

By Laws
Newtown High School
Sandy Hook, Connecticut
Parent Teacher Student Association

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Items required in the bylaws by the State PTA.

Article I: Name

The name of this local PTA is the Newtown High School Parent Teacher Student Association (NHS PTSA), Sandy Hook, Connecticut. It is a local PTSA unit organized under the authority of the Connecticut Congress of Parents and Teachers (The Connecticut PTA), a branch of the National Congress of Parents and Teachers (The National PTA). The terms PTA and PTSA are synonymous for the purpose of these bylaws.

Article II: Purposes

Section 1. The purposes of the Newtown High School PTSA are:

- a. to promote the welfare of children and youth in home, school, community and place of worship;
- b. to raise 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; and
- 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 purposes of the Newtown High School PTSA are promoted through an advocacy and educational program directed toward parents, teachers, and the general public; developed through conferences, committees, projects, and programs; and 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 Newtown High School PTSA in common with those of the National PTA and the Connecticut PTA:

- a. The organization shall be noncommercial, nonsectarian and nonpartisan.
- b. The organization shall work with the schools and community 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 the boards of education, state education authorities, and the local education authorities.

- c. The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools and the community at large.
- d. 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 persons 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.
- e. Notwithstanding any other provisions 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.
- f. 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 and whose purposes are in accordance with those of National PTA.
- g. 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.

Article IV: Relationship with National PTA and State PTA

Section 1. This local PTA shall be organized and chartered under the authority of the Connecticut PTA in the area in which these local PTA functions, in conformity with such rules and regulation, as the Connecticut PTA may in its bylaws prescribe. The Connecticut PTA shall issue to this local PTA appropriate charter evidencing the due organization and good standing of this local PTA.

A local PTA in good standing is one that:

- a. Adheres to the purposes 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.
- e. Have Presidents and treasurer attend necessary training

Section 2. This local PTA shall adopt such bylaws for the government of the organization as may be approved by the Connecticut PTA. Such bylaws shall not be in conflict with the National PTA Bylaws or the bylaws of Connecticut PTA.

Section 3. This local PTA shall include in its bylaws provisions corresponding to the Connecticut PTA Bylaws as are identified herein by a double sign.

Section 4. Bylaws of this local PTA shall include an article on amendments.

Section 5. Bylaws of this local PTA shall include a provision establishing a quorum.

Section 6. Each officer or board member of this local PTA shall be a member of this local PTA.

Section 7. The bylaws of this local PTA shall prohibit voting by proxy.

Section 8. A PTA member shall not serve as a voting member of a PTA board at the local, council, district, or region level while serving as a paid employee of, or under contact to, that PTA.

Section 9. Only members of a local PTA who have paid dues for the current membership year may participate in the business of the local PTA.

Section 10. This local PTA shall collect dues from its members and shall remit a portion of such dues to the Connecticut PTA as provided in Article V hereof.

Section 11. The members of the nominating committee for officers of this local PTA shall be elected by the general membership, board of (directors) (managers), executive board, or executive committee.

Section 12. This local PTA shall keep such permanent books of account and record 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 Connecticut PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Connecticut PTA or, where directed by the committee on State and National Relationships, by a duly authorized representative of the National PTA.

Wistke blower /conflict of interest policy.

Section 13. The charter of this local 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 by the bylaws of the Connecticut PTA.

Section 14. This local PTA is obligated, upon withdrawal of its charter by the Connecticut PTA:

- a. To yield up and surrender all of its books and records and all of its assets and property to the Connecticut PTA or to such agency as may be designated by the Connecticut PTA or to another local PTA organized under the authority of the Connecticut PTA;
- b. To cease and desist from the further use of any name that implies or connotes association with the National PYA or the Connecticut PTA or status as a constituent organization of the National PTA; and
- c. To carry out promptly, under the supervision and direction of the Connecticut PTA, all proceedings necessary or desirable for the purpose of dissolving the Sandy Hook School PTA.

Section 15. This local PTA shall include in its bylaws provisions corresponding to the provisions of the Connecticut PTA bylaws identified by the number symbol (#).

Article V: Membership and Dues

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

Section 2. Each member of this local PTA shall pay such annual dues to said organization. The amount of such dues shall include the portion payable to the Connecticut PTA and the portion payable to the National PTA.

Section 3. Membership in PTA shall be open, without discrimination, to anyone who believes in and supports the Mission and Purposes of National PTA.

Article VI: Officers and Their Election

Section 1. The officers of this organization shall consist of a President, a First Vice-President, a Second Vice-President, a Secretary and a Treasurer or a Secretary/Treasurer.

Section 2. Officers shall be elected by ballot at the May meeting.

Section 3. The vote shall be conducted by ballot. When there is but one candidate for an office, the ballot for that office may be dispensed with and election held by voice vote. A majority vote shall be required for election.

Section 4. The following provisions shall govern the qualifications and eligibility of individuals to be officers of the Newtown High School PTSA:

- a. Each officer shall be a member of this local PTA.
- b. Each officer shall serve for a term of 2 years, or until they are re-elected or their successors are elected.
- c. A person shall not be eligible to serve more than three consecutive terms in the same office.
- d. A person who has served in an office for more than one half of a full term shall be deemed to have served a full term in such office.

Section 5. Officers shall assume their official duties first of July.

Section 6. A vacancy occurring in any (office other than President) shall be filled for the un-expired term by a person elected by a majority vote of the Executive Board, notice of such election having been given at least 30 days in advance of the election. In case a vacancy occurs in the office of President, the First Vice-President shall serve notice of the election.

Section 7. There shall be a nomination committee composed of three members, one of whom shall be elected by the Executive Board from its body. This may not be the President. This person shall choose one teacher and one member from the local PTA at large to serve in the committee.

- a. The nominating committee shall nominate an eligible person for each office to be filled and report it's nominees at a regular meeting at least one month prior to the last regularly scheduled meeting of the fiscal year, at which time additional nominations may be made from the floor.
- b. Only those persons who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

Article VII: Duties of the Officers

Section 1. The President shall:

- a. Preside at all meetings of the association;
- b. Attend all membership, Executive Board, PTA Council and/or special meetings including Advocacy meetings;
- c. Be eligible to attend the annual PTA convention;
- d. Be an ex-officio member of all committees except nominating;
- e. Assist the Principal and teacher representative with their proposals and programs;
- f. Training
- g. Coordinate all activities of the local PTA, including coordination of PTA programs with the Principal and notifying the general membership;
- h. Work with the newsletter staff to ensure coordination between school and PTSA information;
- i. Appoint/seek chairpersons for all regular committees;

- j. Co-sign checks or vouchers with the Treasurer for any single check amount of \$500 or more;
- k. Receive all material and correspondence and direct to the responsible chairperson;
- l. Maintain a notebook relating to the office of President containing all material not specifically assigned to another member including council agenda and correspondence, state and national council communication, newsletters, minutes and materials of this association;
- m. Have a current copy of the bylaws;
- n. Have a current membership list.

Section 2. The First Vice-President shall:

- a. Preside at all regular or special meeting in the absence of the President;
- b. Attend all membership Executive Board, council and/or special meetings;
- c. Be eligible to attend the annual PTA convention;
- d. Maintain a notebook relating to the office of First Vice-President;
- e. Organize and coordinate the annual PTA Reflections Contest;
- f. Oversee the publication of the student directory;
- g. Shall perform the duties of the President in the absence or inability of that officer to serve.

Section 3. The Second Vice-President shall:

- a. Attend all membership, executive board and special meetings;
- b. Be eligible to attend the annual PTA convention;
- c. Represent the President upon request;
- d. Perform the duties of the President in the absence or inability of the First Vice-President to perform such duties.

Section 4. The Secretary shall:

- a. Record the minutes of all meeting of the association;
- b. Maintain a notebook of copies of the minutes of all meetings;
- c. Provide the President and the Principal with a copy of the minutes after each meeting in a timely fashion;
- d. Post minutes on the PTSA web site;
- e. Circulate attendance sheet at all meetings of the association;

Section 5. The Treasurer shall:

- a. Receive and disburse all monies of this local PTA in accordance with the approved budget or as authorized by action of either the local PTA or the executive board of the same;

- b. For any single check amount of \$500 or more, have checks or vouchers signed by both the Treasurer and President;
- c. Make a report of financial standing of this association at each regular or special meeting;
- d. Preserve all vouchers, receipts, bank statements, canceled checks and any additional material pertaining to the office of Treasurer;
- e. Forward monies to the local, state, and/or national PTA councils through such channels, and at times and for such amounts as is prescribed by them for this local PTA, along with a report containing the amount of dues collected and the number of members;
- f. Forward to his/her elected successor a final audited financial statement prior to opening of August 1 following end of his/her term;
- g. Make arrangements with the bank for the orderly transference of authorized signatures and checking materials;
- h. Maintain a notebook as it relates to the office of Treasurer including copies of all budgets and financial statements, all fund raising financial reports, and summation reports from the hospitality committee;
- i. Prepares annual budget documents;
- j. Prepares for and calls annual budget meeting.
- k. training

Section 6. All officers shall perform the duties outlined in these bylaws and those assigned by the President from time to time. Upon the expiration of the term of office, or in case of resignation, each officer shall turn over to the President, without delay, all records, books, and other materials pertaining to the office, and shall return to the Treasurer, without delay, all funds pertaining to the office.

Article VIII: Executive Board

Section 1. There shall be an Executive Board of the Newtown High School PTSA, the members of which shall be:

- a. The officers of the local PTSA, the Principal, teacher representative, and a student representative.
- b. The President may appoint a parliamentarian, subject to the approval of the officers of the association. If no one is appointed, this will be the responsibility of the officers.

Section 2. Each board member shall be a member of a local PTA chartered by Connecticut PTA.

Section 3. A PTA member shall not serve as a voting member of a constituent organization's board on the local, council, district, state or national level while serving as a paid employee of, or under contract to, that constituent organization.

Section 4. The duties of the Executive Board shall be:

- a. To transact any necessary business in the intervals between association meetings and such other business as may be referred to it by the local PTA;
- b. To create standing or special committees;
- c. To approve the plans of work of the standing committees;
- d. To present a report at the regular meetings of the association;
- e. To approve an auditor or auditing committee to audit the Treasure's accounts;
- f. To approve the auditor's report which is adopted by a majority vote;
- g. To approve and submit to the local PTA for adoption a budget for the year;
- h. *To approve non-budget expenses not to exceed \$250 per year;*
- i. To submit all non-budget expenses in excess of \$250 to the local PTA for approval;
- j. To inform the general membership of this local PTA of all business transacted, whether under consideration, presently in operation or concluded.

Section 5. Special meetings of the Executive Board may be called by the President or by a majority of the members of the Executive Board, three days notice being given.

Section 6. At all meetings of the board, a majority of the members of the board shall constitute a quorum for the transaction of business.

Article IX: Meetings

Section 1. Regular meetings of the local PTA shall be held on a regular basis throughout the school year as scheduled at the beginning of the year. A schedule of meeting dates and times is to be made available, with a minimum of seven days notice having been given for any changes to the previously set schedule.

Section 2. Special meetings of the local PTA may be called by the President or by a majority of the Executive Board, seven days notice having been given.

Section 3. A quorum (**need to be a number**) shall be represented by as large a number of members as can reasonably be depended upon to be present at any meeting, except in very bad weather or other exceptionally unfavorable conditions.

Article X: Committees

Section 1. Only members of the local PTA shall be eligible to serve in any elective or appointive positions.

Section 2. The Executive Board may create such committees as it may deem necessary to promote the objects and carry on the work of the local PTA.

Section 3. The chairman of each committee shall maintain a notebook containing pertinent information regarding committee activities.

Section 4. The power to form special committees and appoint or elect their members rests with the Executive Board (unless the bylaws delegate this power to the President).

Section 5. The President shall be a member ex-officio of all committees except the nominating committee.

Article XII: Budget

Section 1. The President, Treasurer and Principal shall prepare a budget for the next fiscal year. This budget shall be submitted in writing to the Executive Board for approval.

Section 2. Upon approval of the Executive Board, the budget shall be submitted in writing to the general membership one month prior to voting. The budget shall be voted on prior to the end of the current fiscal year.

Section 3. Monies not included in the approved budget shall be allocated from the miscellaneous account by the Executive Board as is needed to transact the business of this association.

Section 4. Standing committee chairpersons shall inform the budget committee of their monetary needs by March 31st for inclusion in the proposed budget.

Article XIII: Fiscal Year

The fiscal year of the Newtown High School PTSA shall begin on July 1st and end on the following June 30th.

Article XIV: Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Newtown High School PTSA and in all cases in which they are applicable and in which they are not in conflict with Nation PTA Bylaws, special rules of order, or Articles of Incorporation.

Article XV: Amendments

Section 1. These bylaws may be amended at any regular meeting of the Newtown High School PTSA by two-thirds vote of those present and voting, provided that the amendments have been approved by the Executive Board and notice of the proposed amendment has been provided to the membership seven days prior to the meeting.

Section 2. The Executive Board by a majority vote may authorize the Committee on Bylaws to submit a revised set of bylaws as a substitute for the existing bylaws.

Section 3. Submission of amendments or revised bylaws for approval by the Connecticut PTA shall be in accordance with the bylaws or regulations of the Connecticut PTA.

Section 4. The adoption of an amendment to any provision of the bylaws of the Connecticut PTA identified by a number sign (#) shall serve automatically and without the requirement of further action by the Newtown High School PTSA to amend their corresponding bylaws.

Proposed: 9/29/08

Approved as of meeting held on: 6/3/14 – 9:30 a.m.

From:

Article VI: Officers and Their Election

Section 1. The officers of this organization shall consist of a President, a First Vice-President, a Second Vice-President, a Secretary and a Treasurer or a Secretary/Treasurer.

To:

Article VI: Officers and Their Election

Section 1. The officers of this organization shall consist of a President, **up to 2 Vice Presidents**, a Secretary and a Treasurer or a Secretary/Treasurer.

From:

Article VIII: Executive Board

Section 1. There shall be an Executive Board of the Newtown High School PTSA, the members of which shall be:

- a. The officers of the local PTSA, the Principal, teacher representative, and a student representative.
- b. The President may appoint a parliamentarian, subject to the approval of the officers of the association. If no one is appointed, this will be the responsibility of the officers.

To:

Article VIII: Executive Board

Section 1. There shall be an Executive Board of the Newtown High School PTSA, the members of which shall be:

- a. The officers of the local PTSA, the Principal, teacher representative, and a student representative **if available**.
- b. The President may appoint a parliamentarian, subject to the approval of the officers of the association. If no one is appointed, this will be the responsibility of the officers.

From:

Article IX: Meetings

Section 1. Regular meetings of the local PTA shall be held on a regular basis throughout the school year as scheduled at the beginning of the year. A schedule of meeting dates and times is to be made available, with a minimum of seven days notice having been given for any changes to the previously set schedule.

Section 2. Special meetings of the local PTA may be called by the President or by a majority of the Executive Board, seven days notice having been given.

To:

Article IX: Meetings

Section 1. Regular meetings of the local PTA shall be held on a regular basis throughout the school year as scheduled at the beginning of the year. A schedule of meeting dates and times is to be made available, with a minimum of two days notice having been given for any changes to the previously set schedule.

Section 2. Special meetings of the local PTA may be called by the President or by a majority of the Executive Board, two days notice having been given.

Article X Section 5 changed to Voting, and introducing motions, shall be limited to individuals who have been members of this local PTA for at least 30 days prior to the meeting in which the voting and/or motions are taking place.”