

DARCEY SCHOOL PARENT TEACHER ASSOCIATION
Cheshire, Connecticut

BY-LAWS (revised as of 5/20/02)

ARTICLE I: Name

The name of this organization is DARCEY SCHOOL PARENT TEACHER ASSOCIATION (PTA), Cheshire, Connecticut. It is a local PTA unit organized under the authority of the Connecticut Congress of Parents and Teachers (Connecticut PTA), a branch of the National Congress of Parents and Teachers (the National PTA).

ARTICLE II: Purposes

Section 1. The Objectives of the Darcey School PTA, in common with those of the National PTA and the Connecticut PTA (CT 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 objectives of the National PTA, the CT PTA and the Darcey School PTA are promoted through an educational program directed towards parents, teachers, and the general public; are developed through conferences, committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article III.

Section 3. The 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 Darcey School PTA in common with those of the National PTA and the CT 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 objectives of the organization.

c. The organization or members in their official capacities shall not - directly or indirectly - participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

d. The organization shall work with the schools to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.

e. The organization shall not enter into membership with other organizations except such international or national organizations as may be approved by the National PTA Board of Directors. The CT 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 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.

ARTICLE IV: Membership and Dues

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

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

Section 3. This PTA shall conduct an annual enrollment of members, but may

admit persons to membership at any time.

Section 4. Each member of this PTA shall pay such annual dues to said organization as may be prescribed by the organization. The amount of such dues shall include the portion payable to the CT PTA (the "state portion") and the portion payable to the National PTA (the "national portion").

Section 5. The amount of the state portion shall be determined by the CT PTA. The amount of the national portion shall be determined by the National PTA.

Section 6. Each member of this PTA shall pay annual dues in the amount of \$10 for single membership, \$15 for dual membership, to the organization. The amount of such dues shall include the portions payable to the CT State and National PTA's. Dues will be reviewed upon notification from CT PTA or National PTA of any changes to their dues structure, so that adjustments may be voted in at the next membership meeting without prior notice being given.

Section 7. The state and national portions of dues paid by each member of this PTA shall be set aside by this PTA and remitted to the CT PTA through such channels and at such times as the state bylaws may provide. CT PTA shall pay to the National PTA the amount of the national portion of dues paid by all members of this unit.

ARTICLE V: Officers and Their Election

Section 1: The officers of this organization shall be a president, a vice president, a secretary and a treasurer. These officers shall be chosen through open nominations (self nominations) and shall assume their official duties at the close of the school year, at the joint executive committee meeting in June. A term of office shall be defined as one (1) year. No officer shall be eligible for more than two (2) consecutive terms in one position unless there are no submissions for that position through the self-nominating process.

Section 2. Each officer shall be a paid member of this PTA.

Section 3. Darcey School PTA uses a self-nominating process. Nominations for all officers and board positions (committee chairs) are conducted by sending PTA volunteer sign-up forms home to all current and incoming parents, including current students in the Birth-to-Three program and Early Intervention Center program and incoming kindergarten students who participate in Kindergarten Pre-Registration. Nominations are gathered and processed by the current PTA Officers. When there is but one candidate for an officer position, that candidate shall be placed on the slate of new officers.

In the case of multiple candidates for an officer position, a nominating committee will be formed. This committee will consist of one volunteer officer and two volunteer board members. Anyone considering assuming an officer position (president, vice president, secretary or treasurer) shall not serve on the nominating committee. Members of the nominating committee may not serve for two consecutive years. The candidates will be asked to submit, in writing, a brief statement (no more than 500 words) describing the strengths each candidate will bring to the PTA. The nominating committee will review the statements and report to the executive committee their recommendation for each contested officer position.

Section 4. The slate of new officers shall be presented at the May general membership meeting and ratified by a majority vote of the membership.

Section 5. A vacancy occurring in an office shall be appointed by the president, subject to a vote of the remaining members of the executive committee at a regular meeting, or a special meeting called for that purpose.

ARTICLE VI: Duties of Officers

Section 1. The president shall:

- a. Preside at all meetings of the organization and of the executive board.
- b. Coordinate the work of the officers and committees of the association in order that the objectives of the organization be promoted while preserving the goals and objectives of this PTA, the CT PTA, and the National PTA.
- c. Serve as a liaison between the teacher representatives, building administrator, and the PTA executive board.
- d. Oversee the creation of new committees as the need arises throughout the school year.
- e. Shall develop with the treasurer a proposed budget, to be presented to the executive board during the summer, and presented to and voted on by the membership at the first PTA meeting. (Note: The cultural portion of the budget may be approved by the executive board prior to the first PTA meeting, due to planning and contractual needs over the summer.)
- f. Be responsible for organizing PTA meetings.
- g. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the executive board.

Section 2. The vice president shall:

- a. Act as an aide to the president and shall perform the duties of the president in the president's absence or inability to serve.
- b. Coordinate the membership drive, maintain a current membership listing, and be responsible for filing membership forms with the CT PTA.
- c. Contact new Darcey families throughout the school year regarding PTA membership.
- d. Count votes at PTA meetings.
- e. Perform other delegated duties as assigned.

Section 3. The secretary shall:

- a. Record the minutes of all PTA meetings.
- b. File all PTA records.
- b. Have a current copy of the bylaws.
- c. Handle all general correspondence of the organization.
- d. Perform other delegated duties as assigned.

Section 4. The Treasurer shall:

- a. Have custody of the funds of the Darcey School PTA.
- b. Maintain a full account of the funds of this PTA.
- c. Make disbursements as authorized by the president, executive board, or this PTA in accordance with the budget adopted by this PTA.
- d. Have checks or vouchers signed by two people: the treasurer and one other member of the executive board.
- e. Cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to the Darcey School PTA.
- f. Provide a written financial statement to the membership at each meeting and to the executive board at each executive board meeting.
- g. Present an annual report of the financial condition of the organization.
- h. Shall develop with the president a proposed budget, to be presented to the executive board during the summer, and presented to and voted on by the membership at the first PTA meeting. (Note: The cultural portion of the budget may be approved by the Executive Board prior to the first PTA meeting, due to planning and contractual needs over the summer.)
- i. Keep permanent financial records of the organization.
- j. Perform other delegated duties as assigned.

Section 5. The treasurer's accounts shall be examined annually by an auditor, or an audit committee consisting of two board members, who satisfied that the annual report is correct, shall sign a statement of that fact at the end of the report. The audit committee shall be appointed at the May PTA General Membership meeting.

ARTICLE VII: General Membership Meetings

Section 1. The general membership meetings of this PTA shall be held on the last Monday of each month, unless notice is otherwise provided by this PTA or the executive board. Ten (10) calendar days notice shall be given to the membership of any change of date. The following guidelines regarding PTA meetings should be followed:

- a. An attempt should be made to avoid scheduling conflicts with other Darcey School events, school system events, school holidays, other schools' regularly scheduled PTA meetings and Board of Education meetings.
- b. December and June general membership meetings will be scheduled at the discretion of the president and school administrator.
- c. Meetings rescheduled due to weather or other unforeseen circumstances will be rescheduled by the president.
- d. Written notice of each meeting will be sent home from school with all children prior to the meeting.

Section 2. Special meetings of this PTA may be called by the president or by a majority of the executive board, with ten (10) calendar days' notice given to the membership.

Section 3. Quorum: The proportion of members of the Darcey School PTA that must be present if a meeting is to conduct business legally shall be ten (10) members. Advance notice of every meeting is required by the bylaws for all general membership meetings.

Section 4. The privilege of holding office, making motions, debating, and voting shall be limited to members of this organization whose current dues have been paid.

ARTICLE VIII: Executive Board

Section 1. The executive board will consist of all the officers of this organization, the chairs of the standing committees, the teacher representatives, and the school administrator.

Section 2. Special meetings of the executive board of this PTA may be called by the president or by a majority of the executive board, with ten (10) calendar days' notice given to each member of the executive board.

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

Section 4. Duties of the executive board shall be to:

- a. transact business referred to it by the general membership;
- b. approve the work of the committees;
- c. act in emergencies between PTA general membership meetings;
- d. and make a report at each PTA general membership meeting.

ARTICLE IX: Standing and Special Committees

Section 1. Chairs of standing committees must be paid members of the PTA.

Section 2. Standing committees will be as follows: Beautification, Book Fair, Bus Safety, Cultural, Darcey Helpers Program, Fun Day, Hospitality, Publicity, Room Parent Coordinators, Special Activities, Town-wide PTA, Volunteer Coordinator, and Ways and Means. The chairs of the standing committees shall be selected by the self nomination process.

Section 3. Standing committee chairs shall serve a term of one (1) year. They shall be eligible to serve no more than two (2) consecutive terms unless there are no candidates for that position through the self-nominating process.

Section 4. Special committees shall be created by the president as may be required to promote the objectives and interests of this organization.

Section 5. Each committee may have a co-chair to assist with the committee responsibilities.

Section 6. Each committee chair/co-chair is responsible for keeping accurate records so that valuable information pertaining to the committee may be passed onto his/her successor.

ARTICLE X: Relationship with National and CT State PTA

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

this PTA.

A local PTA in good standing is one that:

- a. Adheres to the objectives and basic policies of the PTA;
- b. Remits the national portion of the dues through the state PTA to reach the national office by dates designated by the National PTA;
- c. Has bylaws approved according to the procedures of each state; and
- d. Meets other criteria as may be prescribed by the individual state PTA.

Section 2. The articles of organization of this PTA shall include (a) the bylaws of such organization and (b) the articles of association.

Section 3. This PTA shall adopt such bylaws for the government of the organization as may be approved by the CT PTA. Such bylaws shall not be in conflict with the National PTA bylaws or the bylaws of the CT PTA.

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

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

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

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

Section 8. Each officer or board member of the Darcey PTA shall be a member of the PTA.

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

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

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

Section 12. This PTA shall collect dues from its members and shall remit a portion of such dues to the CT PTA as provided in Article IV.

Section 13. The members of the nominating committee for officers of this local PTA shall be elected by the general membership, or executive board.

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

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

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

a. To yield up and surrender all of its books and records and all of its assets and property to the CT PTA or to such agency as may be designated by the CT PTA or to another local PTA organized under the authority of the CT PTA;

b. To cease and desist from the further use of any name that implies or connotes association with the National PTA or the CT PTA or status as a constituent organization of the National PTA; and

c. To carry out promptly, under the supervision and direction of the CT PTA, all proceedings necessary or desirable for the purpose of dissolving the Darcey School PTA.

Section 17. Each local PTA shall include in its bylaws provisions corresponding to the provisions corresponding to the provisions of state bylaws identified by the number symbol.

Section 18. Local bylaws and any amendments thereto shall be submitted in triplicate to the CT PTA Unit/Council Bylaws Review Chair for approval every three years.

ARTICLE XI: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the National PTA, CT PTA and local PTA's as long as they are applicable and are not in conflict with the bylaws.

ARTICLE XII: Amendments to Bylaws

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 notice of the proposed amendment has been given to the membership.

Section 2. The adoption of an amendment to any provision of the bylaws of the National PTA identified by a double star shall serve automatically and without the requirement of further action by the Darcey School PTA to amend their corresponding bylaws. Local PTAs shall promptly incorporate such amendments into their respective bylaws.

Section 3. The adoption of an amendment to any provision of the bylaws of the CT PTA identified by a number symbol (#) shall serve automatically and without the requirement of further action by Darcey School PTA to amend their corresponding laws.

AMENDMENTS

Amendment 1, adopted 5/93

School Gifts: When considering gifts to be made to the school, CT PTA and National PTA concerns and guidelines should be used, as well as service contact requirements, and possible future liability issues. Gifts should supplement and enrich our students, not relieve the town of their obligations to provide for our students.

Amendment 2, adopted 10/93

Memorial Gifts: When a death occurs in a child's or staff's immediate family, an appropriate book will be purchased and donated, with a book plate, in memory or honor of that person. A limit of \$25 will be used. Family or staff input should be used in the selection of the material. A card will also be sent. It is advised that this policy be used as a guide for other events such as illness leaves, births, etc.

Proposed Amendment 3, adopted 5/20/02

Donation Requests: This PTA membership feels that, whenever possible, the funds raised by the Darcey PTA should be used to directly benefit the Darcey School Community (students, staff and families), rather than used to fund donation requests from groups outside the Darcey School Community.

Amendment 4, adopted 5/20/02

Co-Officer Positions: In the event when there are two qualified candidates for an officer position (president, vice-president or secretary) and the two candidates agree to serve as such, the candidates may share the position as co-officers (such as co-vice-presidents). This arrangement must be approved by the nominating committee. The slate of officers (with the shared position) must be ratified at the May general membership meeting. The duties of the shared position should be divided equitably between the two office holders. One person shall be designated as the official contact person for the Connecticut PTA and the National PTA. (The position of Treasurer is not included in this amendment due to the logistic and accountability concerns of having more than one person maintaining the financial records.)

Amendment 5, adopted 5/20/02

Connecticut State PTA Convention: Each spring, the CT PTA holds an annual PTA State Convention. This convention provides beneficial information through workshops on leadership, membership and PTA funds' management. The Darcey School PTA will allot funds in its budget for a minimum of one incoming PTA officer or committee chair to attend. If an incoming board member is unavailable, a current board member may attend, and gather and pass on information to the incoming PTA board.

Bylaws Committee (February - May 2002):
Kathy Kirby (PTA President), 250-0011
Kim Eigner, 272-9686
Jean Garner, 271-8012
Shazia Chaudhry, 272-7577

THESE BY-LAWS WERE REVIEWED AND REVISED FEBRUARY - APRIL 2002. THEY
WERE APPROVED BY THE GENERAL MEMBERSHIP AT THE 5/20/02 PTA GENERAL MEETING.

2002/2003 DARCEY PTA OFFICERS AND CHAIR PERSONS
(as of 5/20/02)

PRESIDENT: Maryann Castrilli 272-8144
VICE-PRESIDENT: Sandra Baker 250-0360
SECRETARY: Cindy Girard (moving in June)
TREASURER: Ruth Koleske 439-0600

BEAUTIFICATION: Margaret Cornish 272-8712
BOOK FAIR: Pam Clark 272-6650
Anna Cuddy
439-0026
Pamela Dube-Skydel 272-7708
BUS SAFETY DAYS: Susan Rand 272-3693
CULTURAL: Shazia Chaudhry 272-7577
Sheila Bassett 250-8233
DARCEY HELPER COORDINATOR:
Monica Corcoran 272-1941
FUN DAY: Lisa Wnuck 271-2473
Karen Adam
250-8712
HOSPITALITY: Ginny Kuhn 439-0125

PUBLICITY: Karen Adam 250-8712
ROOM PARENT COORDINATORS:
Judy Senft (AM) 250-0043
_____ (PM) _____

SPECIAL ACTIVITIES: Sheila Bassett 250-8233
Deanne Stanek 272-3493
Natalie Weyrauch(EIC)271-2260
TOWN WIDE PTA: Karlene Rearick 272-3410
VOLUNTEER COORDINATOR: Hilary Delage 271-2365
WAYS & MEANS: Patti Dickinson 271-7003
Deanne Stanek 272-3493
