



# TABLE OF CONTENTS

ARTICLE	PAGE
ARTICLE I NAME .....	
#ARTICLE II PURPOSES.....	
#ARTICLE III BASIC POLICIES .....	
#ARTICLE IV RELATIONSHIP WITH NATIONAL AND CT PTA.....	
#ARTICLE V MEMBERSHIP AND DUES.....	
ARTICLE VI OFFICERS .....	
ARTICLE VII DUTIES OF OFFICERS .....	
ARTICLE VIII EXECUTIVE BOARD .....	
ARTICLE IX EXECUTIVE COMMITTEE .....	
ARTICLE X COMMITTEES .....	
ARTICLE XI GENERAL MEMBERSHIP MEETINGS .....	
ARTICLE XII COUNCIL MEMBERSHIP .....	
#ARTICLE XIII STATE PTA CONVENTION.....	
#ARTICLE XIV FISCAL YEAR.....	
#ARTICLE XV PARLIAMENTARY AUTHORITY.....	
ARTICLE XVI AMENDMENTS .....	

## **Article I—Name**

The name of this organization is the Madison Middle School Parents and Teacher Association (PTA), Trumbull, Connecticut. It is a local PTA organized under the authority of Connecticut Congress of Parents and Teachers, 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 an advocacy and educational program directed toward parents, teachers, and the general public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic policies set forth in Article III.

**Section 3.** The organization is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter referred to as "Internal Revenue Code").

## **#Article III—Basic Policies**

The following are basic policies of National PTA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization shall work with the schools and community to provide quality education for all children and youth and shall seek to participate in the decision making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- c. The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration 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 distributable to, its members, directors, trustees, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article 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. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with those of National PTA.
- g. The organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

#### **#Article IV—Relationship with National PTA and Connecticut PTA**

**Section 1.** This 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, as the Connecticut PTA may in its bylaws prescribe. The Connecticut PTA shall issue to this local PTA an appropriate charter evidencing the due organization and good standing of this local PTA. A local PTA in good standing is one that

- a. Adheres to the purposes 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 National PTA;
- c. Has bylaws approved according to the procedures of its state; and
- d. Meets other criteria as may be prescribed by the individual state PTA.

**Section 2.** 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 National PTA Bylaws or the bylaws of Connecticut PTA.

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

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

**Section 5.** Bylaws of this local PTA shall include an article on amendments.

**Section 6.** Bylaws of this local PTA shall include a provision establishing a quorum.

**Section 7.** Each officer or board member of this local PTA shall be a member of this local PTA.

**Section 8.** The bylaws of this local PTA shall prohibit voting by proxy.

#### **#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 of the Connecticut PTA by which this local PTA is chartered, and is entitled to all the benefits of such membership.

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

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

#### **Article VI—Officers**

**Section 1.** The officers of this local PTA shall be a president, president-elect, 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> vice presidents(s), a recording secretary, and a treasurer. The following positions may consist of one or more individuals: president-elect, 1<sup>st</sup> vice president, and 2<sup>nd</sup> vice president.

**Section 2.** There shall be a nominating committee composed of an odd number, no less than three and no more than five members who shall be elected by this local PTA at the January regular general membership meeting.

- a. The committee shall elect its chair.
- b. The nominating committee shall nominate an eligible person for each office to be filled and report nominees in writing at least 14 days prior to the May meeting at which time additional nominations may be made from the floor.
- c. For an individual to be nominated for or elected to office, the following criteria must be met: (1) the individual must be a current member of this local PTA or is reasonably expected to be eligible for membership in this local PTA during the school year within which his or her term office would run; and (2) the individual must signify his or her consent to serve if elected.

**Section 3.** Officers shall be elected in the month of May.

**Section 4.** When there are nominations, other than those made by the nominating committee, the vote shall be conducted by ballot and a majority vote shall elect. When the candidate(s) for any office are nominated only by the nominating committee, that election may be held by voice vote.

**Section 5.** The following provisions shall govern the eligibility of individuals to be officers of the Madison Middle School 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.
- d. Any individual elected to public office shall not be eligible to hold an officer position.

**Section 6.** Officers shall assume their official duties on July 1<sup>st</sup> of the year in which they are elected and shall serve for a term of 1 year or until their successors are elected.

**Section 7.** A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by a 1<sup>st</sup> vice president. A vacancy in any office other than president shall be filled by the executive board.

#### **Article VII—Duties of Officers**

**Section 1.** The president and president-elect 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 of this local PTA in order that the purposes 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 executive board or executive committee.
- e. Have the authority to authorize unbudgeted expenses up to \$100.

**Section 2.** The vice president(s) shall

- a. Act as aide(s) to the president;
- b. In their designated order (1<sup>st</sup>, 2<sup>nd</sup>), 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, the executive board, or the executive committee.

**Section 3:** The third vice-president shall

- a. Be the Principal of this school;
- b. Present a written or oral report at each meeting of this PTA to communicate matters relating to students, staff and families of Madison Middle School;
- c. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or requested by the executive board or executive committee.

**Section 4.** The secretary shall

- a. Record the minutes of all meetings of the Madison Middle School PTA;
- 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, the executive board, or the executive committee.

**Section 5.** The treasurer shall

- a. Have custody of the funds of this local PTA
- b. Maintain a full account of the funds of this local PTA;
- c. Make disbursements as authorized by the president, executive board, or this local PTA in accordance with the budget adopted by this local PTA;
- d. Cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to the Madison Middle School PTA;
- e. Provide a written financial statement to the executive committee at each meeting;
- f. Present an annual report of the financial condition of the organization;
- g. Submit the books annually for an audit by an auditing committee selected by the executive board at least one month before the meeting at which new officers assume duties.
- h. Report the findings of the annual audit to the executive board of ;
- i. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the executive board, or the executive committee.
- j. Have checks or vouchers signed by the treasurer and president or a president-elect if the amount exceeds \$1000.00;

- k. Prepare and submit an annual budget to this local PTA's general membership for adoption;

### **Article VIII—Executive Board**

**Section 1.** The affairs of the Madison Middle School PTA shall be managed by the executive board in the intervals between local PTA general membership meetings.

**Section 2.** Each board member shall be a member of this local PTA.

**Section 3.** The members of the board shall be

- a. elected officers;
- b. standing committee chairs, special committee chairs, Assistant Principal, and teacher representatives.

**Section 4.** Duties of the board shall be to

- a. Carry out such business as may be referred to it by the membership of the association;
- b. Create a report at the regular general membership meetings of this local PTA;

**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 board by resolution adopted by the executive board.

**Section 6.** Special meetings of the board may be called by the president or when requested by 2 members upon 2 days written notice to each member of the executive board.

**Section 7.** At all meetings of the board, 10 members of the board shall constitute a quorum for the transaction of business.

**Section 8.** Upon the expiration of the term of office or when individuals cease to hold the position that entitles them to be a member of the board, 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.

### **Article IX—Executive Committee**

**Section 1.** There shall be an executive committee of the Madison Middle School PTA, the members of which shall be all elected officers.

**Section 2.** Regular meetings of the executive committee should be held before each general meeting of the PTA

**Section 3.** 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 4.** A majority of the executive committee shall constitute a quorum for the transaction of business.

**Section 5.** Duties of the executive committee shall be to

- a. Transact business referred to it by the board;
- b. Approve standing committee chairs and members;
- c. Create special committees;
- d. Select an auditor or an auditing committee to audit the treasurer's accounts;
- e. Approve the work of the committees;

- f. Act in emergencies between general meetings;
- g. Make a report at each board meeting;
- h. The executive committee may appoint a parliamentarian

### **Article X—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 purposes of PTA and carry on the work of this local PTA.

**Section 4.** The term of office of a committee chair shall be 1 year(s) or until the selection of a successor.

**Section 5.** The chair of each committee shall present a plan of work to the executive committee for approval. Committee work not included in the plan shall not be undertaken without the consent of the executive committee.

### **Article XI—General Membership Meetings**

**Section 1.** Not less than four regular meetings of this local PTA shall be held during the school year. Five (5) days notice shall be given to the membership of any change of date.

**Section 2.** Special meetings of this local PTA may be called by the president or by a majority of the executive board, 5 days notice having been given.

**Section 3.** The annual meeting shall be held in September.

**Section 4.** 10 members shall constitute a quorum for the transaction of business in any meeting of this local PTA.

### **Article XII—Council Membership**

**Section 1:** This local PTA shall be represented in meetings of the Trumbull PTA Council by the president, a 1<sup>st</sup> vice president, principal, and by 3 duly elected delegates or their appointed alternates.

a. All representatives to the Trumbull PTA Council must be members of this local PTA.

b. Delegates shall be chosen by election in September.

c. Delegates to the Trumbull PTA Council shall serve for a term of 1 year.

**Section 2:** This local PTA shall pay annual dues to the Trumbull PTA Council as provided in the Trumbull PTA Council bylaws.

### **#Article XIII—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 elected in March.

**#Article XIV—Fiscal Year (If required by state PTA)**

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

**#Article XV—Parliamentary Authority**

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

**Article XVI—Amendments**

**Section 1.** These bylaws may be amended at any regular general membership meeting of the Madison Middle School PTA by a two-thirds vote of those present and voting, provided the amendments have been approved by the executive committee and notice of proposed amendments has been provided to the membership 30 days prior to the meeting.

**Section 2.** The executive committee by a majority vote may authorize the Committee on Bylaws to submit a revised set of bylaws as a substitute for the existing bylaws.

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