



By-Laws

Amended January 19, 2009

ARTICLE I – NAME

The Name of this organization is The Parent Teacher Council of Stamford, also known as PT Council.

ARTICLE II – ARTICLES OF ORGANIZATION

The Articles of Organization appear as “Attachment 1” to these Bylaws

ARTICLE III – GOALS/OBJECTIVES

- a. To serve as the umbrella organization for Parent Organizations of the Stamford Public Schools.
- b. To promote the welfare of children and youth in school and community.
- c. To pursue measures for the care and protection of children and youth.
- d. To bring into closer relation home and school that parents and teachers may cooperate 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 and social education.
- f. To assist in the formation of Parent Teacher Organizations
- g. To promote programs favorable to the interests of children
- h. To be a vehicle for exchange of information and ideas among all member schools and between those organizations and city boards that impact on the public school system.

ARTICLE IV – BASIC POLICIES

- a. The Organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the Organization, or the names of any members in their official capacities, shall not be used in any connection with a commercial concern, or with any partisan interest, or for any purpose not appropriately related to promotion of the objectives of the Organization.
- c. The Organization shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.
- d. The Organization shall cooperate with schools to support the improvement of education in ways that will not interfere with the administration of the schools.
- e. The Organization may cooperate with other organizations and agencies concerned with child welfare, but persons representing the Organization in such matters shall make no commitments that bind the Organization without the consent of the Executive Board.

Parent Teacher Council of Stamford, CT

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ARTICLE V – MEMBERSHIP AND DUES

(1) PTO Member

- a. To be a PTO member of PT Council, a PTO must pay membership dues, submit updated by-laws and sign off on PTC policies.
- b. Member PTO's shall be represented by their president(s), treasurer and delegate(s).
- c. Membership dues shall be all inclusive and set annually by the Executive Board. They shall be payable on or before November 1.
- d. Additional PTO's may be accepted at any time that they fulfill the membership obligations.
- e. Member PTO's whose dues to the PT Council are in arrears shall not be eligible for insurance and bonding, and shall not have voting rights.
- f. PT Council provides insurance coverage for all dues paying member PTO's under a group policy
- g. PT Council will maintain the group tax-exempt status for those PTOs who requested inclusion in same and are qualified to be included. PTOs covered by this group determination letter are required to furnish PT Council with a copy of their completed tax return no later than December 15.

(2) Submembers

- a. PT Council shall also allow for submemberships to be available to a club or organization of any Member PTO school, which shall be referred to as "Submembers". Such Submembers shall be included in the group tax-exempt status, but they shall have sole responsibility for their own recordkeeping and administration. If necessary, Submembers shall also be responsible for their own tax filings, and shall furnish PT Council with a copy of their completed tax return no later than December 15th. Submembers shall have no voting rights in the affairs of PT Council and, so long as their Member PTO dues are not in arrears, they shall not be required to pay any membership dues.

ARTICLE VI – VOTING BODY

- a. The voting body of the PT Council shall consist only of member Parent Teacher Organizations (PTO's) of the Stamford public schools and the members of the Executive Board. Member PTO's shall be represented by their president(s), treasurer and/or delegate(s).
- b. Each member PTO in good standing and each executive board office is entitled to one vote.
- c. As an alternative to a "raised hand" vote, any Executive Board member may make a motion for a "blind" vote. If the motion is seconded, then votes will be recorded on paper and tallied by the secretary.
- d. Member PTOs may have any number of delegates attend PT Council meetings, but are governed by one vote per PTO. Each member shall designate a person from its executive board as the voting delegate to PT Council.
- e. A Majority of the voting members of the PTO Council shall constitute a quorum for the transaction of business by the PT Council.



- f. If a quorum is present, the vote of the majority of the voting members present shall constitute the act of PT Council.
- g. For the transaction of business of the Executive Board, a majority of offices represented shall constitute a quorum. A majority vote of those Executive Board officers present shall be considered an act of the Executive Board
- h. A voting member may issue a proxy if he/she cannot be present for the vote during an Executive Board meeting. An email may be utilized as the proxy vote.
- i. For the Executive Board to conduct a vote via email, the corresponding secretary will send out voting details and tally the votes. At least 24 hours will be given for responses to be received. The same rules regarding quorums and majorities will apply.

ARTICLE VII – EXECUTIVE BOARD/OFFICERS AND THEIR ELECTIONS

- a. The officers of the PT Council shall constitute the Executive Board. The officers shall consist of Sr. Co-President, Jr. Co-President, 1st vice-president, 2nd vice-president, recording secretary, corresponding secretary, and treasurer. Each office, other than those of the Sr. and Jr. Co-President, may be shared by two people who will share the responsibilities of the office and the vote. No two officers serving concurrently on the Executive Board may be related
- b. The superintendent will act as honorary vice-president. This is not a voting position.
- c. An officer, other than co-President, may not be eligible to serve more than two consecutive years in the same office. Co-Presidents may stay in the Jr. role for one year only and the Sr. role for one year only.
- d. The out-going president shall serve as advisor to, but not as a member of the Executive Board. This is not a voting position.
- e. Terms are one year with the exception of the Jr. Co-President who is expected to serve as Sr. Co-President the following year. Co-Presidents will complete their terms in alternate years.
- f. In order to be eligible for nomination as an officer, a person must have attended at least 3 PT Council meetings during the course of the current year.
- g. No member of the Executive Board shall be the designated voting member for their member school.
- h. No person seeking election to or serving on the Stamford Board of Education may concurrently serve as an officer of PT Council
- i. Only a member of a PT Council member PTO shall be eligible to serve on the Executive Board of PT Council. These members must have served in PT Council for a minimum of one year. OR Only a person on the Executive Board of a member PTO shall be eligible to serve on the Executive Board of PT Council
- j. Nomination for the Executive Board shall be made by nominating committee consisting of a minimum of three members of the voting body of the PT council, no two of whom shall be from the same member school. In addition, members of this committee must have served a minimum of one year in PT Council
 - i. This committee shall consist of volunteers appointed at a PT Council meeting in March
 - ii. The Nominating Committee shall present the slate of officers at the May PT Council meeting. The consent of each candidate must be obtained before her/his name is placed in nomination
 - iii. At the June meeting, the officers will be elected by ballot



- iv. New officers will take office on July 1.
- k. A vacancy occurring in any office may be filled for the unexpired term by a person nominated and elected by a majority vote of the PT Council pursuant to voting procedures outlined in article VI at the next regular meeting.

ARTICLE VIII – DUTIES OF OFFICERS

- a. **Sr. Co-President:**
 - Shall serve a one year term previously having served as Jr. Co-President
 - Shall have a vote at Executive Board and General Meetings
 - Shall preside at all meetings of the PT Council and Executive Board meetings, or will delegate to Jr. Co-President
 - Shall sign with the treasurer all orders on the treasury of the PT Council
 - Shall act as liaison with the Board of Education, the Administration of the Stamford Public Schools, and the SEA
 - Shall coordinate the work of other committees in order that the Goals and Objectives may be promoted.
 - Shall coordinate all communication with the membership of the PT Council to keep member schools informed
 - Will prepare, in coordination with Jr. Co-President and Treasurer, the budget for the following fiscal year at the summer meeting.
- b. **Jr. Co-President**
 - Shall serve a one year term serving as Sr. Co-President the following year
 - Shall have a vote at Executive Board and General Meetings
 - Shall preside at meetings of the PT Council and Executive Board in the absence of the Sr. Co-President
 - Shall coordinate PTC representation at BOE committee meetings and other city meetings as necessary
 - Will prepare, in coordination with Sr. Co-President and Treasurer, the budget for following fiscal year at the summer meeting.
- c. **1st Vice-President**
 - Shall serve a one year term, can serve 2 consecutive years
 - Shall have a vote at Executive Board and General Meetings
 - May be shared by 2 people, sharing the responsibilities and the vote
 - Shall schedule speakers, chair, or delegate chairmanship of the Candidates Forum in October, assemble and coordinate information to be shared among member schools regarding BOE elections.
- d. **2nd Vice-President**
 - Shall serve a one year term, can serve 2 consecutive years
 - Shall have a vote at Executive Board and General Meetings
 - May be shared by 2 people, sharing the responsibilities and the vote
 - Shall coordinate communication between PTO presidents to share information about the day to day operation of the PTOs.
- e. **Recording Secretary**
 - Shall serve a one year term, can serve 2 consecutive years
 - Shall have a vote at Executive Board and General Meetings



May be shared by 2 people, sharing the responsibilities and the vote
Shall record minutes of all meetings, executive and general, and the results of all role call votes.

Shall distribute minutes to PTC executive board

f. Corresponding Secretary

Shall serve a one year term, can serve 2 consecutive years

Shall have a vote at Executive Board and General Meetings

May be shared by 2 people, sharing the responsibilities and the vote

Shall keep an accurate roster (names, phone numbers, addresses, emails) of the officers of the local public school PTO's in membership, shall distribute email announcements of monthly meetings 10 days in advance, shall send out the BOE weekly calendar each week, and shall conduct any additional correspondence as delegated.

g. Treasurer

Shall serve a two year term, can serve an additional third year by a 2/3 vote of the PT Council Membership

Shall have a vote at Executive Board and General Meetings

May be shared by 2 people, sharing the responsibilities and the vote

Responsibilities include to:

Draft an operating budget for the upcoming school year with the Sr. and Jr. Co-Presidents. This budget shall be presented for approval to the Executive Board at their summer meeting and to the PT Council at the first general meeting of the school year.

Maintain custody of all funds of the PT Council.

Keep a full and accurate account of receipts and expenditures.

Make disbursements in accordance with the approved budget, as authorized by the PT Council, upon presentation of a written request from the President or appropriate committee chairperson.

The Treasurer and President(s) shall have the authority to sign checks for the PT Council.

Present a financial statement at every meeting of the PT Council and at other times at the request of the Executive Board.

Make a full report at the close of the fiscal year. This will be presented to the membership at the first meeting of the school year immediately following the close of the fiscal year.

Maintain books of accounts and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the PT Council.

Prepare the annual tax return of the PT Council, if required, due November 15 of each year following the close of the PT Council's fiscal year.

Send the annual documentation to the IRS regarding our group exemption and subordinates, due not later than 90 days before the end of the fiscal year - March 30.

Collect copies of tax returns of member PTO's for tax compliance

Act as liaison with insurance agency



- h. All officers**
Shall perform the duties prescribed in the parliamentary authority in addition to those outlined in these Bylaws and those assigned from time to time.
Shall deliver to their successors all official material by June 30.
Shall represent PT Council at Stamford Board of Education meetings.
- i.** An inability to fulfill the responsibilities of any Executive Board position shall empower the Board, upon a two-thirds majority vote, to move to request that Board Member's resignation. If the Board Member refuses to resign, the Board shall be entitled, upon two-thirds majority, to remove that Board Member from office.

ARTICLE IX – MEETINGS

- a. Regular meetings of this PT Council shall be held at such times as determined by the Board, but in no event shall there be less than five regular meetings per school year.
- b. The regular meeting held in June shall be known as the Annual Meeting and shall be for the purpose of electing officers.
- c. Special meetings of the PT Council may be called by the President(s). At least five days notice of such a special meeting shall be given.
- d. Meetings of this PT Council shall be open to the public, but the privilege of introducing motions and voting shall be limited to the voting body as outlined in Article VI.
- e. A quorum for the transaction of business at any meetings of this PT Council shall consist of the majority of the voting members of PT Council. Voting will be conducted pursuant to Article VI.

ARTICLE X – COMMITTEES

- a. Standing committees shall be created by the Executive Board as may be deemed necessary to promote the Goals and Objectives and carry on the work of the PT Council.
- b. New committees will file a committee description and goal for approval by the Executive Board before undertaking any committee work.
- c. No committee work shall be undertaken without the consent of the Executive Board.
- d. The Chairmen of all Standing Committees shall be members in good standing of PTO's holding PT Council membership.
- e. Special committees may be appointed by the Executive Board when such committees are deemed necessary by the PT Council.
- f. The quorum of any committee shall be a majority of its members.
The President(s) or said designee shall be a member ex officio of all committees, with the exception of the Nominating Committee.

ARTICLE XI – FISCAL YEAR

The fiscal year of the PT Council shall begin July 1 and end June 30.

ARTICLE XII – PARLIAMENTARY AUTHORITY

"Robert's Rules of Order, Newly Revised" shall govern this PT Council in all cases in which they are applicable.



ARTICLE XIII – AMENDMENTS/REVISIONS

- a. These Bylaws may be amended at any regular meeting of this PT Council by a two-thirds vote of the voting members present, provided written notice of the proposed amendment shall have been given to each member PTO at least thirty days prior to the date of the meeting at which action is taken.
- b. A committee may be established to submit a revised set of Bylaws as a substitute for the existing Bylaws. The revised set of Bylaws may be adopted at a regular meeting of PT Council by a two-thirds vote of voting members present provided written notice of the proposed revisions shall have been given to each member PTO at least thirty days prior to the date of the meeting at which action is taken.

AMENDMENTS

- I. A treasurer may stay in office for a third consecutive year by a 2/3 vote of the PT Council membership. (amended 5-19-05)
- II. The Senior Co-President will appoint a delegate to Stamford Public Education Foundation (SPEF) from the PTC membership. This delegate will attend SPEF board meetings, be an ex-officio member of the SPEF board representing PT Council, and be responsible to be the liaison between SPEF and PT Council. (amended 5-19-05)
- III. **ARTICLE V – MEMBERSHIP AND DUES**
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(amended 1-19-09)