLA PARENT-TEACHER ORGANIZATION BYLAWS

Section 11. All officers shall deliver to their successors all official material not later than the last general membership meeting of the school year. Training for newly elected officers will occur following the May election and prior to the end of the school year by the outgoing officer

Section 12. Officers shall be eligible for another office before their term is completed, but upon election must immediately resign their office.

Section 13. All executive board positions that assume co-positions shall constitute one total vote during Executive Board Meetings. All Executive Board Members shall represent his/her self during all general meetings with individual representative votes.

ARTICLE VII: EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the officers of the "Cucinella" 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 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 after the fiscal year has ended June 30 but prior to the start of the new fiscal year in the fall.
- 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 put to an Executive Board vote any invoices, expenses or bills that fall outside the approved budget or for any expenses equal to or in excess of \$300.00.
- h. To select an independent auditor if the need should ever arise.

Section 3. An Audit Committee of 1 to 3 members shall be appointed by the PTO executive committee. No executive members shall serve on the audit committee. The audit report is due to the executive board in August following the board's induction.

Section 4. Regular meeting 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 Co-Presidents 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 call.

ARTICLE VIII: MEETINGS

Section 1. General Membership Meetings

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CUCINELLA PARENT-TEACHER ORGANIZATION BYLAWS

- 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. Dates of meetings shall be determined by the executive committee and announced at the first General Membership Meeting of the year.
- 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 call.
- e. The first regular General Membership Meeting under the newly elected board will be held in September. (October in the event of unforeseen delays outside of the control of the board.)

Note: 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.

- f. Ten (10) members shall constitute a quorum for the transaction of business in any General Membership Meeting of the PTO.

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ARTICLE IX: STANDING COMMITTEES AND SPECIAL COMMITTEES (Ad-Hoc)

Section 1. Only members in good standing of the PTO shall be eligible to serve as chairmen or member of committees.

Section 2. Such standing committees shall be created by the executive committee as may be required to promote the purposes and interests of the PTO. The chairmen of the standing committees shall be elected/appointed by the executive committee and their term shall be for the time needed to complete the purpose of the committee.

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. If committee chair is unable to attend, another committee member may attend in lieu of.

Section 4. Special committees shall be appointed by the President or Co-Presidents, executive committee or the PTO General membership as deemed necessary to carry on the work of the PTO.

Note: 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 Board.

Section 5. The President or Co-Presidents shall be an ex-officio member of all committees except the election committee.

ARTICLE X: 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 XI: PARLIAMENTARY AUTHORITY

The rules contained in the current edition Robert's Rules of Order Newly Revised shall govern the "Cucinella" 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.

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CUCINELLA PARENT-TEACHER ORGANIZATION BYLAWS

Note: A copy of the bylaws of the “Cucinella” Parent-Teacher Organization should be available at every meeting. Official Robert’s Rules of Order can be found at <https://robertsrules.com>

ARTICLE XII: DISSOLUTION

Upon dissolution of this organization, any residual funds shall be divided equally among the Benedict A. Cucinella School 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 XIII: 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 Benedict A. Cucinella Elementary 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.
- [All volunteers shall comply with applicable health, safety, and conduct guidelines established by any federal, state, or local governmental authority having jurisdiction, including those issued in connection with any declared public health emergency or state of emergency. The Executive Board retains the authority to implement additional reasonable health and safety measures for PTO events as circumstances may warrant.](#)

Deleted: As it applies to the Covid-19 pandemic, or any other State of Emergency, all volunteers will follow the health and safety guidelines set forth by the Governor of New Jersey and State of New Jersey/Washington Township Health and Human Services Officials.

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/chair persons.
- Defamatory, offensive or derogatory comments regarding the school or school staff made publicly to others.

Commented [9]: Updating Covid-19 specific language to broader public health and emergency language. The original provision tied compliance to a specific event (Covid-19) rather than establishing a durable general standard. Revised language covers any applicable public health directive or declared emergency, giving the Board appropriate discretion.

Section 2.

CUCINELLA PARENT-TEACHER ORGANIZATION BYLAWS

The Executive Board shall have sole discretion to determine the appropriate response to any violation of this Code of Conduct, taking into account the nature and severity of the conduct. Enforcement measures may include, without limitation: (a) an oral or written warning; (b) immediate removal from a PTO event or school grounds; (c) suspension from PTO-sponsored events for a period determined by the Board; or (d) revocation of PTO membership for the remainder of the school year or for such longer period as the Board deems appropriate. The Executive Board reserves the right to bypass any preliminary step and impose immediate or enhanced consequences when, in its reasonable discretion, the severity of the conduct so warrants. All enforcement decisions of the Executive Board under this Section are final. By purchasing or renewing PTO membership, each member acknowledges receipt of this Code of Conduct and agrees to be bound by its terms, including this enforcement provision.

Deleted: 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 XIV: AMENDMENTS

Section 1.

- a. These bylaws may be amended at any General Membership Meeting of the "Cucinella" PTO by a majority (half plus 1) vote of the members present and voting, providing a quorum being present and providing that notice of the proposed amendment shall have been given at least 15 days prior to the meeting at which action is to be taken. No motion to amend these bylaws shall be in order at any meeting unless written notice of the proposed amendment has been provided to the Executive Board and membership in accordance with this Section. Any motion to amend bylaws introduced without the required prior notice shall be ruled out of order by the presiding officer.
- b. An addition or amendment to the PTO bylaws should be a general guide for governing the organization. Details should be listed in standing rules or position papers.
- 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 By-Laws 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.

Commented [10]: Strengthening enforcement language in Code of Conduct Section 2. Current language is vague on escalation, authority, and process. Revised language: (1) establishes a tiered response framework; (2) vests enforcement discretion in the Executive Board; (3) preserves the Board authority to act without prior warning in serious cases; and (4) adds member acknowledgment of the enforcement process. This is consistent with Robert Rules of Order 12th Ed., which permits organizations to define their own disciplinary procedures in their bylaws.

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Commented [11]: Notice protection: Aligns with Robert Rules of Order 12th Ed. Section 57, which requires that proposed bylaw amendments be submitted with notice. Adding explicit language that bylaw amendments require proper advance notice and that a motion to amend bylaws is not in order at a meeting unless the required notice has been given. This closes the procedural gap and protects against motions made from the floor without proper notice.

CUCINELLA PARENT-TEACHER ORGANIZATION BYLAWS

CUCINELLA PTO STANDING RULES

Original Creation: June 1, 2006

Revised June 3, 2024; Approved June 3, 2024

1. All PTO Events requiring services from an external vendor must seek a minimum of two vendor quotes (if available) prior to recommending such vendors for approval to their respective Committee or the Executive Board. In the event that only one vendor exists for a particular good/service, one quote would be acceptable, but must still be presented for the approval of the Executive Board.
2. All expenses, within a pre-approved project or event (ie. Holiday Shop, Fundraisers, etc) that are less than or equal to \$299.00, must be discussed within and voted on by the Committee for that event. The cost of the expense must be weighed vs the benefit to the event by the committee. All expenses of \$300.00 or greater, or those that fall outside of a Board approved activity are subject to a vote for the Board to approve said expense. All expenses must be itemized and presented back to the Board.
3. All invoices submitted to the treasurer shall require the original itemized invoice or bill, along with the current PTO Check Request or PTO Reimbursement Form filled out in its entirety.
4. No membership information shall be given or sold to any individual and/or companies for the purposes of soliciting any goods or services.
5. All PTO Members shall agree to abide by Article XIII of these Bylaws, heretofore known as the "Code of Conduct". This shall be agreed upon either by purchase of membership via e-purchase or by physical form and submitted payment.
6. The Cucinella PTO will not engage in any verbal or written contracts with independent sales consultants/contractors in whom the relationship with the individual would imply that the PTO is endorsing their goods or services.
7. No PTO committee chairperson or Executive Board member shall be an affiliated representative or employee of any vendor from which goods/services that committee seeks would result in unfair practices for profit. All vendors shall be subject to the same bidding process as described in Rule 1.
8. Donations and in-kind services are preferred and acceptable from vendors who have been in contact with the Executive Board or an acting committee for a specific purpose.
9. All contracts must be signed by the Cucinella PTO President (or a PTO Board member serving in the capacity to fulfill the President's responsibilities as stated in [Article VI, Section 1](#)) and another board member. The signing board member should be the member whose duties align with the committee bringing forth the contract. Vendors must be informed that contracts with only one signature will not be considered valid.
10. Executive Board Members who are considered "Signers" and have access to PTO bank accounts must undergo a background check before beginning their term in office.
11. Conditions under which a person shall be deemed unable to serve on the PTO are available under NJ Title 15A - Corporations, Nonprofit; Section 15A:3A-3. The PTO shall abide by this statute and any revisions made by the State of NJ.
12. School Facilities Usage Guidelines: To request use of school facilities, the Board of Education PTO contact person must be provided with a full description of the event, including but not limited to: date, time, specifics of event (rooms, AV equipment, furniture, microphones, lighting, indoor/outdoor spaces) to ensure proper reservation.
13. All raffles and 50/50s must follow IRS Guidelines to maintain the PTO's 501(c)(3) non-profit status. There is a lead time for event applications. All prizes must be in the form of goods, materials, or checks—cash prizes are not permitted. The Treasurer should be consulted for official rules to remain IRS-compliant.

Commented [12]: Cross-reference correction: Standing Rule 9 references Article 6, Section 8 but there is no Section 8 in Article VI. The Treasurer duties are in Article VI, Section 7, and succession of authority for contract signing flows from Article VI, Section 1. Revising cross-reference accordingly.

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CUCINELLA PARENT-TEACHER ORGANIZATION BYLAWS

CUCINELLA PTO STANDING RULES

14. In the event of unforeseen weather, health, or other emergency circumstances outside the control of the PTO, the PTO reserves the right to conduct all meetings, agendas, voting, and regular business via electronic communication. Notice of such actions will be given as they would for any in-person event, and business will be conducted in accordance with regular standards as closely as possible.
15. The Standing Rules will be reviewed by the PTO Board annually from the date of the most recent revision to ensure they remain current. Any necessary revisions will be put up for a PTO Board vote. If no revisions are presented, the rules will remain in place until the next annual review cycle.

CUCINELLA PARENT-TEACHER ORGANIZATION BYLAWS

These By-Laws and Standing Rules were presented to the PTO for public comment at the PTO Membership Meeting dated May 6, 2024 and the final draft was presented for vote at the General PTO Membership meeting dated June 3, 2024. These By-Laws and Standing Rules were nominated, accepted and approved unanimously on June 3, 2024, by a quorum of the PTO Board and by the present general members.

Signed by:

Date:

_____ PTO Co-President- Alyssa Nelson _____

_____ PTO Co-President- Nicole Weigel _____

_____ PTO Co-Treasurer- Christine Amador _____

_____ PTO Co-Treasurer- Lindsay Ramcharitar _____

_____ PTO Secretary- Jennifer Rutkowski _____

_____ PTO Co-Director of Communications- Sarah Cipolletti _____

_____ PTO Co-Director of Communications- Liz Schwartz _____

_____ PTO Co-Director of Programs- Danielle Campion _____

_____ PTO Co-Director of Programs- Nicole Eckert _____

_____ PTO Co-Director of Fundraising- Peter Dressler _____

_____ PTO Room Parent Coordinator- Kelli Pinnola _____

_____ PTO Family Fun Night Co-Coordinator- Danielle Bajek _____

_____ PTO Family Fun Night Co-Coordinator- Jessica Pricci _____