

# ROGERS INTERNATIONAL SCHOOL PTO BY-LAWS

## Article I - Name

The name of this organization shall be ROGERS INTERNATIONAL SCHOOL PTO, Stamford, Connecticut.

## Article II - Articles of Organization

The Organization exists as an unincorporated organization of its members. Its "Articles of Organization" comprise these by-laws, which may be amended or revised as described in Article XIII. In the absence of separate articles of association, the by-laws shall be deemed to be the articles of association.

## Article III - Objectives

The objectives of this Organization are:

- a) To promote the welfare of children and youth in home, school, and community.
- b) To bring together the home and school, that parents and teachers may cooperate in the education of the child.
- c) To develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental, and social education.

## Article IV - Basic Policies

The basic policies of the Organization are:

- a) The Organization shall be noncommercial, non-sectarian and non-partisan.
- b) The name of the Organization, or the names of any members in their official capacities, shall not be used in any connection with a commercial concern, or with any partisan interest, or for any purpose not appropriately related to promotion of the objectives of the Organization.
- c) The Organization shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office. The Organization may make time available at its meeting for candidates for Board of Education positions to present their views to the membership. Appearance of a candidate before the membership shall not be construed as endorsement of that candidate by the Organization.
- d) The Organization shall not devote a substantial part of its activities in an attempt to influence legislation by propaganda or otherwise.
- e) The Organization shall cooperate with schools to support the improvement of education in ways that will not interfere with the administration of the schools.
- f) The Organization may cooperate with other organizations and agencies concerned with child welfare; but persons representing the Organization in such matters shall make no commitments that bind the Organization without the consent of the Executive Board.
- g) In the event of the dissolution of the Organization, its assets shall be given to ROGERS INTERNATIONAL SCHOOL. In the event that said school is closed, monies shall be distributed proportionately to those schools designated to receive ROGERS INTERNATIONAL SCHOOL students.

## Article V - Membership

- a) Any parent/guardian of a student at ROGERS INTERNATIONAL SCHOOL shall be a member of the Organization.
- b) Any faculty member (teacher or teaching assistant) at ROGERS INTERNATIONAL SCHOOL shall be a member of the Organization.

## Article VI - Executive Board Structure

The Executive Board shall meet a minimum of eleven times in the fiscal year, including an end-of-year planning meeting for the next year as well as a planning meeting before the start of the new school year.

The Executive Board shall consist of:

- a) The officers of the Organization
- b) The school principal
- c) The school assistant principal
- d) Two teacher representatives (one Upper School and one Lower School)

Duties of the Executive Board

- 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 approve the work plans of the committee chairpersons.
- c) All expenditures, with the exception of pre-allocated Grade Level Funds, require a "Request for Funds" form and the approval by vote of the Executive Board of the Organization or reimbursement will be denied. A vote at a General Meeting of the Organization is required to approve expenditures greater than \$2,000 per expenditure. The expenditure of any discretionary allocated funds must be approved by the President or President Elect. Any expenditure above the amount of \$100 must be approved by a vote of the Executive Board.
- d) Plan representation of the Organization at meetings of the Board of Education and outside organizations whose actions impact ROGERS INTERNATIONAL SCHOOL (e.g. Planning Board, Board of Representatives.)

The Officers of the Organization and their terms of office are as follows:

- a) President, one-year term
- b) Upper School Vice President, one-year term
- c) Lower School Vice President, one-year term
- d) Treasurer, one-year term
- e) Co-Treasurer, one-year term
- f) Secretary, one-year term
- g) Chair, Upper School Fund-Raising, one-year term
- h) Chair, Lower School Fund-Raising, one-year term
- i) Chair, Hospitality, one-year term
- j) Chair, Volunteers, one-year term
- k) Chair, Public Relations, one-year term
- l) Chair, Upper School Social, one-year term
- m) Chair, Lower School Social, one-year term
- n) Chair, Publications, one-year term
- o) Chair, School Community Outreach, one-year term
- p) Chair, Literacy, one-year term
- q) PT Council Representative, one-year term
- r) Board of Education Representative, one-year term
- s) Magnet Representative, one-year term

Term of Office

- a) Officers will be elected for the terms specified above. An officer may stay in the same board position for two consecutive years. No person shall fill the same board position for more than two consecutive years, unless approved by a two-thirds vote of the Executive Board.

- b) In order to become an Officer of the Organization, members will have had to actively serve as a committee member or room parent at a time preceding their election.
- c) In order to become President or President Elect of the Organization, a member must have served at least one year as a member of the Executive Board at a time preceding their election.
- d) Executive Board members shall be elected by a simple majority vote of members present at the last General Meeting of the school year. Ballots will be counted by the members of the Nominating Committee. If there is but one nominee for any office, it shall be in order to move that the Secretary cast the elective ballot of the Organization for the nominee.
- e) Officers shall assume their official duties on June 30 of the year in which they were elected and shall serve for the terms listed above, resigning their positions on June 30 of the year in which their term concludes.
- f) All positions, except that of President and President Elect, may be filled by two persons sharing the position and its vote. Any two individuals who wish to share a position must be identified to the Nominating Committee and added to the slate.
- g) If an individual would like to share an Executive Board position, the individual should communicate this interest to the Nominating Committee, and nominations to share the position will be solicited.

#### Nominations

- a) There shall be a nominating committee comprised of five members, identified in the Fall. Three of the members shall be elected from the Executive Board from its members, one of those individuals being a school administrator.
- b) In the Spring, the Nominating Committee shall inform the members of the Organization of the upcoming vote and shall accept nominations from the general membership and the Executive Board members. The slate shall be presented to the Executive Board in writing, signed and dated, at a meeting one month prior to the Organization's final meeting of the school year. The slate of members submitted by the Nominating Committee must be voted on by the Executive Board using the voting procedures outlined in Article XII. Executive Board members shall be elected by a simple majority vote of members present at the last General Meeting of the school year. If there is but one nominee for any office, it shall be in order to move that the Secretary cast the elective ballot of the Organization for the nominee.
- c) Only those persons who have signified their consent to serve if elected shall be nominated for such office.

#### Vacancies

- a) A vacancy occurring in any Executive Board position shall be filled for the unexpired term by a person selected by the Nominating Committee and voted upon by the Executive Board, using the voting procedures outlined in Article XII, notice of such vote having been given. In case a vacancy occurs in the office of President, either the Upper School Vice President or Lower School Vice President shall automatically assume the responsibility of President for the remainder of the unexpired term, and shall thereafter remain eligible for a full term as President.
- b) If an individual decides he/she would like to share an Executive Board position mid-year, the individual should communicate this interest to the Nominating Committee. This shall be treated as a vacancy.

#### Creating/Eliminating Officer Positions

- a) To create or eliminate an Executive Board position, the PTO Executive Board must follow the amendment procedures in Article XIV.
- b) If a position is created mid-year following the preceding guidelines, the Nominating Committee must inform the general membership and the Executive Board. From the submitted nominations, the Nominating Committee shall select the candidate(s) for the office and present the selection to the Executive Board in writing, signed and dated, at an executive board meeting. The selection of a candidate(s) for office must be voted on by the Executive Board using the voting procedures outlined in Article XII. The candidate(s) shall be elected by simple majority vote of the members present at a General Meeting of the PTO. If there is but one

nominee for any office, it shall be in order to move that the Secretary cast the elective ballot of the Organization for the nominee.

- c) An Executive Board position may only be eliminated if it is vacant or if the elimination is to be effective for the upcoming year.

#### Removal from Office

An inability to fulfill the responsibilities of any Executive Board position shall empower the Executive Board, upon a vote, using the voting procedures outlined in Article XII, with notice of such vote having been given to request that Board Member's resignation. If the Board Member refuses to resign, the Executive Board shall be entitled, upon a vote, using the voting procedures outlined in Article XII, to remove that Board Member from office.

#### Article VII - Duties of Executive Board Members

All Executive Board Members shall:

- a) Perform the duties in these by-laws and those assigned by the Executive Board.
- b) Deliver to their successors all official material by June 30.
- c) Represent the Organization at Board of Education meetings and at meetings of outside organization whose actions impact ROGERS INTERNATIONAL SCHOOL (e.g. Planning Board, Board of Representatives), as delegated by the Board of Education Representative, a minimum of two meetings per year.

All Officers of the Executive Board shall:

- a) Act as ex-officio members of the committees assigned to them by the President of the PTO. Act in the role of acting committee chairperson while conducting a thorough search for a committee chairperson among the general school population.

#### President

- a) Preside at all General Meetings of the Organization.
- b) Coordinate the presence of translators at General Meetings.
- a) Preside at all meetings of the Executive Board.
- b) Perform duties that may be assigned by the Organization or the PT Council.
- c) Prepare an agenda for meetings over which they preside one week in advance.
- d) The Treasurer, President, Upper School Vice President, and Lower School Vice President shall have the authority to sign checks for the Organization.
- e) Act as liaison between organization and school administration.
- f) Keep a written record of his/her actions, duties and contacts.
- g) This position shall be a voting member of the Executive Board.

#### Upper School Vice-President

- a) Coordinate speakers at General Meetings of the Membership.
- b) Perform duties that may be assigned by the Organization or the PT Council.
- c) Orient new Board members to by-laws and structure as they assume their positions.
- d) Set up the annual organization calendar with other officers.
- e) Coordinate the work of the officers and committees of the Organization. Delegates position as ex-officio member of all committees among officers. Distributes list of officer assignments to Committee Chairs by October of the school year.
- f) The Treasurer, President, Upper School Vice President, and Lower School Vice President shall have the authority to sign checks for the Organization.
- g) It is expected that either the Upper School Vice President or Lower School Vice President will serve a subsequent year as President to provide for continuity of leadership.

- h) Keep a written record of his/her actions, duties and contacts.
- i) This position shall be a voting member of the Executive Board.

#### Lower School Vice-President

- a) Coordinates speakers at General Meetings of the Membership.
- b) Perform duties that may be assigned by the Organization of the PT Council.
- c) Orient new Board members to by-laws and structure as they assume their positions.
- d) Set up the annual organization calendar with other officers.
- e) Coordinate the work of the officers and committees of the Organization. Delegates position as ex-officio member of all committees among officers. Distributes list of officer assignments to Committee Chairs by October of the school year.
- f) The Treasurer, President, Upper School Vice President, and Lower School Vice President shall have the authority to sign checks for the Organization.
- g) It is expected that either the Upper School Vice President or Lower School Vice President will serve a subsequent year as President to provide for continuity of leadership.
- h) Keep a written record of his/her actions, duties and contacts.
- i) This position shall be a voting member of the Executive Board.

#### Treasurer

- a) Draft an operating budget for the upcoming school year with the assistance of the Budget Planning Committee. This budget shall be presented for approval to the Executive Board at their summer meeting and to the Organization at the first general meeting of the school year.
- b) Maintain custody of all funds of the Organization.
- c) Keep a full and accurate account of receipts and expenditures.
- d) Make disbursements in accordance with the approved budget, as authorized by the Organization, upon presentation of a written request from the President or appropriate committee chairperson.
- e) The Treasurer, President, Upper School Vice President, and Lower School Vice President shall have the authority to sign checks for the Organization.
- f) Present a financial statement at every meeting of the Organization and at other times at the request of the Executive Board.
- g) Make a full report at the close of the fiscal year. This will be presented to the membership at the first meeting of the school year immediately following the close of the fiscal year.
- h) Maintain books of accounts and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the Organization.
- i) Prepare the annual tax return of the Organization due November 15 of each year following the close of the Organization's fiscal year. The accountant can prepare the formal return upon receiving copies of the books and bank statements from the treasurer.
- j) The Treasurer's records are open for review upon request.
- k) Keep a written record of his/her actions, duties and contacts.
- l) This position shall be a voting member of the Executive Board.

#### Co-Treasurer

- a) Assist the Treasurer in drafting an operating budget for the upcoming school year with the help of the Budget Planning Committee. This budget shall be presented for approval to the Executive Board at their summer meeting and to the Organization at the first general meeting of the school year.
- b) Maintain an additional checking account for the purpose of making deposits and issuing checks should the Treasurer be unavailable (i.e. work, vacation, etc.)
- c) Keep a full and accurate account of deposits, receipts and expenditures made from the additional checking account.

- d) Assist the Treasurer in making disbursements in accordance with the approved budget, as authorized by the Organization, upon presentation of a written request from the President or appropriate committee chairperson.
- a) The Treasurer, Co-Treasurer, President and Vice President shall have the authority to sign checks for the Organization.
- b) Assist the Treasurer in making a full report at the close of the fiscal year. This will be presented to the membership at the first meeting of the school year immediately following the close of the fiscal year.
- c) The Co-Treasurer's records are open for review upon request.
- h) Keep a written record of his/her actions, duties and contacts.
- i) This position shall be a non-voting member of the Executive Board.

#### Secretary

- a) Record and distribute, immediately following meetings, minutes of all meetings for the Organization and the Executive Board.
- b) Keep an accurate record of attendance at all meetings.
- c) Send correspondence as directed by the Executive Board
- d) Send monthly general meeting notices and notice of upcoming votes to members at least a week in advance.
- e) Keep a written record of his/her actions, duties and contacts.
- f) This position shall be a voting member of the Executive Board.

#### Chair, Upper School Fund-Raising

- a) Evaluate effectiveness of Upper School fundraising activities throughout the year.
- b) Review new programs for introduction to the Organization's Upper School activities.
- c) Recommend to the Executive Board Upper School fundraising activities for the following year.
- d) Organize end of year meeting with Executive Board Chairs and committee chairpersons to evaluate all fundraising activities and makes recommendations to the Executive Board for the following year.
- e) Coordinate the presence of translators at Upper School fundraising events as needed.
- f) Develop and maintain volunteer base for fundraising committees and events.
- g) Collaborate with Lower School Fundraising Chair with regard to key "all-school" fundraising events.
- h) Keep a written record of his/her actions, duties and contacts.
- i) This position shall be a voting member of the Executive Board.

#### Chair, Lower School Fund-Raising

- a) Evaluate effectiveness of Lower School fundraising activities throughout the year.
- b) Review new programs for introduction to the Organization's Lower School activities.
- c) Recommend to the Executive Board Lower School fundraising activities for the following year.
- d) Organize end of year meeting with Executive Board Chairs and committee chairpersons to evaluate all fundraising activities and makes recommendations to the Executive Board for the following year.
- e) Coordinate the presence of translators at Lower School fundraising events as needed.
- f) Develop and maintain volunteer base for fundraising committees and events.
- g) Collaborate with Upper School Fundraising Chair with regard to key "all-school" fundraising events.
- h) Keep a written record of his/her actions, duties and contacts.
- i) This position shall be a voting member of the Executive Board.

#### Chair, Hospitality

- a) Organize beginning of year and end of year luncheons, teacher appreciations and refreshments at organizations functions as requested.
- b) Coordinate the presence of translators at Hospitality events as needed.
- c) Send notes of condolences to parents and staff members as needed.

- d) Coordinate gifts of teacher appreciation at school-wide events.
- e) Organize end of year meeting with Executive Board Chairs and committee chairpersons to evaluate activities and make recommendations to the Executive Board for the following year.
- f) Keep a written record of his/her actions, duties and contacts.
- g) This position shall be a voting member of the Executive Board.

#### Chair, Volunteers

- a) Distribute volunteer sign-up to membership at beginning of the school year.
- b) Create and distributes lists of volunteers and policies for distribution to appropriate committee chairpersons.
- c) Coordinate efforts of and acts as a liaison for Grade Level Representatives and Room Parents.
- d) Develop contact list of both written and verbal Spanish-speaking translation volunteers.
- e) Organize end of year meeting with Executive Board Chairs and committee chairpersons to evaluate activities and make recommendations to the Executive Board for the following year.
- f) Keep a written record of his/her actions, duties and contacts.
- g) This position shall be a voting member of the Executive Board.

#### Chair, Public Relations

- a) Serve as Media Liaison/issues press releases.
- b) Promote school events, internally and externally.
- c) Maintain PTO page of school website.
- d) Keep a written record of his/her actions, duties and contacts.
- e) This position shall be a voting member of the Executive Board.

#### Chair, Publications

- a) Coordinate the production of the Handbook, Directory and online Newsletter.
- b) Keeps a written record of his/her actions, duties and contacts.
- c) This position shall be a voting member of the Executive Board.

#### Chair, Upper School Social

- a) Coordinate a minimum of two Upper School social/cultural events to foster a sense of community. These two events may be in conjunction with Lower School events.
- b) Work with Lower School Social Chair to coordinate a minimum of two all-school social/cultural events in addition to the above noted events.
- c) Coordinate the presence of translators at Upper School social events as needed.
- d) Keep a written record of his/her actions, duties and contacts.
- e) This position shall be a voting member of the Executive Board.

#### Chair, Lower School Social

- a) Coordinate a minimum of two Lower School social/cultural events to foster a sense of community. These two events may be in conjunction with Upper School events.
- b) Work with Upper School Social Chair to coordinate a minimum of two all-school social/cultural events in addition to the above noted events.
- c) Coordinate the presence of translators at Lower School social events as needed.
- d) Keep a written record of his/her actions, duties and contacts.
- e) This position shall be a voting member of the Executive Board.

#### Chair, School Community Outreach

- a) Identify opportunities for inclusivity within school community.

- b) Meet with the school's Outreach Administrator, Social Worker, and other key administrators to discuss community needs.
- c) Keep a written record of his/her actions, duties and contacts.
- d) This position shall be a voting member of the Executive Board.

Chair, Literacy

- a) Coordinate all bookfairs.
- b) Assist with distribution/gift to students.
- c) Coordinate any other reading/literacy initiatives undertaken by the PTO.
- d) Responsible for communication with media specialists, reading specialists, and classroom teachers about needs/wishes they may have for reading materials.
- e) Keep a written record of his/her actions, duties and contacts.
- f) This position shall be a voting member of the Executive Board.

PT Council Representative

- a) Responsible for attending all PT Council meetings.
- b) Act as liaison between the PT Council and the Executive Board.
- c) Submit regular updates for publication in Newsletter to Chair of Publications.
- d) Keep a written record of his/her actions, duties and contacts.
- e) This position shall be a voting member of the Executive Board.

Board of Education Representative

- a) Responsible for attending all Board of Education meetings.
- b) Acts as liaison between the Board of Education and the Executive Board.
- c) Coordinates attendance of Executive Board members at Board of Education meetings.
- d) Keep a written record of his/her actions, duties and contacts.
- e) This position shall be a voting member of the Executive Board.

Magnet Representative

- a) Coordinate and train volunteers for Magnet Orientations.
- b) Coordinate all new-family events.
- c) Keep a written record of his/her actions, duties and contacts.
- d) This position shall be a voting member of the Executive Board.

Teacher Representative, Upper School

- a) Act as liaison between teachers and the Executive Board of the Organization
- b) This position shall be a voting member of the Executive Board.

Teacher Representative, Lower School

- a) Act as liaison between teachers and the Executive Board of the Organization
- b) This position shall be a voting member of the Executive Board.

School Principal and Assistant Principal

- a) Act as liaisons to the Executive Board regarding school activities and programs.
- b) These positions are not voting members of the Executive Board.



## Article VIII - General Membership Meetings

- a) Regular General meetings of this Organization shall be held at such times as determined by the Board, but in no event shall there be less than seven regular meetings per school year. General meetings will have either a business or educational focus, as indicated by the agenda.
- b) Special meetings may be called by the Board or by a petition filed with the President and Secretary and signed by at least ten members.
- c) Adequate notice of time, place and agenda shall be given to all members as to all meetings. The annual meeting shall be the last meeting of the school year.
- d) The privilege of holding office, introducing motions, debating and voting shall be limited to members of the Organization.
- e) Unless otherwise specified herein, a simple majority of members present at a general membership meeting shall be required to carry any motion or resolution.

## Article IX - Standing and Special Committees

- a) The Executive Board may vote, using the voting procedures outlined in Article XII, to create such standing committees, excluding Nominating Committee, as it may deem necessary to promote the objectives and carry on the work of the Organization.
- b) The chairperson of each committee shall present a plan of work to the Executive Board. No committee work shall be undertaken without the consent of the officer designated as the Board Representative to the committee.
- c) As delegated by the President, an officer shall be a member, ex-officio, of all committees of the Organization. This officer is empowered to grant Executive Board approval for committee work. The committee chairperson shall be informed of the designated officer prior to beginning work.
- d) The Budget Planning Committee shall consist of the Treasurer and President, and any other members of the Executive Board deemed appropriate by the group. This committee is directed to meet with grade level leaders twice yearly; once in the spring to seek feedback about the year's budget and request input into planning prior to the summer meeting of the Executive Board. They are further directed to meet with grade level leaders prior to the first general meeting of the Organization to discuss grade level allocations as proposed for the coming year.

## Article X - Council Membership

- a) The Organization shall be represented in meetings of the Parent-Teacher Council by the President and/or the elected PT Council delegate.
- b) The organization shall pay annual dues and insurance to the Parent-Teacher Council, as provided in PT Council's by-laws.
- c) The Organization maintains its tax-exempt status through the group determination letter of PT Council. The Organization accepts and supports the goals of Parent-Teacher Council as stated in their Mission Statement.
- d) The Organization will furnish a copy of the annual tax return to PT Council no later than December 15.

## Article XI - Fiscal Year

The fiscal year of the Organization shall be July 1 through June 30.

## Article XII - Voting Procedures

- a) In order to vote on a motion that has been presented at an Executive Board meeting or a General Meeting, a motion to vote must be made and seconded.
- b) A quorum of two-thirds of the voting Executive Board members is needed in order to vote during Executive Board meetings. A simple majority of voting members present at an Executive Board meeting shall be required to carry any motion or resolution.

- c) As an alternative to a "raised hand" vote, any Executive Board member may make a motion for a "blind" vote. If the motion is seconded, then votes will be recorded on paper and tallied by the Secretary.
- d) A voting member may issue a proxy if he/she cannot be present for the vote during an Executive Board meeting.
- e) Voting may be conducted by email initiated by the President or Vice Presidents. A quorum of two-thirds of the voting Executive Board members must respond to the call for a vote. Board members must respond to a call for an email vote within 48 hours. A simple majority shall be required to carry any motion or resolution.
- f) A simple majority of members present at a General Meeting shall be required to carry any motion or resolution.
- g) Written notice of an upcoming vote will be given one week in advance.

#### Article XIII - Parliamentary Authority

Robert's Rules of Order, Revised shall govern the Organization in all cases in which they are applicable and in which they are not in conflict with these by-laws.

#### Article XIV - Amendments

- a) These by-laws may be amended at any General Meeting of the Organization, by a vote following the voting procedures outlined in Article XII, provided that written notice of the proposed amendment shall have been given at least ten days in advance.
- b) A committee may be appointed to submit a revised set of by-laws as a substitute for the existing by-laws only by a majority vote at a General Meeting of the Organization or by a majority vote of the Executive Board, following the voting procedures outlined in Article XII. The requirements for adoption of a revised set of by-laws shall be the same as in the case of an amendment.