

**Harborside Middle School
Parent-Teacher
Organization
Bylaws**

Updated May 2010

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Article I: Name

The name of this Organization is the **Harborside Middle School Parent-Teacher Organization (PTO), Milford, Connecticut.**

Article II: Purpose

Section 1: The purposes of the PTO 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 & youth;
- d. To bring into closer relationship 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 that will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

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:

- 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 or-

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
- 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.
- h. The bylaws of this PTO shall prohibit voting by proxy except in cases where a family membership applies. In such cases, one family member shall be present and may vote by proxy for the 2nd family member.

Article V: Members and Dues

Section 1. Each member of the Harborside Middle School PTO shall pay annual dues to said organization the amount to be determined at the budget meeting in the spring.

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

Article VI: Officers

Section 1. The officers of this organization shall consist of a president, vice president, recording secretary, treasurer/co-treasurers, and a corresponding secretary.

Section 2. Officers shall be elected in the month of at the last meeting of the school year.

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

Section 4. If an office is not filled by the end of the fiscal year, the board may appoint an officer prior to the next scheduled meeting.

Section 5. Officers shall assume their official duties following the close of the last day of the fiscal year and shall serve for a term of one (1) year or until their successors are elected.

Section 6. A person shall be eligible to serve more than two terms in the same office, if elected by the general membership.

Section 7. The vice president shall fill a vacancy occurring in the office of president for the remainder of the un-expired term. A vacancy in any office other than president shall be filled by the executive board, notice of such election having been given. In case a vacancy occurs in the office of president, the vice president shall serve notice of the election.

Section 8. There shall be a Nominating Committee composed of two (2) members, who shall be elected by this PTO at a regular general membership meeting at least two months prior to the election of officers.

- a. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the 4th regular general membership meeting, at which time additional nominations may be made from the floor.
- b. Only those individuals who have signified their consent to serve if elected, shall be nominated for, or elected to, such office.

Section 9. Each officer or board member of the Harborside Middle School PTO shall be a member of the Harborside Middle School PTO.

Article VII: Duties of Officers

Section 1. The president shall:

- a. Preside at all meetings of the Harborside Middle School PTO;
- b. Perform other such duties as may be prescribed in these Bylaws or are assigned by Harborside Middle School PTO;
- c. Serve as an ex-officio member of all committees except the Nominating Committee;
- d. Coordinate the work of the officers and committees of the Harborside Middle School PTO in order that the purposes may be promoted;
- e. In case of emergency, act in lieu of the treasurer;
- f. Notify parents, guardians and teachers of general and special meetings.

Section 3. The vice president (s) shall:

- a. Act as an aide to the president;
- b. In their designated order, perform the duties of the president in the absence of or the inability of that officer to serve;
- c. Maintain a membership list;

Section 4. The recording secretary shall:

- a. Record the minutes of all meetings of the Organization;
- b. Have a current copy of the Bylaws;
- c. Be prepared to read the records of any previous meeting;
- d. File all records;
- e. Perform other delegated duties as assigned.

Section 5. The treasurer/co-treasurer(s) shall:

- a. Have custody of all funds of the Organization;
- b. Keep a full and accurate account of receipts and expenditures of the Harborside Middle School PTO;
- c. Make disbursements as authorized by the president, Executive Board or Organization in accordance with the budget adopted by the Organization;
- d. Present a financial statement at every meeting of the Organization and at other times when requested by the Executive Board;
- e. Make a full report at the meeting at which new officers officially assume their duties;
- f. Have accounts examined annually or upon change of officer by an auditor or an auditing committee of not fewer than three members who, when satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report;
- g. Submit the books annually for an audit by an auditing committee selected by the Executive Board at least two (2) weeks before the meeting at which new officers assume duties;
- h. Ensure that the appropriate and completed tax return is filed by the deadline provided by the IRS (this tax return is to be filed by an outside firm if treasurer(s) is (are) unable).

Section 6. The corresponding secretary shall:

- a. Be responsible for all of the Organization's correspondence and reporting it to the members.
- b. Notify Board members of all meetings.

Section 7. All officers shall perform the duties outlined in these Bylaws and those assigned from time to time. Upon the expiration of the term of office, or in the case of resignation, each officer shall turn over to the president without delay, all records, books and other materials pertaining to the office and shall return to the treasurer, without delay, funds pertaining to the office.

Article VIII: Executive Board

Section 1. There shall be an executive board of the Harborside Middle School PTO, the members of which shall be

- a. All elected officers;
- b. The chairmen of standing committees;

c. The principal of the school or a representative appointed by him or her.

Section 2. The affairs of the Harborside Middle School PTO shall be managed by the executive board in the intervals between PTO general membership meetings.

Section 3. The president may appoint a parliamentarian, subject to the approval of the officers of the Organization.

Section 4. Executive Board meetings may be called at the discretion of the president with written notice to each member of the executive board

Section 5. Three(3) members of the Executive Board shall constitute a quorum for the transaction of business.

Section 5. The duties of the Executive Board shall be to:

- a. Transact necessary business in the intervals between Organization meetings, and other such business as referred to by the Organization;
- b. Create standing and special committees;
- c. Approve the plans of work of the standing committees;
- d. Present a report at the regular meetings of the Organization;
- e. Select an auditor or committee to audit the treasurer's accounts;
- f. Prepare and submit to the Organization for adoption an annual budget; and
- g. Approve routine bills within the limits of the budget.
- h. Approve miscellaneous expenses presented between meetings up to an amount of \$250.00.

Section 5. Regular meetings of the Executive Board may be held during the school year, the time to be fixed by the board at its first meeting of the year.

Article IX: General Membership Meetings

Section 1. The Organization will hold 5 regular meetings per year, on dates/days determined by the executive board.

Section 2. Special meetings of the Organization may be called by the president or by a majority of the Executive Board with two (2) days' notice having been given.

Section 3. The annual meeting shall be held in May or June at which time annual reports shall be received.

Section 4. Seven (7) members shall constitute a quorum for the transaction of business in any meeting of this Organization.

Article X: Committees

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

Section 2. The Executive Board may create such standing committees, as it may deem necessary to promote the objectives and carry on the work of the Organization. The term of each chairman shall be one (1) year or until the selection of a successor.

Section 3. The chairman of each standing 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 4. The Organization may create such special committees as it may deem necessary to promote the purpose of the Harborside Middle School PTO and to carry on the work of the Organization.

Article XIII: Fiscal Year

The fiscal year of this PTO 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 Harborside Middle School PTO in all cases in which they are applicable and in which they are not in conflict with special rules of order or Articles of Incorporation.

Article XV: Amendments

Section 1. These Bylaws may be amended at any regular meeting of the Organization by a two-thirds vote of the members present and voting, provided that notice of the amendment has been given at the previous regular meeting.

Section 2. A committee may be appointed to submit a revised set of Bylaws as a substitute for the existing Bylaws by a majority vote at a meeting of the Organization, or by a two-thirds vote of the Executive Board. The requirements for adoption of a revised set of Bylaws shall be the same as in the case of an amendment.