

DARCEY SCHOOL PTA BYLAWS

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-- Indicate articles the Darcey School PTA must include in its bylaws; those articles correspond to the Connecticut PTSA Bylaws and are identified herein by a number sign.

Darcey School PTA Bylaws, revised and approved by the Darcey PTA membership on _____ . Approved by Connecticut PTSA on _____ .

ARTICLE I: NAME

The name of this organization is the DARCEY SCHOOL PARENT TEACHER ORGANIZATION (Darcey PTA), Cheshire, Connecticut. It is a local PTA unit organized under the authority of the Parent Teacher Student Association of Connecticut, Inc. (CT PTSA), a branch of National Congress of Parents and Teachers (National PTA).

#ARTICLE II: PURPOSES

Section 1. The purposes of the Darcey School PTA are

- a. To promote the welfare of children and youth in home, school, community, and place of worship,
- b. To raise the standards of home life,
- c. To secure adequate laws for the care and protection of children and youth,
- d. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth, and
- e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

Section 2. The purposes of the Darcey School PTA are promoted through an advocacy and educational program directed toward parents, teachers, and the general public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic policies set forth in Article III.

Section 3. The organization is organized exclusively for the charitable, scientific, literary, or educational purposes 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 basic policies of National PTA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization shall work with the schools and community to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- c. The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools, and the community at large.
- d. 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 purposes set forth in Article II hereof.

- e. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- f. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with those of National PTA.
- g. The organization or members in their 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.

#ARTICLE IV: RELATIONSHIP WITH NATIONAL PTA AND CONNECTICUT PTSA

Section 1. The Darcey School PTA shall be organized and chartered under the authority of the Connecticut PTSA in the area in which this PTA functions, in conformity with such rules and regulations, as the Connecticut PTSA may in its bylaws prescribe. The Connecticut PTSA shall issue to this local PTA an appropriate charter evidencing the due organization and good standing of this local PTA. A local PTA in good standing is one that

- a. Adheres to the purposes and basic policies of the PTA;
- b. Remits the national portion of the dues through the state PTA to reach the national office by dates designated by National PTA;
- c. Has bylaws approved according to the procedures of its state; and
- d. Meets other criteria as may be prescribed by the individual state PTA.

Section 2. This local PTA shall adopt such bylaws for the government of the organization as may be approved by the Connecticut PTSA. Such bylaws shall not be in conflict with National PTA Bylaws or the bylaws of Connecticut PTSA.

Section 3. This local PTA shall include in its bylaws provisions corresponding to the Connecticut PTSA Bylaws as are identified herein by a number sign (#).

Section 4. The adoption of an amendment to any provision of the Connecticut PTSA Bylaws identified by a number sign (#) shall serve automatically and without the requirement of further action by this local PTA to amend its corresponding bylaws. This local PTA shall promptly incorporate such amendments in its bylaws.

Section 5. Bylaws of this local PTA shall include an article on amendments.

Section 6. Bylaws of this local PTA shall include a provision establishing a quorum.

Section 7. Each officer or board member of this local PTA shall be a member of this local PTA.

Section 8. The bylaws of this local PTA shall prohibit voting by proxy.

#ARTICLE V: MEMBERSHIP AND DUES

Section 1. Every individual who is a member of the Darcey School PTA is, by virtue of that fact, a member of the National PTA and of the Connecticut PTSA by which this local PTA is chartered, and is entitled to all the benefits of such membership.

Section 2. Each member of this local PTA shall pay annual dues to said organization. The amount of such annual dues shall include the portion payable to the Connecticut PTSA and the portion payable to National PTA.

Section 3. Membership in PTA shall be open, without discrimination, to anyone who believes in and supports the Mission and Purposes of National PTA.

ARTICLE VI: OFFICERS AND THEIR ELECTION

Section 1: The officers of this organization shall be a president, a vice president, a secretary and a treasurer. These officers shall be chosen through open nominations (self nominations) and shall assume their official duties at the close of the school year, at the joint board of directors meeting in June. A term of office shall be defined as one (1) year. No officer shall be eligible for more than two (2) consecutive terms in one position unless there are no submissions for that position through the self-nominating process.

Section 2: Amendment 4 of these Bylaws (adopted 5/20/02) allows for co-officer positions in the positions of president, vice-president and secretary.

Section 3. Each officer shall be a paid member of this PTA.

Section 4. Darcey School PTA uses a self-nominating process. Nominations for all officers and board positions (committee chairs) are conducted by sending PTA volunteer sign-up forms home to all current and incoming parents, including current students in the Birth-to-Three program and Early Intervention Center program and incoming kindergarten students who participate in Kindergarten Pre-Registration. Nominations are gathered and processed by the current PTA President(s). When there is but one candidate for an officer position, that candidate shall be placed on the slate of new officers. In the case of multiple candidates for an officer position, a nominating committee will be formed. This committee will consist of one volunteer officer and two volunteer board members. Anyone considering assuming an officer position (president, vice president, secretary or treasurer) shall not serve on the nominating committee. Members of the nominating committee may not serve for two consecutive years. The candidates will be asked to submit, in writing, a brief statement (no more than 500 words) describing the strengths each candidate will bring to the PTA. The nominating committee will review the statements and report to the board of directors their recommendation for each contested officer position.

Section 5. The slate of new officers shall be presented at the May general membership meeting and ratified by a majority vote of the membership. If there is not a candidate for an officer position, the nomination for that position shall be presented at the June or September meeting.

Section 6. Officers shall assume their official duties at the duties at the close of the school year, at the joint board of directors meeting in June. For officers elected after the June meeting, those officers shall assume their official duties following the close of the meeting in which they are elected and shall serve for a term of 1 year or until their successors are elected.

Section 7. A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the co-president (if applicable) or by the vice president. A vacancy occurring in any other office shall be appointed by the president, subject to a vote of the remaining members of the board of directors at a regular meeting, or a special meeting called for that purpose.

Section 8. The officers shall have the authority to approve non-budgeted expenses which must be finalized before the next PTA meeting, up to a maximum amount of \$500. Such requests must be unanimously approved by all the officers.

ARTICLE VII: DUTIES OF OFFICERS

Section 1. The president(s) shall:

- a. Preside at all meetings of the organization and of the board of directors.
- b. Coordinate the work of the officers and committees of the association in order that the objectives of the organization be promoted while preserving the goals and objectives of this PTA, the CT PTSA, and the National PTA.
- c. Serve as a liaison between the teacher representatives, building administrator, and the PTA board of directors.
- d. Oversee the creation of new committees as the need arises throughout the school year.
- e. Shall develop with the treasurer a proposed budget, to be presented to the board of directors during the summer, and presented to and voted on by the membership at the first PTA meeting. (Note: The curriculum enrichment portion of the budget may be approved by the board of directors prior to the first PTA meeting, due to planning and contractual needs over the summer.)
- f. Be responsible for organizing PTA meetings.
- g. Represent the organization at functions outside of the PTA meetings.
- h. Serve as an authorized signer on the Darcey PTA checking account.
- i. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the officers or the board of directors.

Section 2. The vice president(s) shall:

- a. Act as an aide to the president and shall perform the duties of the president in the president's absence or inability to serve.
- b. Coordinate the membership drive, maintain a current membership listing, and be responsible for filing membership forms with the CT PTSA.
- c. Count votes at PTA meetings.
- d. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, officers or the board of directors.

Section 3. The secretary shall:

- a. Record the minutes of all PTA meetings.
- b. File all PTA records.
- c. Have a current copy of the bylaws.
- d. Handle all general correspondence of the organization.
- e. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, officers or the board of directors.

Section 4. The Treasurer shall:

- a. Have custody of the funds of the Darcey School PTA.
- b. Maintain a full account of the funds of this PTA.
- c. Make disbursements as authorized by the president, board of directors, or this PTA in accordance with the budget adopted by this PTA.
- d. Have checks or vouchers signed by two people: the treasurer and one of the president(s).
- e. Cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to the Darcey School PTA.
- f. Provide a written financial statement to the membership at each meeting and to the board of directors at each board of directors meeting.
- g. Present an annual report of the financial condition of the organization.
- h. Shall develop with the president(s) a proposed budget, to be presented to the board of directors during the summer, and presented to and voted on by the membership at the first PTA meeting. (Note: The curriculum enrichment portion of the budget may be approved by the Board of Directors prior to the first PTA meeting, due to planning and contractual needs over the summer.)
- i. Keep permanent financial records of the organization.
- j. Prepare and submit on behalf of the Darcey Middle School PTA any financial returns required by the Internal Revenue Service or the State of Connecticut.
- k. Submit the books annually for an audit review by an auditor or audit committee selected by the officers. The audit committee shall be appointed no later than the May PTA General Membership meeting.
- l. Report the findings of an annual audit or audit review to the board of directors.
- m. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, officers or the board of directors.

ARTICLE VIII: BOARD OF DIRECTORS

Section 1. The board of directors will consist of all the officers of this organization, the chairs of the standing committees, the teacher representatives, and the school administrator.

Section 2. Special meetings of the board of directors of this PTA may be called by the president or by a majority of the board of directors, with ten (10) calendar days' notice given to each member of the board of directors.

Section 3. A majority of the board of directors shall constitute a quorum for the transaction of business.

Section 4. Duties of the board of directors shall be to:

- a. Transact business referred to it by the general membership;
- b. Approve the work of the committees;
- c. Act in emergencies between PTA general membership meetings; and
- d. Make a report at each PTA general membership meeting.

Section 5: Upon the expiration of the term of office or when individuals cease to hold the position that entitles them to be a member of the board, they shall automatically cease to be a member of the board and shall be relieved of all duties and responsibilities incident to such membership. All records, books, and other materials pertaining to the position shall be turned over to the president and all funds pertaining to the position shall be returned to the treasurer within 14 days.

ARTICLE IX: STANDING AND SPECIAL COMMITTEES

Section 1. Chairs of standing and special committees must be members of the Darcey PTA.

Section 2. The standing committees of this PTA are listed in the amendments to these bylaws. These committees function in the areas of service to school and community, social, communication, fundraising and cultural enrichment. The chairs of the standing committees shall be selected by the self nomination process.

Section 3. Standing committee chairs shall serve a term of one (1) year. They shall be eligible to serve no more than two (2) consecutive terms unless there are no candidates for that position through the self-nominating process.

Section 4. Special committees shall be created by the president as may be required to promote the objectives and interests of this organization.

Section 5. Each committee may have a co-chair to assist with the committee responsibilities.

Section 6. Each committee chair/co-chair is responsible for keeping accurate records so that valuable information pertaining to the committee may be passed onto his/her successor.

Section 7. Each committee chair is responsible for abiding by the PTA budget for their committee.

Section 8. Each committee chair is responsible to submit monies received and receipts for reimbursement in a timely manner. All monies received and receipts for reimbursement must be submitted prior to the end of the PTA fiscal year (June 30th).

ARTICLE X: GENERAL MEMBERSHIP MEETINGS

Section 1. The general membership meetings of this PTA shall be held on the fourth Monday of each month, unless notice is otherwise provided by this PTA or the board of directors. Ten (10) calendar days notice shall be given to the membership of any change of date. The following guidelines regarding PTA meetings should be followed:

- a. An attempt should be made to avoid scheduling conflicts with other Darcey School events, school system events, school holidays, other schools' regularly scheduled PTA meetings and Board of Education meetings.
- b. December and June general membership meetings will be scheduled at the discretion of the president(s) and school administrator.
- c. Meetings rescheduled due to weather or other unforeseen circumstances will be rescheduled by the president(s).
- d. Written notice of each meeting will be sent home from school with all children prior to the meeting. Meeting dates shall also be posted on the Darcey School website.

Section 2. Special meetings of this PTA may be called by the president or by a majority of the board of directors, with ten (10) calendar days' notice given to the membership.

Section 3. Quorum: The proportion of members of the Darcey School PTA that must be present if a meeting is to conduct business legally shall be ten (10) members. Advance notice of every meeting is required by the bylaws for all general membership meetings.

Section 4. The privilege of holding office, making motions, debating, and voting shall be limited to members of this organization whose current dues have been paid.

#ARTICLE XI: COUNCIL MEMBERSHIP

Section 1. The Darcey PTA shall be represented in meetings of the Cheshire PTA Council (known as the Cheshire Townwide PTA) by the president(s), or appointed alternate, and by one representative or alternate or two co-representatives or co-alternates.

- a. All representatives to the Cheshire PTA Council must be members of the Darcey PTA.
- b. Delegates and their alternates shall be chosen by election in May, June or September.
- c. Delegates to the Cheshire PTA Council shall serve for a term of one year, renewable at the end of one year (subject to consent to serve) or until the selection of a successor.

Section 2. The Darcey School PTA shall pay annual dues to the Cheshire PTA Council as provided in the Cheshire PTA Council bylaws.

#ARTICLE XII: CONNECTICUT PTSA CONVENTION

Section 1. The voting power of the Convention shall be vested in the members of the Board of Directors, the local PTA/PTSA presidents or their alternates, the local PTA/PTSA vice-presidents or their alternates, and one delegate for every twenty-five members of each local PTA according to the books of the state treasurer as of March 15 preceding the Convention. A local PTA having less than twenty-five members shall be entitled to send one delegate in addition to its president and vice-president.

- a. All representatives to the Connecticut PTSA convention must be members of the Darcey School PTA.
- b. Delegates and their alternates shall be chosen by majority votes at a general meeting in March.

#ARTICLE XIII: FISCAL YEAR

The fiscal year of the Darcey School PTA shall begin on July 1st and end on the following June 30th.

#ARTICLE XIV: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the Darcey School PTA in all cases in which they are applicable and in which they are not in conflict with National PTA Bylaws, the Connecticut PTSA Bylaws, special rules of order or Articles of Incorporation.

#ARTICLE XV: AMENDMENTS

Section 1. These bylaws may be amended at any regular general membership meeting of the Darcey School PTA by a two-thirds vote of those present and voting, provided the amendments have been approved by the board of directors and notice of proposed amendments has been provided to the membership prior to the meeting.

Section 2. The board of directors by a majority vote may authorize the Committee on Bylaws to submit a revised set of bylaws as a substitute for the existing bylaws.

Section 3. Submission of amendments or revised bylaws for approval by the Connecticut PTSA shall be in accordance with the bylaws or regulations of the Connecticut PTSA.

Section 4. This local PTA shall include in its bylaws provisions corresponding to the Connecticut PTSA Bylaws as are identified herein by a number sign (#).

Section 5. The adoption of an amendment to any provision of the Connecticut PTSA Bylaws identified by a number sign (#) shall serve automatically and without the requirement of further action by this local PTA to amend its corresponding bylaws. This local PTA shall promptly incorporate such amendments in its bylaws.

AMENDMENTS

Amendment 1, adopted 5/93

School Gifts: When considering gifts to be made to the school, CT PTSA and National PTA concerns and guidelines should be used, as well as service contact requirements, and possible future liability issues. Gifts should supplement and enrich our students, not relieve the town of their obligations to provide for our students.

Amendment 2, adopted 10/93

Memorial Gifts: When a death occurs in a child's or staff's immediate family, an appropriate book will be purchased and donated, with a book plate, in memory or honor of that person. A limit of \$25 will be used. Family or staff input should be used in the selection of the material.

A card will also be sent. It is advised that this policy be used as a guide for other events such as illness leaves, births, etc.

Amendment 3, adopted 5/20/02

Donation Requests: This PTA membership feels that, whenever possible, the funds raised by the Darcey PTA should be used to directly benefit the Darcey School Community (students, staff and families), rather than used to fund donation requests from groups outside the Darcey School Community.

Amendment 4, adopted 5/20/02

Co-Officer Positions: In the event when there are two qualified candidates for an officer position (president, vice-president or secretary) and the two candidates agree to serve as such, the candidates may share the position as co-officers (such as co-vice-presidents). This arrangement must be approved by the nominating committee. The slate of officers (with the shared position) must be ratified at the May general membership meeting. The duties of the shared position should be divided equitably between the two office holders. One person shall be designated as the official contact person for the Connecticut PTA and the National PTA. (The position of Treasurer is not included in this amendment due to the logistic and accountability concerns of having more than one person maintaining the financial records.)

Amendment 5, adopted 5/20/02

Connecticut State PTA Convention: Each spring, the CT PTSA holds an annual PTA State Convention. This convention provides beneficial information through workshops on leadership, membership and PTA funds' management. The Darcey School PTA will allot funds in its budget for a minimum of one incoming PTA officer or committee chair to attend. If an incoming board member is unavailable, a current board member may attend, and gather and pass on information to the incoming PTA board.

Amendment 6, adopted _____

Standing Committees: The current standing committees of this PTA include: Beautification; Book Fair; Box Tops; Clothing Sales; Curriculum and Enrichment; Fun Day; Hospitality; Phone Tree Coordinator; Publicity; Room Parent Coordinators; Special Activities; Townwide PTA (TWPTA) Council Representative; Volunteer Coordinator; and Yearbook.