

**BYLAWS**  
**East Shore Middle School PTA**  
**240 Chapel Street**  
**Milford, Connecticut 06460**

**Article I - Name**

The name of this organization is the East Shore Middle School Parent-Teacher Association (PTA), Milford, Connecticut. It is a local PTA unit organized under the authority of the Connecticut Congress of Parents and Teachers (the Connecticut PTSA), a branch of the National Congress of Parents and Teachers (the National PTA).

**# Article II - Purposes**

**Section 1.** The purposes of this PTA, in common with those of the National PTA and the Connecticut PTSA are:

- a. To promote the welfare of children and youth in home, school, community and places 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.
- 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 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 IV.

**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 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 the Board 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 among 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 distributed 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 III 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 non-profit 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.** This local PTA shall be organized and chartered under the authority of the Connecticut PTSA in the area in which this local PTA function, 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 PTSA to reach the national office by dates designated by National PTA;
- c. Has bylaws approved according to the procedures of its state;
- d. **Have all Presidents and Treasurers attend a Leadership Orientation course that has been provided or approved by the CT PTSA. This training must be completed by Oct. 15th or within 60 days after filling a vacancy; and**

- e. Meets other criteria as may be prescribed by the individual state PTSA.

**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 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 council PTA to amend its corresponding bylaws. This council 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 this local PTA is, by virtue of that fact, a member of National PTA and of the Connecticut PTSA by which this local PTA is chartered, and is entitled to all benefits of such membership.

**# Section 2.** Membership in this PTA shall be made available without regard to race, color, creed or national origin.

**# Section 3.** This PTA shall conduct an annual enrollment of members, but may admit persons to membership at any time.

**#Section 4.** Each member of this PTA shall pay annual dues as determined by the organization. The amount of the dues shall include the portion payable to the Connecticut PTSA (the “state portion”) and the portion payable to the National PTA (the “national portion”).

**# Section 5.** The amount of the state portion of each member’s dues shall be determined by the Connecticut PTSA. At the time of this bylaws revision, the state portion of each member’s dues is \$ 2.00 per annum. The national portion of each member’s dues shall be determined by the National PTA. At the time of this bylaw revision, the national portion of each member’s dues is \$ 3.00.

**# Section 6:** The state and national PTA portions of the dues paid by each member of this PTA shall be set aside by this PTA and remitted to the Connecticut PTSA through such channels and at such times as the state bylaws may provide. Each state PTA shall pay to National PTA the amount of the national portion of the dues paid by all members of local PTA's in its area.

## **Article VI - Officers and Their Election**

**# Section 1.** Each officer shall be a member of this PTA.

### **Section 2. Elected Board**

- a. The elected officers of this organization shall consist of a president (or co-presidents), a vice president, a recording secretary, a corresponding secretary, a treasurer, two delegates to the Milford PTA Council and an alternate. In the event of a co-presidency, the office shall carry one vote.
- b. Officers and delegates shall be elected by ballot, annually in the month of May. East Shore Middle School PTA members shall be allowed to vote. However, if there is but one nominee for any office, it shall be in order to move that the recording secretary cast the elective ballot of the organization for the nominee.
- c. Officers shall assume their official duties following the close of the annual meeting in June, and shall serve for a term of one year.
- d. A person shall not be eligible to serve more than two consecutive terms in the same office.

### **Section 3. Nominating Committee**

- a. In February, notification of the upcoming election of the elected board nominating committee shall be presented. Any member of the PTA wishing to serve on this committee or in a position on the upcoming elected board shall contact the immediate current recording secretary. Nominees shall then be presented at the March general board meeting (not limited to these names). Elected board names shall be presented to the chosen nominating committee.
- b. There shall be a nominating committee composed of three active members and one alternate member who shall be elected by this PTA at the general board meeting at least two months preceding the election of officers. Optimally, this committee should be comprised of members originating from each feeder school. Once formed, the nominating committee shall elect its own chairman. The nominating committee will then abide by the Ethical Guideline for the Nominating Process.
- c. The nominating committee shall nominate one eligible person for each office to be filled, or two eligible persons for co-presidents, and two eligible persons for council delegates, as well as an alternate council delegate. Whenever feasible, the nominating committee should strive for equitable representation from the feeder schools. The nominating committee chairman shall report nominees at the general board meeting in March. The president shall report these nominees at the general meeting in April. Additional nominations will be taken from the floor at both the March and April general PTA meetings. At the close of the April meeting, no further nominations will be accepted.

- d. Only those persons who have signified their consent to serve if elected shall be presented to be nominated for or elected to office.

**Section 4. Voting Procedure**

Voting shall take place during the May general PTA meeting after nominees have been publicly posted for at least thirty (30) days. If there are two or more nominees for any office, these nominees shall be afforded a maximum of ten (10) minutes each to speak to the general membership before voting begins.

- a. If there are two or more nominees for any office, ballots will be prepared, which shall list in alphabetical order the names of all nominees for each position. Unopposed nominees may be elected by motion to the recording secretary as described in Article VI, Section 2.b.
- b. Credentials of all persons voting will be verified. Only active members of the East Shore Middle School PTA who are present at the time ballots are cast may vote.
- c. Each member will receive the official ballot upon verification of voting status and must vote before leaving the designated area.
- d. Members are not required to vote and may cast a ballot abstaining from one or more offices.
- e. The president shall select two members, one of which is an administrator or faculty member, to oversee the election and coordinate tabulation of the ballots.
- f. A nominee for a position shall not be eligible to serve on any group overseeing the election.
- g. Tabulation of ballots will begin immediately after all ballots have been cast.
- h. The president will review the tabulated results and declare who is elected.

**Section 5. Vacancies**

A vacancy occurring in any office other than that of president shall be filled by a majority vote of the remaining members of the executive board. Announcement of the newly elected officer will be made at the next general membership meeting. A vacancy occurring in the office of the president shall be filled by the vice president for the remainder of the term.

**Article VII - Duties of Officers**

**Section 1. The President shall:**

- a. Preside at all meetings of the East Shore Middle School 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 the East Shore Middle School PTA in order that the purposes may be promoted;
- d. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the executive board;
- e. Create any additional committees of the East Shore Middle School PTA with approval from the executive board;

- f. Meet with the school principal and first vice president and approve plans of the PTA as they relate to anything that impacts the normal operation of the school, its facilities, the students during normal school hours, the staff and curriculum;
- g. The President shall be empowered to pay funds in the absence of the treasurer, and in the case of any emergency, to approve bills up to fifty (\$50.00), which was not included in the budget. An emergency is something that cannot wait until the next meeting of the general membership;
- h. Not offer personal opinions as views of the PTA;
- i. With the first vice president and input from the executive committee, set goals for the East Shore Middle School PTA; and
- j. Maintain records through the course of office to pass on to his/her successor.
- k. **Attend CT PTSA approved training yearly.**

**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, or the executive board;
- d. Receive and review the monthly bank statements; and
- e. Not offer personal opinions as views of the PTA.

**Section 3.** The **Recording Secretary** shall:

- a. Record the minutes of all meetings of the East Shore Middle School PTA;
- 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. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president or the executive board;
- g. Keep accurate attendance records of the East Shore Middle School PTA meetings; Maintain records throughout the course of office to pass on to his/her successor; and
- i. Not offer personal opinions as views of the PTA.

**Section 4.** The **Corresponding Secretary** shall:

- a. Maintain updated PTA calendar;
- b. Notify PTA members of general membership PTA meetings through in-school flyers, electronic newsletter;
- c. Notify the executive board members of executive board meetings by e-mail; Reserve room(s) for the general PTA meetings, by completing any and all forms necessary to secure a room;
- d. General PTA correspondence (i.e. letters, cards, gifts);
- e. Maintain records throughout the course of the office to pass on to his/her successor; and
- f. Not offer personal opinions as views of the PTA.

**Section 5.** The **Treasurer** shall:

- a. Have custody of the funds of the East Shore Middle School PTA
- b. Maintain a full account of the funds of this local PTA;
- c. Make disbursements as authorized by the president, executive board, or the East Shore Middle School PTA in accordance with the budget adopted by this PTA;
- d. Have checks or vouchers signed by two people: the treasurer and the president;
- e. Cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to the East Shore Middle School PTA;
- f. Provide a written financial statement to the executive board at each meeting;
- g. Present an annual report of the financial condition of the organization;
- h. Submit the books annually for a review, by an individual(s) selected by the executive board at least one month before the meeting at which new officers assume duties;
- i. Report the findings of the annual review to the executive board;
- j. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president or the executive board;
- k. Maintain records throughout the course of the office to pass on to his/her successor; and
- l. Not offer personal opinions as views of the PTA.
- m. **Attend CT PTSA approved training yearly.**

## **Article VIII - Board of Directors**

**Section 1.** The affairs of the East Shore Middle School PTA shall be managed by the board of directors in the intervals between the organization's general membership meetings.

**Section 2.** Each board member shall be a member of the East Shore Middle School PTA.

**Section 3.** The members of the board of directors shall consist of:

- a. Elected officers, membership chair and PTA Council delegates;
- b. The immediate past president;
- c. The principal of the school or their appointed representative;
- d. A teacher representative;
- e. The president may appoint a parliamentarian, subject to the approval of the executive committee of this local PTA.

**Section 4.** The president shall select a chairperson(s) of the standing committees subject to the approval of the elected board of the organization.

**Section 5.** The duties of the board of directors shall be to transact and vote upon necessary business between organization meetings, to prepare and submit a budget for the fiscal year to the organization for adoption, to approve all expenditures within the availability of funds and within limits of the approved budget, to appoint an auditor at least two weeks before the annual meetings, to create standing committees, to be aware of the plans of work of standing committees and to present a report at the general meetings of the organization.

**Section 6.** If any member of the board of directors 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 executive board.

**Section 7.** Meetings of the board of directors shall be held monthly during the school year, the dates and time to be fixed by the board at its first meeting of the year. One third of the executive board shall constitute a quorum.

**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 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 fourteen (14) days.

**Section 9.** Funds may be authorized by the executive board to cover the expenses of attendance of the president, officers and delegates or alternate at Connecticut PTSA conventions, district conferences or such meetings as may be designated by the executive board.

### **Article IX - Executive Committee**

**Section 1.** There shall be an executive committee of the East Shore Middle School PTA, the members of which shall be:

- a. All elected officers

**Section 2.** Special meetings of the executive committee may be called by the president or upon written request of any member(s) with five (5) days notice to each member of the executive committee.

**Section 3.** A majority of the executive committee shall constitute a quorum for the transaction of business.

**Section 4.** Duties of the executive committee shall be to

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

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

### **Article X - General Membership Meetings**

**Section 1.** Regular meetings of the East Shore Middle School PTA will be set a month prior to the start of the school year, unless otherwise provided by the organization or board of directors, with two (2) days notice having been given

**Section 2.** Special meetings of the organization may be called by the president or by a majority of the board of directors, seven (7) day's notice having been given, with the purpose expressed in the notification.

**Section 3.** The annual meeting shall be held in June. At this time, annual reports shall be received and elected officers installed.

**Section 4.** Ten (10) members shall constitute a quorum for the transaction of business in any general meeting of the organization.

### **Article XI - Standing and Special Committees**

**Section 1.** Only members of the organization shall be eligible to serve in any elective or appointive positions.

**Section 2.** The standing committees of this local PTA shall be:  
a. Bylaws, Nominations and Fundraising.

**Section 3.** The executive board may create standing and/or special committees, as it may deem necessary to promote the objectives and carry on the work of the organization.

**Section 4.** The chairperson(s) of each standing and special 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.** Chairpersons of Standing and Special committees shall provide interim oral reports as their work progresses and a written report at the completion of their work.

**Section 6.** All contracts and legally binding agreements, oral and written, are to be reviewed by the executive board and signed by the president. Any member, other than the president, who enters into a contract or other legally binding agreement without proper review and authorization, may assume a personal liability.

### **Article XII - Council Membership**

**Section 1.** This local PTA shall be represented in meetings of the Milford Council of Parent-Teacher Associations (Milford Council of PTAs) by the president, two (2) delegates and one (1) alternate. In case a delegate is unable to attend, the alternate delegate is expected to attend.

- a. All representatives to the council PTA must be members of this local PTA.
- b. Delegates and their alternates shall be chose by election in May.
- c. Delegates to the Milford Council of PTAs shall serve for a term of 1 year.

**Section 2.** One PTA Council delegate or alternate, or temporarily appointed representative shall make a report of all council meetings to the general membership and shall keep the organization informed of council action.

**Section 3.** This organization shall pay dues to the Milford Council of PTA's as provided in the council bylaws by October 31<sup>st</sup> of each year.

### **#Article XIII - 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 presidents or their alternates, the local PTA vice-presidents or their alternates, and one delegate for every twenty-five members of each local PTA accordingly 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 this local PTA.
- b. Delegates and their alternates shall be chosen by nomination in the month of February.

### **#Article XIV - Fiscal Year**

The fiscal year of the East Shore Middle 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 the National PTA and its constituent organizations in all cases in which they are applicable and in which they are not in conflict with these bylaws, the bylaws of the Connecticut PTSA or the bylaws of the National PTA.

### **#Article XVI - Amendments**

**Section 1:** These bylaws may be amended at any general meeting of the East Shore Middle School PTA by a two-thirds vote of the members present and voting, provided the amendments have been approved by the executive board and notice of proposed amendments have been provided to the membership 30 days prior to the meeting.

**Section 2.** The executive board 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 PTA shall be in accordance with the bylaws and regulations of the Connecticut PTSA.

### **#Article XVII - Conflict of Interest Policy**

#### **Section 1: Purpose**

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.

## **Section 2: Definitions**

### **1. Interested Person**

Any director, principal officer, or member of a committee with governing board delegated powers, who 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 negotiating 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.

## **Section III: Procedures**

- a. 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 committees with governing board delegated powers considering the proposed transaction or arrangement.
- b. The remaining board or committee members shall decide if a conflict of interest exists.
- c. After disclosure of the financial interest and 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.
- d. An 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.

PTA Bylaws Addendum, May 2012  
Adopted: \_\_\_\_\_  
CT PTSA

PTA Bylaws Revised, April 2011  
Adopted: June 2011  
Kathy Huber  
Darcy Ellis  
Shelby Keller

PTA Bylaws Revised March, 2005  
Adopted April 6, 2005  
Pam Amendola  
Laura J. McDonald  
Sherri G. Stern  
Melissa Wunder