

**BYLAWS
OF THE
ROGER MINOTT SHERMAN
PARENT TEACHER
ASSOCIATION, INC.**

Dated: November 1, 2010

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ROGER MINOTT SHERMAN PARENTS AND TEACHERS ASSOCIATION, INC. BYLAWS

ARTICLE I: NAME

The name of this organization is the Roger Minott Sherman Parents and Teachers Association, Inc. Fairfield, Connecticut ("Roger Minott Sherman PTA"). It is a local PTA organized under the authority of the Connecticut Congress of Parents and Teachers ("Connecticut PTA"), a branch of the National Congress of Parents and Teachers ("National PTA") and incorporated under the laws of the State of Connecticut.

#ARTICLE II: PURPOSES

Section 1. The Objects of the Roger Minott Sherman 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, that parents and teachers may cooperate intelligently in the education of children and youth; and
- e. to develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

Section 2. The Objects of the National PTA, the Connecticut PTA, and the Roger Minott Sherman PTA are promoted through an educational program directed towards 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 III.

Section 3. The Roger Minott Sherman PTA is organized exclusively for charitable, scientific, literary, or educational purposes within the meaning of Section 501 (3)(c) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter "Internal Revenue Code").

#ARTICLE III: BASIC POLICIES

The following are basic policies of the Roger Minott Sherman PTA, in common with those of the National PTA and the Connecticut PTA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.

- b. The organization or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the Objects of the organization.
- c. 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.
- 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 boards of education, state education authorities, and local education authorities.
- 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 PTA representatives shall make no commitments that bind the group they represent.
- 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 individuals except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered as to make payments and distributions in furtherance of the purposes set forth in Article II 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 taxes 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 dissolution of this organization, after paying or adequately providing for the debts and obligation of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundation, or organizations that have established their tax-exempt status under Section 501 (c)(3) of the Internal Revenue Code.

#ARTICLE IV: ORGANIZATION RELATIONSHIP WITH NATIONAL PTA AND CONNECTICUT PTA

Section 1. Roger Minott Sherman PTA (“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, 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 Objects 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 the National PTA;
- c. has bylaws approved according to the procedures of each state; and
- d. meets other criteria as may be prescribed by the individual state PTA.

Section 2. The articles of organization of this local PTA shall 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).

Section 3. 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 the National PTA Bylaws or the bylaws of Connecticut PTA.

Section 4. This local PTA shall include in its bylaws provisions corresponding to the National PTA Bylaws as are identified herein by a double star.

Section 5. The adoption of an amendment to any provision of the National PTA Bylaws identified by a double star shall serve automatically and without the requirement of further action by this local PTA to amend its corresponding bylaws. Notwithstanding the automatic character of the amending process, the local PTA shall promptly incorporate such amendments in their respective bylaws.

Section 6. Bylaws of this local PTA shall include an article on amendments.

Section 7. Bylaws of this local PTA shall include a provision establishing a quorum.

Section 8. Each officer or Board member of a local PTA shall be a member of such local PTA.

Section 9. The bylaws of this local PTA shall prohibit voting by proxy, (unless proxy voting is specified by applicable state law).

Section 10. A PTA member shall not serve as a voting member of a PTA board at the local, council, district, or region level while serving as a paid employee of, or under contract to, that PTA.

Section 11. Only members of a local PTA who have paid dues for the current membership year may participate in the business of the local PTA.

Section 12. This local PTA shall collect dues from its members and shall remit a portion of such dues to the Connecticut PTA as provided in Article V hereof.

Section 13. The members of the nominating committee for officers of this local PTA shall be elected by the membership.

Section 14. This local PTA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization, including, specifically, the number of its members, the dues collected from its members, and the amounts of dues remitted to the Connecticut PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Connecticut PTA or, where directed by the committee on State and National Relationships, by a duly authorized representative of the National PTA.

Section 15. The charter of this local PTA shall be subject to withdrawal and the status of such organization as a local PTA shall be subject to termination, in the manner and under the circumstances provided the bylaws of the Connecticut PTA.

Section 16. This local PTA is obligated, upon withdrawal of its charter by the Connecticut PTA:

- a. to yield up and surrender all of its books and records and all of its assets and property to the Connecticut PTA or to such agency as may be designated by the Connecticut PTA or to another local PTA organized under the authority of the Connecticut PTA;
- b. to cease and desist from the further use of any name that implies or connotes association with the National PTA or the Connecticut PTA or status as a constituent organization of the National PTA; and
- c. to carry out promptly, under the supervision and direction of the Connecticut PTA, all proceedings necessary or desirable for the purpose of dissolving the Roger Minott Sherman PTA.

Section 17. This local PTA shall include in its bylaws provisions corresponding to the provisions of the Connecticut PTA bylaws identified by the number symbol (#).

#ARTICLE V: MEMBERSHIP AND DUES

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

Section 2. Membership in this PTA shall be made available, without regard to race, color, creed, or national origin, under such rules and regulations, not in conflict with the provisions of the National PTA bylaws or the Connecticut PTA bylaws, as may be prescribed in the bylaws of this PTA, to any individual who subscribes to the Objects and basic policies of the National PTA.

Section 3. Membership in this PTA shall be open, without discrimination, to anyone who believes in and supports the Mission and Purposes of National PTA.

Section 4. This PTA shall conduct an annual enrollment of members but may admit individuals to membership at any time.

Section 5. Each 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").

Section 6. The amount of the state portion of each member's dues shall be determined by the Connecticut PTA. The national portion of each member's dues shall be determined by the National PTA.

#Section 7. The Connecticut PTA portion of each member's dues shall be determined by the Connecticut PTA.

Section 8. The state and national portions of the dues paid by each member of this local PTA shall be set aside by this PTA and remitted to the Connecticut PTA through such channels and at such times as the state PTA 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 VI: OFFICERS / BOARD OF DIRECTORS

Section 1. There shall be a Board of Directors of the Roger Minott Sherman PTA, the members of which shall be all elected officers. These officers shall be a President, President-Elect, First Vice President, Second Vice President, Third Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer/Ways and Means, Social Events Coordinator, Volunteer and Outreach Coordinator, PTA Council Delegate(s), and Board of Education Delegate(s), Budget Representative(s), and SEPTA (Fairfield Special Education PTA) Representative(s).

Section 2. Officers shall be elected by voice vote in the month of May.

Section 3. When there are two or more candidates for an office, the vote shall be conducted by ballot. A majority vote shall be required for election.

Section 4. The following provisions shall govern the qualifications and eligibility of individuals to be officers and members of the Board of Directors of the Roger Minott Sherman 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.
- 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/members of the Board of Directors (except the Treasurer) shall assume their official duties following the close of the meeting in May in which they are elected and installed and shall serve for a term of one year or until their successors are elected. The incoming Treasurer shall be installed at the May meeting, but his/her term shall coincide with the fiscal year (as set forth in Article XIII). The outgoing Treasurer shall continue his/her official duties until the end of the fiscal year on June 30th and the incoming Treasurer shall assume his/her official duties on July 1st of the same year.

Section 6. A vacancy occurring in the office of President shall be filled for the remainder of the unexpired term by the President-Elect. A vacancy in any office other than the President shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Board of Directors, notice of such election having been given.

Section 7. Special meetings of the Board of Directors may be called by the President or upon written request of a majority of the Board of Directors with two calendar days' written notice to each member of the Board of Directors.

Section 8. A majority of the Board of Directors shall constitute a quorum for the transaction of business.

Section 9. All Board of Directors shall:

- a. perform the duties prescribed in the parliamentary authority in addition to those outlined in the bylaws and those otherwise assigned to them;
- b. deliver to their successors all official material not later than ten days following the election of their successors.

ARTICLE VII: DUTIES OF OFFICERS / BOARD OF DIRECTORS

Section 1. The President shall:

- a. preside at all meetings of this local PTA;
- b. serve as an ex officio member of all committees except the nominating committee;
- c. coordinate the work of the officers and committees (as may be set forth on the "Sherman School Board of Directors Organization Chart" attached hereto as Exhibit A) of this local PTA in order that the Objects may be promoted;
- d. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the Board of Directors or Executive Committee.

Section 2. The President-Elect shall:

- a. act as aide to the President;
- b. 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 President, Board of Directors, or Executive Committee.

Section 3. The Vice Presidents shall:

- a. act as aides to the President;
- b. in their designated order, First Vice President, Second Vice President, and Third Vice President, perform the duties of the President in the President's or President-Elect'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 President, Board of Directors, or Executive Committee.
- d. The First Vice President shall serve as Parliamentarian, Bylaws Chair, and Auditing Committee Chair;
- e. the Second Vice President shall serve as Program Chair;
- f. the Third Vice President shall serve as Nominating Committee Chair.

Section 4. The Recording Secretary shall:

- a. record the minutes of all meetings of the Roger Minott Sherman PTA and the Board of Directors;
- b. be prepared to read the records of any previous meetings;
- c. file all records;
- d. have a current copy of the bylaws;
- e. maintain a membership list;
- f. perform such other duties as may be provided for by these bylaws, prescribed

by the parliamentary authority, or directed by the President, Board of Directors, or Executive Committee.

Section 5. The Corresponding Secretary shall:

- a. conduct the correspondence of the Roger Minott Sherman PTA;
- b. notify members of the Board of Directors and chairs of their election;
- c. send the names of newly elected officers to the State PTA Office;
- d. file annually, written notice of newly elected officers with the Secretary of State in accordance with the laws of the State of Connecticut;
- e. send out notices of the Roger Minott Sherman PTA, Board of Directors, and Executive Committee meetings;
- f. furnish delegates with credentials;
- g. act as an alternate for the Recording Secretary (should the need arise);
- h. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the President, Board of Directors, or the Executive Committee.

Section 6. The Treasurer shall:

- a. have custody of the funds of the Roger Minott Sherman PTA;
- b. maintain a full account of the funds of this local PTA;
- c. make disbursements as authorized by the President, Board of Directors, or this local PTA in accordance with the budget adopted by this local PTA. Additional disbursements in excess of \$50.00 may be authorized by the Executive Committee or the Board of Directors;
- d. have checks or vouchers over \$500.00 signed by two people: the Treasurer or Assistant Treasurer and President or President-Elect;
- e. cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to the Roger Minott Sherman PTA;
- f. present a financial statement at every meeting of the Board of Directors and at other times as requested by the Board of Directors;
- g. present an annual report of the financial condition of the organization;
- h. work with the committee chairs to draw up a proposed budget for presentation to the Board of Directors at the April meeting;
- i. submit the books annually for an audit by an outside auditor or auditing committee selected by the Board of Directors. The committee, of not less than three members, once who, satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The auditing committee shall be appointed at least two weeks before the audit;
- j. report the findings of the annual audit to the Board of Directors;
- k. ensure that all tax returns are filed in accordance with the laws of the State of Connecticut and the United States of America and as may be required to maintain proper status under Article II, section 3 herein;
- l. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the President or Board of

Directors, or the Executive Committee.

Section 7. The Assistant Treasurer/Ways and Means shall:

- a. write checks in the absence of the Treasurer;
- b. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the President, Board of Directors, or the Executive Committee. These duties may include fundraising activities.

Section 8. The Social Events Coordinator shall:

- a. oversee all committees that conduct school social events;
- b. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the President, Board of Directors, or the Executive Committee.

Section 9. The Outreach and Volunteer Coordinator shall:

- a. coordinate volunteer recruitment and community outreach programs;
- b. oversee school Good Will committees;
- c. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the President, Board of Directors, or the Executive Committee.

Section 10. The PTA Council Delegate(s) shall:

- a. attend all council meetings (finding a substitute if unable to attend);
- b. report to the membership on proceedings;
- c. carry out responsibilities as designated by the Council.

Section 11. The Board of Education Delegate(s) shall:

- a. attend all Board of Education meetings (finding a substitute if unable to attend);
- b. report to the membership on proceedings.

Section 12. The Budget Representative(s) shall:

- a. meet with the principal to discuss his or her preliminary budget and where the anticipated problems and concerns are;
- b. advise the PTA Council Budget Representative and /or President of those concerns;
- c. Inform parents of meeting dates, times, and locations of important budget meetings and report to membership on proceedings;
- d. advocate for the budget by contacting elected officials and encouraging parents to attend meetings and/or contact elected officials.

Section 13. The SEPTA Representative(s) shall:

- a. be/become a SEPTA member;
- b. attend SEPTA general meetings;
- c. report to the membership on proceedings;
- d. promote SEPTA and SEPTA events;
- e. report to SEPTA any issues/concerns with their school community regarding Special Education.

Section 14. Duties of the Board of Directors shall be to:

- a. transact business referred to it by the Board;
- b. appoint standing committee chairs and members;
- c. approve the work of the committees;
- d. act in emergencies between meetings of the Board;
- e. make a report at each Board meeting;
- f. prepare and submit an annual budget to this local PTA's general membership for adoption. The Board of Directors shall take no action in conflict with any action taken by the Board of Directors.

ARTICLE VIII: BOARD OF DIRECTORS

Section 1. The affairs of the Roger Minott Sherman PTA shall be managed by the Board of Directors in the intervals between local unit PTA general membership meetings.

Section 2. Each Board member shall be a member of a local PTA chartered by Connecticut PTA.

Section 3. The members of the Board shall be:

- a. Executive Committee members;
- b. the Principal of the school, or a representative appointed by the Principal.
- c. The President may appoint a parliamentarian, subject to approval of the Executive Committee of this local PTA.

Section 4. Duties of the Board shall be to:

- a. transact necessary business in the intervals between association meetings and such other business as may be referred to it by the association;
- b. create standing or special committees;
- c. appoint standing or special committee chairs;
- d. approve the work of the committees;
- e. present a report at the annual meeting of this local PTA;
- f. select an auditor or auditing committee, at least two weeks before the annual meeting, to audit the Treasurer's accounts;
- g. prepare and submit an annual budget to this local PTA's general membership for adoption.

Section 5. 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 may be removed from the Board by resolution adopted by the Board of Directors by a simple majority vote of those Directors present.

Section 6. Regular meetings of the Board (open to all members of the association) shall be held periodically during the school year, unless otherwise provided by the association, Board of Directors or Executive Committee.

Section 7. Special meetings of the Board may be called by the President or when requested by a majority of members of the Executive Committee, four calendar days' notice having been given. Such meeting date and time shall be fixed by the Executive Committee.

Section 8. At all meetings of the Board, a majority of members of the Board shall constitute a quorum for the transaction of business.

Section 9. 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 ten calendar days.

ARTICLE IX: STANDING AND SPECIAL COMMITTEES

Section 1. Only members of this local PTA shall be eligible to serve in any elective or appointive positions.

Section 2. The Executive Committee may create such special committees as it may deem necessary to promote the Objects of PTA and carry on the work of this local PTA.

Section 3. The chair of each committee shall:

- a. be approved by the Board of Directors;
- b. present a plan of work to the Board of Directors for approval. No committee work shall be undertaken without the approval of the Board of Directors.

Section 4. The term of office of a committee chair shall be one year or until the selection of a successor.

Section 5. Only those individuals who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

Section 6. In the event a chair must forfeit the position, a new chair may be chosen and approved by the Board of Directors to finish the year's term.

Section 7. The President shall be a member ex officio of all committees except the nominating committee.

Section 8. There shall be a nominating committee composed of at least four members, one of whom shall be the Third Vice President, and at least two of whom shall be elected by the membership at the February meeting, as outlined in Article IV, Section 13.

- a. The Third Vice President shall serve as chair.
- b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the April meeting of the Board of Directors at which time additional nominations may be made from the floor.
- c. In addition to presenting an annual slate for the Board of Directors, the committee may, at their request, present candidates for nomination to chair all standing and special committees.

ARTICLE X: GENERAL MEMBERSHIP MEETINGS

Section 1. Regular meetings of this PTA shall be held approximately once a month or as necessary. Five calendar days' notice shall be given to the membership of any date change.

Section 2. Special meetings of this local PTA may be called by the Board of Directors, five calendar days' notice having been given to the membership of the special meeting.

Section 3. The annual meeting shall be held in May. The purpose of the annual meeting is to present the proposed budget and elect the Executive Committee for the following year.

Section 4. The annual budget shall be approved at the regular PTA meeting in June.

Section 5. Fifteen (15) members shall constitute a quorum for the transaction of business in any regular or special meeting of this PTA.

ARTICLE XI: COUNCIL MEMBERSHIP

Section 1. This local PTA shall be represented in meetings of the Fairfield Council PTA by the President, or appointed alternate, and by one delegate or alternate.

- a. All representatives to the council PTA must be members of this local PTA.
- b. Delegates and their alternates shall be chosen by election in May.
- c. Delegates to the Fairfield Council PTA shall serve for a term of one year.

Section 2. This local PTA shall pay annual dues of \$100 to the Fairfield Council PTA as provided in the Fairfield Council PTA bylaws.

#ARTICLE XII: CONNECTICUT PTA CONVENTION

Section 1. This local PTA should be represented at the annual meeting of the Connecticut PTA by the President, or appointed alternate, and by one delegate per twenty-five (25) members as shown on the books of the CT PTA Treasurer as of March 15 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. To be accredited, a delegate of any local PTA shall have been a member in good standing of such local PTA for a period of at least thirty (30) days preceding the date of his/her election as such delegate; provided, however, that this provision shall not apply to local PTA organized less than twelve (12) months prior to the date of the State Convention.

Section 3. Members wishing to be delegates shall notify the Executive Committee in February.

#ARTICLE XIII: FISCAL YEAR

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

#ARTICLE XIV: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Roger Minott Sherman 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 XV: AMENDMENTS

Section 1. These bylaws may be amended at any regular general membership meeting of the Roger Minott Sherman 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 Connecticut PTA and notice of the proposed amendment(s), in writing, has been provided to the membership at the previous meeting of this local PTA.

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

Section 3. Unit bylaws and any amendments thereto shall be submitted in duplicate to the CT PTA Unit/Council Bylaws Review Chair for approval.

Section 4. The adoption of an amendment to any provision of the National PTA Bylaws identified by a double star shall serve automatically and without the requirement of further action by the Roger Minott Sherman PTA to amend their corresponding bylaws. Local PTAs shall promptly incorporate such amendments in their respective bylaws.

Section 5. The adoption of an amendment to any provision of the bylaws of the Connecticut PTA identified by a number symbol (#) shall serve automatically and without the requirement of further action by Roger Minott Sherman PTA to amend their corresponding bylaws.

Exhibit A - Sherman School Board of Directors Organization Chart may be attached