

TOTOKET VALLEY ELEMENTARY SCHOOL
PARENT-TEACHER ORGANIZATION
BY-LAWS

ARTICLE I: NAME

The name of the organization shall be the *Totoket Valley Elementary School Parent Teacher Organization.*

ARTICLE II: OBJECTIVES

The objectives of the Totoket Valley Elementary School Parent Teacher Organization shall be:

1. To promote the welfare of the children and youth in school, home and the community.
2. To bring into closer relation the school and the home, that parents, teachers, and administrators may cooperate intelligently in the education of the child.
3. To develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental and social education.

ARTICLE III: BASIC POLICIES

1. This organization shall be noncommercial, nonsectarian and nonpartisan. The name of the organization or the names of any members in their official capacities shall no be used in connection with commercial concern or with any partisan interest, or for any other purpose than the regular work of the organization.
2. This organization shall not directly or indirectly participate or intervene (in any way, including the publishing or distribution of statements in any political campaign on behalf of or in opposition to any political campaign or on behalf of or in opposition to any political party or candidate for public office.
3. This organization my undertake studies in educationally related areas and may compile information for use of its members to better promote the objectives of the organization and may take a public position on an issue upon approval by a majority vote of the members. This organization will not attempt to direct the administration policies of the school.
4. This organization may cooperate with other organizations and agencies active in child welfare such as conference groups, providing its representative makes no commitments that bind the groups he/she represents.

5. In the event of dissolution of this organization, the assets of the organization shall be donated to Totoket Valley Elementary School for the purchase of appropriate educational items.

ARTICLE IV: MEMBERSHIP AND DUES

1. Any parent or guardian of children attending Totoket Valley Elementary School, the teachers, Principal, and all those working within the school, who are willing to uphold its basic policies and subscribe to its By Laws, may become members of this organization upon payment of dues, as hereinafter provided.
2. The annual dues shall be in an amount established and voted upon by the Executive Board for a family membership.
3. An annual enrollment of members shall be conducted. Additional members shall be accepted at any time during the school year. All memberships expire on October 1 of the following school year and will be renewable by the payment of membership as established by the Executive Board.

ARTICLE V: OFFICERS AND THEIR ELECTIONS

- 1a. The officers of the organization shall be President, Vice President, Treasurer and Secretary.
- 1b. Officers shall be elected by ballot annually in the month of May. However, if there is but one nominee for any office it shall be in order to move that the Secretary cast the elective ballot of the organization for the nominee(s).
- 1c. Officers shall assume their official duties on July 1st of the current year and shall serve for a term of one year but may serve two years unless otherwise amended and voted on by the Executive Board and a majority of those in attendance at the meeting in which the motion is made.
- 1d. A person shall not be eligible to serve more than one two year term in the same office, unless otherwise amended and voted on by the Executive Board and a majority of the members in attendance at the meeting in which the motion is made.
- 2a. There shall be a nominating committee consisting of three (3) members of the organization. The members of the committee shall have attended at least one-half of the scheduled meetings.

- 2b. The nominating committee shall elect one nominee for each office to be filled and report to the membership at the April PTO meeting or no later than two weeks previous to the May meeting. In addition, a written report shall be provided to the membership before the May PTO meeting either through a flyer or publication in a school wide newsletter. The nominee for President shall have been, at one time, a member of the Executive Board of a North Branford PO or have served as a chairperson of a parent-teacher organization/association committee.
- 2c. Following the report of the nominating committee, an opportunity shall be given for nominations from the floor at the May PTO meeting. Only those who have consented to serve if elected shall be eligible for nomination, either by the committee or from the floor. All nominees must accept or decline the nomination prior to the election.

ARTICLE VI: DUTIES OF OFFICERS

1. The President shall preside at all meetings of the organization, shall perform such other duties as may be prescribed in these By Laws or assigned to him/her by the Executive Board, and shall coordinate the work of the officers and committees, in order that the objectives may be achieved.
2. The Vice-President shall act as an aid to the President, and shall in their designated order, perform the duties of the President in the absence or inability of that officer to serve.
3. The secretary shall record the minutes of all meetings of the organization, shall carry on all correspondence of the organization, and shall perform such other duties as may be delegated to him/her.
4. The Treasurer shall keep an accurate record of receipts and expenditures of the organization, shall receive all moneys of the organization and deposit said moneys the next available banking day. He/she shall pay out funds in accordance with the approved budget, and shall make such payments within three (3) days of the request. The Treasurer shall present a financial statement at every meeting of the organization and at other times when requested by the Executive Board, and shall prepare and submit for acceptance to the membership at the September meeting a budget for the fiscal year. In the event of temporary absence or inability of the Treasurer to serve, The President may perform these Duties.
5. All officers shall:
 - 5a. Perform the duties prescribed in these By Laws and those assigned from time to time.

- 5b. Deliver to their successors all official material by July 1st of the current year with the exception of the Treasurer who will deliver all official material to his/her successor by the August Executive Board meeting.
- 5c. Act as a liaison to committees at the request of the president, in place of the president and shall report to the president on committee work.

ARTICLE VII: MEETINGS

- 1. Regular meeting of this organization shall be held at times and dates established annually by the Executive Board.
- 2. Special meetings may be called by the President or the Executive Board, three (3) days notice having been given.
- 3. A two thirds (2/3) vote of members present shall constitute quorum for the transaction of business at any meeting of this organization.
- 4. The privilege of holding office, introducing motions and voting shall be limited to members of the organization whose current dues are paid.
- 5. There shall be a minimum of four meetings and the dates are to be announced at the beginning of the school year.

ARTICLE VIII: EXECUTIVE BOARD

- 1. The Executive Board shall consist of the duly elected officers of the organization and the principal of the school or a representative appointed by him/her. The members of the Executive Board shall serve until the close of the current school year.
- 2. The duties of the Executive Board shall be:
 - 2a. To transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization.
 - 2b. To create standing committees. The Executive Board shall select the chairperson of each standing committee. Ad hoc committees shall be created as needed. The Executive Board shall approve the plan of work of the standing committees. There shall be a minimum of six (6) standing committees; they shall be:
 - 1. CULTURAL ARTS– which shall be responsible for the presentation of special events.

2.MEMBERSHIP – which shall be responsible for building up the membership and encouraging participation by all members in the work of the Organization.

3.HOSPITALITY – which shall be responsible chiefly for promoting a friendly atmosphere at special events, and to coordinate refreshments at said special events as requested by the Executive Board.

4.FUNDRAISING - which shall raise funds for the purpose of financing the budget for the organization.

5. BEAUTIFICATION – which shall be responsible for the general appearance of the school grounds.

6. AUDITING - which shall consist of not less than three (3) members and shall be appointed annually, at the May meeting, by the Executive Board. Members of this committee may not have signature authority on any PTO accounts. After examining the books of the organization, and finding the Treasurer's report correct, shall sign a statement of that fact at the end of the report. This audit shall take place prior to the September meeting of the next school year.

- 2c. To present a report at the regular meetings of the organization.
- 2d. To approve or disapprove bills for expensed not budgeted in amounts less than seventy-five dollars (\$75)
- 2e. To fill, for the unexpired term, a vacancy occurring in any office with a person elected by a majority vote of the membership, notice of such election having been given.
- 3. Special meetings of the Executive Board may be called by the president or by a majority of the members of the Executive Board. These meetings are open to the membership unless otherwise design as closed meetings.
 - 3a. A transitional meeting shall be held in May or June following the election of officers.
 - 3b. The president may appoint an officer as a liaison to each committee. The president and the liaison shall be ex-officio members of each committee, except the nominating committee.

ARTICLE IX: PARLIAMENTARY AUTHORITY

1. Robert's Rules of Order Revised shall govern this organization in all cases to which they are applicable and in which they are not in conflict with the By Laws.
2. A parliamentarian may be appointed by the president, if so desired. When appointed, a parliamentarian shall keep the prescribed parliamentary authority and shall be a reference for all matters of procedure and law.
3. All members shall have a copy of the by laws of this organization available to them. A copy of the By Laws shall be available at every meeting.

ARTICLE X: AMENDMENTS

1. These By Laws may be amended at the May or June meeting of the organization by a two thirds vote of the members present, provided notice of the proposed amendment shall have been given at the previous meeting or notice being sent to the membership from the Executive Board two (2) weeks prior to any regular meeting.
2. A committee may be formed to submit a revised set of by laws as a substitute for the By Laws. The procedure for action on amendments in Section 1 should then be followed.