

## **BYLAWS OF THE WILLINGTON PTA**

### **ARTICLE I: NAME**

The name of this association is the Parent-Teacher Association (PTA) of Willington, Willington, Connecticut.

### **# ARTICLE II: ARTICLES OF ORGANIZATION**

The articles of organization of a local 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).

### **#ARTICLE III: PURPOSES**

#### **Section 1**

The Objects of this PTA, in common with the Objects of the National 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.
- 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 this organization 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 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 IV: BASIC POLICIES**

The following are basic policies of this PTA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purposes not appropriately related to promotion of the Objects of the organization.
- c. The organization 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 the boards of education.
- 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 Connecticut PTA or any of its divisions may cooperate with other organizations and agencies concerned with child welfare, but a PTA/PTSA representative shall make no commitments that bind the group he represents.
- 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 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.
- 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 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 which have established their tax exempt status under Section 501 (c) (3) of the Internal Revenue Code.

## **#ARTICLE V: 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 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 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 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 VI: MEMBERSHIP AND DUES**

### **Section 1**

Every individual who is a member of this PTA is, by virtue of that fact, a member of the National PTA and of the state PTA by which this local PTA is chartered, and is entitled to all benefits of such membership.

### **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 PTA shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

### **Section 4**

Each individual member of this PTA shall pay such annual dues to said organization as may be prescribed by the organization. The amount of such dues shall include the portion payable to the Connecticut PTA (the "state portion") and the portion payable to the National PTA (the "national portion"). An individual must be an active or non-active, paying member for at least 30 days in order to vote.

### **Section 5**

The amount of the state portion of each member's dues shall be determined by the Connecticut PTA. The amount of the national portion of each member's dues shall be determined by the National PTA.

### **Section 6**

The amount of the annual dues shall be set at the annual meeting in May and will include the portion payable to the state PTA and the portion payable to the National PTA.

### **Section 7**

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 PTA through such channels and at such times as the state bylaws may provide. Each state PTA shall pay to the National PTA the amount of the national portion of dues paid by all members of local PTAs in its area.

## **#ARTICLE VII: OFFICERS AND THEIR ELECTION**

### **Section 1**

The officers of this organization shall consist of a president, vice-president(s) or co-presidents, a secretary, a treasurer or co-treasurers, and a membership chair elected in the month of May to serve for a term of two years concurrent with the fiscal year commencing on July 1 following their election.

### **Section 2**

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 3**

The following provisions shall govern the eligibility of individuals to be officers of the Willington 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, unless office uncontested and current officer wishes to continue in current capacity.
- 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.

### **Section 4**

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 5.**

Nominating Committee:

- a. There shall be a nominating committee composed of at least 3 individuals and always an uneven number of members who shall be elected by the PTA membership at a regular meeting at least one month prior to the election of officers
- b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the regular meeting in May, at which time additional nominations may be made from the floor.
- c. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.
- d. No member of the nominating committee may be seeking an elected position in such election.

## **#ARTICLE VIII: DUTIES OF OFFICERS**

### **Section 1**

The president shall:

- a. Preside at all meetings of the Willington 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 Willington PTA in order that purposes may be promoted;
- d. Perform such other duties as may be provided by these bylaws, prescribed by the parliamentary authority or directed by the executive board;
- e. Assist in developing an annual budget

### **Section 2**

The vice-president(s) shall:

- a. Act as aides to the president;
- b. In their designated order 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 executive board;
- d. Assist in developing an annual budget.

### **Section 3.**

The secretary shall:

- a. Record the minutes of all meetings of the Willington PTA and submit for publication on the website with 5 business days;
- b. Be prepared to read the records of any previous meetings;
- c. Maintain files of ongoing Statements of Work (SOWS);
- d. Keep file of all minutes and agendas from previous 3 years;
- e. Have a current copy of the bylaws available at all PTA sponsored events;
- f. Perform such other duties as may be provided by these bylaws, prescribed by the parliamentary authority, or directed by the executive board;
- g. Assist in developing an annual budget;
- h. Correspondence tasks as deemed necessary;
- i. Maintain post office box (Box 202) and distribute correspondence to appropriate people.

**#ARTICLE VIII: DUTIES OF OFFICERS cont.**

**Section 4**

The treasurer(s) shall:

- a. Have custody of the funds of the Willington PTA;
- b. Maintain a full account of the funds of the Willington PTA;
- c. Make disbursements as authorized by a quorum of the executive board or membership in accordance with the budget adopted;
- d. Have checks or vouchers signed by two people (signatures must be on file at bank);
- e. Keep a full and accurate account of the receipts and disbursements in the books belonging to the Willington PTA;
- f. Provide a written financial statement to the board and members at each meeting;
- g. Complete the forms for the State PTA and mail dues;
- h. Assist in developing an annual budget;
- i. Submit End-of-Year Financial Statement to board and membership;
- j. Assist in annual audit of books;
- k. 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;
- l. Ensure yearly taxes submitted in timely manner.

**Section 5**

The membership chair shall:

- a. Maintain current year and three previous years membership listings;
- b. Update OMDR with new members by October, and continue to maintain adding new members throughout the year;
- c. Print and distribute membership cards;
- d. Solicit new members throughout the year;
- e. Maintain list of chairpersons and volunteers from membership forms, and any newly added throughout the year;
- f. Coordinate Annual Membership Drive

**#ARTICLE IX: EXECUTIVE BOARD**

**Section 1**

The executive board shall consist of the elected officers of the Willington PTA.

**Section 2**

Each board member shall be a member of the Willington PTA.

**Section 3**

The affairs of the Willington PTA shall be managed by the executive board in the intervals between local PTA general membership meetings.

## **#ARTICLE IX: EXECUTIVE BOARD cont.**

### **Section 4**

Duties of the board shall be to:

- a. Carry out such business as may be referred to by the membership of the Willington PTA;
- b. Create standing and special committees as needed;
- c. To select an auditor to audit the treasurer's accounts;
- d. To prepare and submit an annual budget to the Willington PTA's general membership for adoption;
- e. To approve payment of routine bills within the limits of the budget;
- f. Review and approve SOWS of standing committees.

### **Section 5**

The executive board, with a quorum vote (more than half of the current executive board and it has to be an odd number ), may appropriate funds as deemed necessary supplemental to the annual budget in an aggregate amount not to exceed two hundred dollars.

### **Section 6**

Meetings of the executive board shall be held during the school year. A majority of elected officers shall constitute a quorum. Meetings of the executive board may be called by the president or by a majority of the members of the board, seven (7) days' notice having been given.

### **Section 7**

At all meetings of the board, a majority of the members of the board (more than half of the current executive board and it has to be an odd number) 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 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 X: COMMITTEES**

### **Section 1**

Only members of the Willington PTA shall be eligible to serve in any elective or appointive positions.

### **Section 2**

The standing committees of the Willington PTA shall be created as necessary to promote the objectives and carry on the work of the association.

### **Section 3**

The chairman of each standing committee shall initiate a plan of work to the executive board for approval at least 90 days prior to event. No committee work shall be undertaken without the consent of the executive board.

### **Section 4**

The president shall be a member ex-officio of all committees except the nominating committee.

### **Section 5**

The term of office of a committee chair shall be for one (1) year.

## **#ARTICLE XI: GENERAL MEMBERSHIP MEETINGS**

### **Section 1**

Regular meetings of the Willington PTA shall be held the 3rd Thursday of the month, during the school year, unless otherwise scheduled by the executive board.

### **Section 2**

Special meetings of the Willington PTA may be called by the president or by a majority of the executive board, seven- (7) days' notice having been given.

### **Section 3**

Nine (9) members of the PTA shall constitute a quorum for the transaction of business in any meeting of the Willington PTA.

### **Section 4**

Annual meeting shall be held in May to elect following year's officers.

## **#ARTICLE XII: FISCAL YEAR**

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

## **#ARTICLE XIII: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the Willington 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 XIV: AMENDMENTS**

### **Section 1**

- a. These bylaws may be amended at any regular general membership meeting of the Willington PTA by a two-thirds vote of those present and voting, provided the amendments have been approved by the executive board and notice of proposed amendments has been provided to the membership 7 days prior to the meeting.
- b. 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 association, 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.
- c. Submission of amendments or revised bylaws for approval by the state PTA shall be in accordance with the bylaws of the Connecticut PTA.

### **Section 2**

The adoption of an amendment of any provision of the bylaws of the Connecticut PTA as identified by (#) shall happen automatically without requiring further action by the local PTA to amend the bylaws of the each local PTA.