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ARTICLE I: NAME

The name of this organization is the Trumbull Council of Parents and Teachers Association, Connecticut. It is a council PTA organized under the authority of Connecticut Congress of Parents and Teachers, a branch of the National Congress of Parents and Teachers (the National PTA).

**** ARTICLE II: PURPOSES¹**

Section 1. The Objects of the Trumbull Council of 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
- 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 Trumbull Council of 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 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 "Internal Revenue Code").

**** ARTICLE III: BASIC POLICIES**

The following are basic policies of the Trumbull Council of 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.

¹ In 1977 the title of Article II was changed to conform to 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.

** Key to double stars: Each PTA shall include in its bylaws provisions corresponding to the provisions of those National PTA Bylaws marked with a double star. See Articles V, Sections 3, 4, and 5 and VI, Sections 9 and 10 of the National PTA Bylaws. Limited exceptions may apply for a PTA that before June 1988 was recognized by the Internal Revenue Service to be tax-exempt under Section 501(c)(4) and any organization subsequently formed hereunder. Questions concerning the application of bylaw provisions marked with double star to PTAs should be referred to the National PTA committee on Bylaws for guidance.

- 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/PTSA 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 and 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 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 the 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.

ARTICLE IV: RELATIONSHIP WITH NATIONAL PTA AND CONNECTICUT PTA

****Section 1.** This council PTA shall be organized and chartered under the authority of the Connecticut PTA in the area in which this council 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 this council PTA an appropriate charter evidencing the due organization and good standing of this council PTA.

A council PTA in good standing is one that:

- a. adheres to the Objects and basic policies of the PTA;
- b. has bylaws approved according to the procedures of its state; and
- c. meets other criteria as may be prescribed by the individual state PTA.

****Section 2.** The articles of organization of this council PTA 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 council 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 council 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 council PTA to amend its corresponding bylaws. This council PTA shall promptly incorporate such amendments in its bylaws.

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

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

****Section 8.** Each officer or board member of this council PTA shall be a member of a local PTA within its area.

****Section 9.** The bylaws of this council 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 this council PTA's board while serving as a paid employee of or under contract to this council PTA.

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

****Section 12.** The members of the nominating committee for officers of this council PTA shall be elected by the general membership, executive board, or executive committee.

****Section 13.** This council 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, and the dues collected from its members. 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 14.** The charter of this council PTA shall be subject to withdrawal and the status of such organization as a council PTA shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the Connecticut PTA.

****Section 15.** This council 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 council 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 Trumbull Council of PTA.

#Section 16. This council PTA shall include in its bylaws provisions corresponding to the provisions of state bylaws identified by the number symbol (#).

ARTICLE V: PURPOSES OF THIS COUNCIL

Section 1. The purposes of this council PTA are to:

- a. unify and strengthen local PTAs comprising the council PTA;
- b. provide for the conference and cooperation of the local PTAs in the council PTA membership in order to create a public opinion favorable to the interests of children, to encourage programs and projects in the various PTA units which will carry out the Mission and Objects of PTA, and to assist in the formation of new PTAs according to the plan of the Connecticut PTA; and,
- c. promote the interests of the National PTA and of the Connecticut PTA.

****Section 2.** This council PTA shall not legislate for local PTAs.

ARTICLE VI: MEMBERSHIP AND DUES

Section 1. Membership in this council PTA shall consist of local PTAs chartered by the Connecticut PTA in Trumbull upon payment of dues as hereinafter provided.

**** Section 2.** Membership in this council PTA shall be made available by this council PTA, 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 bylaws, as may be prescribed in the bylaws of this council PTA, to any local PTA who subscribes to the Objects and basic policies of the National PTA.

**** Section 3.** This council PTA shall conduct an annual enrollment of members but may admit local PTAs to membership at any time.

**** Section 4.** Each member of this council PTA shall pay such annual dues to said organization as may be prescribed by the organization.

Section 5. The annual membership dues in this council PTA shall be \$100 for each local PTA in membership and shall be payable on or before November 1st.

#Section 6. Unit bylaws and any amendments thereto shall be submitted in duplicate to the CT PTA Unit/Council Bylaws Review Chair for approval.

ARTICLE VII: OFFICERS

Section 1.² The officers of this council PTA shall be a president, a president-elect, first vice president, second vice president, third vice president, a recording secretary, a corresponding secretary and a treasurer. The following positions may consist of one or more individuals: first and second vice president.

Section 2. Officers shall be elected at the general membership council meeting in the month of March.

Section 3. The vote shall be conducted by ballot. When there is but one candidate for an office, the ballot for that office may be dispensed with and election held by voice vote. A majority vote shall be required for election.

Section 4. The following provisions shall govern the qualifications and eligibility of individuals to be officers of the Trumbull Council PTA:

- a. **Each officer shall be a member of a local PTA within the area of this council PTA;
- b. Only members of a local PTA whose state and council PTA dues are paid shall be eligible to hold office;
- c. No officer may be eligible to serve more than two consecutive terms in the same office;
- d. 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;
- e. Any individual holding public office shall not be eligible to hold a PTA Council office; and
- f. The president of a member unit shall not serve concurrently as PTA Council president.

Section 5. Officers shall assume their official duties on July 1st in the year in which they are elected and shall serve for a term of one year or until their successors are elected.

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 president shall be filled by the Executive Board.

Section 7. There shall be a nominating committee composed of one representative from each member unit, nominated by the current president of each unit and elected by the PTA Council Executive Board at least two (2) months prior to the election of officers. The immediate past president of the PTA Council may serve in an ex-officio capacity.

² According to parliamentary procedure it is customary that only one person shall be elected to serve in any one office. The state PTA may grant exceptions when bylaws provide and circumstances require it. However, if an exception is requested and granted, only one person shall be designated as the official contact person for the state and the National PTA; and only one set of materials will be sent to the person so named. If more than one person serves, due to exception by the state, they must be aware that one office provides only one vote, not multiple votes.

- a. The nominating committee shall elect its own chair;
- b. The nominating committee shall nominate an eligible person for each office to be filled and send its report to the Executive Board at least 10 days before the annual election meeting in March. The nominating committee shall present the proposed slate of officers at the March meeting to the general membership of the PTA Council, at which time additional nominations may be made from the floor; and
- c. Only those individuals who have met the qualifications as outlined in Article VII, Section 4 and who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

ARTICLE VIII: DUTIES OF OFFICERS

Section 1. The president and president-elect shall:

- a. preside at all meetings of this council 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 council PTA in order that the objects may be promoted;
- d. assist in extending PTA work into all parts of the council PTA area, keeping it in harmony with the state PTA plan;
- e. 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 vice president(s) shall:

- a. act as aide(s) to the president;
- b. in their designated order, 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, or the Executive Board.

Section 3. The third vice-president shall:

- a. be a principal or assistant principal of one of the member units;
- b. present a written or oral report at each meeting of this council to communicate matters relating to students, staff and families of this council;
- 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 recording secretary shall:

- a. record the minutes of all meetings of the this council;
- 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.

Section 5. The corresponding secretary shall:

- a. notify committee chairs of their appointments;

- b. conduct delegated correspondence;
- 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 6. The treasurer shall:

- a. have custody of the funds of this council PTA;
- b. maintain a full account of the funds of this council PTA;
- c. make disbursements as authorized by the president, executive board, or this council PTA in accordance with the budget adopted by this council PTA;
- d. have checks or vouchers signed by two people, the treasurer and either the president or president-elect, if the dollar amount is over \$1,000.00;
- e. cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to the Trumbull Council PTA;
- f. provide a written financial statement to the board of directors at each meeting;
- g. present an annual report of the financial condition of the organization;
- h. submit the books annually for an audit by an auditing committee selected by the board of directors at least one month before the meeting at which new officers assume duties;³
- i. report the findings of the annual audit to the board of directors;
- j. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the board of directors, or the executive committee.

ARTICLE IX: EXECUTIVE BOARD

Section 1. The affairs of the Trumbull PTA Council shall be managed by the executive board in the intervals between general membership meetings.

****Section 2.** Each board member shall be a member of a local PTA within the area of the council.

Section 3. The members of the board shall be:

- a. elected officers;
- b. the immediate past president; the president of each member unit or his or her representative; and the superintendent of schools or his or her representative.
- c. The president may appoint a parliamentarian, subject to approval of the executive committee of this council PTA.

Section 4. Duties of the board shall be to:

Transact any business between council meetings as may be necessary to promote the objectives of this council;

- a. Transact any business between council meetings as may be necessary to promote the objectives of this council;
- b. create special committees and appoint chairpersons of such committees;

³ An audit of the treasurer's accounts is for the protection of the treasurer. It is the only means of assuring everyone that the accounts are accurate, and it relieves the treasurer of responsibility except in the case of fraud. The auditor's report is adopted by majority vote. See the current edition of *Robert's Rules of Order Newly Revised*, pages 467-470.

- c. create, suspend or dissolve standing committees and appoint chairpersons of such committees;
- d. approve the operational plans of all the standing and special committees;
- e. inform the membership of this council of all business transacted whether under consideration, presently in operation, or concluded;
- f. approve and submit an annual budget to this council's general membership for adoption at the first regular meeting;
- g. act for this council in any emergency situation. Any emergency action taken shall be reported to this council at the following general meeting;
- h. attend all executive board, council, and special meetings.
- i. carry out such business as may be referred to it by the membership of the association;
- j. select an auditor or an auditing committee to audit the treasurer's accounts;

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. Regular meetings of the board shall be held with the date and time to be fixed by the board at its first meeting of the year.

Section 7. 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 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 fourteen days.

ARTICLE X: EXECUTIVE COMMITTEE

Section 1. There shall be an executive committee of the Trumbull PTA Council, the members of which shall be all elected officers.

****Section 2.** Each executive committee member shall be a member of a local PTA within the area of the council.

Section 3. Regular meetings of the executive committee should be held before each meeting of the executive board.

Section 4. 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 5. A majority of the executive committee shall constitute a quorum for the transaction of business.

Section 6. Duties of the executive committee shall be to:

- a. transact business referred to it by the executive board;
- b. act in emergencies between meetings of the executive board;
- c. make a report at each executive board meeting.

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

ARTICLE XI: COMMITTEES

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

Section 2. The standing committees of this council PTA shall be:

- a. Board of Education Liaison
- b. Communications
- c. CT PTA Liaison to Council
- d. Faculty Representative
- e. PACT/Prevention
- f. PTA Presidents Collaboration Committee (PPCC)
- g. Reflections
- h. Scholarships
- i. Student Pictures
- j. Trumbull Arts for Youth
- k. Trumbull Parents of Students with Learning Disabilities (TPSLD)
- l. Wellness

Section 3. The executive board may create such special committees as it may deem necessary to promote the Objects of PTA and carry on the work of this council PTA.

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

Section 5. The chair of each committee shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the board.

ARTICLE XII: GENERAL MEMBERSHIP

Section 1. The general membership of the council PTA shall consist of

- a. the executive committee;
- b. the president of each member local PTA or their alternate;
- c. delegates or their alternates as specified in Section 2 of this article;
- d. the principal or their alternate of each member local PTA;

- e. the superintendent of schools or their alternate; and
- f. the committee chairs of this council PTA.

Section 2. Each member local PTA shall be eligible to be represented by four (4) delegates or their alternates as selected by the local PTA according to its own bylaws.

Section 3. Individuals are entitled to one vote, even though they may be serving in more than one position.

ARTICLE XIII: MEETINGS

Section 1. Regular meetings of this council PTA shall be held at least four (4) times a year unless otherwise provided by this council PTA or the executive board. Five (5) days' written notice shall be given to the membership of any change of date.

Section 2. Special meetings of this council PTA may be called by the president or by a majority of the executive board, five (5) days' written notice given.

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

Section 4. A quorum for the transaction of business in any meeting of this council PTA shall consist of at least one (1) delegate from a majority of the member PTAs and a majority of the officers of this council PTA.

Section 5. Meetings of this council PTA shall be open to all members of the local PTAs holding membership in the council PTA, but the privilege of introducing motions and voting shall be limited to the voting body as outlined in Article XII.

Section 6. Delegates from local PTAs whose dues to the council PTA are in arrears or whose individual dues to the local PTA have not been paid shall not participate in the business meetings of the council PTA.

ARTICLE XIV: FISCAL YEAR

The fiscal year of the Trumbull Council of PTA shall begin on July 1 and end on the following June 30.

**** ARTICLE XV: PARLIAMENTARY AUTHORITY**

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

ARTICLE XVI: AMENDMENTS

Section 1. These bylaws may be amended at any regular general membership meeting of the Trumbull Council of 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 amendments has been provided to the membership thirty days prior to the meeting.i

Section 2. A committee may be appointed by a majority vote at a general membership meeting of this council PTA, or by a 2/3 vote of the Executive Board of this council PTA, to submit a revised set of bylaws as a substitute for the existing bylaws.

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

**** 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 Trumbull Council of PTA to amend their corresponding bylaws. Council 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 Trumbull Council of PTA to amend their corresponding bylaws.

ARTICLE XVII: CONNECTICUT PTA CONVENTION

Section 1. Trumbull Council of PTA shall be entitled to be represented at the annual meeting of the Connecticut PTA by the president, or appointed alternate, and by one delegate per 25 members as shown on the books of the 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. Delegates and their alternates shall be chosen by majority vote at a general meeting in March.