

RIVERFIELD PTA OF FAIRFIELD, INC.

1625 Mill Plain Road
Fairfield, Connecticut

BYLAWS
Revised - January 2012

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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), Fairfield, Connecticut. (“Riverfield PTA”) It is a local PTA/PTSA organized under the authority of Connecticut Congress of Parents, Teachers and Students. (“Connecticut PTSA”), a branch of National Congress of Parents and Teachers (“National PTA”).

#ARTICLE II: Purposes

Section 1. The purposes of the 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 purposes of the PTA are promoted through educational proگرامing directed toward parents, teachers, and the general public; developed through conferences, committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article III.

Section 3. The organization is organized exclusively for the charitable, scientific, literary 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 referred to as "Internal Revenue Code").

#ARTICLE III: Basic Policies

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

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

- c. The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between 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 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 II 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. 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 organization.
- g. 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.
- h. 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.

ARTICLE IV: Relationship with National PTA and Connecticut PTSA

#Section 1. Riverfield PTA shall be organized and chartered under the authority of the Connecticut PTSA in the area in which Riverfield PTA functions, in conformity with such rules and regulations, as the Connecticut PTSA may in its bylaws prescribe. The Connecticut PTSA 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 purposes and basic policies of the PTA;
- b. Remits the national portion of the dues through the Connecticut PTSA 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 PTSA.

#Section 2. Riverfield PTA shall adopt such bylaws for the government of the organization as may be approved by the Connecticut PTSA. Such bylaws shall not be in conflict with the bylaws of the National PTA or the bylaws of the Connecticut PTSA.

#Section 3. Riverfield PTA shall include in its bylaws provisions corresponding to the Connecticut PTSA Bylaws as are identified herein by a number sign.

#Section 4. The adoption of an amendment to any provision of the Connecticut PTSA Bylaws of the Connecticut PTSA identified by a number sign (#) shall serve automatically and without the requirement of further action by this council PTA to amend correspondingly the bylaws. This council PTA shall promptly incorporate such amendments in its bylaws.

#Section 5. Bylaws of Riverfield PTA shall include an article on amendments.

#Section 6. Bylaws of Riverfield PTA shall include a provision establishing a quorum.

#Section 7. Each officer or board member of the Riverfield PTA shall be a member of the Riverfield PTA.

#Section 8. The bylaws of Riverfield PTA shall prohibit voting by proxy.

Section 9. Only members of Riverfield PTA who have paid dues for the current membership year may participate in the business of Riverfield PTA.

Section 10. The members of the nominating committee for officers of a constituent organization shall be elected by the Executive Board.

ARTICLE V: 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 PTSA by which such local PTA is chartered, and is entitled to all the benefits of such membership.

#Section 2. Each member of Riverfield PTA shall pay annual dues to said organization. The amount of such annual dues shall include the amount payable to the Connecticut PTSA and the portion payable to the National PTA.

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

#Section 4. Riverfield PTA shall conduct an annual enrollment of members, but may admit persons to membership at any time.

Section 5. The Connecticut PTSA 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 PTSA through such channels and at such times as the state bylaws may provide.

Section 6. 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 VI: Officers and Their Election

#Section 1. Each officer shall be a member of Riverfield PTA shall be as described as noted in Section 2

Section 2. 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, two Treasurers, two Volunteer Coordinators, three Board of Education Representatives, three PTA Council Delegates, Vice President of Communications, SEPTA Representative, and a Past President/Member-at-Large.

#Section 3. Officers shall be elected in the month of May. This shall be a general meeting of the Riverfield PTA membership.

#Section 4. The vote shall be conducted by ballot and the majority vote shall elect. When there is only one candidate for any office that election for that office may be by a voice vote.

Section 5. Officers shall assume their official duties following the close of the meeting in June following such officers installation and shall serve for a term of 2 years, or until their successors are elected. 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 6. Vacancies

A President's vacancy shall be filled for the remainder of the unexpired term by a vice president, starting with the President-Elect, where the Vice President of Programs shall serve notice of the election to the membership. If none of the Vice Presidents are able to fill the position then a nominating committee is formed according to Article VI, Section 7. A vacancy occurring in any other office shall be filled for the unexpired term by a person elected by a majority vote of all the remaining members of the Executive Board. Prior notice of such election shall be given to all Executive Board members.

Section 7. Nominating Committee

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 31st of said year. The Past President/Member-at-Large shall serve as Chairperson until the committee elects its own chairperson at the first meeting.

- a. The nominating committee shall include, in addition to its standing members, the Past President/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 March or April, at which time additional nominations may be made from the floor.

- b. Only those individuals who are current members of Riverfield PTA and who have signified their consent to serve shall be nominated for, or elected to such office.
- c. Only those individuals who have been members of the PTA before March 1st is eligible to vote in the current election.

Article VII: Duties of Officers

Section 1. The President shall:

- a. Preside over all general and Executive Board meetings of Riverfield PTA;
- b. Sign all contracts;
- c. Perform such other duties as may be prescribed in these bylaws, prescribed by the parliamentary authority, or directed by the Executive Board or by the association;
- d. Serve as an **ex officio** member of all committees except the Nominating Committee and create new committees as necessary;
- e. coordinate the work of the officers and committees of the association in order that the purposes of the Riverfield PTA 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 his/her 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. Perform such duties as assigned to him/her by 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.
- c. 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.
- d. Perform such duties as assigned to them 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.
- c. 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.
- d. Perform such duties as assigned to them by the President.

Section 5. The Vice President of Communications shall:

- a. Be the liaison between the program chairs of communication committee chairpersons, the Executive Board and the membership at large;
- b. be responsible for special projects as assigned by the President and President-Elect;
- c. maintain Riverfield PTA website and update as necessary;
- d. maintain responsibility for all communications, electronic or otherwise (e.g. weekly newsletters) to the membership-at-large;
- e. 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 and;
- f. perform such duties as assigned to them by the President.

Section 6. The Co-Treasurers 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. have vouchers signed by two people; the Treasurer and one other person—the 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 Riverfield PTA;
- f. present a financial statement at every Executive Board meeting, at every meeting of the Riverfield PTA, and at other times when requested by the Executive Board;
- g. provide full financial statements to members or via email;
- h. submit membership fees to the state office on a monthly basis, if applicable;
- i. Submit the books annually for an audit/review by an auditing review/committee selected by the Executive Board at least one month before the meeting at which new officers assume duties;
- j. Report the findings of the annual audit/review to the Executive Board and send a copy to the Connecticut PTSA;
- k. be responsible for filing proper reports with the Internal Revenue Service;
- l. and perform such duties as assigned to them by the President.

Section 7. The Recording Secretary shall:

- a. record the minutes and attendance of all meetings of the Riverfield PTA and distribute copies to the President and the Executive Board prior to the next meeting;
- b. be prepared to read the records of any previous meetings;
- c. file all records; have a current copy of the bylaws;
- d. maintain the membership list

- e. and perform such duties as assigned to them by the President.

Section 8. The Volunteer Coordinators (2) shall:

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

Section 9. 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 10. 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 11. The Past President/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 by the Nominating Committee under the advisement of the current President and President-Elect.

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 or has received special education services in the Fairfield Public School system.

Section 13. All Officers shall perform the duties outlined in these bylaws. 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 Co-Treasurers, without delay, all funds and reimbursement forms pertaining to the office.

ARTICLE VIII : Executive Board

Section 1. The affairs of the Riverfield PTA shall be managed by the Executive Board in the intervals between the General Membership meetings.

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

Section 3. The members of the Executive Board shall be

- a. The elected officers of the association as detailed in Article VII;
- b. Two teacher representatives; and,
- c. The President may appoint a parliamentarian, subject to the approval of the officers of the Executive Board.

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

- a. To present a report at monthly Executive Board Meetings;
- b. To create new standing and special committees and oversee the work of all other PTA committees;
- c. Create a report at the regular general business meetings of Riverfield PTA
- d. To select an auditor or an auditing committee to audit the Treasurer's accounts;
- e. Prepare and submit an annual budget for the fiscal year to the Riverfield PTA general membership for adoption; and,
- f. To approve expenditures not covered by the budget.

Section 5. If any member of the Executive Board shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the Executive Board by resolution adopted by the Executive Board.

Section 6. Regular meetings of the Executive Board shall be held during the school year, the time to be set by the President or President-Elect.

Section 7. Special meetings of the Executive Board may be called by the President or when requested by 2 members upon 7 days written notice to each member of the Executive Board.

Section 8. At all meetings of the board, a majority of the 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 14 days.

Section 10: 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 IX—Executive Committee

Section 1. There shall be an executive committee of the Riverfield_PTA, the members of which shall be

- a. All elected officers

Section 2. Special meetings of the executive committee may be called by the president or upon written request of 2 members with 2 days’ notice to each member of the executive committee.

Section 3. A majority of the executive committee shall constitute a quorum for the transaction of business.

Section 4. Duties of the executive committee 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;

The executive committee shall take no action in conflict with any action taken by the Executive Board.

ARTICLE X: 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 purposes and carry on the work of the organization. The listing of the committees of Riverfield PTA is maintained with the Volunteer Coordinators.

Section 3. The Executive Board may create such special committees, as it may deem necessary to promote the purposes and carry on the work of Riverfield PTA. (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.)

Section 4. The term of office of a committee chair shall be no more than (2) consecutive years or until the selection of a successor.

Section 5. The chair of each standing committee shall present a plan of work to the Executive Board for approval. Such plan shall be presented within a reasonable time period prior to the month such event will occur. (Ex—the plan for an event scheduled for November should be presented by no later than October.) No committee work shall be undertaken without the consent of the Executive Board.

ARTICLE XI—General Membership Meetings

Section 1. 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. Seven (7) days notice shall be given to the membership of any change of date.

Section 2. Special meetings of Riverfield PTA may be called by the President or by a majority of the Executive Board, seven days' notice having been given.

Section 3. The annual meeting shall be held in June.

ARTICLE XII: Council Membership

Section 1. Riverfield PTA shall be represented in meetings of the Fairfield PTSA Council by a Riverfield PTA delegate. All representatives to a council must be members of a local unit.

- a. Delegates shall be chosen by election in May.
- b. All representatives to Fairfield PTSA Council must be members of Riverfield PTA.
- c. Delegates to the Fairfield PTSA Council shall serve for a term of no more than two (2) consecutive terms.

Section 2. Riverfield PTA shall pay annual dues to the Fairfield PTA Council as provided in the Fairfield PTA Council annual budget.

ARTICLE XIII: Fiscal Year

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

#ARTICLE XIV: Parliamentary Authority

The rules contained in the current edition of **Robert's Rules of Order Newly Revised** shall govern Riverfield PTA in all cases in which they are applicable and in which they are not in conflict with the National PTA Bylaws, the Connecticut PTSA Bylaws, these bylaws, special rules of order, or the Articles of Incorporation.

ARTICLE XV: Amendments

#Section 1. 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 has been provided to the membership (30) days prior to the meeting.

#Section 2. The Executive Board by a two-thirds vote may authorize the Committee on Bylaws to submit a revised set of bylaws as a substitute for the existing bylaws. The revised set must be approved by two-thirds vote of those present and voting at any regular general membership (as per Section 1).

#Section 3. Submission of amendments or revised bylaws for approval by the Connecticut PTSA shall be in accordance with the bylaws or regulations of the Connecticut PTSA.

#Section 4. 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.

ARTICLE XVI: Policy for Expenditure of Riverfield PTA Funds

Section 1. In accordance with the purposes 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 PTSA 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 PTSA Annual Meeting

Section 1. The voting power of the Annual Meeting 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 Annual Meeting. 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 PTSA Annual Meeting must be members of Riverfield PTA.
- b. Delegates and their alternates shall be chosen by the President and or President-Elect in March.

#ARTICLE XVIII - CONFLICT OF INTEREST POLICY

Section 1: Purpose

The purpose of the conflict of interest policy is to protect the interests of this tax-exempt organization, (the “Riverfield PTA”), 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

- a. Interested Person: Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
- b. Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment or family:
 1. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
 2. A compensation arrangement with any entity with which the Organization has a transaction or arrangement, or
 3. 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 Article III, Section 2, 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

- a. 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.
- b. The remaining board or committee members shall decide if a conflict of interest exists.
- c. 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.
- d. 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.

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

Revised 2008

- *Revisions presented at the 3/08 General Membership meeting
- *Revisions approved at the 4/08 General Membership meeting
- *Submitted to CT PTA 4/11/08
- *Approved by CT PTA 4/11/08

Revised 2011

- Revisions presented at the 9/11 General Membership meeting
- Revisions approved at the 10/11 General Membership meeting