

**HOLMES SCHOOL
PARENT TEACHER ORGANIZATION
DARIEN, CONNECTICUT
BYLAWS**

Revised: May, 2017

Article 1 - Name

The name of the organization shall be the HOLMES SCHOOL PARENT TEACHER ORGANIZATION (“PTO”).

Article II - Purpose

The purpose of the PTO shall be:

1. To promote effective cooperation between the home and school;
2. To act as a medium through which parents, teachers, administrative staff and students may communicate with each other;
3. To provide funds for items and experiences that contribute to furthering the education or welfare of the children, the staff, or the school as a whole;
4. To increase the awareness of parents and teachers about issues and trends which affect the quality of education in Darien.

Article III – Membership

The following are members of the PTO and may participate in its activities:

1. All parents and guardians of children attending the school;
2. All members of the professional staff of the school

Article IV – Policies

1. This PTO shall be non-commercial, non-sectarian, and non-partisan. Neither any commercial enterprise nor candidate shall be endorsed by it. Neither name of the organization nor the names of its officers in their official capacity shall be used in connection with any commercial concern, any partisan interest or any purpose other than the regular work of the PTO.
2. This PTO shall not seek to direct the administrative activities of the school nor its policies.
3. This PTO shall approve all fundraising activities and shall administer and allocate all PTO revenues. Accurate and complete records shall be maintained of all receipts and disbursements.
4. The annual expenditures of the PTO will be targeted to stay within the

guidelines set forth by the Council of Darien School Parents (CDSP) for all elementary schools.

5. This PTO is a not-for-profit organization that intends to conform to and operate in accordance with the requirements of the Internal Revenue Code of the United States applicable to tax exempt organizations.

Article V – Meetings and Voting Requirements

1. General meetings of the PTO shall be held at least two times a year during the school year, the dates to be selected by the PTO Co-Chairs. The budget shall be voted on at the first General PTO meeting of the school year. The next year's slate shall be voted on at the last General PTO meeting of the school year.
2. The Executive Board may call additional meetings as necessary.
3. Prior notice of General PTO meetings will be placed in the school newsletter, on the PTO website and through email blasts whenever possible.
4. Quorum: Those PTO members present at a properly called PTO meeting shall be designated a quorum and shall be entitled to take action on behalf on the PTO.
5. Voting: A majority vote of the PTO members present at any meeting shall be required for all action to be taken by the PTO.
6. All members of the PTO shall be eligible to vote at all PTO meetings. Each member of the PTO shall have one (1) vote.
7. E-mail Voting: An email vote of the PTO's Executive Board may be initiated either by request of a co-chair or by passing a motion to allow e-mail voting for a specific action. The e-mail will state the motion and the vote will be taken over a period of three days to allow the fullest participation of the members of the Executive. For purposes of an email vote, the decision will be considered final when all members have voted, whether or not the voting period has elapsed, when a majority of the Board has voted for one of the available options, whether or not the voting period has elapsed, or when a quorum has voted and the voting period has elapsed. The results of the voting shall be recorded and announced at the next Board meeting.

Article VI – Executive Board

Section 1 – Composition of the Board

Members of the Executive Board shall be two Co-Chairs, one or two Vice

Chairs, Secretary(s), Treasurer(s), at least two Fundraising Chairs, at least two Enrichment Chairs and an At-Large member. If possible, the outgoing PTO co-chair should serve as an ex-officio member of the board for an additional year. If the co-chair is not able to serve, another outgoing executive officer can serve in this role. The ex-officio member must have served a term of two years on the executive board. Executive Board meetings shall be held at least every other month during the school year. All positions will be held for a two-year term, with the exception of the ex-officio, which will be held for one year.

Section 2 – Duties

1. To present reports at the regular meeting of the Executive Board and/or PTO meetings.
2. To review the progress of the Committees of the PTO.
3. To meet, if necessary, to transact business in the intervals between the PTO's regular meetings.
4. To approve the allocation of the PTO funds as determined by the Appropriations Committee.
5. To appoint Ad Hoc committees if necessary.
6. To meet with the Principal periodically to facilitate communication between the school and the parents for other PTO purposes.
7. To attend General PTO meetings.

Section 3- Procedures

1. Any vote must have the simple majority of all the members of the Executive Board.
2. Any interested member of the PTO may attend any Executive Board Meeting but will have no vote.
3. If any vacancy shall occur on the Executive Board, the Nominating Committee will recommend a new member to hold office for the unexpired portion of the term. The Executive Board will then vote on the recommendation.

Article VII - Fiscal Matters

1. The fiscal year shall run from July 1 through June 30.
2. The Treasurer(s) shall be responsible for receiving and administering all funds, disbursing funds as provided for in the currently approved budget or the currently approved preliminary budget and as otherwise appropriated by the PTO.
3. The Appropriations Committee will consist of the co-chairs and the Treasurers, and others as deemed appropriate. The Senior Co-Chair

of the PTO will be the Chairman of the Appropriations Committee. Any and all financial commitments and/or disbursements on behalf of the PTO that are off-budget and over three thousand dollars (\$3000.00) must be approved by the Appropriations Committee and approved by the Executive Board of the PTO, before action is taken.

Article VIII – Nominations and Appointments

Section 1 – Composition of Nominating Committee

The Nominating Committee shall consist of: Nominating Chairs (the PTO Vice-Chairs), PTO Co-Chairs and at least two parents who are not members of the Executive Board.

Section 2 – Duties

1. The Nominating Committee shall publish a notice in the school newsletter that the nomination process has begun for the upcoming school year.
2. The Nominating Committee shall formulate a slate for the following year of all PTO Committee chairs and members, as well as Representatives to Community Organizations as required.

Section 3 – Appointment Rules

1. The Nominating Committee will present a slate of new PTO Board members no later than the final General PTO meeting of the year. The PTO will vote on this slate by June if possible, but no later than its September meeting.
2. Co-Chairs and Vice Chairs will be appointed for no more than two consecutive terms in the same position. All other Board positions are limited to two consecutive terms; however, the Executive Board can annually approve that a member can serve for more than the two-year term limit provided no other member volunteers to fill the position.
3. The Executive Board can vote to appoint others to the Executive Board to meet current PTO needs.

Article IX – Committees

Section - Formation

1. The number of committees may vary with the activities of the PTO from year to year. Committees may be created or dissolved with the approval of the PTO Executive Board.
2. All standing committees will have at least one chair who will serve as the liaison to the Executive Board.

3. Newly appointed committee chairs and members shall assume their duties on the last day of the school year or as otherwise deemed necessary.

Section - Committee Chairs

Each committee shall have one or more chairs. The duties of the chair(s) shall be as follows:

1. To attend General PTO meetings or send a committee representative;
2. To keep the PTO co-chairs informed throughout the year of their committee's progress;
3. To maintain accurate records of all expenditures. At the end of the school year, each committee shall present a complete written report of all the committee's activities, expenditures and recommendations, specifically including any proposed changes for the estimated budget for the next school year. This report shall be submitted to the Co-Chairs and to the Treasurer. The file from each committee shall be forwarded to the incoming committee chair for the following year to ensure continuity in activities;
4. To perform such additional duties as may be assigned by the Executive Board.

Article X – Rules of Order

Robert's Rules of Order shall govern all cases in which they are applicable.

Article XII – Amendments

These By-laws may be amended at any regular or special meeting of the PTO by a two-thirds vote of the PTO members present, provided that notice has been given of the proposed change. These By-laws shall be reviewed every three years or as necessary.