J. Milton Jeffrey Elementary School
Parent Teacher Organization (Proposed) Bylaws

ARTICLE I: NAME

The name of this organization shall be the J. Milton Jeffrey Elementary School Parent Teacher Organization ("JSPTO"). This document represents the bylaws of this organization ("JSPTO Bylaws").

ARTICLE II: OBJECTIVE

The objective of the Parent Teacher Organization ("PTO") shall be to create a closer relationship between home and school, to enhance the learning environment, to provide and maintain an open network of communication between the school and community, and to foster parent/guardian involvement in the educational process.

ARTICLE III: POLICIES

The organization shall be non-commercial, non-sectarian, non-partisan and non-profit. It shall not endorse a commercial enterprise or candidate.

The organization shall be supportive of the educational program and shall be developed through volunteer services, supplemental educational programs, and fundraising projects.

The organization shall seek neither to direct the administrative activities of the school nor control its policies.

The organization shall direct any grievances pertaining to the faculty, staff or educational programs through the proper channels of communication as established by the Madison, CT Board of Education ("BOE").

The organization may cooperate with other organizations and agencies active in child education and welfare, such as conference groups or coordinating councils, provided its representatives make no commitments that bind the group it represents.

No profits shall proceed to any officer or member of the organization.

ARTICLE IV: MEMBERSHIP

Membership in this organization is open to all staff, parents, and legal guardians of students attending the J. Milton Jeffrey Elementary School ("JS") who agree to abide by the rules and regulations described in the bylaws of this organization.

The JS faculty shall be represented, whenever practicable, by one delegate at each PTO meeting.

Designation of membership on the annual JSPTO donation form[1] is required to be a member in good standing in the JSPTO. The incoming Executive Board will establish suggested donation amounts in June. Donation to the JSPTO is not required for membership.

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[1] The question shall state: "Would you like to be a member of the JSPTO?"
Name of Member(s):_____
Membership in the JSPTO does not create any obligations on the part of the member but does entitle the member to participate in the activities and functions described in Article IV of the JSPTO Bylaws.

Proposed

Term of membership shall be from July 1-June 30.

All members in good standing shall be entitled to:

- Nominate persons for the Executive Board by submitting names of candidates to the Nominating Committee.
- Submit policy and action proposals to the Executive Board for resolution by the Board.
- Vote for members of the Executive Board.
- Vote to remove a member of the Executive Board.
- Hold office as a member of the Executive Board.
- Vote on resolutions and other business as is conducted at the annual or general JSPTO meetings.
- Any other privileges determined by the Executive Board.

Only members in good standing of this organization shall be eligible to hold office, make motions, and vote on the motions as described in these JSPTO Bylaws.

Members must be present at the annual or general PTO meetings to vote. Each member is entitled to one PTO vote.

ARTICLE V: FISCAL YEAR

The fiscal year of this organization shall be July 1-June 30.

ARTICLE VI: MEETINGS

There shall be a minimum of four general PTO meetings annually.

The annual meeting is a general meeting and shall be held in May of each year, at which time election of officers shall take place.

Notification of the annual meeting shall be sent to the general membership at least ten (10) days in advance of the meeting date.

Special meetings of the membership may be called for any purpose at any time by the Co-Presidents, a majority vote action of the Executive Board, or the action of any ten (10) or more members in good standing. Notification of any special meeting shall be sent to general membership ten (10) days in advance of the meeting. If necessary or advisable for the Executive Board to take action on any particular matter between regularly scheduled Executive Board meetings, any member may initiate a motion via e-mail, provided that the e-mail motion is sent to all Executive Board members. Executive Board members shall have twenty-four (24) hours to second the motion and vote on the matter.

It shall be the duty of any outgoing officers and committee chairpersons to submit written reports to the new officers to ensure effective transition of responsibilities.

Quorum of the Executive Board meetings shall be a simple majority (50% plus 1) of Executive Board members.

Quorum at general PTO meetings shall be ten (10) PTO members in good standing in attendance.

ARTICLE VII: OFFICERS AND THEIR ELECTIONS

Proposed

The officers of this organization are the Executive Board. The Executive Board shall consist of:

- Co-Presidents
- Tri-Vice Presidents
- Secretary
- Treasurer
- 1 – 3 Member(s) at Large

The officers shall be elected for a one-year term except Co-President and Treasurer, which are two-year terms. No office shall be held for more than two consecutive terms except when approved by the Nominating Committee.

Nominations

The Nominating Committee will be convened annually in the spring. The committee shall be comprised of the JS Principal ("JS Administrator") and two PTO members in good standing (one Executive Board member and one general PTO member).

The first order of business shall be to elect a chairperson. The chairperson shall not be the JS Administrator. The chairperson shall ascertain if any Nominating Committee member wishes to run for one of the elected offices; if so, that member shall be replaced on the Nominating Committee to avoid a conflict of interest.

The Nominating Committee shall, after soliciting nominations from families registered to attend the JS the next year, prepare a slate of officer candidates to be presented at the annual meeting. Each candidate shall be approved by the majority of the Nominating Committee.

Notification of the slate of officer candidates shall be sent to the general membership ten (10) days prior to the annual meeting.

Vacancy

A vacancy occurring in an office shall be filled by a candidate selected by the Executive Board.

Elections

At the annual meeting, election of officer candidates who run unopposed may be by hand vote. Where there are two or more candidates for one office, elections shall be by secret ballot.

Each member as defined in Article IV shall be able to vote for each elected officer position.

Installation of Officers

The Executive Board shall convene a meeting designed for the installation of new officers, following the annual elections, but prior to the close of the school year. Outgoing officers, officers-elect, and the JS Administrator shall be notified of this meeting by the outgoing Secretary.

The outgoing Co-President(s) shall turn over the JS Bylaws and records of the organization to the Co-President(s)-elect. At this meeting, the newly elected officers become the official Executive Board for the organization for the next school year.

Proposed

ARTICLE VIII: DISCIPLINE

Charges of professional dishonesty, working against the principles and purposes of the organization, and/or injuring the professional standing of another member may be filed in a written statement, signed by five members in good standing, and submitted to the Executive Board.

The accused member shall be notified in writing of all allegations and shall have the privilege of being present at a special meeting of the Executive Board, at which time the charges will be considered.

A member shall be suspended from the organization by a simple majority of the Executive Board, subsequent to the execution of the procedures set forth above in this Article.

ARTICLE IX: RULES OF ORDER

The meetings of the organization shall be run according to the rules contained in *Robert's Rules of Order, Newly Revised*.

ARTICLE X: DUTIES OF OFFICERS

Co-Presidents

Meetings, Committees and Activities: The Co-Presidents will preside at all meetings of the organization. They shall preside at all meetings of the Executive Board. They shall attend the monthly Parents' Representative Council ("PRC") meetings and represent the JSPTO at the BOE or any other town or district meetings where requested to do so. They shall create committees with the approval of the Executive Board and appoint a chairperson or co-chairpersons for each committee for a one year term. The Co-Presidents shall appoint a Nominating Committee and any other committees they deem necessary. They shall at no time serve on the Nominating Committee. They serve as ex-officio members of all committees, except the Nominating Committee. As Chief Executives of the organization, the Co-Presidents shall be responsible to perform the necessary duties that are needed for the benefit of the PTO. They shall receive written reports and make reports available to new officers and committee chairpersons and oversee all standing committees. The Co-Presidents shall keep in constant communication with one another and with the chairpersons of their standing committees. In the event of the absence of both the Co-Presidents at a general meeting, the Tri-Vice Presidents shall chair the meeting.

Financial: The Co-Presidents shall coordinate the preparation of the annual budget in cooperation with the Treasurer and other members of the Executive Board. The Co-Presidents shall be co-signers on the JSPTO bank accounts. If, for any reason, the Treasurer is unable to pay bills for budgeted PTO activities or for the expenditures approved by a majority vote of the PTO at a general meeting, the Co-Presidents shall have the authority to do so.

Tri-Vice Presidents

The Tri-Vice Presidents shall be prepared to perform any or all of the duties of the Co-Presidents in the absence of the Co-Presidents, or when called upon to do so. One Tri-Vice President shall coordinate Room Coordinator selection; conduct an informational meeting on the responsibilities of a Room Coordinator for the Room Coordinators; perform as the liaison for the Room Coordinators to the Executive Board; and notify Room Coordinators of upcoming PTO meetings and encourage them to attend. One Tri-Vice-President shall oversee publication of a student/class directory.

Secretary

The Secretary shall record the minutes of all meetings. The Secretary shall handle the correspondence required by the JSPTO or as directed by the Co-Presidents and/or Executive Board. The Secretary shall perform such other duties as may be delegated to him/her.

Treasurer

Proposed

The Treasurer shall receive all monies of the JSPTO, shall keep an accurate record of receipts and expenditures, and shall pay out funds only as authorized by the JSPTO and/or Executive Board. The Treasurer shall ensure that he/she and the Co-Presidents are co-signatories on all JSPTO bank accounts. The Treasurer shall present a statement of account at every Executive Board and general JSPTO meeting and submit a full report in July. The Treasurer shall be responsible for assisting the elected successor with the preparation of the following year's budget. The Treasurer may work with an accountant, who is designated by the JSPTO, to complete and file necessary paper work.

Members at Large (1 - 3)

The Member(s) at Large is responsible for handling/assisting with various JSPTO events/activities, including new initiatives, as necessary to meet the goals of the Executive Board. The Member(s) at Large serves as a liaison to JSPTO Committees as assigned by the Co-Presidents and assists other Executive Board members with responsibilities as assigned throughout the year. One Member at Large shall keep a list of K-4 JSPTO members.

ARTICLE XI: AMENDMENTS TO THE JSPTO BYLAWS

The JSPTO Bylaws shall be reviewed every year by the incoming Executive Board prior to the start of the school year. The JSPTO Bylaws may be amended by an affirmative vote of two-thirds of all members, in good standing as defined in Article IV, in attendance at any general meeting, annual meeting, or special meeting of the JSPTO convened for the purpose of amending these bylaws. Notice of the proposed amendments shall be available to all members at least ten (10) days prior to a vote.

ARTICLE XII: DISSOLUTION

In the event of the dissolution of the organization, the net assets after payment of debts will proceed directly to the JS, or in the event that the school is no longer operating, to other Madison school parent-teacher organizations where JS students will be attending, divided proportionally based on student placement.

ARTICLE XIII: CONFIDENTIALITY

All officers and members of the JSPTO are required to abide by the confidentiality policies outlined in the BOE policies and in the JSPTO Bylaws. BOE Policy defines what student information is protected. It is the goal of the JSPTO to respect all student information and to maintain a high degree of integrity with students, parents, staff and administration.

Executive Board members are permitted access to certain protected information during the course of the year, on an as-needed basis. Executive Board members are entrusted with student, school and district information that is not public information and are expected to treat this information with the same confidentiality as outlined in the BOE policies.

Room Coordinators and Committee Chairs/members may also come into contact with confidential information and are expected to comply with BOE policies.

Any written, spoken or otherwise translated confidential information, disclosed to unauthorized individuals or parties, without proper consent, is a breach of the BOE policy and JSPTO Bylaws and should not occur.

Violations of this policy can result in disciplinary action as per Article VIII.

ARTICLE XIV: CONFLICT OF INTEREST

Executive Board members will work to avoid entering into a transaction or arrangement that might benefit the private interest of an officer of the JSPTO or might result in a possible excess benefit transaction. All potential conflicts of interest shall be handled according to the BOE conflict of interest policy.

Proposed