

By-laws of the Emerson-Williams Elementary School Parent Teacher Organization Incorporated

Article I: Name

The name of this organization shall be Emerson-Williams Elementary School Parent Teacher Organization Incorporated ("PTO"), a non-profit, tax-exempt volunteer organization as defined in section 501(c) (3) of the United States Internal Revenue Code.

Article II: Purpose

- A. The PTO is organized for the purpose of supporting the education of the children of Emerson-Williams Elementary School by fostering relationships among the school, parents/legal guardians and teachers.
- B. The PTO may raise funds to finance programs and activities.
- C. The PTO shall be non-commercial, non-sectarian, non-partisan and non-political.
- D. The name of the PTO or the names of any members of the PTO in their official capacities shall not be used to promote a sectarian, partisan or political concern.
- E. The PTO shall not fund general charitable organizations, non-profit organizations, governmental organizations, for profit organizations or individuals unless the origination has a direct educational benefit for Wethersfield students.
- F. The PTO shall not incur any indebtedness.
- G. The PTO shall hold a minimum of six (6) meetings per year.

Article III: Members/Membership

- A. Any parent, legal guardian or other adult standing in loco parentis (in the place of a parent) for any Emerson-Williams Elementary School student may be a member. The Principal and any teacher or paraprofessional employed at Emerson-Williams may become member.
 - 1- To become a member, any parent, legal guardian or other adult standing in loco parentis for any Emerson-Williams Elementary school student, the Principal and any teacher or paraprofessional employed at Emerson-Williams Elementary school shall register with the Secretary.
- B. The privilege of holding office, making motions and voting shall be limited to members. All members shall have one (1) vote and must vote in person with the exception of the Second Year Co-President who abstains from voting except to break a tie.
- C. Voluntary dues, if any, will be established by the PTO. The PTO shall determine the means of collection of any voluntary dues.

Article IV: Definitions

- A. The definition of "Budget Committee" as used herein shall mean board consisting of the PTO Treasurer, Secretary, Co-Presidents and two current Members.
- B. The definition of "Corporate Records" as used herein shall mean Certificate of Incorporation, recorded minutes of all PTO meetings and meetings of the Executive Board, a record of all actions taken by the members and the Executive board without a meeting that related to PTO expenditures, a record of the names of PTO members in alphabetical order, accounts receivable and payable, bank deposit slips, bank statements and reconciliations, budgets, cash disbursements journal, any other PTO financial statements, inventory lists, annual reports, by-laws or restated by-laws and all amendments to them currently in effect, a list of the names of its current directors and officers, the PTOs most recent annual report delivered to the Secretary

of the state, contracts, insurance policies, accident reports, insurance claims, miscellaneous legal documents and tax returns.

- C. The definition of "Executive Board" as used herein shall mean board consisting of the Officers
- D. The definition of "Member" or "Members" as used herein shall mean any parent, legal guardian or other adult standing in loco parentis for any Emerson-Williams Elementary School student, the Principal and any teacher or paraprofessional employed at Emerson-Williams Elementary School who has registered with the Secretary.
- E. The definition of "Nominating Committee" as used herein shall mean two members of the general membership.
- F. The definition of "Officers" as used herein refers to First Year Co-President, Second Year Co-President, Secretary and Treasurer.
- G. The definition of "Standing Committee" as used herein shall mean committee with a continued existence formed to do its assigned work on an ongoing basis.

Article V: Officers

- A. The PTO shall be governed by four (4) Officers:
 - a. First Year Co-President
 - b. Second Year Co-President
 - c. Secretary
 - d. Treasurer
- B. Co-Presidents shall serve no more than one consecutive 2-year term. If by the May PTO meeting no other member has been nominated or volunteered for the vacant First Year Co-President position, any past or current Co-President may volunteer to run again for another two-year term, first as First Year Co-President and second as Second Year Co-President
- C. Secretary and Treasurer shall be elected for a one (1) year term with a maximum of three (3) consecutive terms in the same office. If, by May PTO meeting no other member has been nominated or volunteered for the vacant Secretary or Treasurer position the current Secretary or Treasurer may volunteer to run again. The Officers may meet as often as required to conduct PTO business
- D. If for any reason an Officer cannot fulfill the obligations related to his/her office and submit a written resignation to the Executive Board. The Executive Board shall notify the Members of such vacancy in writing that will accept nominations and vote on a replacement at the next scheduled PTO Meeting.
- E. Duties of Officers
 - a. The Co-Presidents shall:
 - i. Preside of all PTO meetings
 - ii. Serve as the primary contacts for the Principal
 - iii. Coordinate the work of all Officers and the Stating Committees to achieve the purpose of the PTO
 - iv. Seek volunteers to serve as Standing Committee Chairpersons and Officers, subject to approval by the membership and election process, respectively.
 - v. Serve as ex officio members of all Standing Committees except the Nominating Committee
 - vi. Write an article for the monthly PTO newsletter
 - vii. Assist in budget preparation as members of the Budget Committee
 - viii. The Co-Presidents shall keep record of their procedures an activities and shall transfer these record to their successors at the end of each one-year term

- ix. Second Year Co-President will abstain from voting unless the member vote results in a tie. The Second Year Co-President's vote will break the tie.
- x. Enforce these by-laws.
- b. The Secretary shall
 - i. Attend each meeting of the PTO and record minutes (detailed notes_ of the proceedings. In the Secretary's absence the remaining Officers may appoint an acting Secretary
 - ii. Transcribe minutes from each PTO meeting and distribute to Members proper to next scheduled meeting.
 - iii. Maintain the Corporate Records of the PTO as required by Article X of these By-laws, with the assistance of the Treasurer. The Secretary shall keep the Corporate Records in a PTO designated area within the Main office of Emerson-Williams Elementary School.
 - iv. Handle incoming and outgoing PTO correspondence and distribute such correspondence to the appropriate party.
 - v. Maintain all Corporate Records as required by Article X of these by-laws
 - vi. Assist in budget preparation as a member of the Budget Committee
 - vii. Register Members with the assistance of the Membership Chairperson
- c. The Treasurer shall:
 - i. Receive all funds of the organization, keep an accurate record of receipts and expenditures and pay out funds in accordance with the approval of the PTO and/or Executive Board
 - ii. Present a current financial statement and balance sheet at every meeting and at other times of the year when requested by the Executive Board and make a full report at the end of the year.
 - iii. Serve as Chairperson of the Budget Committee
 - iv. Ensure the tax accountant files an extension with the IRS due to the fiscal year end being 7/1-6/30
 - v. Timely complete and/or assist in the filing of all required tax and/or financial forms.
 - vi. Assist the secretary in the maintenance of the Corporate Records
 - vii. Maintain all financial records as per Article X of these by-laws.

Article VI: Nomination, Election of Officers and Removal

- A. The Nominating Committee shall be appointed by the Second Year Co-President and shall consist of at least two (2) members.
- B. The members of the Nominating Committee are not eligible for nomination
- C. Current Officers are not eligible for the Nominating Committee.
- D. The Nominating Committee shall solicit members to fill all vacancies
- E. The vacancies shall be a First Year Co-President, a Secretary and A Treasurer.
- F. The Nominating Committee shall solicit a candidate for each officer position and present the nominees of officers at the May PTO meeting. Additional Volunteers may also be accepted in person at the May PTO meeting.
- G. Voting shall take place at the June PTO meeting by voice vote, in person, if a single candidate is presented for each officer position. If more than one person is running for an officer position a ballot vote, in person, shall be taken. Ballots should be tallied/counted by

- two (2) Nominating committee members at the June PTO meeting and reported before the conclusion of the June PTO meeting.
- H. Officers terms commence on July 1.
 - I. Removal from office: The Removal of any Officer or Committee Chairperson shall be for gross incompetence or intentional neglect, misconduct, illegal or unlawful actions or failing to adhere to District Policies and Procedures, Emerson-Williams' Policies and Procedures and these By-Laws. An Officer or Committee Chairperson may be removed from office by a majority vote of the members by a two-thirds vote of those present (assuming a quorum) at a regular meeting where the Officer or Committee Chairperson has received 48 hours of previous notice

Article VII: Executive Board

- A. The Duties of the Executive Board shall be to transact business between meetings, if necessary, in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, approve routine bills and prepare reports and recommendations to membership.
- B. Any two Executive Board members may call a meeting of the Executive Board when they provide 48 hours' notice to other Executive Board members.
- C. The Executive Board, at its discretion, may communicate PTO news to the members via PTO website, email, social media and paper correspondence.
- D. The Executive Board shall be responsible for filing the PTO's annual report with the Connecticut Secretary of State and maintaining the Corporate Record of the filing.

Article VIII: Standing and Special Committees and Representatives

- A. Standing or Special Committees ("committee" or "Committees") shall be created by the Officers, with the approval of the membership as deemed necessary, to promote the PTO purpose and carry out PTO work. Committees may be abolished, by vote of the membership, when they are inactive.
- B. The Chairperson of each Committee shall present a plan of work to the Officers for approval. No Committee work shall be undertaken without the consent of the Co-Presidents.
- C. The Chairperson of each Committee shall keep detailed records of that committee's procedures and activities and shall transfer these records to his or her successor.
- D. Committee Chairpersons shall solicit committee members from the membership
- E. Committee members and Chairpersons shall attend their respective committee's regular meetings and report to the PTO
- F. Current Committees and Chairpersons are listed in Appendix A. Appendix A shall be revised each year by the Co-Presidents to include the most recent Committees and Chairpersons.
- G. No Officer, Committee Chairperson, Committee member or members shall benefit financially or through the receipt of goods or services, for themselves or family memberships, through their participation in any committee or PTO-sponsored activity (Any item, service or monetary stipend can be donated to the PTO or school or must be returned to sender).
- H. Committee sign-ups shall be open on a first come first serve basis to regular members present and in person at the second to last meeting of the year then open to PTO officers. No one will be allowed to chair a committee for more than (2) consecutive years (unless there are no other volunteers)..

- I. Other committee sign-ups as designated by the Co-Presidents shall be open on a first come first served basis to regular members present and in person at the first meeting following the close of an event and in person at the close of the second meeting following an event.

Article IX: Fiscal Year/Annual Budget

- A. The fiscal year of the PTO shall begin on July 1 and end on June 30th.
- B. An annual budget as developed by the Budget Committee shall be presented to the members at the general meeting held in May.
- C. The budget shall be adopted no later than June 30th of each year at a general meeting.
- D. The Treasurer shall administer the budget.
- E. Any expenditure that exceeds \$50.00 of the budgeted expense, or in excess of \$50.00, should no expenditure line item exist (unless covered by event fundraising proceeds), must be approved by a majority vote of the general members prior to commitment of the expenditure and before disbursement.
- F. The disbursement of PTO Funds is permitted as follows:
 1. **Reimbursement Request** for monies paid up-front by Committee members to be paid only after the submission of the appropriate form and receipt(s) matching the reimbursement amount requested.
 2. **Cash Box Request** for monies specific to an event or fund, requested by use of the appropriate form at least 2 weeks prior to the event date (or within a timeframe at the discretion of the Treasurer).
 3. **Payment Request** for a PTO check paid directly to vendors for goods or services, requested in a timely manner and following the submission of the appropriate form.
 4. **PTO Debit Card** spending as authorized or processed by the PTO card holder(s); and verified through use of the appropriate form.
 5. **Cash Advance** in an amount not to exceed \$250 (or in an amount in excess of \$250 with approval of the Executive Board); requested by use of the appropriate form at last 2 weeks in advance (or within a timeframe at the discretion of the Treasurer). The Committee will be responsible for providing receipt(s) for payment in the total amount of the advance, and to return any unused funds to the Treasurer. Cumulative cash advance(s) for any one line-item must not exceed the approved budgetary expense; or, should no expenditure line item exist, any cash advance request must be validated with a plan to offset the expense through the event fundraising proceeds.
 6. In any **other** method then existing and reported to the general membership by the Treasurer with the statements of account at the general meeting.
- G. Spending of any surplus from the year's activities, including to the reserve for a specific capital expenditure project, may be allocated prior to June 30th by a majority vote of the general members at a general meeting as noticed on the agenda.
- H. Recommendations for surplus spending shall be solicited from the general membership.

Article X: Records

- A. All Corporate Records of the PTO shall be kept as permanent records.
- B. A binder containing Corporate Recodes shall be maintained by the Secretary and Treasurer in a designated are at the Main office of Emerson-Williams Elementary School.
- C. The Treasurer's accounts shall be examined annually by an independent auditor or an auditing committee appointed by the Co-Presidents and approved by the membership.

- D. Right of Inspection: Any member of record shall have the right to examine, any reasonable time or times for all purposes, the books and records of the accounts, minutes and records of members and to make copies thereof. Such inspection may be made by any agent or attorney of the Member.

Article XI: Parliamentary Authority

- A. Robert's Rules of Order, revised, shall govern the PTO meeting when they are not in conflict with these by-laws.
- B. Unless specified elsewhere in these by-laws, all decisions of the PTO shall be decided by vote of a simple majority or Members present and in person.

Article XII: Electronic Maintenance

- A. The PTO main maintain a website for the purpose of disseminating PTO news to its members. The PTO website shall not be a blog or forum for members to express personal comments opinions and/or reflections.
- B. If the PTO chooses to maintain a website, the PTO website shall be overseen by the Co-Presidents equally as determined by them.
- C. The Executive Board, at its discretion, may communication PTO news to members and non-members via PTO website, email, social media and/or paper correspondence.

Article XIII: Amendments

- A. These by-laws may be altered, amended or repealed at any regular meeting of the PTO by a majority vote of the Members in attendance provided that written notice of the proposed amendment shall have been given to the members at least two (2) weeks prior to the meeting.
- B. These by-laws shall be reviewed by the PTO at least every three years.

Article XIV: Dissolution

- A. The PTO may be dissolved by its Members at any regular meeting of the PTO provided that written notice of the proposal to dissolve shall have been given to the members at least two (2) weeks prior to the meeting.
- B. Upon dissolution of the PTO, the officers shall, after paying or making provision for the payment of all liabilities, dispose of all assets exclusively for the purpose of the PTO as provided for in these by-laws, or to such organization(s) operated exclusively for education purposes under Section 501(c)(3) or such similar provision of the then existing United States Internal Revenue Code.

E-W PTO By-laws 1/10/2002

E-W PTO By-laws revised first reading 2/8/2007

E-W PTO By-laws voted 3/8/2007

E-W PTO By-laws revised first reading 4/14/2011

E-W PTO By-laws revised first reading 4/11/2013

E-W PTO By-laws revised second reading 5/9/2013

E-W PTO By-laws voted 6/13/13

E-W PTO By-laws revised/amended 1/12/2017

E-W PTO Bylaws Article IX amended 3/20/2023