

Fairfield Special Education PTA (SEPTA)
Fairfield, CT
Bylaws

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Fairfield SEPTA President, Elaine Davis

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Article I: Name

The name of this organization is the Fairfield Special Education Parents and Teacher Association (SEPTA), Fairfield, Connecticut. It is a local SEPTA organized under the authority of the Connecticut Congress of Parents and Teachers (Connecticut PTA), a branch of the National Parents and Teachers (National PTA).

#Article II: Purposes

Section 1. The objects of the Fairfield SEPTA, in common with those of the National and the Connecticut PTA are:

- A. to promote the welfare of children and youth in home, school, community and place of worship;
- B. to raise the standards of home life;
- C. to secure adequate laws for the care and protection of children and youth;
- D. to bring closer relation to the home and school, that parents and teachers may cooperate intelligently in the education of children and youth;
- E. to develop between educators and the general public such united efforts as will secure for all the children and youth the highest advantages in physical, mental, social and spiritual education.

Section 2. The purposes of the National PTA, the Connecticut PTA and the Fairfield SEPTA are promoted through an advocacy and educational program directed toward parents, teachers and the general public; developed through conferences, committees, projects and programs; and governed and qualified by the basic policies set forth in Article III.

Section 3. The organization is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter "Internal Revenue Code").

#Article III: Basic Policies

The following are basic policies of the Fairfield SEPTA, in common with those of the National and the Connecticut PTA:

- A. The organization shall be non-commercial, nonsectarian, and nonpartisan.
- B. The organization of members in their official capacities 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.
- C. The organization shall work with the schools and community to provide quality education for all children and youth, particularly those in need of special education services, and shall seek to participate in the decision making process establishing school policy, recognizing that the legal responsibility to make decisions has been

delegated by the people to boards of education, state education authorities, and local education authorities.

- D. The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools, and the community at large.
- E. No part of the net earnings of the organization shall inure to the benefit of or be distributable to its members, directors, trustees, officers, or other private individuals except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.
- F. Notwithstanding any other provisions of this organization, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under section 501(c)(3) of 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. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations or organizations that have established their tax-exempt status under section 501 (c)(3) of the Internal Revenue Code.
- H. The organization or members in their official capacities 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.

Article IV: Local PTA

#Section 1. This local PTA shall be organized and chartered under the authority of the Connecticut PTA in the area in which this local PTA functions, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the Connecticut PTA may in its bylaws prescribe. The Connecticut PTA shall issue to each local PTA in its area an appropriate charter evidencing the due organization and good standing of the local PTA.

A local PTA in good standing is one that:

- A. Adheres to the Objects and basic policies of the PTA;
- B. Remits the national portion of the dues through the state PTA to reach the national office by dates designated by the National PTA;
- C. Has bylaws approved according to the procedures of each state; and
- D. Meets other criteria as may be prescribed by the individual state PTA.

#Section 2. The articles of organization of this local PTA shall include (a) the bylaws of such organization and (b) the certificate of incorporation or articles of incorporation of such organization (in cases in which the organization is a corporation) or the articles of association by whatever name (in cases in which the organization exists as an unincorporated association).

#Section 3. This local PTA shall adopt such bylaws for the government of the organization as may be approved by the Connecticut PTA. Such bylaws shall not be in conflict with the National PTA Bylaws or the bylaws of the Connecticut PTA.

#Section 4. This PTA shall include in its bylaws provisions corresponding to the Connecticut PTA Bylaws as are identified herein by a number sign.

#Section 5. The adoption of the amendment to any provision of the Connecticut PTA Bylaws identified by a # symbol shall serve automatically and without the requirement of further action by this local PTA to amend its corresponding bylaws. Notwithstanding the automatic character of the amending process, the local PTA shall promptly incorporate such amendments in their respective bylaws.

#Section 6. Bylaws of this local PTA shall include an article on amendments.

#Section 7. Bylaws of this local PTA shall include a provision establishing a quorum.

#Section 8. Each officer or board member of a local PTA shall be a member of such local PTA.

#Section 9. The bylaws of this local PTA shall prohibit voting by proxy, (unless proxy voting is specified by applicable state law).

#Article V: Membership and Dues

#Section 1. Every individual who is a member of this local PTA is, by virtue of that fact, a member of the National PTA and of the Connecticut PTA by which this local PTA is chartered, and is entitled to all the benefits of such membership.

#Section 2. Each member of this local PTA shall pay annual dues to said organization. The amount of such dues shall include a portion payable to the CT PTA and a portion payable to the National PTA.

Section 3. Membership in PTA shall be open, without discrimination, to anyone who believes in and supports the Mission and Purposes of National PTA.

Section 4. The members of the nominating committee for officers of this local PTA shall be elected by the general membership and executive board members.

Section 5. Each local PTA shall conduct an annual enrollment of members but may admit individuals to membership at any time.

#Section 6. This local PTA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the organization, including, specifically, the number of its members, the dues collected from its members, and the amounts of dues remitted to the Connecticut PTA. Such books of account and records shall at all

reasonable times be open to inspection by an authorized representative of the Connecticut PTA or, where directed by the committee on State and National Relationships, by a duly authorized representative of the National PTA.

#Section 7. The charter of this local PTA shall be subject to withdrawal and the status of such organization as a local PTA shall be subject to termination, in the manner and under the circumstances provided the bylaws of the Connecticut PTA.

#Section 8. This local PTA is obligated, upon withdrawal of its charter by the Connecticut PTA:

- A. To yield up and surrender all of its books and records and all of its assets and property to the Connecticut PTA or to such agency as may be designated by the Connecticut PTA or to another local PTA organized under the authority of the Connecticut PTA;
- B. To cease and desist from the further use of any name that implies or connotes association with the National PTA or the Connecticut PTA or status as a constituent organization of the National PTA, and;
- C. To carry out promptly, under the supervision and direction of the Connecticut PTA, all proceedings necessary or desirable for the purposes of dissolving the Fairfield SEPTA.

#Section 9. Each local PTA shall include in its bylaws provisions corresponding to the provisions of state bylaws identified by the number symbol.

#Section 10. Local bylaws and any amendments thereto shall be submitted in triplicate to the Connecticut PTA unit/council bylaws review chair for approval every three years.

Section 11: A membership year runs from July 1st through June 30th.

Article VI: Officers

Section 1. The officers of this local PTA shall be a president, president-elect, past-president, first vice president(s) for Programming, second vice-president(s) for fundraising, third vice president(s) for parent resources, fourth vice-president(s) for communications, secretary, treasurer, assistant-treasurer, past-treasurer, membership chair(s), Grants Chairperson(s), PTA Council Representative(s), CT SEPTA Council Representative(s), Board of Education representative(s), Budget representative(s), teacher representative(s).

Section 2. Officers shall be elected in the month of May.

Section 3. The vote shall be conducted by ballot. The vote shall be conducted by ballot and a majority vote shall elect. When there is only one candidate for any office that election may be held by voice vote.

Section 4. The following provisions shall govern the qualifications and eligibility of individuals to be officers of the Fairfield SEPTA:

- A. #Each officer shall be a member of this local PTA.
- B. No officer may be eligible to serve for more than two consecutive terms in the same office.
- C. A person who has served in an office for more than one half of a full term shall be deemed to have served a full term in such office.

Section 5. Officers shall assume their official duties following the close of the meeting in June in which they are elected and shall serve for a term of two years or until their successors are elected. The president(s), president elect(s), past-president, will serve a term of only one year. These officers shall progress from elect to current to past status unless otherwise specified by the executive board or voted into a second term by the general membership. The treasurer shall continue in his or her position until the end of the fiscal year (June 30th) and shall have authority thereafter to finalize the books and records and prepare and sign the tax return(s) for the current fiscal year.

Section 6. A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the president-elect or the first vice president (Sr.). A vacancy in any office other than the president shall be filled by the Executive Board.

Section 7. There shall be a nominating committee composed of at least three members who shall be elected by this local PTA at a general membership meeting at least two months prior to the election of officers as outlined in Article VI, Section 2.

- A. The committee shall elect its chair.
- B. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the general membership meeting in May, at which time additional nominations may be made from the floor.
- C. The president or president-elect may not serve on the nominating committee.

Only those individuals who are current members of this local PTA and who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

Article VII: Duties of Officers

Section 1. The **President** shall:

- A. preside at all meetings of this local PTA unless a moderator is selected to preside at the meeting;
- B. serves as an ex officio member of all committees except the nominating committee;
- C. coordinate the work of the officers and committees of this local PTA in order that the Objects may be promoted;
- D. perform such duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the executive board.
- E. set the agenda for all executive board and general membership meetings;
- F. create committees of this PTA with approval from the executive board if time permits;

- G. attend Fairfield PTA Council presidents meetings;
- H. perform such duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the executive board or association;
- I. be a member of the budget committee;
- J. approve all vouchers sent to the treasurer within the limits of the approved budget;
- K. approve and sign all contracts entered into by this PTA;
- L. be the only person, along with the president-elect, who may speak on behalf of the PTA unless directed to do otherwise by a majority vote of the executive board or the members in good standing of the PTA who are present at a general meeting at the time that such a vote is duly called;
- M. not offer personal opinions as views of the PTA;
- N. with the president-elect and input from the executive board, set goals PTA;
- O. at all times except where prescribed above act in partnership with the President-Elect.

The **President-Elect(s)** shall:

- A. Perform all the duties of the President in the absence, incapacity or request of the President;
- B. preside at executive board and general meetings of the PTA at the request of the President;
- C. perform such other duties as may be prescribed in these bylaws or assigned by the general membership, the Fairfield SEPTA PTA Board of Directors, or the Executive Board;
- D. Fulfill all roles and responsibilities of the president at the president's request.

Section 2. The **Vice-Presidents** shall:

- A. act as aides to the president;
- B. in their designated order, first vice president(s) for Programming, second vice-president(s) for fundraising, third vice president(s) for parent resources, fourth vice-president(s) for communications perform the duties of the president in the president's absence or inability to serve;
- C. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, or the executive board.

Section 3. The **Secretary** shall:

- A. record the minutes of all meetings of the Fairfield SEPTA;
- B. be prepared to read all the records of any previous meetings;
- C. file all records;
- D. have a current copy of the bylaws;
- E. maintain a membership list;
- F. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president or the executive board.

Section 4. The **Treasurer** shall:

- A. have custody of the funds of this local PTA;
- B. maintain a full account of the funds of this local PTA;

- C. make disbursements as authorized by the president, executive board, or this local PTA in accordance with the budget adopted by this local PTA;
- D. have checks or vouchers signed by two people: the treasurer and one other person;
- E. cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to the Fairfield SEPTA;
- F. provide a written financial statement to the executive board on a quarterly basis;
- G. present an annual report of the financial condition of the organization;
- H. submit the books annually for an audit by an auditing committee selected by the executive board at least one month before the meeting at which new officers assume duties
- I. report the findings of the annual audit to the executive board;
- J. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president or the executive board.
- K. chair a standing Budget Committee to prepare an annual budget for presentation to the Executive Board and approval by the PTA at the June general meeting. The members of the committee will consist of the President, President-Elect, the most recent Past-President, the current Treasurer, the Past-Treasurer, the Assistant Treasurer and any other officer the President deems necessary. The Executive Vice-president will act as an advisor to this committee. This committee will meet and complete its work before the May general membership meeting; and
- L. present the proposed annual budget to the executive board and then the general membership meeting for review by May;
- M. develop and maintain financial procedures and shall communicate them to the Executive Board and members as needed;
- N. submit dues to National and Connecticut PTA;
- O. develop and maintain appropriate procedures for data security and backup of financial information; and
- P. train the assistant treasurer in all tasks.

The **Assistant Treasurer** shall:

- A. assist the Treasurer in his/her duties, including signing checks, making deposits of funds and preparing cash boxes for events;
- B. coordinate the collection and reconciliation of fundraising revenues in connection with committee chairs;
- C. participate in the budget preparation process; and
- D. in the absence of the Treasurer, the Assistant Treasurer shall assume the Treasurer's responsibilities.

Section 5: Other Officers

The **Membership Chair(s)** shall:

- A. recruit members,
- B. maintain a record of membership,
- C. collects dues and submits to Treasurer;
- D. submits disbursement request to Treasurer for payment to National and State PTA units;

- E. prepares a membership report for the National, State and Fairfield PTA Council.

The Board of Education Representative(s) shall:

- A. represent Fairfield SEPTA at all meetings of the Board of Education and report at the Executive Board meeting and/or the General Membership meeting;
- B. inform the general population of all pertinent Board of Education meetings by creating and distributing notices;
- C. speak at Board of Education meetings, as necessary, according to the wishes and at the direction of the Fairfield SEPTA; and
- D. perform such other duties as may be prescribed in these bylaws, or assigned by the general membership, the President or President-Elect or the Fairfield SEPTA Executive Board.

The PTA Council Delegate(s) shall:

- A. represent Fairfield SEPTA PTA at all meetings of the PTA Council and report back to the Executive Board meeting and/or the General Membership meeting;
- B. speak and vote according to the wishes of the Fairfield SEPTA; and
- C. perform such other duties as may be prescribed in these bylaws, or assigned by the general membership, the President or President-Elect, the Fairfield SEPTA Executive Board.

The Budget Representative(s) shall:

- A. represent Fairfield SEPTA at all town-wide budget meetings and report back to the Executive Board and/or at general membership meetings;
- B. inform the general population of all pertinent Budget meetings by creating and distributing notices;
- C. speak at town budget meetings, as necessary, according to the wishes and at the direction of the Fairfield SEPTA; and
- D. perform such other duties as may be prescribed in these bylaws, or assigned by the general membership, the President or President-Elect or the Fairfield SEPTA Executive Board.

Section 6. Each officer shall be a member of this local PTA

Article VIII: Executive Board

Section 1. The affairs of the Fairfield SEPTA shall be managed by the executive board in the intervals between local unit PTA general membership meetings.

****Section 2.** Each board member shall be a member of the local PTA chartered by the Connecticut PTA.

Section 3. The members of the board shall be:

- A. elected officers;
- B. and a representative of the district special education administration.

- C. The president may appoint a parliamentarian, subject to approval of the executive committee of this local PTA.

Section 4. Duties of the board shall be to:

- A. carry out such business as may be referred to it by the membership of the association;
- B. create special committees;
- C. present a report at the regular general membership meetings of this local PTA;
- D. select an auditor or an auditing committee to audit the treasurer's accounts;
- E. prepare and submit an annual budget to this local PTA's general membership for adoption;
- F. approve payment of routine bills within the limits of the approved budget.

Section 5. If any member of the executive board shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the board by resolution adopted by the executive board by simple majority vote of those board members present.

Section 6. Regular meetings of the board shall be held with the date and time to be fixed by the board at its first meeting of the year.

Section 7. Special meetings of the board may be called by the president or when requested by three members upon seven days written notice to each member of the executive board.

Section 8. At all meetings of the board, a majority of the members of the board shall constitute a quorum for the transaction of business.

Section 9. Upon the expiration of the term of office or when individuals cease to hold the position that entitles them to be a member of the board, they shall automatically cease to be a member of the board and shall be relieved of all duties and responsibilities incident to such membership. All records, books and other materials pertaining to the position shall be turned over to the president and all funds pertaining to the position shall be returned to the treasurer within fourteen calendar days.

Procedure for conducting an Executive Board vote via e-mail

The vote will be presided over by the President or President Elect.

A call for a vote via e-mail may only be put forth by the President or President Elect, and forwarded to all members of the Executive Board.

The President or President Elect will make a motion, which will be distributed to all members of the Executive Board via e-mail, and using a return receipt function. When a motion is made, a second will be immediately called for.

When the second is received, discussion will be called for. The time for discussion will be three (3) full business days from when the second was received. Any and all comments will be e-mailed by the authors to all Executive Board members.

If, as a result of the discussion, revisions to the motion are made, the motion will be repeated, a second called for, and, upon receipt of the second, a vote will be called for. If no revisions are made, a vote will be called for.

In order to vote, individual Board members will respond in the positive or negative directly to the President or President-Elect via e-mail within two (2) full business days. All Executive Board members should be copied on the individual votes submitted to the President or President Elect.

At the end of two full business days, the votes will be tallied, hard copied, and the result of the vote will be communicated to the Executive Board by email. No votes will be accepted/counted after the close of the two-day voting period.

The Secretary will record the results of the vote in the next possible meeting minutes.

The quorum requirement of ten (10) votes must be met when conducting an e-mail vote.

Article IX: Committees

Section 1. Only members of this local PTA shall be eligible to serve in any elective or appointive positions.

Section 2. The standing committees of this local PTA shall be:

- A. Membership
- B. Fundraising
- C. Grants
- D. Parent Resources
- E. Publicity/Communications
- F. Teacher/Staff Appreciation
- G. Parks and Recreation Programming
- H. Special Programming
- I. One Time Event Programming
- J. Hospitality
- K. Diversity Day

Section 3. The executive board may create such special committees as it may deem necessary to promote the Objects of PTA and carry on the work of this local PTA.

Section 4. The term of office of a committee chair shall be two years or until the selection of a successor.

Section 5. The chair of each committee shall present a plan of work to the executive board for approval. No new committee work shall be undertaken without the consent of the executive board.

Article X: General Membership Meetings

Section 1. Regular meetings of this local PTA shall be held on the second Wednesday of each month, unless otherwise provided by this local PTA or the executive board. Seven calendar days notice shall be given to the membership of any change of date.

Section 2. Special meetings of this local unit PTA may be called by the president or by a majority of the board of directors, executive board. Seven calendar days notice shall be given to the membership of the special meeting.

Section 3. The annual meeting shall be held in May.

Section 4. Ten members shall constitute a quorum for the transaction of business in any regular or special meeting of this local PTA general membership.

#Section 5. The amount of the state portion of each member's dues shall be determined by the Connecticut PTA. The national portion of each member's dues shall be (\$1.75) one dollar seventy-five cents (updated as of 7/7/04) per annum.

#Section 6. The Connecticut PTA annual dues shall be (\$3.00) three dollars (updated as of 7/7/04) per member. Connecticut PTA dues can only be amended by a vote of the general membership at the Annual Convention or a special meeting.

Article XI: Council Membership

Section 1. This local PTA shall be represented in meetings of the Fairfield PTA Council and the **Connecticut SEPTA Council by one delegate or alternate.**

- A. All representatives to the council PTA must be members of this local PTA.
- B. Delegates and their alternates shall be chosen by election in May
- C. Delegates to the Fairfield PTA Council shall serve for a term of two years.

Article XII: Connecticut PTA Convention

Section 1. This local PTA should be represented at the annual meeting of the Connecticut PTA by the president, or appointed alternate, and by one delegate per 25 members as shown on the books if the CT PTA treasurer as of March 15 preceding the Convention. A local PTA having less than twenty-five members shall be entitled to send one delegate in addition to its president and vice-president.

Section 2. To be accredited, a delegate of any local PTA shall have been a member in good standing of such local PTA for a period of at least thirty (30) days preceding the date of his/her election as such delegate; provided, however, that this provision shall not apply to local PTA organized less than twelve (12) months prior to the date of the State Convention.

Section 3. Delegates and their alternates shall be chosen by the PTA president(s) in May.

Article XIII: Fiscal Year

The fiscal year of the Fairfield SEPTA shall begin on July 1st and end on the following June 30th.

****Article XIV: Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Fairfield SEPTA and in all cases in which they are applicable and in which they are not in conflict with these bylaws, the National PTA Bylaws, the Connecticut PTA Bylaws, or the articles of incorporation.

Article XV: Amendments

Section 1. These bylaws may be amended at any regular general membership meeting of the Fairfield SEPTA by a two-thirds vote of those members present and voting, a quorum being present, provided that the proposed amendments have been approved by the Connecticut PTA and notice of the proposed amendment(s), in writing, has been provided to the membership **twenty** calendar days prior to the meeting.

Section 2. A committee may be appointed by a majority vote at a general membership meeting of this local PTA, or by a two-thirds vote of the Executive Board of this local PTA, to submit a revised set of bylaws as a substitute for the existing bylaws.

Section 3. Unit bylaws and any amendments thereto shall be submitted in duplicate to the Connecticut PTA Unit/Council Bylaws Review Chair for approval every three years.

Section 4. The adoption of an amendment to any provision of the bylaws of the Connecticut PTA identified by a number symbol (#) shall automatically serve and without the requirement of further action by Fairfield SEPTA to amend their corresponding bylaws.