

Bylaws
Burr Elementary School PTA
Fairfield, CT

Approved by Board of Directors: February 9, 2016
Approved by the General Membership: March 8, 2016

Bylaws Committee:

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Index

<u>Article</u>		<u>Page</u>
Article I	Name	3
Article II	Articles of Organization	3
Article III	Purposes	3
Article IV	Basic Policies	3
Article V	Relationship with National PTA and Connecticut PTA	4
Article VI	Membership and Dues	5
Article VII	Officers	6
Article VIII	Duties of Officers	7
Article IX	Board of Directors	14
Article X	Committees	16
Article XI	General Membership Meetings	16
Article XII	Council Membership	17
Article XIII	Connecticut PTA Convention	17
Article XIV	Fiscal Year	17
Article XV	Parliamentary Authority	17
Article XVI	Amendments	17

Article XVII Burr Elementary School PTA Continuing Affiliation	18
Article XVIII Conflict of Interest	19
Article XIX Whistle Blower Policy	20

Article I: Name

The name of this organization is the Burr Elementary School Parent Teacher Association, Inc. also known as Burr Elementary School PTA, Inc. ('Burr Elementary School PTA'), Fairfield, Connecticut. It is a local PTA organized under the authority of the Connecticut Congress of Parents and Teachers ('Connecticut PTA'), a branch of the National Parent Teacher Association ('National PTA').

Article II: Article of Organization

The articles of organization of a constituent organization 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 – such as the Burr Elementary School PTA) 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 purposes of the Burr Elementary School PTA, in common with those of the National PTA and the Connecticut 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, so 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.; and
- F. to support the current Strategic Plan for Fairfield Public Schools.

Section 2. The purposes of the National PTA, the Connecticut PTA and the Burr Elementary School PTA are promoted through an advocacy and 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 referred to as "Internal Revenue Code").

Article IV: Basic Policies

The following are basic policies of the Burr Elementary School PTA, in common with those of the National PTA and the Connecticut PTA:

- A. The organization shall be non-commercial, non-sectarian, and non-partisan.

- 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 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 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.
- 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 nonprofit 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 the 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 V: Relationship with National PTA and Connecticut PTA

Section 1. The Burr Elementary School PTA shall be organized and chartered under the authority of the Connecticut PTA in the area in which the Burr Elementary School PTA functions, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the Connecticut PTA may in its bylaws prescribe. The Connecticut PTA shall issue to each local PTA in its area an appropriate charter evidencing the due organization and good standing of the local PTA.

A local PTA in good standing is one that:

- A. adheres to the purposes and basic policies of the state PTA and National PTA;
- B. remits the national portion of the dues through the state PTA to reach the national office by dates designated by the National PTA;
- C. has bylaws approved according to the procedures of each state;
- D. meets other criteria as may be prescribed by the individual state PTA; and
- E. have all Presidents and Treasurers attend a Leadership Orientation course that has been provided or approved by the Connecticut PTA. This training must be completed by October 15th or within 60 days after filling a vacancy.

Section 2. The Burr Elementary School 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 the National PTA Bylaws or the bylaws of the Connecticut PTA.

Section 3. The Burr Elementary School PTA shall include in its bylaws provisions corresponding to the Connecticut PTA Bylaws.

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 the Burr Elementary School PTA to amend its corresponding bylaws. The Burr Elementary School PTA shall promptly incorporate such amendments in its bylaws.

Section 5. Bylaws of the Burr Elementary School PTA shall include an article on amendments (see Article XVI), Whistler Blower (see Article XVIII) and Conflict of Interest (see Article XIX).

Section 6. Bylaws of the Burr Elementary School PTA shall include a provision establishing a quorum (see Article XI, Section 4).

Section 7. Each officer or board member of the Burr Elementary School PTA shall be a member of the Burr Elementary School PTA.

Section 8. The bylaws of the Burr Elementary School PTA shall prohibit voting by proxy.

Article VI: Membership and Dues

Section 1. Every individual who is a member of the Burr Elementary School PTA is, by virtue of that fact, a member of the National PTA and of the Connecticut PTA by which the Burr Elementary School PTA is chartered and is entitled to all the benefits of such membership.

Section 2. Membership in the Burr Elementary School PTA shall be open, without discrimination, to anyone who believes in and supports the Mission and Purposes of National PTA.

Section 3. The Burr Elementary School PTA shall conduct an annual enrollment of members but may admit individuals to membership at any time.

Section 4. Each member of the Burr Elementary School PTA shall pay annual dues, as determined by the Board of Directors, to said organization. The amount of such dues shall include the portion payable to the Connecticut PTA and the portion payable to the National PTA. In the event of hardship or special circumstance, the President, in agreement with the President-Elect and the Membership Chair(s), may

opt to waive the Burr Elementary School PTA portion of the dues for individuals or families wishing to join the organization.

Section 5. Only members of the Burr Elementary School PTA are eligible to vote.

Section 6. A membership year runs from July 1st through June 30th.

Article VII: Officers

Section 1. The officers of the Burr Elementary School PTA shall be a President(s), President(s)-Elect, Past-President(s), Vice-President for Administration, Vice-President for Fundraising, Vice-President for Enrichment, Vice-President for Spirit, Vice-President for Communication, Executive Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Past-Treasurer, Assistant Treasurer, Membership Chair, Volunteer Coordinator(s), PTA Council Delegate(s), Board of Education Representative(s), Budget Representative(s), and Teacher Representative(s).

Section 2. Officers shall be elected at the general meeting of the Burr Elementary School PTA in the month of May (see Article XI, Section 3).

Section 3. The vote shall be conducted by ballot. When there is but one candidate for an office, the ballot for that office may be dispensed with and election held by voice vote by the general members of the Burr Elementary School PTA. The entire slate may be voted as a single block, except for any contested office. A majority shall be required for election.

Section 4. The following provisions shall govern the qualifications and eligibility of individuals to be officers of the Burr Elementary School PTA:

- A. Each officer shall be a member of the Burr Elementary School PTA.
- B. No officer may be eligible to serve for more than two consecutive terms in the same office, unless approved by the Board of Directors.
- 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 5. Officers shall assume their official duties starting July 1st in the year in which they are elected and shall serve for a term of two years or until their successors are elected. The President(s), President-Elect(s), Past-President, Treasurer, Assistant-Treasurer and Past-Treasurer will serve a term of only one year. These officers shall progress from elect or assistant to current to past status unless otherwise specified by the Board of Directors. The Treasurer shall have authority thereafter to finalize the books and records and prepare and sign the tax return(s) for the current fiscal year as Past-Treasurer.

Section 6. The President-Elect or a Vice President shall fill a vacancy occurring in the office of President, for the remainder of the unexpired term. If either the President Elect or a Vice President is not able to fill the position, then a Nominating Committee will be formed according to Article VII, Section 7. A vacancy in any office other than President shall be filled by a majority vote of the Board of Directors.

Section 7. There shall be a Nominating Committee composed of five members (the most recent Past-President if available or an Board of Directors member and four other persons consisting of a member of the Board of Directors, one Volunteer Coordinator and two general members) who shall be appointed by the Board of Directors at a regular membership meeting at least three months prior (usually February) to the election of officers, as outlined in Article VII, Section 2.

- A. The committee shall elect its own chair, unless the most recent Past-President is available to chair the committee. The Chair shall notify officers of their election.
- B. The Nominating Committee shall nominate an eligible person for each office to be filled and report its nominees at the regular membership meeting in April, one month prior to the election at which time nominations may be made from the floor. Anyone wishing to run from the floor must notify the President at least 3 weeks before the date of the election (See Article VII, Section 2).
- C. Only those individuals who are current members of the Burr Elementary School PTA and who have signified their consent to serve if elected shall be nominated for, or elected to, such office. A member of the Nominating Committee can be nominated for a PTA officer position.
- D. Only those individuals who have been members of the Burr Elementary School PTA at least 30 days prior to the elections are eligible to vote in the current election (See Article VII, Section 2).
- E. The President or President-Elect may not serve on the Nominating Committee.
- F. The Executive Vice-President shall serve as an advisor to the Nominating Committee.

Section 8. There shall be a Financial Procedures Review Committee composed of five members, led by the current President-Elect and consisting of the Treasurer, Assistant Treasurer, Past Treasurer and one other general Burr Elementary School PTA member. This review will take place every three years, to be coordinated in the same year as the Bylaw Review. This committee will convene in January and February.

Section 9. There shall be a Bylaws Committee, composed of at least 3 members, including the President, the President-Elect and the Past President. This review will take place every three years, to be coordinated in the same year as the Financial Procedures Review. This Committee will convene in February and March.

Article VIII: Duties of Officers

Section 1. The **President(s)** (1 year term, moving to Past President) shall:

- A. attend required annual training approved by the Connecticut PTA;
- B. preside at all general membership and Board of Directors meetings of the Burr Elementary School PTA, unless a moderator is selected to preside at the meeting;
- C. set the agenda for all Board of Directors meetings of the Burr Elementary School PTA and general membership meetings;
- D. serve as an ex-officio member of all committees, except the Nominating Committee;
- E. coordinate the work of the officers and committees of the Burr Elementary School PTA in order that the Purposes may be promoted;

- F. create committees of the Burr Elementary School PTA with approval from the Board of Directors if time permits;
- G. meet with the school Principal prior to Board of Directors meetings in order to ensure the agenda addresses any Burr Elementary School or district issues requiring the attention of the Board of Directors;
- H. with the Principal and the President-Elect, approve plans of the PTA as they relate to anything that impacts the normal operations of the school, its facilities, the students during normal school hours, the staff and curriculum, and during after school PTA-sponsored programming;
- I. attend Fairfield PTA Council Presidents meetings;
- J. perform such duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the Board of Directors or association;
- K. be a member of the Budget Committee;
- L. determine structure of the organizational chart for committee and Vice President reporting patterns;
- M. pre-approve all vouchers sent to the Treasurer within the limits of the approved budget in excess of \$500 (alternatively, President-Elect is also authorized to approve these vouchers);
- N. approve all vouchers sent to the Treasurer within the limits of the approved budget in excess of \$200 (alternatively, President-Elect is also authorized to approve these vouchers);
- O. approve and sign all contracts entered into by the Burr Elementary School PTA;
- P. be the only person, along with the President-Elect, who may speak on behalf of the Burr Elementary School PTA unless directed to do otherwise by a majority vote of the Board of Directors or the members in good standing of the Burr Elementary School PTA who are present at a general meeting at the time that such a vote is duly called;
- Q. not offer personal opinions as views of the Burr Elementary School PTA;
- R. with the President-Elect and input from the Board of Directors, set goals for the Burr Elementary School PTA;
- S. at all times, except where prescribed above, act in partnership with the President-Elect;
- T. maintain records throughout the course of office to pass on to successor; and
- U. along with the President-Elect, approve all final Burr Elementary School PTA communications made through electronic blasts, flyers, website postings or other means.

The **President-Elect** (1 year term moving to president) shall:

- A. act as aide to the President;
- B. perform all the duties of the President in the absence, incapacity or request of the President;
- C. preside at Board of Directors and general meetings of the Burr Elementary School PTA at the request of the President;
- D. perform such other duties as may be prescribed in these bylaws or assigned by the general membership or the Burr Elementary School PTA Board of Directors;
- E. be a member ex officio of all committees, except the Nominating Committee;
- F. with the President, approve the plans of the officers and committees in order that the purposes of the Burr Elementary School PTA may be promoted;
- G. with the President, coordinate the work of the committees;

- H. with the Principal and the President, approve plans of the Burr Elementary School PTA as they relate to anything that affects the normal operations of the school, its facilities, the students during normal school hours, staff, and curriculum and during after school PTA-sponsored programming;
- I. be the only person in addition to the President who may speak on behalf of the Burr Elementary School PTA unless instructed to do otherwise by a majority vote of the Board of Directors or the members in good standing of the Burr Elementary School PTA who are present at a general meeting at the time that such a vote is duly called;
- J. not offer personal opinions as the views of the Burr Elementary School PTA;
- K. serve on the Budget Committee;
- L. lead the Financial Procedures Review Committee, during the year the bylaws are reviewed;
- M. pre-approve all vouchers sent to the Treasurer within the limits of the approved budget in excess of \$500 (alternatively, President is also authorized to pre-approve these vouchers);
- N. approve all vouchers sent to the Treasurer within the limits of the approved budget in excess of \$200 (alternatively, President is also authorized to approve these vouchers);
- O. with the President and input from the Board of Directors, set the goals for the Burr Elementary School PTA;
- P. at all times, except where prescribed above, act in partnership with the President;
- Q. maintain records throughout the course of office to pass on to successor, and
- R. along with the President, approve all final Burr Elementary School PTA communications made through electronic blasts, flyers, website postings or other means.

The Past-President (1 year term) shall:

- A. serve as a member of the Board of Directors;
- B. act as Parliamentarian;
- C. serve as Chairperson of the Nominating Committee;
- D. be a member of the Budget Committee;
- E. maintain records throughout the course of office to pass on to successor, and
- F. serve as advisor to the current President and President-Elect.

Section 2. The Vice Presidents (2 year term) shall:

- A. act as aides to the President;
- B. in the following order: President-Elect, Vice President for Administration, Vice President for Fundraising, Vice President for Enrichment, Vice President for Spirit and Vice President for Communication perform the duties of the President in the President absence or inability to serve;
- C. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, directed by the President, or the Board of Directors.
- D. The duties of the Vice Presidents shall include:
 - 1. The **Vice Presidents for Administration, Fundraising, Enrichment, Spirit and Communication**, in addition to the responsibilities outlined in Section 2A, shall be responsible for coordinating, communicating, leading and participating with the chairpersons of the committees listed below the VP on the Burr Elementary School PTA organization chart (see Burr PTA website) so that those committees may fulfill their individual committee objectives. This includes:

- a. informing chairs under their jurisdiction of their duties, obligations and budget constraints for the year and distributing and discussing procedures, policies and budget information pertinent to each committee, i.e.: “green folder” contents;
 - b. acting in an advisory role to committees during the duration of the committees’ activities;
 - c. presenting a report on each of their committees at Board of Directors meetings, and at general meetings when necessary;
 - d. preparing an action plan with their committee chairs for the following school year, with anticipated expenditure requirements for input to the Burr Elementary School PTA annual budget while maintaining the goals and objectives of the Burr Elementary School PTA;
 - e. ensuring that committee “green folders” are maintained and passed on; and
 - f. maintaining records throughout the course of office to pass on to successor.
 - g. The Vice-President of Spirit has an added responsibility to coordinate an annual dinner for Operation Hope by the Burr Elementary School PTA members. Date provided by Fairfield PTA Council.
2. The **Executive Vice President**, usually the Principal of Burr Elementary School, shall be the liaison between the Burr Elementary School PTA, school staff and district administration.

Section 3. The duties of the secretaries include:

The **Recording Secretary (2 year term)** shall:

- A. record the minutes of all meetings of the Burr Elementary School PTA;
- B. distribute copies of minutes to Board of Directors for final approval prior to next meeting,
- C. be prepared to read all the records of any previous meetings;
- D. file all approved minutes;
- E. file all records, including any changes or amendments, to the bylaws with Connecticut PTA;
- F. have a current copy of the bylaws;
- G. have a current membership list;
- H. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the President or the Board of Directors;
- I. keep accurate attendance records of all Burr Elementary School PTA meetings; and
- J. maintain records throughout the course of office to pass on to successor.

The **Corresponding Secretary (2 year term)** shall:

- A. maintain updated Burr Elementary School PTA calendar;
- B. provide weekly updates on Burr Elementary School PTA calendar to newsletter committee;
- C. notify Burr Elementary School PTA members of general membership meetings of the Burr Elementary School PTA through in-school advertisements, yard signs, electronic newsletter or other means;
- D. notify members of Board of Directors meetings by email;
- E. notify Connecticut PTA office of names and addresses of newly elected officers and those serving a second year of their term;

- F. reserve rooms for all Board of Directors and general Burr Elementary School PTA meetings; and
- G. maintain records throughout the course of office to pass on to successor.

Section 4. The duties of the treasurers include:

The **Treasurer** (1 year term moving to Past Treasurer) shall:

- A. attend required annual training approved by the Connecticut PTA;
- B. have custody of the funds of the Burr Elementary School PTA and perform appropriate cash management;
- C. maintain a full and accurate account of the funds and perform monthly reconciliations of the bank accounts of the Burr Elementary School PTA;
- D. make disbursements as authorized by the President or Board of Directors of the Burr Elementary School PTA in accordance with the budget adopted by the Burr Elementary School PTA;
- E. ensure pre-approval voucher is signed by either the President or President-Elect within the limits of the approved budget in excess of \$500;
- F. ensure payment voucher form is signed by two people: the Treasurer and one other person (President or President-elect if over \$200);
- G. keep a full and accurate account of the receipts and disbursements in the books belonging to the Burr Elementary School PTA;
- H. provide a full written financial statement, including Monthly Cash Flow Statements and YTD Actual vs. Budget, to the Board of Directors at each meeting;
- I. present account balances at every meeting of the Burr Elementary School PTA;
- J. provide full financial statements to Burr Elementary School PTA members only;
- K. present an annual report of the financial condition of the organization in May;
- L. finalize and close books in a timely manner, after fiscal year ends and before the start of new school year;
- M. hire an outside accountant to review the books, and prepare and file the returns required by the Internal Revenue Service;
- N. as directed by the Board of Directors, submit the books annually for a review or audit by a review or auditing committee or independent auditor selected by the Board of Directors within 3 months after closing books;
- O. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the President or the Board of Directors;
- P. chair a standing Budget Committee to prepare an annual budget for presentation to the Board of Directors and approval by the Burr Elementary School PTA at the June general meeting. The members of the Budget Committee will consist of the President, President-Elect, the most recent Past-President, the current Treasurer, the Past-Treasurer, the Assistant Treasurer and any other officer the President deems necessary. The Executive Vice-President will act as an advisor to this committee. This committee will meet and complete its work before the May general membership meeting;

- Q. present the proposed annual budget to the Board of Directors and then the general membership meeting for review by May;
- R. develop and maintain financial procedures (i.e., Green Folder) and shall communicate them to the Board of Directors and members as needed;
- S. submit membership fees and dues to National, Connecticut and Fairfield PTAs on a monthly basis;
- T. develop and maintain appropriate procedures for data security and backup of financial information;
- U. train the Assistant Treasurer in all tasks;
- V. in the absence of the Treasurer, the Past Treasurer shall assume the Treasurer's responsibilities; in the event that the Past Treasurer is unable to assume responsibility, the President shall assume the Treasurer's duties;
- W. maintain records throughout the course of office to pass on to successor;
- X. participate on the Financial Procedures Review Committee; and
- Y. submit Proof of Insurance to the Connecticut PTA, as required by their Standards of Affiliation.

The **Assistant Treasurer** (1 year term moving to Treasurer) shall:

- A. assist the Treasurer in his/her duties, including signing checks, making deposits of funds and preparing cash boxes for events, in a timely manner;
- B. assist the Treasurer in developing and maintaining financial procedures (i.e. Green Folder);
- C. coordinate the collection, deposits and reconciliation of fundraising and other revenues in connection with committee chairs in a timely manner;
- D. serve on the Budget Committee;
- E. assist Treasurer in finalizing books and preparing tax filings;
- F. in the absence of the Treasurer, the Past Treasurer shall assume the Treasurer's responsibilities; in the event that the Past Treasurer is unable to assume responsibility, the President shall assume the Assistant Treasurer's duties;
- G. participate on the Financial Procedures Review Committee; and
- H. maintain records throughout the course of office to pass on to successor.

The **Past Treasurer** (1 year term) shall:

- A. serve as an advisor to the Treasurer and Assistant Treasurer;
- B. review bank records and other financial documents on a quarterly basis, as reported by the Treasurer;
- C. recruit and coordinate a review or auditing committee and chairperson, where members must be satisfied that the Treasurer's annual report is correct and will sign a statement to that fact at the end of the report;
- D. report the findings of the annual review or audit to the Board of Directors and send a copy to the Connecticut PTA office;
- E. serve on the Budget Committee;
- F. participate on the Financial Procedures Review Committee;
- G. assist Treasurer and Assistant Treasurer to finalize books and prepare tax returns at the end of their fiscal year; and
- H. maintain records throughout the course of office to pass on to successor.

Section 5: Other officers:

The **Membership Chair** (2 year term) shall:

- A. recruit members;
- B. work in conjunction with the Directory Committee to update membership forms;
- C. maintain a record of membership;
- D. collect dues and submit to Treasurer in a timely manner;
- E. submit voucher payment to Treasurer for payment to National PTA and Connecticut PTA;
- F. prepare a monthly membership report for the National PTA, Connecticut PTA and Fairfield PTA Council, as well as the Board of Directors; and
- G. maintain records throughout the course of office to pass on to successor.

The **Volunteer Coordinator(s)** (2 year term) shall:

- A. recruit committee chairs and volunteers as needed on an ongoing basis (primarily Spring and Summer prior to beginning of the school year) with input from the Board of Directors;
- B. communicate green folder information to the Vice Presidents;
- C. forward volunteer names to committee chairpersons;
- D. organize volunteer recruitment opportunities (such as Tears and Cheers sign up forms, Open House sign up board);
- E. have one volunteer coordinator serve on the Nominating Committee; and
- F. maintain records throughout the course of office to pass on to successor.

The **Board of Education Representatives** (2 year term) shall:

- A. represent the Burr Elementary School PTA at all meetings of the Board of Education and report back to the Board of Directors and/or the General Membership;
- B. inform the President and President-Elect of all pertinent Board of Education meetings;
- C. speak at Board of Education meetings, as necessary, according to the wishes and at the direction of the Burr Elementary School PTA;
- D. perform such other duties as may be prescribed in these bylaws, or assigned by the general membership, the President or President-elect or the Burr Elementary School PTA Board of Directors; and
- E. maintain records throughout the course of office to pass on to successor.

The **PTA Council Delegates** (2 year term) shall:

- A. represent the Burr Elementary School PTA at all meetings of the Fairfield PTA Council and report back to the Board of Directors and/or the General Membership;
- B. speak and vote according to the wishes of the Burr Elementary School PTA;
- C. perform such other duties as may be prescribed in these bylaws, or assigned by the general membership, the President or President Elect, or the Burr Elementary School PTA Board of Directors;
- D. host one PTA Council meeting annually (date provided by PTAC) by providing refreshments; and
- E. maintain records throughout the course of office to pass on to successor.

The **Budget Representatives** (2 year term) shall:

- A. represent the Burr Elementary School PTA at all town-wide budget meetings (BOE, BOF, RTM, BOS) and report back to the Board of Directors and/or to General Membership;
- B. communicate with the school Principal to review particular concerns in education town budget;
- C. inform the President and President-Elect of all pertinent Budget meetings;
- D. speak at town budget meetings, as necessary, according to the wishes and at the direction of the Burr Elementary School PTA;
- E. perform such other duties as may be prescribed in these bylaws, or assigned by the general membership, the President or President-Elect or the Burr Elementary School PTA Board of Directors; and
- F. maintain records throughout the course of office to pass on to successor.

The **Teacher Representatives** (1 year term) shall:

- A. shall be the liaison between the Burr Elementary School PTA and school staff, along with the Executive Vice President; and
- B. perform such other duties as may be prescribed in these bylaws, or assigned by the general membership, the President or President-Elect or the Burr Elementary School PTA Board of Directors.

Article IX: Board of Directors

Section 1. The Board of Directors shall manage the affairs of the Burr Elementary School PTA in the intervals between Burr Elementary School PTA general membership meetings.

Section 2. The members of the Board of Directors shall be:

- A. elected officers of this PTA as listed in Article VII, Section 1 who shall report directly to the President or President-Elect;
- B. the Principal or representative of the school administration as the Executive Vice-President;
- C. Teacher Representatives; and
- D. a parliamentarian, who may be the Past-President or may be appointed by the President, subject to approval of the Board of Directors of the Burr Elementary School PTA. The Parliamentarian is a consultant, commonly a professional, who advises the President and other officers, committees and members on matters of parliamentary procedure. The Parliamentarian's role during a meeting is purely an advisory and consultative one – since parliamentary law gives to the chair alone the power to rule on questions of order or to answer parliamentary inquiries.

Section 3. Duties of the **Board of Directors** members shall be to:

- A. attend all monthly Board of Directors meetings;
- B. attend all general PTA meetings as scheduled;
- C. approve the annual goals for the Burr Elementary School PTA as set forth by the President and President-Elect;
- D. carry out such business as may be referred to it by the membership of the association;
- E. approve standing committee chairs and members;
- F. create special committees;
- G. approve the work of the committees;

- H. review and approve the plan and budget for the following fiscal year;
- I. prepare and submit an annual budget to the Burr Elementary School PTA's general membership for adoption;
- J. aid the volunteer coordinators in securing chairpersons for their committees as necessary;
- K. approve unanticipated expenditures not to exceed \$1,000. Upon Board of Directors approval of unanticipated and unbudgeted expenditures over \$1,000, general membership approval must be obtained;
- L. act in emergencies between meetings of the Board of Directors or meetings of the general membership;
- M. present a report at the regular general membership meetings of the Burr Elementary School PTA;
- N. select a review or auditing committee when necessary to review/audit the Treasurer's accounts; and
- O. have a current copy of the bylaws.

Section 4. 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 shall be given two days notice of Board of Directors discussion regarding removal from the position. Removal may occur by a resolution adopted by a quorum of Board of Directors members.

Section 5. Regular meetings of the board shall be held monthly during the school year and shall be open to the general membership with the date and time to be published. General members who wish to speak at the Board of Directors meeting must request permission of the President prior to the meeting in order to be added to the agenda.

Section 6. Special meetings of the Board of Directors may be called by the President or when requested by three members upon two days written notice to each member of the Board of Directors.

Section 7. At all meetings of the Board of Directors, ten (10) members of the board shall constitute a quorum for the transaction of business. The presiding meeting chair can vote to break a tie.

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 of Directors, they shall automatically cease to be a member of the Board of Directors 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 calendar days.

Article X: Committees

Section 1. All members of the Burr Elementary School PTA shall be eligible to serve in any elective or appointive positions.

Section 2. The Board of Directors may create standing and special committees, as it may deem necessary to promote the objectives and carry on the work of the Burr Elementary School PTA. Standing committees of the Burr Elementary School PTA include but are not limited to the following:

- A. Budget Committee;
- B. By-Laws Committee;
- C. Financial Procedures Review Committee; and
- D. Nominating Committee.

Section 3. The term of office of a committee chair shall be one (1) years or until the selection and qualification of a successor.

Section 4. The chair of each committee shall present a plan of work to the Vice President responsible for their committee for approval. No new committee work shall be undertaken without the consent of the Board of Directors.

Section 5: The power to form special committees and appoint their members rests with the President. The President may create such special committees, as it may deem necessary to promote the purposes of the Burr Elementary School PTA and carry on its work.

Section 6: The President and/or President-Elect shall be ex-officio members of all committees, except the Nominating Committee.

Article XI: General Membership Meetings

Section 1. Regular meetings open to all members of the Burr Elementary School PTA will be held at least four times per year on the dates to be communicated clearly to the members, unless otherwise provided by the Burr Elementary School PTA or the Board of Directors. Seven (7) calendar days notice shall be given to the membership of any change of date, except in the case of extreme weather.

Section 2. Special meetings of the Burr Elementary School PTA may be called by the President or by a majority of the Board of Directors, three (3) business days notice having been given to the membership of the special meeting.

Section 3. The annual election meeting shall be held in May (see Article VII, Section 2).

Section 4. Twenty (20) members shall constitute a quorum for the transaction of business in any regular or special meeting of the Burr Elementary School PTA general membership.

Section 5. The President may appoint a Parliamentarian to advise on Roberts Rules (a non-voting position).

Article XII: Council Membership

Section 1. The PTA Council Delegates shall represent the Burr Elementary School PTA in meetings of the Fairfield PTA Council. The President or President-Elect or alternates may also represent Burr Elementary School PTA and cast votes at these meetings.

- A. All representatives to the Fairfield PTA Council must be members of the Burr Elementary School PTA;

- B. Delegates and their alternates shall be chosen by election at the general membership meeting of the Burr Elementary School PTA in May; and
- C. Delegates to the Fairfield PTA Council shall serve for a term of two years.

Section 2: The Burr Elementary School PTA shall pay the required annual dues (or contribute funds through school photo proceeds) to Fairfield PTA Council as provided in the Fairfield PTA Council bylaws.

Article XIII: Connecticut PTA Convention

Section 1. The Burr Elementary School PTA should be represented at the annual meeting of the Connecticut PTA by the President, or appointed alternate, and by one delegate per 25 members as shown on the books of the Connecticut PTA Treasurer as of March 15th 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.

Section 2. Delegates and their alternates shall be chosen by the PTA President(s) and/or President-Elect in the month of March.

Section 3. All representatives to the Connecticut PTA Convention must be paid members of the Burr Elementary School PTA.

Article XIV: Fiscal Year

The fiscal year of the Burr Elementary School PTA shall begin on July 1st and end on the following June 30th.

Article XV: Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the Burr Elementary School PTA and in all cases in which they are applicable and in which they are not in conflict with these bylaws, the National PTA Bylaws, the Connecticut PTA Bylaws, or the articles of incorporation.

Article XVI: Amendments

Section 1. These bylaws may be amended at any regular general membership meeting of the Burr Elementary School PTA by a two-thirds vote of those members present and voting, a quorum being present, provided that the proposed amendments have been approved by the Connecticut PTA and notice of the proposed amendment(s), in writing, has been provided to the membership thirty calendar days prior to the meeting.

Section 2. A committee may be appointed by a majority vote at a general membership meeting of the Burr Elementary School PTA, or by a two-thirds vote of the Board of Directors of the Burr Elementary School PTA, 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 current bylaws or regulations of the Connecticut PTA.

Section 4. The adoption of an amendment to any provision of the bylaws of the Connecticut PTA shall automatically serve and without the requirement of further action by the Burr Elementary School PTA to amend their corresponding bylaws.

Article XVII: Burr Elementary School PTA Continuing Affiliation

Section 1. The Burr Elementary School PTA will be in “good standing” with the Connecticut PTA by submitting the following items to the Connecticut PTA per the current Connecticut PTA Standards of Affiliation:

- a. Officer Information Sheet;
- b. Membership Fees - Monthly. The Burr Elementary School PTA shall pay membership fees to the Connecticut PTA. The amount of such fees shall include the portion payable to the National PTA;
- c. Annual Review or Audit of Finance Records;
- d. Copy of IRS 990 (due to IRS by Nov 15th); copy to Connecticut PTA by October 31st of each year; and
- e. Proof of Insurance.

Section 2. Additionally to be in “good standing” with the Connecticut PTA:

- a. Bylaws should be updated every 3 years, not to exceed 5 years. Bylaws must be reviewed by Connecticut PTA at least every 5 years according to Connecticut PTA Standards of Affiliation and then voted in by Burr Elementary School PTA membership; and
- b. President(s) and Treasurer(s) must attend training that has been approved by Connecticut PTA.

Article XVIII: Conflict of Interest

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, which 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 Section 3, 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 3. Procedures

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. The remaining Board of Directors or committee members shall decide if a conflict of interest exists.

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.

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.

Article XIX: Whistle Blower Policy

Section 1. The Burr Elementary School PTA requires Board of Directors members, all officers, committee chairs and members to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As affiliates and representatives of the Burr Elementary School PTA, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Section 2. This Whistle Blower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that the Burr Elementary School PTA can address and correct inappropriate conduct and actions. It is the responsibility of all Board of Directors members, officers, employees and volunteers to report concerns about violations of the Burr Elementary School PTA's code of ethics or suspected violations of law or regulations that govern the Burr Elementary School PTA's operations.

Section 3. It is contrary to the values of the Burr Elementary School PTA for anyone to retaliate against any Board of Directors member, officer, and employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of the Burr Elementary School PTA. An employee or volunteer who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment and or rescission of membership rights.

Section 4. The Burr Elementary School PTA has an open door policy and suggests that all Board of Directors members, officers, committee chairs and staff share their questions, concerns, suggestions or complaints with their President. If you are not comfortable speaking with your President or you are not satisfied with your President's response, you are encouraged to speak with the Treasurer of the Burr Elementary School PTA, Board of Directors Members or officers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Burr Elementary School PTA's President or Treasurer. If you are not satisfied with the response from your President and or Treasurer, you may contact Connecticut PTA for further guidance.

Section 5. The Burr Elementary School's Treasurer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Treasurer will advise the President of all complaints and their resolution and will report at least annually on compliance activity relating to accounting or alleged financial improprieties.

Section 6. The Burr Elementary School PTA's Treasurer shall immediately notify the Review or Audit Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

Section 7. Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Section 8. Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Section 9. The Burr Elementary School PTA's President will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.