

**BY-LAWS
OF
FOX RUN SCHOOL PARENT TEACHER ORGANIZATION, INC.**

Adopted: April 30, 2015 and shall take effect immediately
Amended: May 2016 and shall take effect immediately

Article 1: Name

Section 1. The name of the organization is Fox Run School Parent Teacher Organization, Inc. officially referred hereon and signed as Fox Run PTO, located at 228 Fallow Street, Norwalk, CT 06850.

Article 2: Purpose

Section 1. The Purpose of this organization is to...

- a. Enhance & maximize the education of children while aiding them in achieving their highest potential.
- b. Sponsor assistance to teachers in the classroom setting.
- c. Hold fund-raisers for supplemental educational materials and experiences.
- d. Provide a non-biased forum for sharing information on issues that impact our children.
- e. Provide financial assistance where needs are identified.
- f. Foster a community atmosphere.
- g. Support the mission and vision of the school and school district.

Article 3: Fiscal Year

Section 1. The fiscal year of this organization shall be August 1 - July 31.

Article 4: Exemption Requirements

Section 1. The following are exemption requirements of Fox Run PTO:

- a. Fox Run PTO shall be exclusively charitable and educational within the meaning of the 501(c)(3) of the Internal Revenue Code.
- b. No member of this corporation shall profit from their participation in this corporation.
- c. Any earnings of this corporation shall be used in pursuit of the purposes outlined in Article 2 of these bylaws.
- d. No substantial part of the activities of this corporation shall be the proposition of propaganda or otherwise attempting to influence legislation. The corporation shall not intervene in any political campaign or on behalf of any candidate for public office.
- e. The corporation shall not carry on any activities not permitted by 501(c)(3) of the Internal Revenue Code.

Article 5: General Policies

Section 1. The following are basic policies of Fox Run PTO:

- a. The Fox Run PTO name or the names of any members in their official capacities shall not be connected to any commercial concern, any partisan interest, or for any purpose not directly related to the promotion of Fox Run PTO's interests.
- b. The Fox Run PTO is a non-commercial, non-sectarian, non-partisan organization.
- c. The Fox Run PTO shall work with the school to provide quality education for all children, and shall seek to support the mission and goals of the school, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education.
- d. The Fox Run PTO shall not in any way participate or intervene in any political campaign. The PTO may, however, seek to educate people concerning school issues, Board of Education issues and similar concerns.
- e. The Fox Run PTO shall make no commitments on behalf of the PTO unless specifically designated by the PTO Executive Board.
- f. Notwithstanding any other provision of these articles, the organization shall not carry on any activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501(c)(3) if the internal Revenue code, or (ii) by an organization, contributions to, which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- g. Accommodation will be made for any member unable to attend organizational meetings where a vote will be taken. An absentee ballot via electronic communication (e-mail, etc) to each member will be counted as one vote. The member will be recorded as having voted at the time the absentee ballot is received. It is the responsibility of the member to return the ballot to the appropriate Committee or Executive Board member holding the vote prior to the organizational meeting.
- h. Upon the dissolution of this organization, see Article 15.
- i. The Executive Board may remove an officer at any time, with cause. Any officer may resign at any time by giving written notice to the Executive Board. Any resignation shall take effect at the date of the receipt of the notice or at any later time specified in the notice, unless otherwise specified. The acceptance of the resignation shall not be necessary to make it effective. The Executive Board will be responsible for finding and filling the vacancy through the end of the officer's term.

Article 6: Membership

Section 1. Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member. The principal and any employed staff member whose home school is Fox Run School may

be a member.

Section 2. All members are voting members.

Section 3. There will be no assessed fee for membership.

Section 4. Term of membership shall be from Aug 1 - July 31.

Section 5: All members in good standing shall be entitled to:

- a. Nominate persons for the Executive Board by submitting names of candidates to the Nominating Committee.
- b. Submit policy and action proposals to the Executive Board for resolution by the Board.
- c. Vote for members of the Executive Board.
- d. Vote to remove a member of the Executive Board.
- e. Hold office as a member of the Executive Board.
- f. Vote on resolutions and other business as is conducted at the annual or special meetings.
- g. Any other privileges determined by the Executive Board.

Article 7: Officers

Section 1. The Executive Board will consist of the following:

President/Co-President	Vice President	Recording Secretary
Corresponding Secretary	Treasurer	Principal
Teacher Reps (two)	Past President	

Section 2. Elected Officers and their duties:

- a. President/Co-President –
 - Shall preside over meetings of the organization and Executive Board, serve as the primary contact(s) for the principal, prepare the agenda and represent the organization at meetings outside the organization.
 - Will also serve as an ex-officio member of all Standing Committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served. Except for Catalogue Fundraising Committee (Ways and Means) and Hospitality Committee.
 - One co-president shall be an alternate co-signer of checks and be authorized to disburse funds in the absence of the Treasurer. If, for any reason, the Treasurer is unable to pay bills for budgeted PTO activities or for the expenditures approved by a majority vote of the PTO at a regular or special meeting, the President/Co-President shall have the authority to do so.
 - Determine which officer and committee chair positions might need to be filled next year and reach out for volunteers.
 - Hold a committee chair orientation
 - Review the Treasurer's reports.
 - Shall have regular check-in meetings with the Principle.
 - Must ensure all Board members are doing their job.
 - Oversee fundraising selection, planning and evaluation.

- Retain all official records of the PTO.
- Supervise and maintain the PTO calendar to include but not limited to monthly executive board meetings and activities and events and key organization dates such as PTO insurance policy renewal date and state of Connecticut incorporation filing date.
- Shall coordinate the preparation of the annual budget in cooperation with the Treasurer and other members of the Executive Board.
- Perform such other duties as may be prescribed in these bylaws or assigned by the organization.

b. Vice-President –

- Shall act as an aide to the President/Co-President
- Performs the duties of the President/Co-President in his/her absence.
- Shall meet monthly with the Treasurer to go over the account and budget.
- Perform such other duties as may be prescribed in these bylaws or assigned by the organization.
- Participate in executive and general PTO meetings and provide input for decisions.
- Will act as a stand in chairperson for the following committee (if the committee chair is unable to uphold their obligation) Hospitality Committee Duties, Catalogue Fundraising Committee (Ways and Means)
- Serve as a bylaws expert and familiarize yourself with Robert's Rules of Order.
- Be a liaison for new families.
- Inform the school community of volunteer and committee opportunities,

c. Recording Secretary –

- Will take attendance at all PTO and Executive Board meetings and include them in all meeting minutes.
- Records the minutes of all PTO and Executive Board meetings.
- Perform such other duties as may be prescribed in these bylaws or assigned by the organization.
- Prepare agenda's for general PTO meetings.
- Attend executive board meetings and participate in discussions and decision-making.
- Photocopy the minutes from the last general meeting for distribution (and approval) at the upcoming general meeting.
- Familiarize yourself with Robert's Rules of Order, especially the instructions about the content and format of an agenda and minutes.
- Maintain a computer file of all approved minutes, agenda's and materials distributed at any official PTO meeting.

d. Corresponding Secretary –

- Shall keep all members accurately informed including sending out the monthly newsletter, emailing broadcasts, website, social media, and bulletin boards.
- Sending group emails to the PTO members and Board as needed for meeting reminders, upcoming events and PTO newsletters.
- Shall be responsible for all correspondence related to tax exempt inquiries including thank you letters notes of sympathy on behalf of the PTO and with approval of the executive board.
- Prepares a summary and compiles the information for the monthly parent newsletter, forwards the newsletter to the President/Co-Presidents for approval and distributes the newsletter to all PTO members in either paper or electronic format.
- Perform such other duties as may be prescribed in these bylaws or assigned by the organization.
- Collect email addresses from members.
- Maintain a file of all your work, including photo displays and samples of each document.

- Notify local media about interesting PTO news.
- Participate in executive and general board meetings and provide input for decisions.

e. Treasurer –

- Has custody of and shall receive all funds of the PTO.
- Keeps full and accurate account of receipts and expenditures.
- Makes disbursements as authorized by the President, Executive Board or organization in accordance with the budget adopted by the PTO.
- Shall assure that he/she and one of the Co-Presidents are co-signatories on all PTO bank accounts.
- Presents a proposed budget to the Executive Board for approval.
- Presents a financial statement at every meeting of the organization and other times when requested by the Executive Board or general public and submit a full report in July to include Profit and Loss statement and Budgetary reports.
- Planning and coordination of accounting and budgeting, asset management and assisting all Officers and Standing Committee Chairperson(s) with any project that includes financial activities.
- Provide books to be audited annually by an auditing committee. The books shall be turned over by the auditing committee to the Treasurer with a signed statement that the books are in order.
- At the end of his/her term, assist the incoming Treasurer and President/co-President with the preparation of the following years budget and review of the books.
- Perform such other duties as may be prescribed in these bylaws or assigned by the organization.
- Make deposits in a timely fashion, as needed.
- Reconcile the checkbook.
- Keep financial transaction forms available for all volunteers such as expense report forms.
- Posts all financial transactions to our financial system as they occur throughout the year.
- Lead the annual budget development process in August and present the budget for approval at the September PTO meeting.
- Renew the PTO state of Connecticut incorporation status.
- Update signature cards at the bank.
- Participate in executive and general board meetings and provide input for decisions

f. Principal –

- Act as an advisor and represent the Norwalk Public School District.
- Present funding requests at meetings for consideration.
- Perform such other duties as may be prescribed in these bylaws or assigned by the organization.
- Shall have regular check-in meetings with the President/Co-President.
- Participate in executive and general board meetings and provide input for decisions.

g. Teacher Representatives (two) –

- Shall act as a liaison between the Fox Run Staff and the PTO Board and Membership.
- Shall assist the staff in the presentation of funding requests.
- Shall report PTO activities at staff meetings.
- Perform such other duties as may be prescribed in these bylaws or assigned by the organization.

h. Past President / Co-Presidents –

- Acts as a consultant for the current PTO Board to promote continuity of the organization for a minimum term of 3 months.

- Perform such other duties as may be prescribed in these bylaws or assigned by the organization.

Section 3. Terms of Office:

- The term of office for President/Co-President and Treasurer shall be 24 months (two school years).
- The term of office for Vice President, Recording Secretary, Corresponding Secretary, and Teacher Reps shall be 12 months (one school year).
- The term for the Past President shall be a minimum of 3 months and not to exceed 6 months.
- The transition of duties for all officers will begin immediately after election in May and continue through July with the new officers to assume full responsibility on August 1.
- Board members may serve one but not more than two consecutive terms in any office. In the event that no one steps up for nomination in a given position, the officer currently assigned to that role may elect to run for a third term as an Interim, if he/she is in good standing and is duly elected.
- Offices not renewing their terms must make it known to the Board in writing no later than February of the election year.

Article 8: Elections

Section 1. Elected Officers. The elected officers shall be a President/Co-President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer.

- Elections for President/Co-President shall occur in May of even years and for Treasurer in May of odd years.
- Elections for yearly positions will occur in every May.
- Every March, the PTO President will call for nominations for upcoming open positions on the Executive Board.
- All nominations secured will be forwarded on to the nominating committee.
- All nominations need to be received by the Nominating Committee by the last Friday of April by 8pm.

Section 2. There will be a ballot vote if there is more than one candidate for any office. If there is only one candidate for any office, by motion from the floor, the election for that office may be by a show of hands. All candidates will leave the room and wait in the office so that the voting may take place.

Section 3. A majority of the votes cast by the voting members shall be necessary for election. Should no person receive a majority of the votes cast, a run off between the two (2) who received the largest number of votes shall be immediately held.

Section 4. Accommodation will be made for any member unable to attend the organizational meeting in the form of an absentee ballot via electronic communication (e-mail, etc). The member will be recorded as having voted at the time the absentee ballot is issued. It is the responsibility of the member to return the ballot to the Nomination Committee prior to the organizational meeting so it may be counted with the others.

Section 5. Nominating Committee Role and Responsibility:

- a. The nominating committee will be comprised of the Recording or Corresponding Secretary and two general members.
- b. The Nominating Committee will be convened in February every year.
- c. Each candidate shall be approved by a majority of the Nominating Committee.
- d. Vice President will prepare the ballot to be distributed at the PTO Meeting. Votes will be cast by secret ballot.
- e. Two members of the nominating committee, not on the ballot, will tally the votes and report back to the membership.
- f. Elections shall be held at the PTO meeting in May.
- g. The chairperson shall ascertain if any Nominating Committee member wishes to run for one of the elected offices; if so, that member shall be replaced on the Nominating Committee to avoid a conflict of interest.
- h. Election of officer candidates who run unopposed may be by hand vote. Where there are two or more candidates for one office, elections may be by secret ballot.
- i. The Recording or Corresponding Secretary shall notify the membership at least ten days prior to the annual meeting.

Section 6. Assuming Duties Following Elections:

- a. Officers elected shall assume their official duties on August 1.
- b. The Executive Board shall convene a meeting designed for the installation of new officers, following the annual elections, but prior to the close of the school year.
- c. Outgoing officers will meet with newly elected officers to discuss responsibilities of the office and turn over any records and/or pertinent information regarding the position and/or organization.
- d. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board, notice of such election having been given to the general assembly. In case a vacancy occurs in the office of President/Co-President, an interim-President shall serve in this position until the next election.
- e. The outgoing President/Co-President shall turn over the By-Laws and records of the organization to the President/Co-President-elect.

Article 9. Finances

Section 1. All funds raised by the PTO shall be placed in an account designated by the Executive Board.

- a. All funds including cash shall be deposited through the designated account.

Section 2. Any check written from the PTO account must have supporting documentation such as receipts when requesting reimbursement. Failure to supply this documentation may result in denial of reimbursement.

- a. Committees are required to stay within allocated budgets. If additional funds are necessary, prior Executive Board approval is required.
- b. The Executive Board will have the authority to approve up to \$500.00 expenditure by a simple majority of the Executive Board and anything \$500.01 or above shall be approved by a simple majority of the membership.

Section 3. An amount of money will be left in the treasury at the end of each year to cover any unpaid

bills and obligations plus a reserve amount of at least \$15,000.00 to begin the next school year. This will be re-evaluated at each Executive Board meeting.

Section 4. No loans shall be made by the organization to its officers and/or members.

Section 5. Upon majority vote of the membership, any officer or officers may enter into contracts or agreements for the purchase of materials or services over \$500.00 on behalf of the organization.

Section 6. The Fox Run PTO is a state tax-exempt status organization and a not-for-profit 501(c)(3) classification with the Internal Revenue Code.

Article 10. Meetings

Section 1. The regular meeting of the organization will be on the third Thursday of each month while school is in session at a time and place determined by the Executive Board.

Section 2. General meetings shall last no longer than 2 hours. At that time a vote shall be taken on whether to continue on a topic. Only topics on the agenda will be discussed. If time permits, the group will vote on other topics that the group wishes to be discussed. All unfinished business shall be carried over to the next meeting.

Section 3. General membership meetings shall be held at the discretion of the Executive Committee, but no less than five (5) times per school year.

Section 4. Special meetings may be called by the Recording Secretary at the request of the Executive Board, providing that the request is received one (1) week prior to the call date.

Section 5. All items to be discussed at the meetings will be presented as an agenda item.

Section 6. A majority vote by the attending members shall be required to take action on items presented at general meetings.

Section 7. In the event of bad weather, meetings may be canceled and rescheduled at the discretion of the Executive Board.

Section 8. The Executive Board is encouraged to conduct meetings using Robert's Rules of Order.

Article 11: Standing Committees and Their Duties

Section 1. Each Standing Committee will select a member to act as Chairperson.

Section 2. Each Standing Committee will prepare and submit a budget for its proposed activities for presentation to the Executive Board. Before any money is spent by a committee, it must be first approved by the Executive Board. Any reimbursements given must have proper documentation submitted to the Treasurer, including a receipt for what was purchased.

Section 3. Each committee shall have a representative prepared to report at each general PTO meeting.

Section 4: Committee Chair Person will obtain building permits and additional insurance coverage for events held outside the normal school hours.

Section 5. Standing Committees:

- a. Hospitality Committee – Duties shall be to arrange for refreshments at meetings and special functions as directed by the Executive Committee.
- b. PTO Council Representative Committee – There shall be one (1) representative from the Fox Run PTO to attend and report back at the general PTO meeting their findings.
- c. Auditing Committee - An auditing committee or a professional auditor shall be selected by the Executive Board prior to the end of the fiscal year. No one with signature authority shall sit on the auditing committee. This committee is also responsible for the preparation and/or filing of yearly Federal 990 tax filing.
- d. Website/Social Media Committee – Duties include making all updates to the Fox Run School PTO Website and Facebook page. All materials intended for online postings must be approved by the Executive Board of the PTO. All posts intended to be shared on the school website must be approved by Principal and forwarded to the Fox Run Staff designated by Principal for posting. Recruit parents, teachers and staff to contribute posting to the Fox Run School PTO website
- e. By-Laws Committee – Each time a new President/Co-President is elected, these by-laws will be reviewed by a committee consisting of the newly-elected President/Co-President, Recording Secretary, and three general members.
- f. Catalogue Fundraising Committee (Ways and Means) -Shall be responsible for all catalog fundraising, including sourcing fundraisers, distributing information, collecting all orders, distributing orders and reporting all funds back to the Organization. All fundraisers must be approved by the Executive Committee prior to execution of any contract on behalf of the organization.
- g. Ice Cream Social Committee – The Committee shall be responsible for the planning, procurement and execution of the Fox Run end of year Ice Cream Social. Budgetary guidelines will be set forth by the Executive Committee and must be adhered to. All funds must be reported back to the treasurer at the conclusion of the event.
- h. Teacher Appreciation / Welcome Luncheon Committee – Responsible for coordinating with the Principal to plan and execute teacher/staff appreciation events including, but not limited to: Teachers Welcome Back Luncheon in Aug/Sep and the Teacher Appreciation Luncheon in May. Budgetary guidelines must be adhered to and will be specified in the PTO's yearly budget.

Article 12: Auditing Procedures

Section 1. The Treasurer shall submit the books to the auditing committee or the professional auditor at the end of the fiscal year.

Section 2. The Executive Board shall, upon resignation of the Treasurer during a term, select an auditing committee or a professional auditor within one (1) week of the resignation. The audit shall be

performed with fiscal year end auditing procedures and shall be completed within three (3) weeks of the resignation. This audit shall not be performed in lieu of the year-end audit.

Section 3. The newly elected Treasurer shall not undertake any banking responsibilities of that office with the exception of depository duties, reconciliation of bank statements, change of signatory or other clerical duties not requiring signatory until the audit is presented to the executive board.

Section 4. All audit reports shall be presented to the general membership for adoption. The fiscal year-end audit report shall be presented to the membership for adoption at the first general membership meeting held after the completion of the report.

Article 13: Discipline

Section 1. Charges of professional dishonesty, working against the principles and purposes of the organization and/or injuring the professional standing of another member, may be filed in a written statement, signed by five members in good standing, and submitted to the Executive Board.

Section 2. The accused member shall be notified in writing of all allegations, and shall have the privilege of being present at a special or regular meeting of the Executive Board, at which time the charges will be considered.

Section 3. A member shall be suspended from the organization by five of the eight members of the Executive Board, subsequent to the execution of the procedures set forth in Sections One and Two of this Article.

Article 14. Amendments

Section 1. These by-laws may be amended at any regular or special meeting, providing that previous notice was given in writing to the general membership. Amendments will be approved by a majority vote by the attending members.

Section 2. On any points of procedures not specially covered by these By-Laws, Robert's Rules of Order shall govern.

Article 15: Dissolution

Section 1. In the event of the dissolution of the organization, the net assets after payment of debts will proceed directly to the Fox Run School, or in the event that the school is no longer operating, to the Norwalk, CT PTOC, Inc.

Article 16: Confidentiality

Section 1. All officers and members of the Fox Run School PTO are required to abide by the confidentiality policies outlined in the Norwalk Board of Education (BOE) policies and in these By-Laws. BOE Policy defines what student information is protected. It is the goal of Fox Run School PTO

to respect all student information and to maintain a high degree of integrity with students, parents, staff and administration.

Section 2. Executive Board members are permitted access to certain protected information during the course of the year, on an as-needed basis. Executive Board members are entrusted with student, school and district information that is not public information and are expected to treat this information with the same confidentiality as outlined in the BOE policies.

Section 3. Committee Chairs/members may also come into contact with confidential information, i.e. class lists, student addresses, phone number(s) and personal/medical information, etc., all of which is considered confidential information and protected under BOE policies.

Section 4. Any written, spoken or otherwise translated 'protected' information, without proper consent, is a breach of the BOE policy and Fox Run School PTO. By-laws and should not occur. Violations of this policy can result in disciplinary action.