

**CHESHIRE TOWNWIDE PTA (TWPTA)
BY-LAWS (approved 12/7/2010)**

INDEX

<u>ARTICLE</u>	<u>PAGE</u>
ARTICLE I NAME	2
# ARTICLE II PURPOSES	2
# ARTICLE III BASIC POLICIES	2
ARTICLE IV RELATIONSHIP WITH NATIONAL PTA AND CT PTSA....	3
ARTICLE V OBJECTIVES OF THE COUNCIL	5
# ARTICLE VI MEMBERSHIP AND DUES	5
ARTICLE VII OFFICERS	6
ARTICLE VIII DUTIES OF OFFICERS.....	7
ARTICLE IX EXECUTIVE BOARD	8
ARTICLE X BOARD OF DIRECTORS	8
ARTICLE XI COMMITTEES	9
ARTICLE XII GENERAL MEMBERSHIP	9
ARTICLE XIII MEETINGS	9
ARTICLE XIV COUNCIL MEMBERSHIP	10
# ARTICLE XV FISCAL YEAR	10
# ARTICLE XVI PARLIAMENTARY AUTHORITY	10
ARTICLE XVII AMENDMENTS	10
ARTICLE XVIII CTPTSA CONVENTION	11

-- This council PTA shall include in its bylaws provisions corresponding to the provisions of state bylaws identified by the number symbol (#).

CHESHIRE TWPTA BYLAWS

- **Approved by CT PTSA on October 21, 2010.**
- **Approved by the TWPTA membership on December 7, 2010.**

ARTICLE I: NAME

The name of this organization is the Cheshire Townwide Parents and Teachers Association, CT. It is commonly known as the TWPTA. It is a council PTA/PTSA organized under the authority of the Connecticut Congress of Parents Teachers and Students (CT PTSA), a branch of the National Congress of Parents and Teachers (the National PTA).

ARTICLE II: PURPOSES

Section 1. The Objects of the Cheshire TWPTA, in common with those of the National PTA and the CT PTSA, 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/guardians and teachers may cooperate intelligently in the education of children and youth
- 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 Objects of the National PTA, the CT PTSA, and the Cheshire TWPTA are promoted through an educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects, and programs; and are 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 "Internal Revenue Code").

ARTICLE III: BASIC POLICIES

The following are basic policies of the Cheshire TWPTA, in common with those of the National PTA and the CT PTSA:

- 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 Objects of the organization.
- c. 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
- d. The organization shall work with the schools 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.
- e. The organization shall not enter into membership with other organizations except such international or national organizations as may be approved by the National PTA Board of Directors. The CT PTSA or any of its divisions may cooperate with other organizations and agencies concerned with child welfare, but PTA/PTSA representatives shall make no commitments that bind the group they represent.

- f. 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 individuals 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.
- g. 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.
- h. Upon the dissolution of the 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.

#ARTICLE IV: RELATIONSHIP WITH NATIONAL PTA AND CT PTSA

#Section 1. This council PTA shall be organized and chartered under the authority of the CTPTA in the area in which this council PTA functions, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the CT PTSA may in its bylaws prescribe. The CT PTSA shall issue to this council PTA an appropriate charter evidencing the due organization and good standing of this council PTA.

A council PTA in good standing is one that:

- a. Adheres to the Objects and basic policies of the PTA;
- b. Has bylaws approved according to the procedures of its state; and
- c. Meets other criteria as may be prescribed by the individual state PTA.

#Section 2. The articles of organization of this council PTA include (a) the bylaws of such organization and (b) the certificate of incorporation or articles of incorporation of such organization (in cases in which the organization is a corporation) or the articles of association by whatever name (in cases in which the organization exists as an unincorporated association).

#Section 3. This council PTA shall adopt such bylaws for the government of the organization as may be approved by the CTPTA. Such bylaws shall not be in conflict with the National PTA Bylaws or the bylaws of CT PTSA.

#Section 4. This council PTA shall include in its bylaws provisions corresponding to the National PTA Bylaws as are identified herein by a number symbol (#).

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

#Section 6. Bylaws of this council PTA shall include an article on amendments.

#Section 7. Bylaws of this council PTA shall include a provision establishing a quorum.

#Section 8. Each officer or board member of this council PTA shall be a member of a local PTA within its area.

#Section 9. The bylaws of this council PTA shall prohibit voting by proxy, (unless proxy voting is specified by applicable state law).

#Section 10. A PTA member shall not serve as a voting member of this council PTA's board while serving as a paid employee of or under contract to this council PTA.

#Section 11. Only members of this council PTA who have paid dues for the current membership year may participate in the business of this council PTA.

#Section 12. The members of the nominating committee for officers of this council PTA shall be elected by the general membership, board of directors, or executive board.

#Section 13. This council PTA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization, including, specifically, the number of its members, and the dues collected from its members. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the CT PTSA or, where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA.

#Section 14. The charter of this council PTA shall be subject to withdrawal and the status of such organization as a council PTA shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the CT PTSA.

#Section 15. This council PTA is obligated, upon withdrawal of its charter by the CT PTSA:

- a. To yield up and surrender all of its books and records and all of its assets and property to the CT PTSA or to such agency as may be designated by the CT PTSA or to another council PTA organized under the authority of the CT PTSA;
- b. To cease and desist from the further use of any name that implies or connotes association with the National PTA or the CT PTSA or status as a constituent organization of the National PTA; and
- c. To carry out promptly, under the supervision and direction of the CT PTSA, all proceedings necessary or desirable for the purpose of dissolving the Cheshire TWPTA.

#Section 16. Unit bylaws and any amendments thereto shall be submitted to the Connecticut PTSA unit/council bylaws review chair for approval every three years.

ARTICLE V: OBJECTIVES OF THIS COUNCIL

Section 1. The objectives of this council PTA are to:

- a. unify, strengthen and promote communication among all members of the council
- b. provide for the conference and cooperation of all members of the council in order to create a public opinion favorable to the interests of children, to encourage programs and projects of the various units which will carry out the Mission and Objects of PTA, and to assist in the formation of new PTAs according to the plan of the CT PTSA; and,
- c. promote the interests of the National PTA and of the CT PTSA.

#Section 2. This council PTA shall not legislate for local PTAs.

ARTICLE VI: MEMBERSHIP AND DUES

Section 1. Membership in this council shall consist of local PTAs in Cheshire chartered by the CT PTSA and other constituent units upon payment of dues as hereinafter provided.

#Section 2. . Membership in PTA shall be open, without discrimination, to anyone who believes in and supports the Mission and Purposes of National PTA.

#Section 3. This council PTA shall conduct an annual enrollment of members but may admit local PTAs to membership at any time.

#Section 4. Each member of this council PTA shall pay such annual dues to said organization as may be prescribed by the organization.

Section 5. The annual membership dues in this council PTA shall be \$150.00 for each local PTA in membership, and shall be payable on or before November 1st of the fiscal year.

Section 6. Unit bylaws and any amendments thereto shall be submitted in triplicate to the CT PTA Unit/Council Bylaws Review Chair for approval every three years.

ARTICLE VII: OFFICERS

Section 1. The officers of this council PTA shall be a president, vice president, secretary, and treasurer.

Section 2. Officers shall be elected by ballot at the general membership council meeting in the months of May or June.

Section 3. The vote shall be conducted by ballot. When there is but one candidate for an office, the ballot for that office may be dispensed with and 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 Cheshire TWPTA:

#a. Each officer shall be a member of a local PTA within the area of this council PTA.

b. Only members of a local PTA whose state, and council PTA dues are paid shall be eligible to hold office.

c. No officer may be eligible to serve more than two consecutive terms in the same office. If a successor is not nominated and elected, the current officer may continue until a successor is elected.

d. A person who has served in an office for more than one half of a full term shall be deemed to have served a full term in such office.

Section 5. Officers shall assume their official duties following the close of the last scheduled meeting of the fiscal year in which they are elected and shall serve for a term of 1 year.

Section 6. A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the vice president. A vacancy in any office other than president shall be filled by the executive board.

Section 7. There shall be a nominating committee composed of three members who shall be elected by the voting body of this council PTA at a regular general membership meeting at least two months prior to the election of officers, as outlined in Article VII, Section 2. No two members of the nominating committee shall be from the same local member unit.

a. The committee shall elect its own chair.

b. The nominating committee shall nominate an eligible person for each office to be filled and send its report to the members of the board of directors and to the president of each member PTA at least thirty (30) days before the annual election meeting, at which time additional nominations may be made from the floor.

c. Only those individuals who have met the qualifications as outlined in Article VII, Section 4 and who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

ARTICLE VIII: DUTIES OF OFFICERS

Section 1. The president shall:

- a. Preside at all meetings of this council PTA;
- b. Serve as an ex-officio member of all committees except the nominating committee;
- c. Coordinate the work of the officers and committees of this council PTA in order that the Objects may be promoted;
- d. Assist in extending PTA work into all parts of the council PTA area;
- e. Sign, with the treasurer, all payment requisitions on the treasury of the council PTA over \$1,000.00;
- f. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the board of directors or executive board;
- g. Keep accurate records to pass on to his/her successor;
- h. Attend, or designate an appointee to attend, CTPTA Board of Director meetings.

Section 2. The vice president shall:

- a. Act as aide to the president;
- b. Perform the duties of the president in the president's absence or inability to serve;
- c. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors or the executive board;
- d. Shall arrange for a speaker or some other education related activity that the council so desires. This will be done on a biennial basis.

Section 3. The secretary shall:

- a. Record the minutes of all meetings of the Cheshire TWPTA;
- b. Be prepared to read the records of any previous meetings;
- c. File all records;
- d. Have a current copy of the bylaws;
- e. Maintain a membership list;
- f. Notify committee chairs of their appointments;
- g. Conduct delegated correspondence;
- h. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors or the executive board.

Section 4. The treasurer shall:

- a. Have custody of the funds of this council PTA;
- b. Maintain a full account of the funds of this council PTA;
- c. Make disbursements as authorized by the president, executive board, or this council PTA in accordance with the budget adopted by this council PTA;
- d. Have checks or vouchers signed by two people: the treasurer and the president over \$1,000.00;
- e. Cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to the Cheshire TWPTA;
- f. Provide a written financial statement to the board of directors at each meeting;
- g. Present an annual report of the financial condition of the organization;
- h. At the end of the fiscal year, submit the books annually for an audit by an auditing review committee selected by the executive board. The Audit Review should be complete prior to the start of the school year.¹
- i. Report the findings of the annual audit review to the board of directors; and
- j. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors, or the executive board.

¹An audit of the treasurer's accounts is for the protection of the treasurer. It is the only means of assuring everyone that the accounts are accurate, and it relieves the treasurer of responsibility except in the case of fraud. The auditor's report is adopted by a majority vote. See the current edition of *Robert's Rules of Order Newly Revised*, pages 467-470.

ARTICLE IX: EXECUTIVE BOARD

Section 1. The affairs of the Cheshire TWPTA shall be managed by the executive board in the intervals between general membership meetings. An emergency meeting can be called.

#Section 2. Each executive board member shall be a member of a local PTA within the area of the council.

Section 3. The members of the executive board shall be:

- a. Elected officers;
- b. The president may appoint a parliamentarian, subject to approval of the executive board of this council PTA.

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

- a. Carry out such business as may be referred to it by the board of directors of the council;
- b. Create special committees;
- c. Present a report at the regular general membership meetings of this council PTA;
- d. Select an auditor or an auditing review committee to audit the treasurer's accounts;
- e. Approve and submit an annual budget to this council PTA's general membership for adoption;
- f. Approve payment of routine bills within the limits of the approved budget;
- g. Approve plans of work of Townwide PTA standing committees; and
- h. Appoint standing committees.

Section 5. If any member of the executive board shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the board by resolution adopted by the board of directors.

Section 6. Regular meetings of the executive board shall be held with the date and time to be fixed by the executive board at its first meeting of the year.

Section 7. Special meetings of the executive board may be called by the president or when requested by two members upon ten calendar days' notice to each member of the executive board.

#Section 8. At all meetings of the board, a majority of the members of the executive board shall constitute a quorum for the transaction of business.

Section 9. 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 executive board, they shall automatically cease to be a member of the executive 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 fourteen calendar days.

Section 10. The executive board shall take no action in conflict with any action taken by the board of directors

ARTICLE X: BOARD OF DIRECTORS

Section 1. There shall be a board of directors of the Cheshire TWPTA, the members of which shall be:

- a. All elected officers;
- b. Presidents or their designee of each member unit; and
- c. Superintendent of schools or a designee.

#Section 2. Each board of director's member shall be a member of a local unit within the area of the council.

Section 3. Special meetings of the board of directors may be called by the president or upon written request of two members with ten calendar days' notice to each member of the board of directors.

Section 4. A majority of the board of directors shall constitute a quorum for the transaction of business.

Section 5. Duties of the board of directors shall be to:

- a. Transact business referred to it by the executive board; and
- b. Make a report at each board meeting;

ARTICLE XI: COMMITTEES

Section 1. Only members of this council PTA or of the local units constituting this council PTA shall be eligible to serve in any elective or appointive positions.

Section 2. The executive board may create such special committees as it may deem necessary to promote the Objects of PTA and carry on the work of this council PTA.²

Section 3. The term of office of a committee chair shall be 1 year or until the selection of a successor.

Section 4. The chair of each committee shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive board.

Section 5. Committee chairs will be appointed by the president and approved by the board of directors.

ARTICLE XII: GENERAL MEMBERSHIP

Section 1. The general membership of the council PTA shall consist of the executive board; the president of each member local unit or their designee; and the superintendent of schools or their designee; and referred to as the board of directors.

Section 2. Each member unit shall be eligible to be represented by its president or their designee (representative) as selected by the local PTA according to its own bylaws.

Section 3. Individuals are entitled to one vote, even though they may be serving in more than one position.

ARTICLE XIII: MEETINGS

Section 1. Regular meetings of this council PTA shall be held at least 4 times during the school year with the first meeting no later than October and the last meeting no earlier than May, scheduled on the first Tuesday of that meeting month, unless vacations, holidays or a school district event are in conflict. Ten days' notice shall be given to the membership of any change of date.

Section 2. Special meetings of this council PTA may be called by the president or by a majority of the board of directors with ten days notice given.

Section 3. A quorum for the transaction of business in any regular meeting of this council PTA shall consist of at least two executive board members, and a representative from at least two of the member school units.

Section 4. Meetings of the Townwide PTA council shall be open to all members of the local units holding membership in this council PTA, but the privilege of introducing motions and voting shall be limited to the voting body as outlined in Article XII.

² As 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.

Section 5. Delegates from local units whose dues to the council PTA are in arrears or whose individual dues to their local units have not been paid shall not participate in the business meetings of the Cheshire Townwide PTA.

Section 6. The annual meeting shall be the first meeting of the fiscal year.

ARTICLE XIV: COUNCIL MEMBERSHIP

The following sections must correspond to the council PTA bylaws, and are provided as a guideline to local PTAs.

Section 1. This local PTA shall be represented in meetings of the Cheshire TWPTA by the president, or appointed alternate.

- a. All representatives to the council PTA must be members of a local PTA.
- b. Delegates and/or their alternates shall be chosen by election as selected by the local PTA according to its own bylaws.
- c. Delegates to the Cheshire TWPTA shall serve for a term as selected by the local PTA according to its own bylaws.

Section 2. This local PTA unit shall pay annual dues of \$150.00 to the Cheshire TWPTA as provided in the Cheshire TWPTA bylaws. Checks should be made payable to the Cheshire PTA Council.

#ARTICLE XV: FISCAL YEAR

The fiscal year of the Cheshire TWPTA shall begin on July 1 and end on the following June 30.

#ARTICLE XVI: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Cheshire TWPTA and in all cases in which they are applicable and in which they are not in conflict with these bylaws, the National PTA Bylaws, the CT PTSA bylaws, or the articles of incorporation.

ARTICLE XVII: AMENDMENTS

Section 1. These bylaws may be amended at any regular general membership meeting of the Cheshire TWPTA by a two-thirds vote of those members present and voting, a quorum being present, provided that the proposed amendments have been approved by CT PTSA and notice of the proposed amendments has been provided to the membership thirty calendar days prior to the meeting.³

Section 2. A committee may be appointed by a majority vote at a general membership meeting of this council PTA, or by a 2/3 vote of the executive board of this council PTA, 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 CT PTSA shall be in accordance with the bylaws or regulations of the CT PTSA.

#Section 4. The adoption of an amendment to any provision of the bylaws of the CT PTSA identified by a number symbol (#) shall serve automatically and without the requirement of further action by Cheshire TWPTA to amend their corresponding bylaws.

ARTICLE XVIII: CONNECTICUT PTSA CONVENTION

Section 1. Cheshire Townwide PTA shall be represented at the annual meeting of the Connecticut PTSA by the president, or appointed alternate, and by one delegate per 25 members as shown on the books of the CT PTSA 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.

Section 2. To be accredited, a delegate of any local PTA shall have been a member in good standing of such local PTA for a period of at least thirty (30) days preceding the date of his/her election as such delegate; provided, however, that this provision shall not apply to local PTA organized less than twelve (12) months prior to the date of the State Convention.

Section 3. Delegates and their alternates shall be chosen by majority vote at the general meeting in February or March.

¹ To ensure the inclusion of the required (starred) articles and sections of both the National PTA and the state PTA, council PTA bylaws and proposed amendments must be submitted to the state PTA for approval.

CHESHIRE TWPTA BYLAWS

- **Approved by CT PTSA on October 21, 2010.**
- **Approved by the TWPTA membership on December 7, 2010.**