

PTA By-laws

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Article I – Name

The name of this organization is the Tashua School Parents and Teacher Association, Trumbull, Connecticut. It is a local PTA organized under the authority of Connecticut Congress of Parents and Teachers, a branch of National Congress of Parents and Teachers (National PTA).

Article II – Purposes

Section 1: The purposes of the PTA are:

To promote the welfare of children and youth in home, school, community, and place of worship,

- a. To raise the standards of home life,
- b. To secure adequate laws for the care and protection of children and youth,
- c. 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
- d. 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 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 PTA

Section 1: This local PTA shall be organized and chartered under the authority of the Connecticut PTA in the area in which this local PTA functions, in conformity with such rules and regulations, as the Connecticut PTA may in its bylaws prescribe. The Connecticut PTA 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 Connecticut 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 PTA. Such bylaws shall not be in conflict with National PTA Bylaws or the bylaws of Connecticut PTA.

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

Section 4: The adoption of an amendment to any provision of the Connecticut PTA 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 executive 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 this local PTA is, by virtue of that fact, a member of the National PTA and of the Connecticut PTA 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 PTA 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 the National PTA.

Article VI – Officers

Section 1: The officers of this local PTA shall be a president, president-elect, 1st, 2nd, and 3rd vice president(s), a secretary, and a treasurer.

Section 2: Officers shall be elected in the month of May.

Section 3: When there is only one candidate for any office that election may be held by voice vote. The vote shall be conducted by ballot and a majority vote shall elect.

Section 4: The following provisions shall govern the eligibility of individuals to be officers of the Tashua School PTA:

- a. Each officer shall be a member of this local PTA.
- b. No officer may be eligible to serve more than two consecutive terms in the same office.

- c. 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.
- d. Any individual elected to public office shall not be eligible to hold an officer position.

Section 5: Officers shall be installed at the June meeting. Officers shall assume their official duties on July 1 and shall serve for a term of one year or until their successors are elected and installed.

Section 6: A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the president-elect. 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 an odd number, no less than three (3) members or more than five (5) members, who shall be elected by this local PTA at a regular general membership meeting at least six (6) months prior to the election of officers, as outlined in Article VI, Section 2.

- a. The committee shall elect its chair.
- b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the regular general membership meeting in April, at which time additional nominations may be made from the floor.
- c. Only those individuals who are current members of this local PTA and who have signified their consent to serve if elected shall be nominated for, or elected to, such office.
- d. Any member of this local PTA can serve on the nominating committee except the current president, president-elect, and Principal.

Article VII – Duties of Officers

Section 1: The president and president-elect shall

1. Preside at all meetings of this local PTA;
2. Serve as an ex officio member of all committees except the nominating committee;
3. Coordinate the work of the officers and committees of this local PTA in order that the purposes may be promoted;
4. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the executive board or executive committee;
5. Have the authority to authorize expenses up to \$100.

Section 2: The first and second vice president(s) shall

1. Act as aide(s) to the president;
2. In their designated order (1st, 2nd) perform the duties of the president and/or president-elect in their absence or inability to serve;
3. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the executive board or executive committee.

Section 3: The third vice-president shall

1. Be the Principal of this school;
2. Present a written or oral report at each meeting of this PTA to communicate matters relating to students, staff and families of Tashua School;
3. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the executive board or executive committee.

Section 4: The secretary shall

1. Record the minutes of all meetings of the Tashua School PTA;
2. Be prepared to read the records of any previous meetings;
3. File all records;
4. Have a current copy of the bylaws;
5. Maintain a membership list;
6. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the executive board, or the executive committee.

Section 5: The treasurer shall

1. Have custody of the funds of this local PTA;
2. Maintain a full account of the funds of this local PTA;
3. Make disbursements as authorized by the president, executive board, or this local PTA in accordance with the budget adopted by this local PTA;
4. Cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to the Tashua School PTA;
5. Have checks or vouchers signed by the treasurer and president or president-elect if the amount exceeds \$1000.00;
6. Provide a written financial statement to the executive committee at each meeting;
7. Prepare and submit an annual budget to this local PTA's general membership for adoption in conjunction with the past treasurer, current president, and current president-elect;
8. Present an annual report of the financial condition of the organization;

9. Submit the books annually for an audit at least one month before the meeting at which new officers assume duties;
10. Report the findings of the annual audit to the executive committee;
11. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the executive officers, or the executive board.

Article VIII – Executive Board

Section 1: the executive board shall manage the affairs of the Tashua School PTA in the intervals between local PTA general membership meetings.

Section 2: Each executive board member shall be a member of this local PTA.

Section 3: The members of the executive board shall be

1. elected officers;
2. standing committee chairs, special committee chairs, and faculty representatives.

Section 4: Duties of the executive board shall be to

1. Carry out such business as may be referred to it by the membership of the association;
2. Report at the regular general membership meetings of this local PTA.

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 executive board by resolution adopted by the executive board.

Section 6: Special meetings of the executive board may be called by the president or when requested by 2 members upon 2 days' notice to each member of the executive board.

Section 7: At all meetings of the executive board, 10 members of the executive board shall constitute a quorum for the transaction of business.

Section 8: 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 14 days.

Article IX – Executive Committee

Section 1: There shall be an executive committee of the Tashua School PTA, the members of which shall be all elected officers.

Section 2: Regular meetings of the executive committee should be held before each general meeting.

Section 3: Special meetings of the executive committee may be called by the president or upon written request of 1 member with 2 days' notice to each member of the executive committee.

Section 4: A majority of the executive committee shall constitute a quorum for the transaction of business.

Section 5: Duties of the executive committee shall be to

1. Transact business referred to it by the executive board;
2. Approve standing committee chairs;
3. Approve the work of the committees;
4. Act in emergencies between meetings of the executive board;
5. Make a report at each general and executive board meeting;
6. Select an auditor or auditing committee to audit the treasurer's accounts;
7. The executive committee may appoint a parliamentarian.

Section 6: The executive committee shall take no action in conflict with any action taken by the executive board.

Article X – Committees

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

Section 2: The executive committee may create standing and special committees, as it may deem necessary to promote the purposes of PTA and carry on the work of this local PTA.

Section 3: The term of office of a committee chair shall be 1 year.

Section 4: The chair of each committee shall present a plan of work to the executive committee. Committee work not included in the plan shall not be undertaken without the consent of the executive committee.

Article XI – General Membership Meetings

Section 1: Dates of the meetings shall be determined by the executive committee and announced at the first general meeting of the year. Five (5) days' notice shall be given to the membership of any change of date.

Section 2: Special meetings of this local PTA may be called by the president or by a majority of the executive committee, five (5) days' notice having been given.

Section 3: The annual meeting shall be held in September.

Section 4: 15 members shall constitute a quorum for the transaction of business in any meeting of this local PTA.

Article XII – Council Membership

Section 1: This local PTA shall be represented in meetings of the Trumbull PTA Council by the president, 1st vice president, principal, and by 3 duly elected delegates or their appointed alternates.

All representatives to the Trumbull PTA Council must be members of this local PTA.

Delegates shall be chosen by election in September.

Delegates to the Trumbull PTA Council shall serve for a term of 1 year.

Section 2: This local PTA shall pay annual dues to the Trumbull PTA Council as provided in the Trumbull PTA Council bylaws.

Article XIII – Connecticut PTA Convention

Section 1: The voting power of the Convention shall be vested in the members of the Board of Directors, the local PTA presidents or their alternates, the local PTA 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 PTA convention must be members of this local PTA.
- b. Delegates and their alternates shall be elected in February.

Article XIV – Fiscal Year

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

Article XV – Parliamentary Authority

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

Article XVI – Amendments

Section 1: These bylaws may be amended at any regular general membership meeting of the Tashua School PTA by a two-thirds vote of those present and voting, a quorum being present, provided notice of proposed amendment(s) has been provided to the membership at the general meeting prior to the meeting.

Section 2: The executive committee by a majority vote may authorize the Bylaws Committee, a special committee, to submit a revised set of bylaws as a substitute for the existing bylaws.

Section 3: Submission of amendment(s) or revised bylaws for approval by the Connecticut PTA shall be in accordance with the bylaws or regulations of the Connecticut PTA.

Section 4: A Bylaws Committee may be appointed by the executive committee at least every five years

- a. to review the current Tashua School PTA bylaws;
- b. to submit a revised set of bylaws as a substitute for existing bylaws.

Conflict of Interest Policy (Adopted by the Tashua PTA on 3/29/12)

Article 1: The purpose of the conflict of interest policy is to protect the interests of this tax-exempt organization, (the "Organization"), when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article 2

Definitions

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, which has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment or family;

- a. an ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b. A compensation arrangement with any entity with which the Organization has a transaction or arrangement, or
- c. A proposal ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiation a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article 3

Procedures

1. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of the committees with governing board delegated powers considering the proposed transaction or arrangement.
2. The remaining board or committee members shall decide if a conflict of interest exists.
3. After disclosure of the financial interest an all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon
4. And interested person may make a presentation at the governing board or committee meeting, but after presentation, he/she shall leave the meeting during the discussion of, and vote on, the transaction or arrangement involving the possible conflict of interest.