

RIVERFIELD PTA OF FAIRFIELD, INC.

1625 Mill Plain Road
Fairfield, Connecticut

BYLAWS
Revised - January 2008

TABLE OF CONTENTS

ARTICLE I: NAME..... 3

ARTICLE II: ARTICLES OF ORGANIZATION..... 3

#ARTICLE III: PURPOSES..... 3

#ARTICLE IV: BASIC POLICIES 4

#ARTICLE V: RELATIONSHIP WITH NATIONAL PTA AND STATE PTA..... 5

#ARTICLE VI: MEMBERSHIP AND DUES..... 7

ARTICLE VII: OFFICERS AND THEIR ELECTION 7

ARTICLE VIII: DUTIES OF OFFICERS..... 9

ARTICLE IX : EXECUTIVE BOARD..... 11

ARTICLE X: MEETINGS..... 12

ARTICLE XI: COMMITTEES..... 12

ARTICLE XII: COUNCIL MEMBERSHIP 13

ARTICLE XIII: FISCAL YEAR..... 13

#ARTICLE XIV: PARLIAMENTARY AUTHORITY 13

ARTICLE XV: AMENDMENTS 13

ARTICLE XVI: POLICY FOR EXPENDITURE OF RIVERFIELD PTA FUNDS..... 14

**ARTICLE XVII: CONNECTICUT PTA
CONVENTION..... 14**

Signifies an amendment or provision identified by the National PTA that is automatically incorporated into the bylaws of the local PTA. See Article XV, Section 2.

ARTICLE I: Name

The name of this association is the Riverfield Parent Teacher Association of Fairfield, (PTA), and is located in Fairfield, Connecticut. Commonly referred to as “Riverfield PTA”, it is a local PTA unit organized under the authority of the Parent Teacher Association of Connecticut, Inc. (the state PTA), a branch of the National Congress of Parents and Teachers (the National PTA).

#ARTICLE II: Articles 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) 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 Objects¹ of Riverfield 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; 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 Riverfield PTA are promoted through an educational program directed toward parents, teachers, and the general public, are developed through conferences, committees, projects and programs; and are governed and qualified by the basic policies set forth in Article IV.

¹ In 1977, the title of Article III was changed to conform with the District of Columbia corporation laws that govern the National PTA. This change was recommended by an attorney and approved by convention delegates. The remainder of the article retains the word “Objects” for its historical significance.

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 of corresponding Section of any future Federal Tax Code (hereinafter "Internal Revenue Code").

#ARTICLE IV: Basic Policies

The following are basic policies of the Riverfield PTA in common with those of the National PTA and the Connecticut PTA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the Objects of the organization.
- c. The organization shall not -- directly or indirectly -- participate or intervene (in any way, including 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.
- e. The organization shall not enter into membership with other organizations except such international or national organizations as may be approved by the National PTA Board of Directors. The Connecticut PTA or any of its divisions may cooperate with other organizations and agencies concerned with child welfare, but a PTA representative shall make no commitments that bind the group he or she represents.
- f. No part of the net earnings of the organization shall inure to the benefit of, or be distributed to its members, directors, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.

- g. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- h. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundations, or organizations which have established their tax exempt status under Section 501 (c) (3) of the Internal Revenue Code.

ARTICLE V: Relationship with National PTA and State PTA

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

A local PTA in good standing is one which:

- a. Adheres to the Objects and basic policies of the PTA;
- b. Remits the national portion of the dues through the Connecticut 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 Connecticut PTA.

#Section 2. Riverfield 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 Bylaws of the National PTA or the Bylaws of the Connecticut PTA.

#Section 3. Bylaws of each constituent organization shall include an article on amendments.

#Section 4. Each officer of a constituent organization shall be a member of a local PTA within its area.

#Section 5. Each officer or board member of the Riverfield PTA shall be a member of the Riverfield PTA.

#Section 6. Riverfield 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 amount 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 7. The charter of Riverfield PTA shall be subject to withdrawal and the status of such organization as a PTA unit shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the Connecticut PTA.

#Section 8. 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 Riverfield PTA.

#Section 9. Riverfield PTA shall collect dues from its members and shall remit a portion of such dues to the Connecticut PTA as provided in Article VI hereof.

#Section 10. Only members of Riverfield PTA who have paid dues for the current membership year may participate in the business of Riverfield PTA.

#Section 11. Bylaws of Riverfield PTA shall include a provision establishing a quorum.

#Section 12. The members of the nominating committee for officers of a constituent organization shall be elected by the membership or Executive Board.

#Section 13. Riverfield PTA shall include in its bylaws provisions corresponding to the provisions of such of the Bylaws of the National PTA as are identified herein by a double star.

#Section 14. The adoption of an amendment to any provision of the Bylaws of the Connecticut PTA identified by a number sign (#) shall serve automatically and without the requirement of further action by the local PTA to emend correspondingly the bylaws of each local PTA. Notwithstanding the automatic

character of the amending process, the local PTAs shall promptly incorporate such amendments in their respective bylaws.

Section 15. Each local PTA shall include in its bylaws provisions corresponding to the provision of such of these bylaws as are identified by the state symbol # .

ARTICLE VI: Membership and Dues

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

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

#Section 3. Riverfield PTA shall conduct an annual enrollment of members, but may admit persons to membership at any time.

#Section 4. Each member of Riverfield PTA shall pay annual dues to said organization in the amount set by the organization. The amount of such annual dues shall include the amount payable to the Connecticut PTA and the portion payable to the National PTA.

#Section 5. 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 one (\$1.00) dollar per annum.

#Section 6. The Connecticut PTA portion of each member's dues shall be determined by the CT PTA.

Section 7. The Connecticut and National PTA portions of the dues paid by each member of Riverfield PTA shall be set aside by Riverfield PTA and remitted to the Connecticut PTA through such channels and at such times as the state bylaws may provide. Each state PTA shall pay to the National PTA the amount of the national portion of dues paid by all members of local PTAs in its area.

Section 8. Only members of Riverfield PTA shall be eligible to participate in the business meetings (i.e. vote) or to serve in any of its elected or appointed positions.

ARTICLE VII: Officers and Their Election

#Section 1. Each officer shall be a member of Riverfield PTA.

Section 2.

- a. The Executive Board shall consist of elected officers in the following positions: President, President-Elect, Vice President of Programs, Vice President of Ways and Means, Secretary, Treasurer, Assistant Treasurer, two Volunteer Coordinators, three Board of Education Representatives, three PTA Council Delegates, Vice President of Communications, SEPTA Representative, and a Member-at-Large/Past President.
- b. Officers shall be elected by ballot in the month of May. However, if there is but one nominee for any office, election for that office may be by a voice vote.
- c. Officers shall assume their official duties following the close of the meeting in June and shall serve for a term of 2 years, or until their successors are elected.
- d. A person shall not be eligible to serve more than 2 consecutive terms in the same office unless a successor can not be found.

Section 3. The Riverfield PTA Executive Board shall be elected at the May meeting. This shall be a general meeting of the Riverfield PTA membership. Officers shall be elected to serve for two (2) years or until the position is successfully filled. No officer or committee chairperson shall be eligible for the same office or chair for more than one term of two years unless a successor can not be found. No officer shall hold more than one (1) board office at a time. The term of office shall begin following the June installation.

Section 4. Nominating Committee

- a. There shall be a nominating committee composed of an odd number, but no less than five members who shall be elected by the Executive Board at a Board meeting no later than January 3^{1st} of said year. The Past President/Member -at-Large shall serve as Chairperson until the committee elects its own chairperson at the first meeting.
- b. The nominating committee shall include, in addition to its standing members, the Past President or Member- at-Large, and the Volunteer Coordinator(s). The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at a regular meeting in the spring, at which time additional nominations may be made from the floor.
- c. Only those persons who have signified their consent to serve (if elected) shall be nominated for, or elected to such office.

Section 5. Vacancies

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a by majority vote of all the remaining members of the Executive Board. Prior notice of such election shall be given to all Executive

Board members. A President's vacancy shall be filled by the President-Elect, where the Vice President of Programs shall serve notice of the election.

Article VIII: Duties of Officers

Section 1. The President shall:

- a. preside over all general and Executive Board meetings of Riverfield PTA;
- b. perform such other duties as may be prescribed in these bylaws or assigned by the association;
- c. be an **ex officio** member of all committees except the Nominating Committee;
- d. coordinate the work of the officers and committees of the association in order that the Objects may be promoted;

Section 2: The President-Elect shall:

- a. Work under, and in cooperation with the President and fulfill such other duties as may be assigned by the President. In absence of the President or his or her ability to act, the President-Elect shall perform the duties and exercise the powers of the President.
- b. In the absence of both the President and the President-Elect or their ability to act, the several vice-presidents, in the order of their precedence (as determined by the Executive Board), shall perform such duties and exercise the powers of the President.
- c. The several vice-presidents shall perform such duties as assigned to them by the Executive Board of the President.

Section 3. The Vice President of Programs shall:

- a. be the liaison between program chairs and the Executive Board; and,
- b. be responsible for special projects as assigned by the President.

Section 4. The Vice President of Ways and Means shall:

- a. be the liaison between the chairs of fundraising committees and the Executive Board; and,
- b. be responsible for special projects as assigned by the President.

Section 5. The Treasurer and Assistant Treasurer shall:

- a. have custody of all funds of Riverfield PTA;
- b. keep a full and accurate account of receipts and expenditures;
- c. make disbursements as requested by the Executive Board or members (in accordance with the budget of the Riverfield PTA);
- d. present a financial statement at every Executive Board meeting and at other times when requested by the Executive Board;

- e. make a full report at the meeting at which new officers officially assume their duties;
- f. be responsible for the maintenance of such books of account and records as conform to the requirements of Article V, Section 5 of these bylaws;
- g. have accounts examined **at least** every two years by an auditor who, satisfied that the Treasurers report is correct, shall sign a statement of that fact at the end of the report;
- h. be responsible for filing proper reports with the Internal Revenue Service.

Section 6. The Recording Secretary shall:

- a. record the minutes of all General Membership Meetings and distribute copies to the President prior to the next meeting; and,
- b. have a current copy of the bylaws and maintain Riverfield PTA files.

Section 7. The Volunteer Coordinators (2) shall:

- a. recruit committee chair, with input from the Executive Board;
- b. distribute the volunteer **binders**, forward volunteer names to committee chairmen, and coordinate the volunteer orientation; and,
- c. perform other duties as requested by the Co-Presidents.
- d. **Shall assist Past President/Member-at-Large with forming and asking eligible people to be on the nominating committee.**

Section 8. The Board of Education Representatives (3) shall:

- a. attend all meetings of the Board of Education and report back to the Executive Board and the general membership.

Section 9. The PTA Council Delegates (3) shall:

- a. attend all meetings of the PTA Council and report back to the Executive Board and the general membership.

Section 10. **The Past President or** Member-at-Large shall:

- a. serve in an advisory capacity to the Executive Board; and,
- b. be responsible for special projects as assigned by the President.

Furthermore, first right-of-refusal for this position shall be offered to the current [outgoing] President. His or her intentions shall be made known to the nominating committee prior to its first meeting. Should the current [outgoing] President decline to serve as Member-at-Large, then an active PTA member with previous Riverfield Executive Board experience will be chosen.

Section 11. The Vice President of Communications shall:

- a. be the liaison between the program chairs of communication committee and the Executive Board; and,
- b. be responsible for special projects as assigned by the President.

Section 12. The SEPTA Representative (1) shall:

- a. serve as the liason between Riverfield PTA, Executive Board and the SEPTA PTA and will act as an advocate for the Special Education students at Riverfield School in PTA matters.
- b. Will be a parent of a student who receives special education services currently at Riverfield School

Section 13. All Officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each Officer shall turn over to the President, without delay, all records, books, and other material pertaining to the office, and shall return to the Treasurer, without delay, all funds and reimbursement forms pertaining to the office.

ARTICLE IX : Executive Board

Section 1.

- a. The Executive Board shall consist of the officers of the association; and,
- b. The President may appoint a parliamentarian, subject to the approval of the officers of the Executive Board.

Section 2. All of the Executive Board members shall be members of the Riverfield PTA.

Section 3. A PTA member shall not serve as a voting member of a constituent organizations' board on the local, council, district, region, state or national level while serving as a paid employee of, or under contract to that constituent organization.

Section 4. The duties of the Executive Board Members shall be:

- a. To attend monthly Executive Board meetings and to transact business in the intervals between general meetings;
- b. To present a report at monthly Executive Board Meetings;
- c. To create new standing committees and oversee the work of all other PTA committees;
- d. To present a report at the regular business meetings of the association;
- e. To select an auditor or an auditing committee to audit the Treasurer's accounts;

- f. To review and approve a budget for the fiscal year; and,
- g. To approve expenditures not covered by the budget.

ARTICLE X: Meetings

Section 1. Regular meetings of the Executive Board shall be held during the school year, the time to be set by the Executive Board. A majority of the Executive Board members shall constitute a quorum. Special meetings of the Executive Board may be called by the President.

Section 2. At least four (4) regular business meetings of this organization shall be held during the school year. Dates of the meetings shall be determined by President and President-Elect and notice will be given to the general membership prior to the beginning of the school year.

Section 3. The annual election meeting shall be in May.

Section 4. Nine members of the general membership shall constitute a quorum for the transaction of business in any general membership meeting of this organization.

Section 5. Executive Board votes may be conducted via e-mail. The same guidelines will be followed for putting forth and voting a motion in this manner as in a meeting.

Procedure for conducting and Executive Board vote via e-mail:

1. The vote will be presided over by the President or President-Elect.
2. A call for a vote via e-mail may only be put forth by the President or President-Elect, and forwarded to all members of the Executive Board.
3. The President or President-Elect will make a motion, which will be distributed to all members of the Executive Board via e-mail, and using a return receipt function. When a motion is made, a second will be immediately called for.
4. When the second is received, discussion will be called for. The time for discussion will be three (3) full school days from when the second was received. Any and all comments will be e-mailed by the authors to all Executive Board members.
5. If, as a result of discussion, revisions to the motion are made, the motion will be repeated, a second called for, and, upon receipt of the second, a vote will be called for. If no revisions are made, a vote will be called for.
6. In order to vote, individual Board members will respond in the positive or negative directly to the President or President-Elect via e-mail within two (2) full school days. All Executive Board members should be copied on the individual votes submitted to the President and President-Elect.
7. At the end of two (2) full school days, the votes will be tallied, hard copied, and the result of the vote will be communicated to the Executive Board. No votes will be accepted/counted after the close of the two-day voting period.
8. The Secretary will record the results of the vote in the next possible meeting minutes.
9. A majority of the Executive Board members shall constitute a quorum.

ARTICLE XI: Committees

Section 1. Only members of the organization shall be eligible to serve in elected or appointed positions.

Section 2. The Executive Board may create such standing committees as it may deem necessary to promote the Objects and carry on the work of the organization. The term of each chair shall be no more than two (2) consecutive years in the same position or until the selection of a successor.

Section 3. The chair of each standing committee shall present a plan of work to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board.

Section 4. The power to form special committees and appoint their members rests with the organization and the Executive Board. (As a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done and its final report is received.) Each chair shall submit a written report of the committee's work at the conclusion of its function.

Section 5. The President shall be a member **ex officio** of all committees except the Nominating Committee.

ARTICLE XII: Council Membership

Section 1. Council Delegates

- a. Riverfield PTA shall be represented in meetings of the Fairfield PTA Council by a Riverfield PTA delegate or an alternate. All representatives to a council must be members of a local unit.
- b. Delegates and an alternate shall be chosen by election in May.
- c. Delegates to the Fairfield PTA Council shall serve for a term of no more than two (2) consecutive years.

Section 2. Riverfield PTA shall pay annual dues of \$100.00 to the Fairfield PTA Council as provided in the Fairfield PTA Council bylaws.

ARTICLE XIII: Fiscal Year

The fiscal year of this organization shall begin July 1 and end on June 30.

#ARTICLE XIV: Parliamentary Authority

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

ARTICLE XV: Amendments

Section 1.

- a. These bylaws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting, provided that notice of the amendment shall have been given at the previous regular meeting and that the proposed amendment shall be subject to approval of the Connecticut PTA.
- b. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the organization, or by a two-thirds vote of the Executive Board. The requirements for the adoption of a revised set of bylaws shall be the same as in the case amendment.
- c. Submission of amendments or revised bylaws for approval by the state PTA shall be in accordance with the bylaws or regulations of the state PTA.

#Section 2. The adoption of an amendment to any provision of the Bylaws of the Connecticut PTA identified by a number sign (#) shall serve automatically and without the requirement of further action by the local PTA to amend correspondingly the bylaws of each local PTA. Notwithstanding the automatic character of the amending process, the local PTAs shall promptly incorporate such amendments in their respective bylaws.

#Section 3. 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 the local PTA to amend correspondingly the bylaws of each local PTA.

ARTICLE XVI: Policy for Expenditure of Riverfield PTA Funds

Section 1. In accordance with the Objects of Riverfield PTA, funds shall be allocated for program services that will:

- a. support unique programs of cultural/ recreational or educational nature with the allocation of funds used to benefit the largest number of students;
- b. support the effectiveness of ongoing academic programs;
- c. provide children with programs which are not an essential part of the academic programs;
- d. increase communication between parents and educators;
- e. support the organization's operational expenses; and,
- f. maintain membership in the state and National PTA and the Fairfield PTA Council.

Section 2. Barring unusual circumstances, funds should not be provided for those programs or material goods essential to the basic continuing academic achievement of the students.

#Article XVII—Connecticut PTA Convention

Section 1. The voting power of the Convention shall be vested in the members of the Board of Directors, the local PTA presidents or their alternates, the local PTA vice-presidents or their alternates, and one delegate for every twenty-five members of each local PTA according to the books of the state 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.

- a. All representatives to the Connecticut PTA convention must be members of this local PTA.
- b. Delegates and their alternates shall be chosen by the President and or President-Elect in March.

Revision History:

Revised 1996 (paper copy only)

Edited and revised 1998 (converted paper to electronic copy)

- Revisions approved at 1/99 General Membership meeting
- Submitted for review to CTPTA for approval 3/99

- Received comments 6/00 for additional changes (i.e. changes that would allow Riverfield bylaws to be more consistent with State and National Chapter bylaws)
- Re-submitted changes to General Membership 6/00 and again 9/00
- Revisions approved at 10/00 General Membership meeting
- Approved by CT PTA 1/02

Revised 2002

- Revisions approved at 3/02 General Membership meeting
- Submitted to CTPTA for approval 5/02
- Approved by CT PTA Fall 2002

Revised 2005/2006

- Revisions approved at 3/05 General Membership meeting
- Submitted to CTPTA for approval 11/05
- Received comments 12/05 for additional changes (changes required by CT PTA to be more consistent with State and National Chapter bylaws)
- Re-submitted changes to General Membership 1/06
- Revisions approved at 1/06 General Membership meeting
- Approved by CT PTA 1/06

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