

**BYLAWS  
OF THE  
MYRTLE H. STEVENS  
PARENT TEACHER ORGANIZATION**

**ARTICLE I**            **NAME**

The name of this organization shall be the Myrtle H. Stevens PTO.

**ARTICLE II**            **OBJECTIVES**

Section 1:            To create, promote and foster the interest of the parents, children and teachers in all phases of Myrtle H. Stevens activities.

Section 2:            To inform parents and teachers about school and curriculum activities, child development and other related topics.

Section 3:            To underwrite educational programs and discretionary equipment purchases and supplies not appropriated in the school budget.

**ARTICLE III**            **POLICIES**

Section 1:            The program of this organization includes educational, enrichment, and recreational activities through meetings and assemblies.

Section 2:            This organization shall be non-commercial, non-sectarian and non-partisan. The name of the organization and the names of its officers in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest, except when affecting the objectives of Article II above.

Section 3:            This organization may cooperate with other Rocky Hill schools and organizations on projects that will benefit the children and educational needs of the Town.

Section 4:            This organization may cooperate with other educationally-related groups which are non-partisan, non-sectarian, and non-commercial, provided its members make no binding commitments without Executive Committee approval.

Section 5:            This organization may, in order to fund special programs and cultural events, engage in fund-raising activities. The specifics of these events will be proposed by the Event Chairperson and voted upon at a monthly meeting having initially been reviewed by the Executive Committee. All events shall comply with rules and regulations of the Board of Education and Superintendent.

Section 6:            In the event of the dissolution of this organization, the net assets, after payment of debts, will proceed to the Stevens School Activity Fund.

**ARTICLE IV            MEMBERSHIP, DUES AND VOTING**

- Section 1:     Any parent(s), teacher or guardian of children presently attending Myrtle H. Stevens School, regardless of race, color or creed, may become a member.
- Section 2:     The annual dues shall be determined by the incoming Executive Committee, and shall be paid to the Membership Chairperson throughout the school year, unless otherwise waived by a vote of the Executive Committee.
- Section 3:     The privilege of making motions and voting shall include all PTO members in attendance, except where noted in Article XIII.
- Section 4:     For a meeting to be official, a quorum must be present as stated in Article X.

**ARTICLE V            OFFICERS AND THEIR ELECTION**

- Section 1:     The officers of this organization shall be a President, a Vice-President, a Recording/Corresponding Secretary, a Treasurer, a Nominating/Membership Chairperson and at least one Teacher Representative.
- Section 2:     These officers shall be elected annually at the May meeting and installed at the June meeting. The official term will begin on the first of July. If there is but one candidate for office, by motion from the floor, the election may be by voice.
- Section 3:     Officers shall serve one year terms and shall be elected annually. Officers may hold consecutive terms longer than two years with a recommendation of the principal of Myrtle H Stevens Elementary and votes from the PTO membership present at the nomination meeting.
- Section 4:     Any officer may choose to have co-chairpersons in any given year providing they follow the above election process. In the event of voting with co-chairpersons, one vote shall be cast per position.
- Section 5:     A vacancy occurring in an office shall be filled by a majority vote of the membership present providing notice of such election has been given.

**ARTICLE VI            INDEMNIFICATION OF OFFICERS**

In order to induce officers and committee members of the organization to continue to serve as such, and to induce others to serve as officers and/or committee members, and in consideration of such service, the organization shall indemnify and hold harmless each officer and committee member, now or hereafter serving the organization, from and against any and all claims and liabilities to which they may be or become subject to by reason of his/her now, or hereafter being or having heretofore been, an officer of the organization. The

foregoing rights of officers and committee members shall not be exclusive of other rights to which they may be lawfully entitled.

**ARTICLE VII      EXECUTIVE COMMITTEE**

Section 1:      The Executive Committee shall consist of the officers of the organization.

Section 2:      The duties of the Executive Committee shall be:

- a.      to transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization;
- b.      to appoint chairpersons of all special committees;
- c.      to approve the plans of work of the standing committees and special committees;
- d.      to present a report at the regular meetings of the organization;
- e.      to appoint an auditor to audit the treasurer's records when deemed necessary or warranted; and
- f.      responsible for approving necessary expenses for Committees over the allotted amount, which will be set by the Executive Committee at the beginning of the year; and
- g.      to appoint a Parliamentarian, if deemed advisable.

Section 3:      Meetings of the Executive Committee shall be held annually, or as deemed necessary, the date to be determined by the Committee. A majority shall constitute a quorum. Special meetings of the Executive Committee may be called by the President or by a majority of the members of the Committee.

**ARTICLE VIII      DUTIES OF THE EXECUTIVE COMMITTEE**

Section 1:      **PRESIDENT:**

The duties of the President shall be as follows:

- a.      Preside at and prepare the agenda for all meetings of the organization and of the Executive Committee;
- b.      Oversee all activities and functions of the Executive Committee;
- c.      Be a member (ex-officio) of all committees;
- d.      Solicit requests from Principal, teachers and PTO membership and prepare an annual budget;
- e.      Communicate with appropriate school or community personnel as deemed necessary;
- f.      Ensure Committee Chairpersons and Executive Committee provide monthly updates to the membership;
- g.      Monitor and distribute incoming mail on a weekly basis with the exception of the correspondence for the Treasurer, which shall be left in the PTO box in the school's office; and

- h. Assist in the preparation of the annual report of activities for the final general meeting, and ensure proper reporting will be done by the respective Chairperson.

**Section 2: VICE PRESIDENT**

The duties of the Vice President shall be as follows:

- a. Preside in the absence of the President at all meetings of the organization and of the Executive Board;
- b. Assist the President in his/her duties as required;
- c. Coordinate the activities of the Chairpersons and their budgets (with the exception of the Nominating Chair);
- d. Attend Executive Board meetings;
- e. Secure all completed project reports and maintain a reference file;
- f. Assist in the preparation of the annual report of activities for the final general meeting and ensure proper reporting will be done by respective Chairpersons; and
- g. Distribute copies of completed reports to all incoming Chairpersons by the close of the school year so that they have the summer to review and do some preliminary planning.

**Section 3: Recording/Corresponding Secretary**

The duties of the Recording/Corresponding Secretary shall be as follows:

- a. Keep minutes of all meetings of the organization;
- b. Maintain attendance records;
- c. Type and distribute minutes of all meetings for inclusion in the PTO minute book; posting on PTO bulletin board and distribution at next month's meeting to all members in attendance;
- d. Prepare PTO Newsletter for distribution to entire student body as needed;
- e. Responsible for tabulating votes
- f. In the event that the Recording/Corresponding Secretary cannot perform responsibilities at a meeting, he/she will find a replacement for the meeting.
- g. Process all internal and external correspondence at the direction of the President, which includes copying and distribution of all PTO memoranda to the student body and its community including flyers, follow up thank you cards, and correspondence to businesses, vendors, parents, and volunteers; and
- h. Lend secretarial assistance to all Executive Board members within reason.

**Section 5: TREASURER**

The duties of the Treasurer shall be as follows:

- a. Receive all monies of the organization and keep an accurate record of all receipts and expenditures;
- b. Prepare and present a monthly financial report as well as an annual report at the close of the fiscal year;

- c. Disburse funds for invoices derived from expenditures of Chairpersons, as authorized, in the execution of their duties;
- d. Ensure that proper insurance is maintained by the PTO on an annual basis;
- e. Maintain and distribute tax forms for use in purchasing items on behalf of the PTO (i.e., events, gifts);
- f. Ensure bank statements are balanced on a monthly basis; and
- g. Ensure that all checks written are approved by the Treasurer or another Board member.

**Section 6:      MEMBERSHIP/NOMINATING**

The duties of the Membership/Nominating Chair shall be as follows:

- a. Maintain a master file of the names, addresses, emails and telephone numbers of all members of the organization;
- b. Coordinate the annual teacher’s luncheon in August;
- c. Coordinate the membership drive in September;
- d. Coordinate a classroom representative from every class to be liaison between class parents and PTO, to encourage greater participation in monthly PTO meetings and events;
- e. Coordinate Chairpersons for all PTO sponsored events; and
- f. Form a Nominating Committee to present the next slate of officers and committee chairpersons for the upcoming school year by the April meeting.

In the absence of the President, the order of officers as listed above shall prevail.

**ARTICLE IX              COMMITTEES**

**Section 1:**      Event Committees shall be created by the Executive Committee as may be required to promote the objectives and interests of this organization. The Chairperson of the Event Committee shall be selected by the Membership/Nominating Chairperson of the organization.

**Section 2:**      The Chairpersons of all Event Committees shall present plans of work to the Executive Committee.

**Section 3:**      Special Committees will be appointed as needed and will be disbanded at the end of the school year.

**ARTICLE X              MEETINGS**

**Section 1:**      Regular meetings for the entire membership of this organization shall be held one evening each month or when deemed necessary by the Executive Committee during the school year, i.e. September to June.

- Section 2: A summer meeting for the Executive Committee members will serve as a project planning session for the upcoming fiscal year and will be voted upon at the September meeting.
- Section3: The September meeting shall be for the purpose of welcoming new members, introducing Board members and proposing the year's budget.
- Section 4: Members present will constitute a quorum.

**ARTICLE XI      FISCAL YEAR**

The fiscal year of the organization shall begin on July 1<sup>st</sup> and end on June 30<sup>th</sup> with the newly elected Board assuming their responsibilities at that time.

**ARTICLE XII      PARLIAMENTARY AUTHORITY**

Robert's Rules of Order Revised or Robert's Rules of Order Newly Revised shall govern this organization in all cases to which its regulations are applicable and in which they are not inconsistent with these bylaws.

**ARTICLE XIII      AMENDMENTS**

These bylaws may be amended at any regular meeting of the organization by a two-thirds (2/3) majority vote of the members present and voting, provided notice of the proposed amendment shall have been given at least one month prior to the meeting.

A committee may be appointed to submit a revised set of bylaws only by a majority vote at a meeting of the organization, or by a two-thirds (2/3) vote of the Executive Committee.

A Bylaws Committee must be appointed and meet to review PTO Bylaws no less than every four years; the committee must consist of one member of the present Executive Committee.

## **STANDING RULES**

### **1. VOTING**

- a. One vote per position in executive sessions only; and
- b. In case of co-chairpersons, one vote will be assigned for each position.

### **2. GIFTS**

Shall be the responsibility of the President and/or Vice President, up to \$50.00 maximum, pending the discretion of the Principal and other officers.

- a. Annual recognition of the Principal;
- b. Recognition of out-going President;
- c. Recognition of all teachers (i.e. Special Education, certified staff) for Teacher Appreciation Week, during the first full week of May
- d. Recognition of secretaries for National Secretaries Week, during the last full week in April;
- e. Recognition of the school nurse on Nurse Appreciation Day;
- f. Recognition of custodial staff twice each year (holiday season and end of school year);
- g. Miscellaneous gifts, other than those stated above, in excess of the \$50.00 maximum amount, must be approved by the members present at a regularly scheduled monthly meeting.

### **3. EXPENDITURES**

- a. Requests for disbursements may be brought up at any meeting.
- b. Final disbursements of non-carryover funds shall be made prior to the end of the fiscal year. Treasury account must maintain a minimum start-up balance of \$2000 for the beginning of the next school year in addition to any budgeted items not yet remitted. Additional funds may be kept in the account if voted on and approved by the board.
- c. Expenses which exceed \$100.00, or which exceed \$100.00 over a discussed and agreed to budgeted amount, must be approved by a majority vote of general members present at a regular monthly meeting;

- d. Disbursements shall be made directly to providers of goods/services purchased for PTO, and shall not be deposited into a Student Activity fund, or any other such school fund.

## **STANDING COMMITTEES**

### **1. BOARD OF EDUCATION LIAISON**

- a. Represent Myrtle H. Stevens School PTO at Board of Education meetings when agenda affects Stevens School or PTO.
- b. Present PTO policies and decisions to the Board of Education as deemed necessary.
- c. Report back to PTO on relevant discussions and decisions.

### **2. PUBLICITY**

Responsible to meet with event chairperson for publicizing any PTO news or events through area news flyers, posters, etc. if deemed necessary. **Include that all flyers, posters and marketing material must be reviewed by PTO President or VP before distribution or made public**

### **3. ENRICHMENT**

- a. Provide quality programs for grades K-5, parents and PTO.
- b. Required to contact groups, set up date and arrange for payment, including any contracts and/or deposits.
- c. Provide schedule to Principal and teachers of scheduled programs, and organize any special requests of selected program with either Principal, teacher and/or custodial staff as needed.

### **4. WAYS AND MEANS**

- a. Research and recommend available fund-raising opportunities to Executive Committee and/or members at a regular monthly meeting in the spring. If approved, implement ideas for the Fall Fund-raiser.
- b. Research and recommend available fund-raising opportunities to Executive Committee and/or members at a regular monthly meeting in the fall. If approved, implement ideas for the Spring Fund-raiser.

### **5. BEAUTIFICATION**

Responsible for maintenance and up keep of front entry planters and courtyard.

### **6. EDUCATION FOUNDATION**

- a. Represent Myrtle H. Stevens PTO at the Rocky Hill Education Foundation meetings.



- b. Present PTO policies and decisions to the Rocky Hill Education Foundation as deemed necessary.
- c. Report back to PTO on relevant discussions and decisions.

**7. BOY SCOUTS OF AMERICA, CUB SCOUT PACK # 135**

Let it be known that the Myrtle H. Stevens School PTO is the Chartered Organization for the Boy Scouts of America, Cub Scout Pack #135.

Duties of the Chartered Organization are to include the following:

- a. Allow Cub Scout Pack # 135 to conduct its scouting program according to its own policies.
- b. Appoint a chartered organization representative who acts as a liaison for both the PTO and Cub Scout Pack # 135.
- c. Provide facilities for the Scouting unit to meet on a regular schedule.
- d. The chartered organization representative will approve leaders for Cub Scout Pack # 135.

**8. Myrtle H Stevens Scholarship**

- The Myrtle H Stevens Scholarship was set up in 2013.
- One scholarship in the amount of \$500 is to be awarded to a Rocky Hill resident yearly.
- Funds for scholarship must be replenished yearly.
- Scholarship Committee shall consist of the PTO Executive Board along with the Principal of Myrtle H. Stevens Elementary.