

Bylaws
Burr Elementary School PTA
Fairfield, CT

Approved by Executive Board:
Approved by the General Membership:

Bylaws Committee:
Mary Nardone, Chair
Christyn Whitney, PTA President-Elect
Krista Dougherty, Past-President
Effective Term: April, 2010 thru March, 2013

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Article I: Name

The name of this organization is the Burr Elementary School Parent Teacher Association, Inc. also known as Burr Elementary School PTA, Inc., Fairfield, Connecticut. It is a local PTA organized under the authority of the Connecticut Congress of Parents and Teachers (Connecticut PTA), a branch of the National Parent Teacher Association (National PTA).

#Article II: Article of Organization

The articles of organization of a constituent organization include (a) the bylaws of such organization and (b) the certificate of incorporation or articles of incorporation of such organization (in cases in which the organization is a corporation – such as the Burr Elementary School PTA) or the articles of association by whatever name (in cases in which the organization exists as an unincorporated association).

#Article III: Purposes

Section 1. The objects of the Burr Elementary School PTA, in common with those of the National and the Connecticut PTA are:

- A. to promote the welfare of children and youth in home, school, community and place of worship;
- B. to raise the 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, so that parents and teachers may cooperate intelligently 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, social and spiritual education.
- F. support the current Strategic Plan for Fairfield Public Schools..

Section 2. The objects of the National PTA, the Connecticut PTA and the Burr Elementary School PTA are promoted through educational programs directed toward parents, teachers and the general public; are developed through conferences, committees, projects and programs; and are governed and qualified by the basic policies set forth in Article IV.

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 referred to as “Internal Revenue Code”).

#Article IV: Basic Policies

The following are basic policies of the Burr Elementary School PTA, in common with those of the National and the Connecticut PTA:

- A. The organization shall be non-commercial, 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 boards of education, state education authorities, and local education authorities.
- C. The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration among 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 provision 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 V: Relationship with National PTA and Connecticut PTA

#Section 1. The Burr Elementary School PTA shall be organized and chartered under the authority of the Connecticut PTA in the area in which the Burr Elementary School PTA functions, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the Connecticut PTA may in its bylaws prescribe. The Connecticut PTA shall issue to each local PTA in its area an appropriate charter evidencing the due organization and good standing of the local PTA.

A local PTA in good standing is one that:

- A. adheres to the Objects 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.

#Section 2. The articles of organization of the Burr Elementary School PTA shall include (a) the bylaws of such organization and (b) the certificate of incorporation or articles of incorporation of such organization (in cases in which the organization is a corporation) or the articles of association by whatever name (in cases in which the organization exists as an unincorporated association).

#Section 3. The Burr Elementary School 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 the Connecticut PTA.

Section 4. The Burr Elementary School PTA shall include in its bylaws provisions corresponding to the Connecticut PTA Bylaws as are identified herein by a number sign (#).

Section 5. The adoption of an amendment to any provision of the Connecticut PTA Bylaws identified by a number sign shall serve automatically and without the requirement of further action by this council PTA to amend its corresponding bylaws. This council PTA shall promptly incorporate such amendments in its bylaws.

#Section 6. Bylaws of the Burr Elementary School PTA shall include an article on amendments.

#Section 7. Bylaws of the Burr Elementary School PTA shall include a provision establishing a quorum (see Article 11, section 4).

#Section 8. Each officer or board member of the Burr Elementary School PTA shall be a member of the Burr Elementary School PTA.

#Section 9. The bylaws of the Burr Elementary School PTA shall prohibit voting by proxy.

Article VI: Membership and Dues

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

#Section 2. Membership in the Burr Elementary School PTA shall be open, without discrimination, to anyone who believes in and supports the Mission and Purposes of National PTA.

#Section 3. The Burr Elementary School PTA shall conduct an annual enrollment of members but may admit individuals to membership at any time.

Section 4. Each member of the Burr Elementary School PTA shall pay annual dues to Burr Elementary School PTA, a portion of which go to CT PTA and National PTA. The amount of these dues will be specified by the executive board each year.

Section 7. Each member of the Burr Elementary School PTA shall pay annual dues as determined by the Executive Board 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. In the event of hardship or special circumstance, the president, in agreement with the president-elect and the membership chair(s) may opt to waive the Burr Elementary School PTA portion of the dues for individuals or families wishing to join the organization.

Section 8: Only members of the association will be eligible to vote.

Section 9: A membership year runs from July 1st through June 30th

Article VII: Officers

Section 1. The officers of the Burr Elementary School PTA shall be a president(s), president(s)-elect, past-president(s), vice president for administration, vice-president for fundraising, vice-president for enrichment, vice-president for spirit, executive vice president, recording secretary, corresponding secretary, treasurer, past-treasurer, assistant treasurer, membership, volunteer coordinator(s), PTA Council representative(s), Board of Education representative(s), budget representative(s), teacher representative(s).

Section 2. Officers shall be elected in the month of May.

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. The entire slate may be voted as a single block, except for any contested office. A majority shall be required for election.

Section 4. The following provisions shall govern the qualifications and eligibility of individuals to be officers of the Burr Elementary School PTA:

- A. #Each officer shall be a member of the Burr Elementary School PTA.
- B. No officer may be eligible to serve for more than two consecutive terms in the same office.
- C. 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 starting July 1st in the year in which they are elected and shall serve for a term of two years or until their successors are elected. The president(s), president elect(s), past-president, treasurer, assistant-treasurer and past-treasurer will serve a term of only one year. These officers shall progress from elect or assistant to current to past status unless otherwise specified by the executive board. The treasurer shall have authority thereafter to finalize the books and records and prepare and sign the tax return(s) for the current fiscal year as past-treasurer.

Section 6. A vacancy occurring in the office of president shall be filled, for the remainder of the unexpired term by the president-elect or the vice president for administration. A vacancy in any office other than president shall be filled by a majority vote of the Executive Board.

Section 7. There shall be a nominating committee composed of five (the most recent past-president if available or an executive board member and four other persons consisting of a member of the executive board, one volunteer coordinator and two general members) members who shall be appointed by the executive board at a regular membership meeting at least three months prior (usually February) to the election of officers, as outlined in Article VII, Section 2.

- A. The committee shall elect its own chair unless the most recent past-president is available to chair the committee. The Chair shall notify officers of their election.
- B. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the regular membership meeting in April, one month prior to the election at which time nominations may be made from the floor.
- C. Only those individuals who are current members of the Burr Elementary School PTA and who have signified their consent to serve if elected shall be nominated for, or elected to, such office. A member of the nominating committee can be nominated for a PTA officer position.
- D. The president or president elect may not serve on the nominating committee.
- E. The executive vice-president shall serve as an advisor to the nominating committee.

Section 8. There shall be a Financial Procedures Review Committee composed of five members, led by the current president elect and consisting of the treasurer, assistant treasurer, past treasurer and one other general PTA member. This review will take place every three years, during the same year the Bylaws are revised. This committee will convene between the months of January and March.

Article VIII: Duties of Officers

Section 1. The **President(s)** (1 year term, moving to past president) shall:

- A. preside at all general membership and executive board meetings of the Burr Elementary School PTA, unless a moderator is selected to preside at the meeting;
- B. set the agenda for all executive board and general membership meetings;
- C. serve as an ex-officio member of all committees except the nominating committee;
- D. coordinate the work of the officers and committees of the Burr Elementary School PTA in order that the Purposes may be promoted;
- E. create committees of the Burr Elementary School PTA with approval from the executive board if time permits;
- F. meet with the school principal prior to executive board meetings in order to ensure the agenda addresses any Burr Elementary School or district issues requiring the attention of the executive board;
- G. with the principal and the president-elect, will approve plans of the PTA as they relate to anything that impacts the normal operations of the school, its facilities, the students during normal school hours, the staff and curriculum;
- H. attend Fairfield PTA Council presidents meetings;
- I. perform such duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the executive board or association;
- J. be a member of the budget committee;
- K. determines structure of the organizational chart for committee and vice president reporting patterns;
- L. approve all vouchers sent to the treasurer within the limits of the approved budget in excess of \$200;
- M. approve and sign all contracts entered into by this PTA;
- N. be the only person, along with the president-elect, who may speak on behalf of the PTA unless directed to do otherwise by a majority vote of the executive board or the members in good standing of the PTA who are present at a general meeting at the time that such a vote is duly called;

- O. not offer personal opinions as views of the PTA;
- P. with the president-elect and input from the executive board, set goals for the Burr Elementary School PTA;
- Q. at all times except where prescribed above act in partnership with the president-elect;
- R. maintain records throughout the course of office to pass on to successor; and
- S. along with president-elect, approve all final PTA communications made through electronic blasts, flyers and website postings.

The President-Elect (1 year term moving to president) shall:

- A. Perform all the duties of the president in the absence, incapacity or request of the president;
- B. preside at executive board and general meetings of the PTA at the request of the president;
- C. perform such other duties as may be prescribed in these bylaws or assigned by the general membership or the Burr Elementary School PTA Executive Board;
- D. be a member ex officio of all committees except the nominating committee;
- E. with the president, approve the plans of the officers and committees in order that the objects of PTA may be promoted;
- F. with the president, coordinate the work of the committees;
- G. with the principal, and the president approve plans of the PTA as they relate to anything that effects the normal operations of the school, its facilities, the students during normal school hours, staff, and curriculum and during after school PTA-sponsored programming;
- H. be the only person in addition to the president who may speak on behalf of the PTA unless instructed to do otherwise by a majority vote of the Executive Board or the members in good standing of the PTA who are present at a general meeting at the time that such a vote is duly called;
- I. not offer personal opinions as the views of the PTA;
- J. serve on the Budget Committee;
- K. lead the Financial Procedures Review Committee, during the year the by laws are reviewed;
- L. approve all vouchers sent to the treasurer within the limits of the approved budge in excess of \$200;
- M. with the president and input from the Executive Board, set the goals for the Burr Elementary School PTA;
- N. at all times, except where prescribed above, act in partnership with the president;
- O. maintain records throughout the course of office to pass on to successor, and
- P. along with president, approve all final PTA communications made through electronic blasts, flyers and website postings.

The Past-President (1 year term) shall:

- A. serve as a member of the executive board;
- B. act as Parliamentarian;
- C. serve as Chairperson of the Nominating Committee;
- D. be a member of the Budget Committee;
- E. maintain records throughout the course of office to pass on to successor, and
- F. serve as advisor to the current president and president elect.

Section 2. The Vice Presidents (2 year term) shall:

- A. act as aides to the president;
- B. in the following order: vice president for administration, vice president for fundraising, vice president for enrichment, vice president for spirit perform the duties of the presidents in the presidents' absence or inability to serve;
- C. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, directed by the president, or the executive board.
- D. The duties of the vice presidents shall include:
 - 1. The **Vice Presidents for Administration, Fundraising, Enrichment and Spirit**, in addition to the responsibilities outlined in Section 2A, shall be responsible for coordinating, communicating, leading and participating with the chairpersons of the committees listed below the VP on the Burr Elementary School PTA organization chart (attached) so that those committees may fulfill their individual committee objectives. This includes:
 - a. informing chairs under their jurisdiction of their duties, obligations and budget constraints for the year and distributing and discussing procedures, policies and budget information pertinent to each committee, ie. "green folder" contents;
 - b. acting in an advisory role to committees during the duration of the committees' activities;
 - c. presenting a report on each of their committees at Executive Board meetings, and at general meetings when necessary;
 - d. preparing an action plan with their committee chairs for the following school year, with anticipated expenditure requirements for input to the PTA annual budget while maintaining the goals and objectives of the PTA;
 - e. ensuring that committee "green folders" are maintained and passed on; and
 - f. maintaining records throughout the course of office to pass on to successor.
 - g. The VP of Spirit has an added responsibility to coordinate an annual dinner for Operation Hope by the Burr Elementary School PTA members. Date provided by Fairfield PTA Council.
 - 2. The **Executive Vice President**, usually the Principal of Burr Elementary School, shall be the liaison between the Burr Elementary School PTA, school staff and district administration.

Section 3. The duties of the secretaries include:

The **Recording Secretary (2 year term)** shall:

- A. record the minutes of all meetings of the Burr Elementary School PTA;
- B. distribute copies of minutes to Executive Board for final approval prior to next meeting,
- C. be prepared to read all the records of any previous meetings;
- D. send final approved minutes to president for posting on website to membership;
- E. file all records including any changes or amendments to the bylaws with CT PTA;
- F. have a current copy of the bylaws;
- G. have a current membership list at all meetings;
- H. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president or the executive board;
- I. keep accurate attendance records of all Burr Elementary School PTA meetings; and

- J. maintain records throughout the course of office to pass on to successor.

The **Corresponding Secretary** (2 year term) shall:

- A. maintain updated PTA calendar;
- B. provide weekly updates on PTA calendar to newsletter committee;
- C. notify PTA members of general membership PTA meetings through in-school advertisements, yard signs, and electronic newsletter ;
- D. notify Executive Board members of Executive Board meetings by email;
- E. notify CT PTA office of names and addresses of newly elected officers and those serving a second year of their term;
- F. reserve rooms for all executive board and general PTA meetings; and
- G. maintain records throughout the course of office to pass on to successor.

Section 4. The **Treasurer** (1 year term moving to past treasurer) shall:

- A. have custody of the funds of the Burr Elementary School PTA and perform appropriate cash management;
- B. maintain a full and accurate account and perform monthly reconciliation of the bank account of the funds of the Burr Elementary School PTA;
- C. make disbursements as authorized by the president or Executive Board of the Burr Elementary School PTA in accordance with the budget adopted by the Burr Elementary School PTA;
- D. ensure payment voucher form is signed by two people: the treasurer and one other person (president or president-elect if over \$200);
- E. keep a full and accurate account of the receipts and disbursements in the books belonging to the Burr Elementary School PTA;
- F. provide a written financial statement, including Monthly Cash Flow Statements and YTD Actual vs. Budget, to the Executive Board at each meeting;
- G. present an annual report of the financial condition of the organization in May;
- H. finalize and close books in a timely manner, after fiscal year ends and before the start of new school year;
- I. hire an outside accountant to review the books, and prepare and file the returns required by the Internal Revenue Service;
- J. as directed by the Executive Board, submit the books annually for an audit by an auditing committee or independent auditor selected by the Executive Board within 2 months after closing books;
- K. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president or the Executive Board;
- L. chair a standing Budget Committee to prepare an annual budget for presentation to the Executive Board and approval by the PTA at the June general meeting. The members of the committee will consist of the president, president-elect, the most recent past-president, the current treasurer, the past-treasurer, the assistant treasurer and any other officer the president deems necessary. The executive vice-president will act as an advisor to this committee. This committee will meet and complete its work before the May general membership meeting;

- M. present the proposed annual budget to the Executive Board and then the general membership meeting for review by May;
- N. develop and maintain financial procedures (ie, Green Folder) and shall communicate them to the Executive Board and members as needed;
- O. submit dues to National, Connecticut and Fairfield PTAs;
- P. develop and maintain appropriate procedures for data security and backup of financial information;
- Q. train the assistant treasurer in all tasks;
- R. in the absence of the assistant treasurer, the treasurer shall assume the assistant treasurer's responsibilities;
- S. maintain records throughout the course of office to pass on to successor. and
- T. participate on the Financial Procedures Review Committee the year the by laws are revised.

The **Assistant Treasurer** (1 year term moving to treasurer) shall:

- A. assist the treasurer in his/her duties, including signing checks, making deposits of funds and preparing cash boxes for events, in a timely manner;
- B. assist the treasurer in developing and maintaining financial procedures (ie. Green Folder);
- C. coordinate the collection, deposits and reconciliation of fundraising revenues in connection with committee chairs in a timely manner;
- D. participate in the budget preparation process and assist treasurer in finalizing books and preparing tax filings;
- E. in the absence of the treasurer, the assistant treasurer shall assume the treasurer's responsibilities;
- F. participate on the Financial Procedures Review Committee the year the by laws are revised; and
- G. maintain records throughout the course of office to pass on to successor.

The **Past Treasurer** (1 year term) shall:

- A. serve as an advisor to the treasurer and assistant treasurer
- B. review quarterly bank records, as reported by the treasurer;
- C. recruit and coordinate an auditing committee and chairperson,, where members must be satisfied that the treasurer's annual report is correct and will sign a statement to that fact at the end of the report;
- D. when audit committee convenes, report the findings of the annual audit to the Executive Board;
- E. serve on the budget committee
- F. participate on the Financial Procedures Review Committee the year the by laws are revised;
- G. assist treasurer and assistant treasurer to finalize books and prepare tax returns at the end of their fiscal year; and
- H. maintain records throughout the course of office to pass on to successor.

Section 5: Other officers:

The **Membership Chair** (2 year term) shall:

- A. recruit members,

- B. work in conjunction with the directory committee to update membership forms
- C. maintain a record of membership,
- D. collect dues and submits to treasurer in a timely manner;
- E. submit voucher payment to treasurer for payment to National and State PTA units;
- F. prepare a monthly membership report for the National, State and Fairfield PTA Council, as well as the Executive Board; and
- G. maintain records throughout the course of office to pass on to successor.

The **Volunteer Coordinator(s)** (2 year term) shall:

- A. recruit committee chairs and volunteers as needed on an ongoing basis (primarily Spring and Summer prior to beginning of the school year) with input from the Executive Board;
- B. distribute the supplement volunteer packet (in paper and/or electronic format, as needed) to VPs (green folder);
- C. forward volunteer names to committee chairpersons;
- D. organize volunteers for “Back to School Envelope Stuffing” scheduled for the end of August; and
- E. organize volunteer recruitment opportunities (such as Tears and Cheers sign up forms, Open House sign up board);
- F. have one volunteer coordinator serve on the Nominating Committee; and
- G. maintain records throughout the course of office to pass on to successor.

The **Board of Education Representatives** (2 year term) shall:

- A. represent Burr Elementary School PTA at all meetings of the Board of Education and report back to the Executive Board and/or the General Membership;
- B. inform the presidents of all pertinent Board of Education meetings;
- C. speak at Board of Education meetings, as necessary, according to the wishes and at the direction of the Burr Elementary School PTA;
- D. perform such other duties as may be prescribed in these bylaws, or assigned by the general membership, the president or president-elect or the Burr Elementary School PTA Executive Board; and
- E. maintain records throughout the course of office to pass on to successor.

The **PTA Council Delegates** (2 year term) shall:

- A. represent Burr Elementary School PTA at all meetings of the PTA Council and report back to the Executive Board and/or the General Membership;
- B. speak and vote according to the wishes of the Burr Elementary School PTA;
- C. perform such other duties as may be prescribed in these bylaws, or assigned by the general membership, the president or president elect, or the Burr Elementary School PTA Executive Board;
- D. host one PTA Council meeting annually (date provided by PTAC) by providing refreshments; and
- E. maintain records throughout the course of office to pass on to successor.

The **Budget Representatives** (2 year term) shall:

- A. represent Burr Elementary School PTA at all town-wide budget meetings (BOE, BOF, RTM, BOS) and report back to the Executive Board and/or to General Membership;

- B. meet with the school principal to review particular concerns in education town budget;
- C. inform the president and president-elect of all pertinent Budget meetings;
- D. speak at town budget meetings, as necessary, according to the wishes and at the direction of the Burr Elementary School PTA;
- E. perform such other duties as may be prescribed in these bylaws, or assigned by the general membership, the President or President-Elect or the Burr Elementary School PTA Executive Board; and
- F. maintain records throughout the course of office to pass on to successor.

Article IX: Executive Board

Section 1. The executive board shall manage the affairs of the Burr Elementary School PTA in the intervals between Burr Elementary School PTA general membership meetings.

Section 2. The members of the Executive Board shall be:

- A. elected officers of this PTA as listed in Article VII, section 1 who shall report directly to the president or president-elect;
- B. the principal or representative of the school administration as the executive vice-president;
- C. teacher representatives; and
- D. a parliamentarian, who may be the past-president or may be appointed by the president, subject to approval of the executive committee of the Burr Elementary School PTA.

Section 3. Duties of the **Executive Board** members shall be to:

- A. attend all monthly Executive Board meetings;
- B. attend all general PTA meetings as scheduled;
- C. approve the annual goals for the Burr Elementary School PTA as set forth by the president and president-elect;
- D. carry out such business as may be referred to it by the membership of the association;
- E. approve standing committee chairs and members;
- F. approve the work of the committees;
- G. review and approve the plan and budget for the following fiscal year;
- H. prepare and submit an annual budget to the Burr Elementary School PTA's general membership for adoption;
- I. aid the volunteer coordinators in securing chairpersons for their committees as necessary;
- J. approve unanticipated expenditures not to exceed \$1,000. Upon board approval of unanticipated and unbudgeted expenditures over \$1,000, general membership approval must be obtained;
- K. act in emergencies between meeting of the board or meetings of the general membership;
- L. present a report at the regular general membership meetings of the Burr Elementary School PTA;
- M. select an auditing committee when necessary to audit the treasurer's accounts; and
- N. have a current copy of the bylaws.

Section 4. If any member of the executive board shall at any time cease to meet the qualifications or fulfill the duties of the position, that person shall be given two days notice of executive board discussion

regarding removal from the position. Removal may occur by a resolution adopted by a quorum of executive board members.

Section 5. Regular meetings of the board shall be held monthly during the school year and shall be open to the general membership with the date and time to be published. General members who wish to speak at the Executive Board meeting must request permission of the president prior to the meeting in order to be added to the agenda.

Section 6. Special meetings of the board may be called by the president or when requested by three members upon two days notice to each member of the executive board.

Section 7. At all meetings of the board, ten (10) members of the board shall constitute a quorum for the transaction of business. The presiding meeting chair can vote to break a tie.

Section 8. Upon the expiration of the term of office or when individuals cease to hold the position that entitles them to be a member of the board, they shall automatically cease to be a member of the board and shall be relieved of all duties and responsibilities incident to such membership. All records, books and other materials pertaining to the position shall be turned over to the president and all funds pertaining to the position shall be returned to the treasurer within fourteen calendar days.

Section 9: Executive Board votes may be conducted via e-mail. The same guidelines will be followed for putting forth and voting a motion in this manner as in a meeting.

Procedure for conducting an Executive Board vote via e-mail

The vote will be presided over by the president or president elect.

A call for a vote via e-mail may only be put forth by the president or president elect, and forwarded to all members of the Executive Board.

The president or president elect will make a motion, which will be distributed to all members of the Executive Board via e-mail, and using a return receipt function. When a motion is made, a second will be immediately called for.

When the second is received, discussion will be called for. The time for discussion will be three (3) full business days from when the second was received. Any and all comments will be e-mailed by the authors to all Executive Board members.

If, as a result of the discussion, revisions to the motion are made, the motion will be repeated, a second called for, and, upon receipt of the second, a vote will be called for. If no revisions are made, a vote will be called for.

In order to vote, individual Board members will respond in the positive or negative directly to the president or president-elect via e-mail within two (2) full business days. All Executive Board members should be copied on the individual votes submitted to the president or president elect.

At the end of two full business days, the votes will be tallied, hard copied, and the result of the vote will be communicated to the Executive Board by email. No votes will be accepted/counted after the close of the two-day voting period.

The secretary will record the results of the vote in the next possible meeting minutes.

The quorum requirement of ten (10) votes must be met when conducting an e-mail vote.

Article X: Committees

Section 1. All members of the Burr Elementary School PTA shall be eligible to serve in any elective or appointive positions.

Section 2. The Executive Board may create standing and special committees as it may deem necessary to promote the objectives and carry on the work of the Burr Elementary School PTA. Standing committees of the Burr Elementary School PTA include but are not limited to the following:

- A. Budget Committee
- B. By-Laws Committee
- C. Financial Procedures Review Committee
- D. Nominating Committee

Section 3. The term of office of a committee chair shall typically be two (2) years or until the selection and qualification of a successor.

Section 4. The chair of each committee shall present a plan of work to the vice president responsible for their committee for approval. No new committee work shall be undertaken without the consent of the executive board.

Section 5: The power to form special committees and appoint their members rests with the president.

Section 6: The president and/or president-elect shall be ex-officio members of all committees except the nominating committee.

Article XI: General Membership Meetings

Section 1. Regular meetings open to all members of the Burr Elementary School PTA will be held at least four times per year on the dates to be communicated clearly to the members, unless otherwise provided by the Burr Elementary School PTA or the executive board. Seven (7) calendar days notice shall be given to the membership of any change of date except in the case of extreme weather.

Section 2. Special meetings of the Burr Elementary School PTA may be called by the president or by a majority of the board of directors, executive board. Three (3) business days notice having been given to the membership of the special meeting.

Section 3. The annual election meeting shall be held in May.

Section 4. Twenty (20) members shall constitute a quorum for the transaction of business in any regular or special meeting of the Burr Elementary School PTA general membership.

Article XII: Council Membership

Section 1. The PTA Council Delegates shall represent the Burr Elementary School PTA in meetings of the Fairfield PTA Council. The president or president-elect or alternates may also represent Burr Elementary School PTA and cast votes at these meetings.

- A. All representatives to the Fairfield PTA council must be members of the Burr Elementary School PTA..
- B. Delegates and their alternates shall be chosen by election in May
- C. Delegates to the Fairfield PTA Council shall serve for a term of two years.

Section 2: The Burr Elementary School PTA shall pay the required annual dues (or contribute funds through school photo proceeds) to Fairfield PTA Council as provided in the Fairfield PTA Council bylaws.

Article XIII: Connecticut PTA Convention

Section 1. The Burr Elementary School PTA should be represented at the annual meeting of the Connecticut PTA by the president, or appointed alternate, and by one delegate per 25 members as shown on the books of the CT PTA treasurer as of March 15 preceding the Convention. A local PTA having less than twenty-five members shall be entitled to send one delegate in addition to its president and vice-president.

Section 2. Delegates and their alternates shall be chosen by the PTA president(s) and/or president-elect in the month of March.

Article XIV: Fiscal Year

The fiscal year of the Burr Elementary School PTA shall begin on July 1st and end on the following June 30th.

#Article XV: Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Burr Elementary School PTA and in all cases in which they are applicable and in which they are not in conflict with these bylaws, the National PTA Bylaws, the Connecticut PTA Bylaws, or the articles of incorporation.

Article XVI: Amendments

Section 1. These bylaws may be amended at any regular general membership meeting of the Burr Elementary School PTA by a two-thirds vote of those members present and voting, a quorum being present, provided that the proposed amendments have been approved by the Connecticut PTA and notice of the proposed amendment(s), in writing, has been provided to the membership thirty calendar days prior to the meeting.

Section 2. A committee may be appointed by a majority vote at a general membership meeting of the Burr Elementary School PTA, or by a two-thirds vote of the Executive Board of the Burr Elementary School PTA, 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 current 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 symbol (#) shall automatically serve and without the requirement of further action by the Burr Elementary School PTA to amend their corresponding bylaws.