AMENDED AND RESTATED BYLAWS OF THE LOUISE DUFFY SCHOOL PARENT TEACHER ORGANIZATION[1]

ARTICLE 1 NAME

The name of the organization shall be the Louise Duffy School Parent-Teacher Organization (PTO). The PTO is an independent body organized under the authority of the Parents of, and the Teachers of the children currently attending the Duffy School at 95 Westminster Drive, West Hartford, CT 01607.

ARTICLE 2 OBJECTIVES

Section 1:

The objectives of the Duffy School PTO are to:

a. Facilitate communication between Parents and Teachers, Parents and the School Administration and Parents and the Board of Education.
b. Contribute towards making a well-rounded educational experience and promote the physical and mental well-being of all Duffy students.
c. Develop and support between educators and the general public such united efforts as will secure for every child advantages in education.

Section 2:

The objectives of this organization shall be promoted through educational programs directed toward Parents, Teachers and the general public, through the cooperative efforts of committees of Parents and Teachers whose duties have been designated by its members.

ARTICLE 3 BASIC POLICIES

Section 1:

The organization shall be noncommercial, nonsectarian, and nonpartisan. No candidate shall be endorsed by it. Neither the name of the organization nor the names of its officers in their official capacities shall be used in connection with a partisan interest for any purpose other than the regular work of the organization.

Section 2:

The PTO may cooperate with other organizations and agencies active in the cause of child welfare and with conference groups and coordinating councils uniting for child welfare; but persons representing this organization may make no commitment that binds the group.

The organization shall cooperate with schools to support the improvement of education and may work to encourage legislation pertinent to the education and safety of the students of the Duffy school.

[1] These By Laws were voted on and approved by the Membership on March 27, 2014

ARTICLE 4 MEMBERSHIP AND DUES

Section 1:

Membership in the Duffy PTO shall be automatically granted to each Parent or Legal Guardian of a child currently attending Duffy School; and to Teachers and Professional Staff currently employed at Duffy School upon payment of their annual dues. Each member of the PTO is entitled to one vote on any matter submitted to the membership for a vote.

Section 2:

The dues shall be established annually by the PTO board, collected in September and paid to the PTO treasury.

Section 3:

September shall be designated as membership month but a person may join the PTO at any time during the year.

ARTICLE 5 OFFICERS AND THEIR ELECTION

Section 1:

a. The officers of this organization shall consist of the President, Past Sitting President/Parent Teacher Council Representative, First and Second Vice Presidents, Recording Secretary, Corresponding Secretary, Treasurer, Fundraising Chairperson(s), Volunteer Chairperson(s), Communications Chairperson(s), Board of Education Representative, and Teacher Representative. The office of President may be shared by two individuals at the discretion of the Nominations Committee
b. These officers shall be elected annually (with the exception of the Second Vice President who shall be the Principal of the Duffy School and the Teacher Representative who shall be the Curriculum Specialist) at the May PTO meeting. Officers shall serve for a term of at least one year but no more than two years or until their successors are elected and qualified. No person shall serve more than two consecutive terms in the same office with the exception of the Second Vice President.
c. Any officer position of the board may be made a co-position at the discretion of the Executive Board or the Nominations Committee.

Section 2:

There shall be a Nominating Committee composed of five members including the First and Second Vice Presidents, one additional person from the PTO Executive Board and two persons from the general membership. The Nominating Committee shall be considered a standing committee, with the First Vice President as Chairperson.

a. Each member of the Nominating Committee shall have one vote, including the Second Vice President.
b. The Nominating Committee shall nominate at least one eligible person for each office to be filled. A written notice of the proposed slates of officers shall be made available to the membership at least thirty days before the May meeting.
c. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.
d. Notification of all open officer positions and descriptions of the responsibilities of each position shall be made available to the general membership during the month of January. The notification shall be published within the Duffy Dateline and posted on the PTO Website.

e. Nominations will be accepted by the First Vice President in written or verbal format from any members who either nominate themselves or another individual with their prior consent. Written confirmation of each nomination will be sent by the First Vice President to each nominee.
f. The First Vice President shall inform all nominees of the results of the election to the slate prior to releasing the notice of the proposed slate to the general membership.

Section 3:

The slate of officers proposed by the Nominating Committee shall be elected at the May PTO meeting by voice vote unless nominations for offices of the PTO are made from the floor of the PTO meeting. No person may be nominated from the floor without prior consent from the Nominating Committee.

Section 4:

A vacancy occurring in any office shall be nominated and filled by the majority vote of the remaining members of the PTO Executive Board. The term of office shall also be decided by the Board at this time.

ARTICLE 6 DUTIES OF THE OFFICERS

Section 1:

The President shall preside at all meetings, both the Executive Board and the General PTO, and shall coordinate the work of the officers and committees of the organization in order that the objectives might be promoted. The President shall be a member of all committees with the exception of the Nominating Committee; and shall be responsible for scheduling Executive Board meetings as she/he deems advisable.

a. The President, Past Sitting President, First Vice President and the Treasurer will prepare a budget prior to the start of each school year. Standing Committee Chairpersons shall submit their projected budget needs to the President and Treasurer by July 1st for use in preparing the membership's budget for the next school year. In preparation of the PTO budget, the President, Past Sitting President, First Vice President and Treasurer will meet with the Principal (Second Vice President) and the Curriculum Specialist to determine potential costs of appropriate programs and initiatives to be funded by the PTO for the upcoming school year. The President, Past Sitting President, First Vice President and the Treasurer will also confer with the Fundraising Chairperson(s) and Fund It Chairperson(s) to determine potential incoming funds.

Section 2:

a. The Vice President shall act as aides to the President. The First Vice President shall perform the duties of the President in that person's absence, and shall also be responsible for speakers for the PTO general meetings and notifying membership of said meetings. The First Vice President will be in charge of forming a Bylaws Revision Committee in the event that it becomes necessary. The First Vice President is the chairperson of the Nominating Committee and responsible for forming the Nominating committee. The individual serving as First Vice President for any given year shall ordinarily be expected to be placed in nomination as President for the following year.
b. The Second Vice President shall be the Principal of Duffy School, or the principal's designated representative with the approval of the Executive Board.
c. The Recording Secretary shall record, maintain and make available the minutes of all meetings of this organization and of the Executive Board, and shall perform other duties

as may be delegated to him or her. The Recording Secretary will circulate a draft version of all board meeting minutes to the entire board for approval. Upon approval of each month's meeting minutes, the Recording Secretary shall post all current board meeting minutes on the PTO website and the PTO bulletin board in the school front lobby.

d. The Corresponding Secretary shall carry on the correspondence of the organization as delegated to her or him and any other such duties as delegated by the President of the Executive Board. The Corresponding Secretary maintains all membership records including all pertinent member information included on the PTO dues envelopes. The Corresponding Secretary is responsible for sending out all Room Parent communications and notifications. The Corresponding Secretary will also purchase and distribute gifts for the school staff during the holiday season and on the appropriate administrative and health staff appreciation holidays.

e. The Treasurer shall have custody of all the funds of the organization and shall keep a full and accurate account of the receipts and expenditures. The Treasurer shall make disbursements as may be ordered by the President or First Vice President. She or he will be responsible for the maintenance of such books of account and record. Only the Treasurer and the President have signature authority on the PTO bank accounts. The Treasurer shall also present a statement of account at every business meeting of the PTO and at any other time requested by the Executive Board. The Treasurer will not disburse funds without prior written request for disbursement including all appropriate invoicing and description of the expense and proper approval from the President and/or First Vice President. Any requests for disbursement relating to enrichment activities and programs must have approval from the Duffy School Principal and/or Curriculum Specialist. All requests for disbursement must be submitted within 60 days of when the expense was incurred. Delinquent requests will need Board approval prior to disbursement of funds. All Standing Committees, volunteers to the organization and any other authorized school committees shall use the standard requests for disbursement forms attached to these by laws as Exhibit A and B. During the duration of the Fund It Program, the Chairperson of the Fund It Program, in addition to the Treasurer and the President, shall have the signature authority on the Fund It Program bank accounts. The Fund It Program bank accounts shall remain separate from the PTO bank accounts at all times.

f. The Volunteer Chairperson(s) shall be responsible for sending out a volunteer request form to all parents each spring that will accurately describe the volunteer opportunities available on each Standing Committee and Chairperson position thereto. The Volunteer Chairperson(s) will work with the Executive Board to determine chairpersons for each standing committee. The Volunteer Chairperson(s) shall notify each selected chairperson to the Standing Committee of the individuals who have volunteered for their committee, the budget set for their committee and any additional information regarding their committee's duties. The Volunteer Chairperson(s) shall contact the Standing Committee Chairpersons prior to their events, activities or programs to ensure they have proper support for their responsibility. The Volunteer Chairperson(s) should collect a summary report from each Standing Committee chairperson of their event, activity or program upon its completion so that a record of what has been done in previous years may be kept. The Volunteer Chairperson(s) should act as a resource for all volunteers.

g. The Fundraising Chairperson(s) shall be responsible for overseeing Standing Committee in charge of the Stop and Shop A+ Rewards Program. The Fundraising Chairperson(s) shall develop fundraising activities, event or programs for the PTO with the input and assistance from the Executive Board or suggestions from the membership or school administration. The Fundraising Chairperson(s) shall be the chairperson of all fundraising activities, events or programs and shall call for volunteer assistance from the membership as necessary.

h. The Fund It Chairperson(s) shall order, distribute and accept payment for the Fund It gift card program. The Fund It Chairperson(s) shall keep a complete accounting of the cash and follow up on any issues regarding payment and receipt of cards to customers. The Fund It Chairperson(s) are co-chairperson(s) with the Fundraising Chairperson(s) that focus solely on the Fund It Program.

i. The Communications Chairperson(s) shall be responsible for updating and maintaining the PTO calendar and the PTO website with all pertinent PTO information and announcements. The Communications Chairperson(s) shall be responsible for maintaining the PTO email list and sending the weekly PTO information email or any email communication to be sent to the membership as designated by the members of the Executive Board or by special request made thereto. The PTO email list shall not be used to promote or distribute any information that conflicts with the objectives of this organization as outlined in this document at Article 2, Section 1.

j. The Board of Education Representative shall attend, view the broadcast on West Hartford Public Access television and/or review the minutes of the bi-monthly meeting of the West Hartford Board of Education and report back to the Executive Board regarding any pertinent business discussed that the Duffy community should be aware of.

k. The Parent Teacher Council Representative ("PT Council Representative") position will be held by the most recent past sitting President to the Executive Board. The PT Council Representative will attend the West Hartford Parent Teacher Council meetings and report back any pertinent information to the Executive Board. The PT Council Representative shall also act as a mentor to the Executive Board.

l. The Teacher Representative shall be the Curriculum Specialist or the representative designated by the Curriculum Specialist with Executive Board approval.

ARTICLE 7 THE EXECUTIVE BOARD

The Executive Board shall consist of the elected officers of the PTO being the President, First Vice President, the Corresponding and Recording Secretaries, the Treasurer, plus the Second Vice President and Teacher Representative (not elected); and the appointed Representative(s) to the Board of Education and the Past Sitting President/Parent Teacher Council Representative, Volunteer, Fundraising and Communication Coordinators. The Fund It Chairperson(s) shall be Fundraising Co-Coordinator and a member(s) of the Executive Board. Members of the Executive Board shall vote on and approve the proposed budget at the first PTO Board meeting in September. The Treasurer shall present the approved/finalized budget to the general membership at the September meeting or upon request. A copy of the approved budget shall be posted to the PTO website.

Members of the Executive Board shall serve until the election and qualification of their successors.

The Executive Board shall identify and appoint persons to serve as members of the Standing Committees of the PTO Board.

Each member of the Executive Board shall have one vote with the exception of the Second Vice President who shall not vote. Co-Presidents shall share one vote. If only one person is present that person may cast one vote.

ARTICLE 8 MEETINGS

Section 1:

Regular meetings of the PTO Executive Board will be held on the first Monday morning of each month, with the exception of December. The President may call any additional meetings of the Executive Board as necessary.
Section 2:

Regular meetings of the PTO general membership shall be held at least four times throughout the school year, at dates and times to be determined by the Executive Board.

Section 3:

The officers of the Executive Board may exercise the powers of the PTO between meetings of the PTO Executive Board. Any such action taken by the officers shall be reported at the next succeeding PTO Executive Board meeting.

Section 4:

The annual meeting shall be in the month of May at which time the Treasurer will give the annual financial report.

Section 5

The majority vote shall constitute a quorum for the transaction of business in any meeting of the organization.

ARTICLE 9 COMMITTEES

Section 1:

The Executive Board may create such standing and other committees as it deems necessary to promote the objectives and carry on the work of the PTO. The term of each chairperson shall be one year or until the election or appointment of their successor.

Section 2:

The chairperson of each standing committee shall present a plan of work to the Executive Board for approval and shall keep a written report of his or her activities to submit to future committee chairs. Within a month following the completion of the activity the chairperson shall submit a written outline of the completed project to the Executive Board.

Section 3:

The President shall be a member of all committees (ex officio) with the exception of the Nominating Committee.

Section 4:

The PTO may consider requests for funding from committees and organizations outside the PTO. Guidelines for conduct between the PTO and such committees and organizations will be determined and agreed to by both parties and attached to these by-laws and incorporated into the practices of the other organization.

a. Guidelines for Conduct between Duffy PTO and Duffy Site Council- Enrichment Committee, dated March 2, 2014, attached at Exhibit C to this document.

ARTICLE 10 FISCAL YEAR

The fiscal year of the organization shall follow the schedule change of the Treasurers.

ARTICLE 11 AMENDMENTS

These bylaws may be amended at any regular meeting of the membership by a majority vote of the members present, provided that notice of the proposed amendment shall have been given at the previous meeting.

ARTICLE 12 PARLIAMENTARY AUTHORITY

The rules contained in the ROBERS RULES OF ORDER REVISED shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE 13 STANDING RULES

Standing rules may be appended to these Bylaws by majority vote at a General PTO meeting.

EXHIBIT A:

DUFFY PTO Curriculum Enrichment Funding Application

Grade:_____ Contact Person:_____

Please write a brief description of the request:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Curriculum Area:_____

Anticipated Date for Reimbursement:_____

Amount Requested:_____

To whom should the check be written?_____

Curriculum Specialist Signature:_____
For further questions or further information, please see the Curriculum Specialist

For PTO use only- Approval for disbursement by PTO President or Vice President:

_____

Exhibit B:

Duffy PTO Check Request Reimbursement Form
Standing Committee/Volunteer Use Only

Check Payable to: _____

Name:_____

Address:_____

_____

_____Zip Code:_____

Phone:_____

Email:_____

Amount of Reimbursement (please attach original receipts): $_____

Reason for expense:_____

_____

_____

Your Name: _____

Your Signature:_____

Date: _____

Please have your request signed by a PTO Executive Board Member:

_____
PTO Board Member Signature

Submit your request to the PTO Treasurer's mailbox in the Duffy Office.

For Treasurer's use:

Check#_____

Amount Paid; _____

Treasurer's Signature_____
Date:_____

EXHIBIT C:

Guidelines for Conduct between the Duffy PTO Board

and the Duffy Enrichment Committee*

1. By July 1st, the Curriculum Specialist (C.S.) and Principal, communicating on behalf of the Enrichment Committee, will provide PTO leadership with a projection of activities and expenses for the upcoming school year.

2. Over the summer, the PTO will create a working budget for enrichment activities at Duffy. Money will be earmarked for the Enrichment committee. The amount will be communicated to Enrichment Committee representatives (C.S./Principal) by the start of school.

3. The Enrichment Committee will act as a decision-making body for the funds allocated. The committee is charged with providing balanced enrichment opportunities to all students K-5, ensuring proper curriculum alignment, and engaging teachers in the decision making process.

4. Enrichment Committee representatives (C.S./Principal) will ensure that a request for funding is provided to the PTO Board 60 days ahead of the planned program. It will be the job of the C.S. to update the PTO board on the work on the Enrichment Committee, share activity proposals, provide rationale for decisions, answer questions, and address any concerns the PTO Board or its membership may have. Receipts will be submitted to the PTO Treasurer after the activity has taken place.

5. The PTO will act as a decision-making body for any additional PTO funds designated in the PTO budget for enrichment opportunities. The Enrichment Committee, however, will play an advisory role regarding any PTO proposals that would require students to be out of the classroom. The Enrichment Committee will weigh in on the balance of opportunities to students, proper curriculum alignment, and the needs/opinions of teachers. The Enrichment Committee requests that there be a 60 day review period to discuss these proposals, although understands that some flexibility may be required.

*(**This does not apply to activities that do not take students out of the classroom, i.e. purchasing a salad bar, allocating money to the Garden Committee, granting Wish List requests, etc.)*

*The Enrichment Committee is one of five sub-committees under the Duffy Site Council.

March 2, 2014