

**Lebanon Elementary School  
Parent-Teacher Association (PTA)**

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**BYLAWS**

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## Lebanon Elementary School PTA Bylaws

### Article I – Name

The name of this organization is the Lebanon Elementary School Parent-Teacher Association (LES PTA), Lebanon, Connecticut. It is a local PTA organized under the authority of Connecticut Congress of Parents and Teachers, a branch of National Congress of Parents and Teachers (National PTA).

### Article II – Purposes

**Section 1:** The purposes of the 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, 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 PTA 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 referred to as “Internal Revenue Code”).

### Article III – Basic Policies

The following are the basic policies of National 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 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 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 provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by and 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 Connecticut PTA**

**Section 1:** This local PTA shall be organized and chartered under the authority of the Connecticut PTA in the area in which this local PTA functions, in conformity with such rules and regulations, as the Connecticut PTA may in its bylaws prescribe. The Connecticut PTA shall issue to this local PTA an 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 National PTA;
- c. Has bylaws approved according to the procedures of its state; and
- d. Meets other criteria as may be prescribed by the individual state PTA.

**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 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 as follows:

- Purposes
- Basic Policies
- Relationship with National and CT PTA
- Membership and Dues
- State PTA Convention
- Fiscal Year
- Parliamentary Authority

**Section 4:** 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 5:** Bylaws of this local PTA shall include an article on amendments.

**Section 6:** Bylaws of this local PTA shall include a provision establishing a quorum.

**Section 7:** Each officer or board member of this local PTA shall be a member of this local PTA.

**Section 8:** The bylaws of this local PTA shall prohibit voting by proxy.

#### **Article V – Membership and Dues**

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

**Section 2:** Each member of this local PTA shall pay annual dues to said organization. The amount of such annual 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.

**Section 4:** The amount of membership dues for this local PTA shall be voted upon by the Executive Board at the Summer Executive Board budget meeting.

**Section 5:** A member in good standing is one who has paid his/her dues for the current membership year.

**Section 6:** Membership in this local PTA shall commence from the time dues are paid until the end of the fiscal year (June 30<sup>th</sup>).

**Section 7:** Annual enrollment shall take place at the first regularly scheduled general membership meeting in September and at the Open House.

**Section 8:** Members who have paid their dues by the February general membership meeting shall be eligible to participate in the election of officers at the May general membership meeting.

## Article VI – Officers

**Section 1:** The officers of this local PTA shall be a president, a vice president, a secretary, and a treasurer.

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

**Section 3:** The vote shall be conducted by ballot and a majority vote shall elect. When there is only one candidate for any office that election may be held by voice vote.

**Section 4:** The following provisions shall govern the eligibility of the individuals to be officers of the Lebanon Elementary School PTA:

- a. Each officer shall be a member of this local PTA.
- b. No officer may be eligible to serve more than two (2) consecutive terms in the same office except if by majority vote the Members elect that officer to serve an additional one (1) term for a maximum total of three (3) consecutive terms.
- 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 following the close of the fiscal year (June 30<sup>th</sup>) in which they are elected and shall serve for a term of one (1) year or until their successors are elected.

**Section 6:** A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the vice president. A vacancy in any office other than the president shall be filled by the Executive Board.

**Section 7:** There shall be a nominating committee composed of three members who shall be elected by this local PTA at a regular general membership meeting at least three months (February) prior to the election of officers, as outlined in Article VI, Section 2.

- a. The committee shall elect its chair.
- b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at a regular general membership meeting in May, at which time additional nominations may be made from the floor.
- c. Only those individuals who are current members of this local PTA and who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

**Section 8:** Officers shall be elected by members in good standing who have paid their dues by the February general membership meeting.

## Article VII – Duties of Officers

**Section 1:** The president shall:

- a. Preside at all meetings of this local PTA.
- b. Serve as an ex officio member of all committees except the nominating committee.

- c. Coordinate the work of the officers and committees of this local PTA in order that the purposes may be promoted.
- d. Be the official representative of the Executive Board.
- e. Authorize individual emergency expenditures between meetings when necessary. Expenditures must be reported at the following general membership meeting. A lump sum of up to \$500.00 shall be budgeted for the president's use for the fiscal year.
- f. Provide at least one week's notice of meetings to the general membership.
- g. Handle all correspondence and incoming mail pertaining to this local unit, and parliamentary authority, or directed by the Executive Board.
- h. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the Executive Board.

**Section 2:** The vice president shall:

- a. Act as aide to the president.
- b. Perform the duties of the president in the president's absence or inability to serve.
- c. Chair the annual Bylaw Review committee in January.
- d. 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.

**Section 3:** The secretary shall:

- a. Record the minutes of all meetings of the Lebanon Elementary School PTA.
- b. Post minutes of meetings.
- c. Be prepared to read the records of any previous meetings.
- d. File all records.
- e. Have a current copy of the bylaws.
- f. Maintain a membership list.
- g. 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.

**Section 4:** The treasurer shall:

- a. Have custody of the funds of this local PTA.
- b. Maintain a full account of the funds of this local PTA.
- c. Make disbursements as authorized by the president, executive board, or this local PTA in accordance with the budget adopted by this local PTA.
- d. Have checks or vouchers signed by two people: the treasurer and the president or other designated Executive Board member.
- e. Cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to the Lebanon Elementary School PTA.
- f. Provide a written financial statement at each general membership meeting.
- g. Process payment and necessary forms to ensure proper annual PTA insurance coverage.
- h. Prepare and submit all necessary annual IRS tax forms for this local PTA.
- i. Present an annual report of the financial condition of the organization.
- j. Submit the books annually, in June, for an audit by an auditing committee selected by the Executive Board at least one month before the Summer meeting at which new officers assume duties.

- k. Report the findings of the annual audit to the Executive Board.
- l. 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.

**Section 4:** Upon the expiration of the term of office resignation, all officers shall deliver to their successors without delay all official records pertaining to that office within two weeks and shall instruct their successor in the duties of their office.

## **Article VIII – Executive Board**

**Section 1:** The affairs of the Lebanon Elementary School PTA shall be managed by the Executive Board in the intervals between local PTA general membership meetings.

**Section 2:** Each board member shall be a member of this local PTA.

**Section 3:** The members of the board shall be

- a. The elected officers;
- b. The faculty representative; and
- c. The Lebanon Elementary School principal.

**Section 4:** Duties of the board shall be to

- a. Carry out such business as may be referred to it by the membership of the association.
- b. Create special committees.
- c. Select an auditor or an auditing committee to audit the treasurer's accounts in June.
- d. Create a report at the regular general membership meetings of this local PTA.
- e. Prepare and submit an annual budget to this local PTA's general membership for adoption.
- f. Approve payment of routine bills within the limits of the approved budget.
- g. Make emergency decisions by majority vote when necessary, with the voting record being read into the next general membership's meeting.
- h. Assist with the election of the nominating committee at the general membership meeting in February.
- i. Formulate the annual budget and discuss the plans for the upcoming school year at the Summer meeting.
- j. File an evaluative report of the current year's activities to be delivered to their successors as a guide.

**Section 5:** 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 may be removed from the board by resolution adopted by the Executive Board.

**Section 6:** Regular meetings of the board shall be held with the date and time to be fixed by the board at its first meeting of the year.

**Section 7:** Special meetings of the board may be called by the president, majority vote of the Executive Board or by a majority vote of the general membership upon seven day's written notice to each member of the board.

**Section 8:** At all meetings of the board, a majority of the members of the board shall constitute a quorum for the transaction of business.

**Section 9:** 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 14 days.

## **Article IX – Committees**

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

**Section 2:** The standing committees of this local PTA shall be:

- 4<sup>th</sup> Grade Celebration
- Big Y Bonus Points
- Book Cart
- Board of Education / Board of Finance
- Campbell's Labels / Box Tops for Education
- Childcare PTA Meetings
- Childcare Parent / Teacher Meetings
- Fundraising
- Nominating
- Playground / Playscape Liaison
- Professional Programs
- PTA Membership
- Publicity
- Reflections Program
- Room Representatives
- Spirit Week
- Sunshine

**Section 3:** The Executive Board may create such special committees as it may deem necessary to promote the purposes of PTA and carry on the work of this local PTA.<sup>1</sup> Special committees shall cease to function at the completion of the project.

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<sup>1</sup> As a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done and its final report is received.

**Section 4:** The selection of the committee chairs shall be made by the president with the assistance of additional officers, if needed.

**Section 5:** The term of office of a committee chair shall be one (1) year or until the selection of a successor.

**Section 6:** Members may serve on several committees, but should only chair one standing committee at a time.

**Section 7:** The chairperson of each committee shall:

- a. Present a plan of work to the executive board for approval at the general membership meetings.
- b. Report on committee activities at the monthly general membership meetings. If unable to attend the meeting, the chair shall notify any officer of the committee's activities prior to that meeting.
- c. Notify the president and obtain permission from the Lebanon Elementary School principal before any notices are distributed.
- d. Verify treasurer's receipt and recoding of all deposits and expenditures as reported on the monthly treasurer's report.
- e. Not spend over and above the budget line amount unless prior approval from the general membership has been given.
- f. Not sign any contracts unless prior approval from the president has been given.
- g. Turn over to the president all records pertaining to that committee upon completion of the committee's activities or termination as chairperson.

**Section 8:** Expenses that are not considered to have tentative approval as part of a budget line item and are over \$100.00 shall be tabled for one month, unless a one (1) week prior notice was given and the request was publicly posted.

## **Article X – General Membership Meetings**

**Section 1:** Regular meetings of this local PTA shall be held in the Lebanon Elementary School cafeteria during the school year on the first Monday of each month at 6:30 PM with the exception of holidays or school cancellation. Seven day's notice shall be given to the membership of any change of date.

**Section 2:** Special meetings of this local PTA may be called by the president or by a majority of the Executive Board with at least two weeks notice having been given.

**Section 3:** Those members present shall constitute a quorum for the transaction of business in any meeting of this local PTA.

**Section 4:** The annual meeting shall be held in September.

## Article XI – Connecticut PTA Convention

**Section 1:** The voting power of the Convention shall be vested in the members of the Board of Directors, the local PTA presidents or their alternates, the local PTA vice-president or their alternates, and one delegate for every twenty-five members of each local PTA according to the books of the state 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.

- a. All representatives to the Connecticut PTA convention must be members of this local PTA.
- b. Delegates and their alternates shall be chosen by majority of vote in February.

## Article XII – Fiscal Year

The fiscal year of the Lebanon Elementary School PTA shall begin on July 1<sup>st</sup> and end on the following June 30<sup>th</sup>.

## Article XIII – Parliamentary Authority

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

## Article XIV – Amendments

**Section 1:** These bylaws may be amended at any regular general membership meeting of the Lebanon Elementary School PTA by a two-thirds vote of those present and voting, provided the amendments have been approved by the Executive Board and notice of proposed amendments has been provided to the membership thirty 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.

## Article XV – Revision History

| Version | Author         | Date        | Revisions   |
|---------|----------------|-------------|---|
| 1.0     | ??             | ??          | Initial version.  |
| 2.0     | Thomas P Boone | 19-Feb-2007 | Updated to reflect CT PTA 2006 Bylaw requirements. Edited list of committees.     |
| 2.1     | Thomas P Boone | 08-Mar-2007 | Added language to allow officer to be extended for 1 add'l term by majority vote. |