

Jerome Harrison Elementary School
Parent Teacher Organization By-Laws
Amended 1984, 1987, 1998, 2000, 2007, 2019, 2025

Article I: Name

The name of this Organization shall be the Jerome Harrison Parent Teacher Organization of North Branford.

Article II: Objectives

The objectives of the Jerome Harrison Parent Teacher Organization shall be:

1. To promote the welfare of children and youth in home, school, and community.
2. To raise the standards of home life.
3. To secure adequate laws for the care and protection of children and youths.
4. To bring into closer relation the home and the school, that parents and teachers may cooperate in the education of the child.
5. To develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental, social, and ethical education.

Article III: Basic Policies

1. This organization shall be non-commercial, non-sectarian, and non-partisan. It shall not endorse a commercial enterprise or a candidate. The name of the Organization or the names of any members in their official capacities shall not be used in connection with a commercial concern or with any partisan interest, or for any other purpose than the regular work of the Organization.
2. The Organization shall not directly or indirectly participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
3. This Organization shall seek neither to direct the administrative activities of the school nor to control its policies.
4. This Organization may cooperate with other organizations and agencies active in child welfare, such as conference groups, or coordinating councils, providing its representatives makes no commitments that bind the group she/he represents.
5. In the event of the dissolution of this Organization, the assets of the Organization shall be donated to the Principal of Jerome Harrison School for the purchase of an appropriate educational item(s).

Article IV: Membership and Dues

1. Any person interested in the objectives of the Organization of Parents and Teachers Organization who is willing to uphold its basic policies and subscribe to its by-laws may become a member upon payment of dues, as hereinafter provided.
2. The annual dues shall be \$20 for family membership and \$10 for teachers.
3. The record of the Organization dues shall be kept by the Vice President.

4. An annual enrollment of members shall be conducted. Additional members shall be always accepted.

Article V: Officers and their Election

1. The officers of this Organization shall be a President, Vice President, Treasurer, and Recording Secretary.
2. Open positions shall be elected by ballot annually in the month of May. However, if there is but one nominee for any office, it shall be to move that the Secretary cast the elective ballot of the Organization for the nominee.
3. In the event that no one wishes to fill any of the executive board positions and all resources have been used to try to find a new officer, a vote can be taken so that the current person can remain in his/her position for one year.
4. At the May annual meeting, each office will be opened for nomination from the floor.
5. Only those who have consented to serve if elected shall be eligible for nomination either by committee or from the floor.
6. A person being nominated for President must have served at least one year on the Executive Board in another position. That one year of service does not have to be consecutive.
7. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Committee, notice of such election having been given. In case a vacancy occurs in the office of President, the senior officer shall serve notice of the election results.

Article VI: Duties of the Officers

1. The President shall preside at all meetings of the Organization and of the Executive Committee and shall perform such other duties as may be prescribed in these by-laws or assigned to him/her by the Executive Committee, and shall coordinate the work of the officers and committees, in order that the objectives may be achieved.
2. The Vice President shall act as aide to the President, and shall, in their designated order, perform the duties of the President in the absence or inability of that officer to serve.
 - a. The Vice President is also in charge of the membership drive, which takes place in September.
3. The Recording Secretary shall record the minutes of all meetings of the Organization and of the Executive Committee and shall perform such other duties as may be delegated to him/her.
 - a. The recording secretary shall also oversee room parents and the room parents' tea. Room parents will be chosen by the end of September. The tea will take place when it is convenient for the secretary and principal of the school.
 - b. The recording secretary shall carry on all correspondence of the Organization and shall perform other duties that may be delegated to him/her.
 - c. The Recording Secretary shall also be responsible for sending out the monthly notice of the PTO meeting, and any typing that needs to be done.
4. The Treasurer shall receive all monies of the Organization; shall keep an accurate record of receipts and expenditures; and shall pay out local funds in accordance with the approved budget as authorized by the Organization and approved for payments by the Executive Committee or on approval of the Executive Committee, items not budgeted in an amount not to exceed

\$50.00(fifty). The Treasurer shall present a financial statement at every meeting of the Organization and at other times when requested by the Executive Committee and shall make a full report at the annual meeting.

5. All officers shall
 - a. Perform the duties prescribed in the parliamentary authority in addition to those outlined in these by-laws and those assigned from time to time.
 - b. Deliver to their successors all official material within 30 days after the meeting at which the successors are elected.
 - c. Attend both the executive board meeting and the monthly meeting on the second Tuesday of each month (unless scheduled otherwise on the district calendar). If the Vice-President, Treasurer, or Recording Secretary cannot attend the executive board meeting, exceptions can be made, but it cannot be more than two.

Article VII: Meetings

1. Regular meetings of the Organization shall be held at times and dates annually established by the executive committee.
2. Special meetings may be called by the executive committee, three (3) days' notice having been given.
3. The annual meeting shall be held in May.
4. The privilege of holding office, introducing motions, debating, and voting shall be limited to members of the Organization whose dues are paid.
5. There shall be a minimum of five (5) meetings during the school year.

Article VIII: Executive Committee

1. The Executive Committee shall consist of the officers of the Organization and the Principal of the school. The members of the Executive Committee shall serve until their successors are elected.
2. The duties of the Executive Committee shall be:
 - a. To transact necessary business in the intervals between the Organization meetings and such other business as may be referred to it by the Organization.
 - b. To create Standing Committees.
 - c. To approve the plans of work of the Standing Committees.
 - d. To present a report at the regular meetings of the Organization.
 - e. To submit to the Organization for approval at the September meeting a budget for the fiscal school year.
 - f. To approve bills for expenses not budgeted in amounts not to exceed \$50.00.
3. Regular meetings of the Executive Committee shall be held in the two-week period prior to the regular meetings during the school year, the times to be fixed by the Committee at its first meeting of the year. A majority of the Executive Committee shall constitute a quorum. Special meetings of the Executive Committee may be called by the President or by the majority of the members of the committee.
4. Recommendations made by the Executive Committee must be voted upon by the Organization.

Article IX: Standing and Special Committees

1. Such standing committees shall be created by the Executive Committee as deemed necessary to promote the objectives and carry on the work of the Organization. The chairperson of the standing committees shall be selected by the officer of the Organization and the Principal Committee members shall be selected by the chairperson. Their term shall be one (1) year.
2. The Chairperson of each standing committee shall present a plan of work to the Executive Committee for approval. No committee work shall be undertaken without the consent of the Executive Board.
3. The Executive Committee shall approve the payment of routine bills within the limit of the budget.
4. The power to form a special committee and appoint their members rests with the Organization but may be recommended by the Executive Committee or the President. Since 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.
5. The President shall be ex officio a member of all committees.

Article X: Parliamentary Authority

1. Robert's Rules of Order, revised, shall govern this Organization in all cases to which they are applicable and in which they are not in conflict with these by-laws.
2. A copy of the by-laws of this of this Organization shall be available to any member upon request.
3. A copy of the by-laws of the Parent-Teacher Organization shall be available at every meeting. This shall be the responsibility of the Recording Secretary.

Article XI: Articles of Organization

The by-laws of this Organization shall be deemed to be part of its Articles of Organization.

Article XII: Amendments

1. These by-laws may be amended at any regular meeting of the Organization by a two-thirds vote of the members present and voting, providing notice of the proposed amendment shall have been given at the previous meeting.