

## BY-LAWS

### MOHEGAN SCHOOL PARENT-TEACHER ORGANIZATION

#### ARTICLE I: NAME

The name of this organization shall be the Mohegan School Parent-Teacher Organization.

#### ARTICLE II: OBJECTIVES

1. To support closer relations among home, school and community, that parents and teachers may cooperate effectively in the education of children.
2. To stimulate the exchange of ideas between educators and the general public which will secure for every child the best educational advantage.
3. To support the welfare of children and youth in all phases of community living, including, but not limited to, charitable contributions
4. To support laws for the care and protection of children.

#### ARTICLE III: POLICIES

1. This organization shall support and/or sponsor activities at Mohegan School that will be in the best interests of its students. It shall also support efforts that help secure for children in the Shelton Public School System the best possible means for their mental, physical, social and emotional development.
2. This organization is noncommercial, nonsectarian and nonpartisan. It does not endorse any commercial enterprise nor any candidate for public office. Neither the name of the organization nor the names of its officers in their official capacities may be used in any connection with a commercial concern or with any partisan interest, or for any purpose other than the regular work of the organization.
3. This organization shall be interested in educational policies.
4. This organization may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils, provided that no commitments are made without the approval of the Executive Board.

## ARTICLE IV: MEMBERSHIP AND DUES

1. Any member of the Mohegan staff, parent or guardian of Mohegan students shall be eligible to become a member of this organization, provided he or she subscribes to its by-laws.
2. Any eligible family member (parent(s) and/or guardian(s) residing in the same household) shall become a member of this organization upon the payment of the yearly. Each shall be entitled to a separate vote. No dues need to be paid for a second participating parent/guardian in the same residence. If dues are increased or decreased from the previous years dues a vote will be taken at the first General Meeting held in September.
3. The membership fee is due and payable by the first General Meeting of the school year for the period extending throughout the remainder of the school year. Notwithstanding the annual membership period, eligible persons may become members at any time during the school year upon payment of the yearly dues.

## ARTICLE V: GENERAL MEETINGS

1. The regular General Meetings of this organization shall be held a minimum of three times a year beginning in September. If any meeting is canceled due to inclement weather or other extenuating circumstances, it does not need to be rescheduled, provided that at least 3 general meetings are held during the school year.
2. Special General Meetings may be called by the Executive Board giving five- (5) calendar days notice.
3. At the first general meeting of the year, the President, Co-Presidents, Treasurer, or Co-Treasurers shall present the proposed budget for the academic year for approval by a majority of the members present.
4. The annual installation meeting shall be held in May or at the last General Meeting of the school year.
5. A quorum of ten general members is required for the transaction of business at any General Meeting.
6. The privilege of holding office, introducing motions, and voting shall be limited to members of the organization whose current dues are paid.
7. Members must be in attendance to vote. If an individual is prevented by a permanent physical disability, as defined in the Americans With Disabilities Act of 1990 from voting on a) amendments to the by-laws  
b) election of

officers, or c) an issue where there is prior written notice from the Executive Board of a vote to be taken, the Principal shall allow for a proxy vote for that individual. In the event that no individual is designated as the proxy, the Principal shall cast the proxy vote.

## ARTICLE VI: EXECUTIVE BOARD

1. The Executive Board shall consist of the officers of the organization, the chairpersons of committees, the Principal of the school (or a representative appointed by him or her), current room sponsors, and immediate Past PTO President with current dues paid.
2. The duties of the Executive Board shall be:
  - a. to transact necessary business in the intervals between General Meetings and such other business as may be referred to it by the organization;
  - b. to create committees;
  - c. to oversee the plans of the committees;
  - d. to present a report of activities at the General Meetings of the organization;
  - e. to review and submit to the general members of the organization, for approval, a budget for the fiscal year;
  - f. to approve routine bills within the limits of the budget and these by-laws;
  - g. to review a calendar of PTO events to be published in the student handbook;
  - h. to ensure that an annual audit of the finances of the organization is conducted;
  - i. to ensure that the organization has in place adequate insurance coverage.
3. Regular meetings of the Executive Board for the upcoming school year shall be held monthly during the school year; the time to be fixed by the Board in May. Five (5) members of the Executive Board shall constitute a quorum.
4. Special meetings of the Executive Board may be called by the President or by a majority of the members of the Board, twenty four (24) hours notice having been given.
5. Each member of the Executive Board shall have one vote.
6. Members must be in attendance to vote. If an individual is prevented by a permanent physical disability, as defined in the Americans With Disabilities Act of 1990 from voting on a) amendments to the by-laws b) election of officers, or c) an issue where there is prior written notice from the

Executive Board of a vote to be taken, the Principal shall allow for a proxy vote for that individual. In the event that no individual is designated as the proxy, the Principal shall cast the proxy vote.

7. If it is necessary to hold an email vote in between meetings to determine an issue, the following standards will apply:
  - a. All Executive Board Members will be included in the email distribution.
  - b. All persons responding to the email will use the "Reply All" response option so that all can be aware of any discussion.
  - c. Motion needs to be made and seconded by voting members via email.
  - d. All persons shall respond to email vote either as a "yea," "nay" or abstention and a record of these votes will be kept by the President(s). The record of the vote will be added as an addendum to the previous meetings minutes by the Recording Secretary.
  - e. Persons not possessing email access shall be provided with a hard copy of all correspondence dealing with the vote by the Recording Secretary and may vote either verbally by phone or in writing to the President(s).
  - f. The Executive Board shall not approve any non-budgeted expenditure of funds of the organization in excess of five hundred dollars (\$500) except with the approval of the majority of the members of the organization by vote. The vote will take place by paper ballot if the outcome of the vote by a show of hands is at all in question.

## ARTICLE VII: OFFICERS, NOMINATION AND ELECTION OF

1. Officers of this organization shall be a President or Co-Presidents, a First Vice President or Co-First Vice Presidents, a Second Vice President or Co-Second Vice Presidents, a Recording Secretary or Co-Recording Secretaries, a Corresponding Secretary or Co-Corresponding Secretaries and a Treasurer or Co-Treasurers. The position of Second Vice President(s) shall be held by a member(s) of the teaching staff at Mohegan School.
  - b. Officers shall be elected annually at the General Meeting preceding the annual installation meeting of the organization and serve for a term of one (1) year. Officers may not hold the same office for more than two consecutive terms unless at the election meeting no other candidate has been presented.
- <. a. There shall be a Nominating Committee consisting of no less than three (3) and no more than five (5) members including the Principal or an appointed designee, all of whom shall be selected by the Executive Board from its body at the Executive Board meeting in January or February. Members of

the Nominating Committee shall be limited to those whose current dues are paid.

- b. The Nominating Committee will submit a slate consisting of one or more nominees or co-nominees for each office to the Executive Board. The Executive Board shall vote on a complete slate consisting of one or co-nominees for each office to be presented at the General Meeting in March. Anyone who has served on the Nominating Committee for the current school year may not run for elected office on the Executive Board for the following year.
  - c. The Nominating Committee must present the proposed slate to the general members at least ten (10) calendar days prior to the General Meeting in March.
  - d. Following the report of the Nominating Committee at the March General Meeting, an opportunity shall be given for nominations from the floor. When nominations are closed every nominee shall be given the opportunity to address the general membership for no more than two minutes.
  - e. Only those who have consented to serve, if elected, shall be eligible for nomination whether by committee or from the floor.
  - f. The vote will take place at the General Meeting in March and the results will be presented at that time. In the event there is one slate of officers presented, and no nominations from the floor, the vote will take place by a show of hands. In the event there are multiple nominees for any office, the vote will take place by paper ballot. The nominating committee will tally all paper ballots and present the results. In the event of a tie, the Nominating Committee will cast a ballot vote to choose the nominee who will hold office.
  - g. The newly elected officers are sworn in at the General Meeting in May or the last General Meeting of the school year with their term to begin on July 1<sup>st</sup> of the following school year.
3. A vacancy occurring in any office will be filled for the unexpired term by a Mohegan PTO member elected by a majority vote of the Executive Board with notice of such election having been given. The election shall take place within 60 days of the vacancy. In the case a vacancy occurs in the office of the President, the (Co) First Vice President will serve until notice of the election and shall serve as President(s) until a new President(s) is elected

## ARTICLE VIII: DUTIES OF OFFICERS

1. The President or Co-Presidents shall preside at all General Meetings and Executive Board meetings; shall be a member ex-officio of all committees except the nominating committee; shall coordinate the work of the officers and committees in order that the objectives may be achieved, and attend or designate a representative to attend public meetings when necessary.

The President may designate an Executive Board Officer to oversee all Fundraising activities.

2. The Vice President(s) shall act as an aide(s) to the President(s) and will, in their designated order, perform the duties of the President in the absence or inability of that office to serve. The Vice President(s) shall assist in any PTO matters as deemed necessary by the President(s). The Second Vice President shall assist with PTO matters as deemed necessary by the Principal. The Second Vice-President(s) shall also serve as a representative of the teaching staff and act as a liaison(s) between the teaching staff and the organization.

The Treasurer(s) shall receive and pay out monies of the organization as authorized by the organization or by the Executive Board consistent with these by-laws, in order to transact regular business that may occur between meetings, with the understanding that no non-budgeted payments may exceed one hundred dollars (\$100) unless previously authorized by the organization or the Executive Board. The Treasurer(s) will present a statement of account at every meeting of the organization and at other times when requested by the Executive Board and will make a full report at the first general meeting. The Treasurer(s) shall assist in any PTO matters as deemed necessary by the President(s). In the event of Co-Treasurers, the following may be the duties of the Co-Treasurers:

- a) One Co-Treasurer shall be primary signor of the account(s), associated reconciliations, and reporting.
  - b) Second Co-Treasurer may be a secondary signor of the account(s), may be responsible for all deposits, associated reconciliations, and reporting.
3. The Recording Secretary(s) shall keep a correct record of all General and Executive Board meetings, and shall read such minutes at the following meeting and at other times when requested by the Executive Board. The Recording Secretary(s) shall also ensure that a review of these by-laws is undertaken a minimum of every two years. The Recording Secretary(s) shall assist in any PTO matters as deemed necessary by the President(s).
  4. The Corresponding Secretary(s) shall carry on the correspondence of the organization, the Executive Board, and the President(s), including Sunshine and Sympathy. The Corresponding Secretary(s) shall assist in any PTO matters as deemed necessary by the President(s).

#### ARTICLE IX: COMMITTEES: STANDING ANDSPECIAL

1. Committees shall be established and/or dissolved by the Executive Board as necessary. (The appointment and approval of the chairperson(s) shall

be by the majority of the officers of the organization.) Chairpersons shall not chair or co-chair the same committee for more than two (2) consecutive terms unless at the time of designation of chairpeople by the majority of officers no other candidate has been submitted.

2. Special committees may be formed as necessary with the approval of the majority of the Executive Board. A special committee is dissolved when its work is done and its final report is received. The report will be subject to the approval of a majority of the Executive Board.
3. The chairperson(s) of each committee shall present a plan to the Executive Board prior to their first activity. Work will be undertaken with the consent of the Executive Board. Committee chairpersons are to attend the Executive Board meetings just prior to and just after their activity, if applicable, and/or prepare a written plan and final report for review by the Executive Board.
4. A current description of all committees will be published in the handbook at the beginning of each school year.

#### ARTICLE X: PARLIAMENTARY AUTHORITY

1. The rules contained in the current edition of Robert's Rules of Order, Newly Revised will govern this organization in all cases to which they are applicable and in which they are not in conflict with the by-laws. These by-laws are to be reviewed every two years or as deemed necessary by a majority vote of the Executive Board.

#### ARTICLE XI: AMENDMENTS

1. These by-laws may be amended at any General Meeting of the organization by an affirmative vote of two-thirds (2/3) of the members present. Notice of the proposed amendment(s) must be given ten (10) days prior to the General Meeting.

#### ARTICLE XII: FINANCIAL CONTROLS; AUDIT

1. All organization checks for more than \$250 require the signature of 2 officers. Proper invoices or receipts for reimbursement are required for all payments, provided, however, that up to \$100 may be given to cover reasonable out of pocket expenses incurred prior to an organization activity or event.

- a. Within 72 hours after the conclusion of the activity or event proper receipts should be provided.
- b. Within 2 business days after the conclusion of the event all deposits should be made.

2. PTO Funds:

- a. PTO funds, with the exception of checks, shall only leave the premises by the Treasurer(s) for tally and deposit. In the event of a multiple day fundraising activity, funds shall be counted and placed in the Mohegan School safe at the end of each day.
- b. At the close of each day of an event and at the conclusion of the event, all PTO funds must be counted at the event by 2 people, each initialing the appropriate treasury form.
- c. All PTO funds shall be handled by the committee chairperson(s) or a committee member as designated by the chairperson(s).

3. An Audit Committee made up of 1 officer (who is not authorized to sign organizational checks) and 1 general member shall conduct an annual review of the finances of the organization. The financial review shall take place at or near the conclusion of the school year and the Audit Committee shall present its report at the first General Meeting of the next school year.

### ARTICLE XIII: TAX EXEMPT STATUS; DISSOLUTION

1. No part of the net earnings of the organization shall inure to the benefit of or be distributable to its members, officers or other private persons, except that the organization is authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of educational purposes. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing for distribution of statements) any political campaign on behalf of any candidate for public office. The organization shall not carry on any other activities not permitted to be carried on:
  - a. by an organization exempt from Federal Income Tax under Section 501 (c)(3) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Law) or
  - b. by an organization, contribution to which are deductible under Section 170 (c)(2) of the Internal Revenue Code (or the corresponding provisions of any future United States Internal Revenue Law)



2. Upon dissolution of the organization, the membership shall, after paying or making provision for the payment of all liabilities of the organization, dispose of all assets of the organization exclusively for the purposes of the organization, or to such organization or organizations organized and operated exclusively for education purposes as shall at the time qualify as an exempt organization under Section 501 (c)(3) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Law).