

# **BYLAWS OF THE NEW HARTFORD PTO**

## **NEW HARTFORD CONNECTICUT**

### **ARTICLE I: Name**

The name of this association is the New Hartford Parent – Teacher Organization (P.T.O.), New Hartford, Connecticut.

### **ARTICLE II: Articles of Organization**

The articles of organization of the New Hartford PTO shall consist of the bylaws of this organization.

### **ARTICLE III: Purposes**

**Section 1.** The objects of the New Hartford 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 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 the New Hartford PTO 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.

### **ARTICLE IV: Basic Policies**

The following are basic policies of the New Hartford PTO:

- 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 purpose 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 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 in attempting to influence legislation by propaganda or otherwise.

- d. The organization shall work with the school 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.
- e. 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.

## **ARTICLE V: Members and Dues**

**Section 1.** Members shall have the right to vote, hold office, chair committees, and partake in the rights and privileges of this organization. Members shall notify the President of items they wish to place on a Members' meeting agenda.

**Section 2.** Membership in this PTO shall be made available without regard to race, color, creed or national origin, under such rules and regulations of the PTO.

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

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

**PROVISIO:** Beginning with 200602007 membership year, the dues may be increased a nominal amount based upon approval by the Board of each year after.

## **ARTICLE VI: Officers and Their Election**

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

### **Section 2.**

- a. The officers of this organization shall consist of a president, at least 3 vice-presidents, a secretary and a treasurer.
- b. Officers shall be elected by ballot in the month of May. However, if there is but one nominee for any office, election for that office may be by voice vote.
- c. Officers shall assume their official duties following the close of the meeting in June and shall serve for a term of 1 year or until their successors are elected.
- d. A person shall be eligible to serve no more than three consecutive terms in the same office unless there is no other interested party.

**Section 3.** Nominating Committee

- a. There shall be a nominating committee composed of at least three members who shall be elected by this PTO at a regular meeting at least one month prior to the election of officers. The first vice president shall act as a chairperson of this committee.
- 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 as president for the following year.
- d. The first vice-president shall have the option to be nominated as president for the following year.

**Section 4.** A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the executive board, notice of such election having been given. In case a vacancy occurs in the office of president, the first vice-president shall serve notice of the election. Under normal circumstances, the first vice-president shall be elected president and a new vice-president shall be elected.

## **ARTICLE VIII: Duties of Officers**

**Section 1.** The president shall:

- a. prepare agenda for and preside at all meetings of the organization;
- b. coordinate the work of the officers and committees of the organization in order that the Objects may be promoted;
- c. oversee all committees of the organization;
- d. sign or endorse checks in the absence of the treasurer;
- e. serve, with the secretary, as the contractual agents of the organization;
- f. perform such other duties as may be prescribed in these bylaws or assigned by the organization.

**Section 2.** The vice presidents shall:

- a. act as aides to the president;
- b. (in their designated order) perform the duties of the president in the absence or inability of that officer to serve.

**Section 3.** The secretary shall:

- a. record the minutes of all meetings of the organizations;
- b. maintain a current copy of the bylaws;

- c. maintain records of the organization, including membership file;
- d. collect and route PTO mail on a regular basis;
- e. be responsible for correspondence of the organization.

**Section 4.** The treasurer shall:

- a. be responsible for all of the funds of the organization;
- b. keep a full and accurate account of receipts and expenditures;
- 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 board meeting of the organization and at other times when requested by the executive board;
- e. make a full budget report at the annual meeting in June;
- f. be responsible for the maintenance of such books and accounts and records as to conform to the requirements of Article V, Section 5 of these bylaws;
- g. provide all necessary documents to the auditor or auditing committee chosen by the executive board.

**Section 5.** 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, all funds pertaining to the office.

## **ARTICLE VIII: Executive Board**

**Section 1.** The executive board shall consist of the officers of the organization.

**Section 2.** Regular meetings of the executive board shall be held during the school year, the time to be fixed by the board at its first meeting of the year. A majority of the executive board members shall constitute a quorum and decisions shall be made by a majority vote. Special meetings of the executive board may be called by the president or by a majority of the members of the board, due notice to be given.

**Section 3.** The duties of the executive board shall be:

- a. to transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization;
- b. to create standing and special committees

- c. to appoint committee chairpersons not appointed by the nominating committee;
- d. to approve the plans of work of the standing committees
- e. to present a report at the regular meeting of the organization;
- f. to prepare and submit to the organization for adoption a budget for the year;
- g. to serve as trustees for all the funds and properties of the organization;
- h. to assume such other duties as are designated in the bylaws;
- i. to bring to the membership recommendations on issues which fall outside the scope of normal business; and all requests for funds, in excess of \$100.00, which exceed or do not fall within designated budget categories.

## **ARTICLE IX: Meetings**

**Section 1.** A schedule of at least 4 regular meetings of the organization shall be established by the executive board and shall be published no later than September 15. Ten (10) days notice shall be given prior to any additional regular meetings.

**Section 2.** Special meetings of the organization may be called by the president or by a majority of the executive board, three (3) days notice having been given.

**Section 3.** The annual meeting of this association shall be held in June.

**Section 4.** All members must receive notification of the time, place and agenda of such meetings. Decisions shall be made by majority vote except in the case of amendments to the bylaws.

## **ARTICLE X: Committees:**

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

**Section 2.** The executive board may create such standing committees as it deems necessary to promote the objects and carry on the work of the organization. The term of each chairman shall be one year or until the selection of a successor.

**Section 3.** Upon completion of their work, the chairman of each committee shall report in writing to the Executive Board including a financial report where applicable. Chairman of standing committees shall report in writing to the Executive Board at the conclusion of the school year.

## **ARTICLE XI:**

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

**Section 2.** Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

**ARTICLE XII: Dissolution:**

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which principle office of the cooperation is then located, exclusively for such are organized or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Original bylaws approved 9/1/00

Article XI, XII – Revised/Approved by majority vote February 2007