

**THE INTERNATIONAL SCHOOL AT DUNDEE PTA BYLAWS
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2 **ARTICLE I: NAME**

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4 The name of this organization is The International School at Dundee Parents and Teacher Association (PTA), Riverside,
5 Connecticut. It is a local PTA organized under the authority of the Connecticut Congress of Parents and Teachers (Connecticut
6 PTA), a branch of the National Congress of Parents and Teachers (the National PTA).
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9 **# ARTICLE II: PURPOSES**

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11 **Section 1.** The Objects of The International School at Dundee PTA, in common with those of the National PTA and the
12 Connecticut PTA, are:

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14 a. to promote the welfare of children and youth in home, school, community, and place of worship;
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16 b. to raise the standards of home life;
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18 c. to secure adequate laws for the care and protection of children and youth;
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20 d. to bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the
21 education of children and youth;
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23 e. to develop between educators and the general public such united efforts as will secure for all children and youth the
24 highest advantages in physical, mental, social, and spiritual education.
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26 **Section 2.** The Objects of the National PTA, the Connecticut PTA, and The International School at Dundee PTA are promoted
27 through an advocacy and educational program directed toward parents, teachers, and the general public; are developed through
28 conferences, committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article III.
29

30 **Section 3.** The organization is organized exclusively for the charitable, scientific, literary, or educational purposes within the
31 meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter
32 "Internal Revenue Code").
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35 **#ARTICLE III: BASIC POLICIES**

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37 The following are basic policies of The International School at Dundee PTA, in common with those of the National PTA and the
38 Connecticut PTA:
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- 40 a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
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42 b. The organization or members in their official capacities shall not - directly or indirectly - participate or intervene (in any
43 way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to,
44 any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence
45 legislation by propaganda or otherwise.
46
47 c. The organization shall work with the schools and community to provide quality education for all children and youth and
48 shall seek to participate in the decision-making process establishing school policy, recognizing that the legal
49 responsibility to make decisions has been delegated by the people to boards of education, state education authorities,
50 and local education authorities.
51
52 d. The organization shall not enter into membership with other organizations except such international or national
53 organizations as may be approved by the National PTA Board of Directors. The Connecticut PTA or any of its divisions
54 may cooperate with other organizations and agencies concerned with child welfare, but PTA/PTSA representatives
55 shall make no commitments that bind the group they represent.
56

- 57 e. No part of the net earnings of the organization shall inure to the benefit of or be distributable to its members, directors,
58 trustees, officers, or other private individuals except that the organization shall be authorized and empowered to pay
59 reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes
60 set forth in Article II hereof.
61
- 62 f. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not
63 permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal
64 Revenue Code or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal
65 Revenue Code.
66
- 67 g. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the
68 organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations
69 that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and whose
70 purposes are in accordance with those of National PTA and Connecticut PTA.
71
- 72 h. The organization shall work to promote the health and welfare of children and youth and shall seek to promote
73 collaboration among parents, schools and the community at large.
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77 **ARTICLE IV: LOCAL PTA/RELATIONSHIP WITH NATIONAL & CONNECTICUT PTAs**

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79 **#Section 1.** This local PTA shall be organized and chartered under the authority of the Connecticut PTA in the area in which this
80 local PTA functions, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the
81 Connecticut PTA may in its bylaws prescribe. The Connecticut PTA shall issue to each local PTA in its area an appropriate
82 charter evidencing the due organization and good standing of the local PTA.
83

84 A local PTA in good standing is one that:

- 85
- 86 a. Adheres to the Objects and basic policies of the PTA;
87
- 88 b. Remits the national portion of the dues through the state PTA to reach the national office by dates designated by the
89 National PTA;
90
- 91 c. Has bylaws approved according to the procedures of each state; and
92
- 93 d. Meets other criteria as may be prescribed by the individual state PTA.
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95

96 **Section 2.** The articles of organization of this local PTA shall include (a) the bylaws of such organization and (b) the certificate
97 of incorporation or articles of incorporation of such organization (in cases in which the organization is a corporation) or the
98 articles of association by whatever name (in cases in which the organization exists as an unincorporated association).
99

100 **#Section 3.** This local PTA shall adopt such bylaws for the government of the organization as may be approved by the
101 Connecticut PTA. Such bylaws shall not be in conflict with the National PTA Bylaws or the bylaws of Connecticut PTA.
102

103 **#Section 4.** This local PTA shall include in its bylaws provisions corresponding to the Connecticut PTA Bylaws as are identified
104 herein by a number sign (#).
105

106 **# Section 5.** The adoption of an amendment to any provision of the Connecticut PTA Bylaws identified by a number sign
107 shall serve automatically and without the requirement of further action by this local PTA to amend its corresponding
108 bylaws. Notwithstanding the automatic character of the amending process, the local PTA shall promptly incorporate such
109 amendments in their respective bylaws.
110

111 **#Section 6.** Bylaws of this local PTA shall include an article on amendments.
112

113 **#Section 7.** Bylaws of this local PTA shall include a provision establishing a quorum.
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115 **#Section 8.** Each officer or board member of a local PTA shall be a member of such local PTA.

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#Section 9. The bylaws of this local PTA shall prohibit voting by proxy, (unless proxy voting is specified by applicable state law).

Section 10. 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 11. 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 VI hereof.

Section 12. The members of the nominating committee for officers of this local PTA shall be elected by the general membership or Executive Board of the local PTA.

Section 13. This local PTA shall keep such permanent books of account and records 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.

Section 14. 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 the bylaws of the Connecticut PTA.

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ARTICLE V: OFFICERS

Section 1. The officers of this local PTA shall be two co-presidents ³, six vice presidents, ⁴ a secretary, and a treasurer. The vice presidents shall perform various functions prescribed by The International School at Dundee PTA: “First Vice President” – president-elect, fundraising; “Second Vice President” – community outreach; “Third Vice President” – education; “Fourth Vice President” – parent volunteers; “Fifth Vice President” – enrichment; “Sixth Vice President” – events.

Section 2. Officers shall be elected by ballot or voice vote at the annual election 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 International School at Dundee PTA:

- a. Each officer shall be a member of this local PTA .
- b. No officer may be eligible to serve 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 on July 1 following the annual election meeting and shall serve for a term of one year or until a successor is found for the position.

Section 6. A vacancy occurring in the office of co-president shall be filled for the remainder of the unexpired term by the First Vice President. A vacancy in any office other than co-president shall be filled by a person elected by a majority vote of the Executive Board, five days’ notice of such election having been given.

Section 7. There shall be a nominating committee composed of three members. The Nominating Committee chair shall be selected at the end of the prior school year. The other members shall be selected by the Nominating Committee chair so as to ensure a broad representation of the parent body. One member should be a committee chair who expresses an interest in being part of the nominating process and one member shall be selected from the PTA membership at large. No later than February 15, the Nominating Committee chair shall solicit volunteers for the Nominating Committee from the membership at large by notice in the school’s newsletter to parents. The proposed Nominating Committee shall be presented to the Executive Committee for approval as soon as its members have been identified.

- a. 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.
- b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the nominations meeting, at which time additional nominations may be made from the floor.
- c. Notification listing the nominees shall be sent to each member of The International School at Dundee PTA at least 7 to 10 days prior to the election.

³ According to parliamentary procedure it is customary that only one person shall be elected to serve in any one office. The state PTA may grant exceptions when bylaws provide and circumstances require it. However, if an exception is requested and granted, only one person shall be designated as the official contact person for the state and the National PTA; and only one set of materials will be sent to the person so named. If more than one person serves, due to exception by the state, they must be aware that one office provides only one vote, not multiple votes.

⁴ Vice Presidents are traditionally designated either by number or responsibility, i.e., first vice president, second vice president, membership vice president and legislation vice president.

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ARTICLE VI: MEMBERSHIP AND DUES

#Section 1. Every individual who is a member of a 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. Membership in each local PTA shall be made available by such local PTA, without regard to race, color, creed, or national origin, under such rules and regulations, not in conflict with the provisions of the National PTA Bylaws or the Connecticut PTA bylaws, as may be prescribed in the bylaws of the local PTA, to any individual who subscribes to the Objects and basic policies of the National PTA.

Section 3. Each local PTA shall conduct an annual enrollment of members but may admit individuals to membership at any time.

#Section 4. Each member of a local PTA shall pay such annual dues to said organization as may be prescribed by the organization. The amount of such dues shall include the portion payable to the Connecticut PTA and the portion payable to the National PTA.

ARTICLE VII: DUTIES OF OFFICERS

Section 1. The co-presidents 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 Objects may be promoted;
- d. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the Executive Board.
- e. Appoint chairs of committees;
- f. Form special committees;
- g. Attend all PTA Council meetings and Board of Education meetings, or appoint a delegate in an emergency;
- h. In the absence of the Treasurer, a co-president may sign checks for the payment of money from the depository. Orders for such payments shall be signed by another member of the Executive Board.

Section 2. The vice president(s) shall:

- a. Act as aides to the co-presidents;
- b. in their designated order (First Vice President, Second Vice Presidents, Third Vice President, Fourth Vice President, Fifth Vice President, Sixth Vice President) perform the duties of the co-presidents in their absence or inability to serve;
- c. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the co-presidents or the Executive Board.
- d. The First Vice President shall (a) be a co-president-elect; and (b) coordinate all fundraising programs.
- e. The Second Vice President (community outreach) shall (a) coordinate the PTA's internal outreach programs, such as the International Parents' Connection, the Japanese Translator Program and the Working Parents' Connection; and (b) coordinate the PTA's contacts with the greater Greenwich community, through channels such as the Social Responsibility Committee, Community Link and Parents Together.
- f. The Third Vice President (education) shall (a) oversee PTA committees that work with the school's academic departments, such as Special Education, ALP and the School Improvement Team; and (b) coordinate the efforts of the committees that support the school's physical needs, such as the Safety and Technology Committees.
- g. The Fourth Vice President (parent volunteers) shall (a) facilitate all parent volunteer efforts; (b) be responsible for soliciting volunteers to serve as class parents; (c) keep the Executive Board and the membership at large informed about grade level activities; and (d) ensure closer communication between class parents, parent-teacher volunteer coordinators and the Executive Board.
- h. The Fifth Vice President (enrichment) shall (a) coordinate the school's partnerships with cultural and scientific institutions; (b) coordinate the PTA's other enrichment programs such as Arts in Education, Classical Café; and (c) organize parent volunteers to help the music program as needed.
- i. The Sixth Vice President (events) shall (a) organize the school's non-fundraising family events; and (b) coordinate the Teacher Appreciation Week efforts.

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Section 3. The secretary shall:

- a. record the minutes of all meetings of The International School at Dundee PTA;
- b. be prepared to read the records of any previous meetings;
- c. file all records;
- d. have a current copy of the bylaws;
- e. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the co-presidents 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 co-presidents, Executive Board, or this local PTA in accordance with the budget adopted by this local PTA;
- d. have checks or vouchers for less than \$500.00 signed by one of the following people: the treasurer, a co-president or one other Executive Board member to be designated by the co-presidents; have checks or vouchers for \$500.00 or more signed by any two of the following people: the treasurer, a co-president or one other Executive Board member to be designated by the co-presidents;
- e. cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to The International School at Dundee PTA;
- f. provide a written financial statement to the Executive Board at each meeting;
- g. present an annual report of the financial condition of the organization;
- h. submit the books annually for an audit by an auditing committee selected by the Executive Board at least one month before the meeting at which new officers assume duties.⁷
- i. report the findings of the annual audit to the Executive Board;
- j. forward national and state monies to the state treasurer at such times and through such channels as the Connecticut PTA bylaws provide;
- k. with the assistance of the Executive Board prepare an annual budget for approval by the Executive Board, and final approval by The International School at Dundee PTA;
- l. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the co-presidents or the Executive Board;
- m. maintain an up-to-date membership list.

Section 5. Each Officer shall be a member of this local PTA.

Section 6. All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the co-presidents, 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. The affairs of The International School at Dundee PTA shall be managed by the Executive Board in the intervals between local unit PTA general membership meetings.

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

Section 3. The members of the board shall be:

- a. elected officers;
- b. officers of The International School at Dundee PTA, and the principal of The International School at Dundee or a representative appointed by him or her.

⁷ An audit of the treasurer's accounts is for the protection of the treasurer. It is the only means of assuring everyone that the accounts are accurate, and it relieves the treasurer of responsibility except in the case of fraud. The auditor's report is adopted by a majority vote. See the current edition of *Robert's Rules of Order Newly Revised*, pages 467-470.

- 294 c. The co-presidents may appoint a parliamentarian, subject to approval of the Executive Board of this local PTA.
295

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

- 297 a. carry out such business as may be referred to it by the membership of the association;
298 b. create standing and special committees;
299 c. present a report at the regular general membership meetings of this local PTA;
300 d. select an auditor or an auditing committee to audit the treasurer's accounts;
301 e. prepare and submit an annual budget to this local PTA's general membership for adoption;
302 f. approve payment of routine bills within the limits of the approved budget ;
303 g. approve the plans of work of the standing committees;
304 h. fill vacancies occurring in any office other than the co-presidents.
305

306 **Section 5.** If any member of the Executive Board shall at any time cease to meet the qualifications or fulfill the duties of the
307 position, that person may be removed from the board by resolution adopted by the Executive Board by a simple majority vote of
308 those directors present.
309

310 **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
311 year.
312

313 **Section 7.** Special meetings of the board may be called by the co-presidents or when requested by four members upon 14
314 calendar days' written notice to each member of the board. Such meeting date and time shall be fixed by the Executive Board.
315

316 **Section 8.** At all meetings of the board, a majority of the members of the board shall constitute a quorum for the transaction of
317 business
318

319 **Section 9.** Upon the expiration of the term of office or when individuals cease to hold the position that entitles them to be a
320 member of the board, they shall automatically cease to be a member of the board and shall be relieved of all duties and
321 responsibilities incident to such membership. All records, books and other materials pertaining to the position shall be turned
322 over to the co-presidents and all funds pertaining to the position shall be returned to the treasurer within fourteen calendar days.
323

324 **ARTICLE IX: COMMITTEES**
325

326 **Section 1.** Only members of this local PTA shall be eligible to serve in any elective or appointive positions.
327

328 **Section 2.** The Executive Board may create such special committees as it may deem necessary to promote the Objects of PTA
329 and carry on the work of this local PTA.⁸ The Nominating Committee shall select chairs for the standing committees.
330

331 **Section 3.** The term of office of a committee chair shall be one year or until the selection of a successor.
332

333 **Section 4.** The chair of each committee shall present a plan of work to the Executive Board for approval. No new committee
334 work shall be undertaken without the consent of the Executive Board.
335

336 **Section 5.** The power to form special or standing committees and appoint or elect their members rests with The International
337 School at Dundee PTA, or, in the alternative, with the Executive Board.
338

339 **Section 6.** The co-presidents shall be a member ex officio of all committees.
340
341

342 **ARTICLE X: GENERAL MEMBERSHIP MEETINGS**
343

344 **Section 1.** Regular meetings of this local PTA shall be held no fewer than three times per school year, on dates to be set by the
345 Executive Board. Any change of date requires three days notice.
346

347 **Section 2.** Special meetings of this local unit PTA may be called by the co-presidents or by a majority of the Executive Board,
348 five to seven calendar days' notice having been given to the membership of the special meeting.
349

350 **Section 3.** The annual meeting to elect new officers is to be held in May or June.

⁸ 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.

351
352 **Section 4.** Eleven (11) members shall constitute a quorum for the transaction of business in any regular or special meeting of
353 this local PTA general membership.
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356 **ARTICLE XI: COUNCIL MEMBERSHIP**
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358 This article applies only to those local PTAs holding membership in a council PTA. The following sections **must** correspond to
359 the council PTA bylaws, and are provided as a guideline to local PTAs.
360

361 **Section 1.** This local PTA shall be represented in meetings of the Greenwich Council PTA by the co-presidents, or appointed
362 alternate, and by one delegate or alternate.
363

- 364 a. All representatives to the council PTA must be members of this local PTA.
365 b. Delegates and their alternates shall be chosen at a time designated by the Executive Board.
366 c. Delegates to Greenwich Council of PTAs shall serve for their term as co-presidents or as otherwise determined by the
367 co-presidents.
368

369 **Section 2.** This local PTA shall pay annual dues, if required, to the Greenwich Council of PTAs as provided in the council
370 bylaws.
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373 **#ARTICLE XII: CONNECTICUT PTA CONVENTION**
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375 [The following sections **must** correspond to the state PTA bylaws, and are provided as a guideline to local PTAs.]
376

377 **Section 1.** This local PTA should be represented at the annual meeting of the Connecticut PTA by the co-presidents, or
378 appointed alternate, and by one delegate per 25 members as shown on the books of the CT PTA treasurer as of March 15
379 preceding the Convention. A local PTA having less than twenty-five members shall be entitled to send one delegate in addition
380 to its co-presidents and vice-president.
381

382 **Section 2.** To be accredited, a delegate of any local PTA shall have been a member in good standing of such local PTA for a
383 period of at least thirty (30) days preceding the date of his/her election as such delegate; provided, however, that this provision
384 shall not apply to local PTA organized less than twelve (12) months prior to the date of the State Convention.
385

386 **Section 3.** Delegates and their alternates shall be chosen by election at a time designated by the Executive Board.
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389 **#ARTICLE XIII: FISCAL YEAR**
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391 The fiscal year of The International School at Dundee PTA shall begin on July 1 and end on the following June 30.
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394 **#ARTICLE XIV: PARLIAMENTARY AUTHORITY**
395

396 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern The International School at
397 Dundee PTA and in all cases in which they are applicable and in which they are not in conflict with these bylaws, the
398 Connecticut PTA bylaws, the National PTA Bylaws, or the articles of incorporation.
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401 **#ARTICLE XV: AMENDMENTS**
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403 **Section 1.** These bylaws may be amended at any regular general membership meeting of The International School at Dundee
404 PTA by a two-thirds vote of those members present and voting, a quorum being present, provided that the amendments have
405 been approved by the Executive Board and that notice of the proposed amendment(s), has been provided to the membership, in
406 writing, thirty calendar days prior to the meeting, and that the proposed amendments shall be subject to the approval of the
407 Connecticut PTA.

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Section 2. The Executive Board by a majority vote may authorize submission of 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