

By-Laws of the
Mary L. Tracy School
Parent-Teacher Organization(MLT PTO), Inc.
Orange, Connecticut

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Approved:

August 20th 2023

Article I. Name

The name of this organization is the Mary L. Tracy Parent-Teacher Organization, Inc. (Referred to as the Mary L. Tracy PTO or MLT PTO). The Mary L. Tracy PTO is located at 650 Schoolhouse Lane, Orange, CT 06477. It is a local PTO.

Article II. Vision, Mission, and Purposes

Section II.01

The Mary L. Tracy PTO vision is to enhance the educational experiences of the students of Mary L. Tracy School by supporting academic and enrichment activities.

Section II.02

The Mary L. Tracy PTO mission is to be:

- A powerful voice for all children,
- A relevant resource for families and communities, and
- A strong advocate for the education and well being of every child.

Section II.03

The purpose of the Mary L. Tracy PTO will be to adopt and support to the six keys to Successful School-Family-Community Partnerships, as created by J. L. Epstein:

- a) **Parenting:** Assist families with parenting and child-rearing skills, understanding child and adolescent development, and setting home conditions that support children as students at each age and grade level. Assist schools in understanding families.
- b) **Communicating:** Communicate with families about school programs and student progress through effective school-to-home and home-to-school communications.
- c) **Volunteering:** Improve recruitment, training, work, and schedules to involve families as volunteers and audiences at the school or in other locations to support students and school programs.
- d) **Learning at Home:** Involve families with their children in learning activities at home, including homework and other curriculum-related activities and decisions.
- e) **Decision Making:** Include families as participants in school decisions, governance, and advocacy through the PTO, school councils, committees, and other parent organizations.
- f) **Collaborating with the Community:** Coordinate resources and services for families, students, and the school with businesses, agencies, and other groups, and provide services to the community.

Section II.04

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 referred to as "Internal Revenue Code").

Article III. Basic Policies

The following are the basic policies of the Mary L. Tracy PTO:

- a) The Mary L. Tracy School PTO shall be noncommercial, nonsectarian, and nonpartisan.
- b) The Mary L. Tracy School PTO shall work with the schools and community to provide quality education for all children and youth 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.

- c) The Mary L. Tracy School PTO 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.
- d) No part of the net earnings of the Mary L. Tracy School PTO shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons 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.
- e) Notwithstanding any other provision of these articles, the Mary L. Tracy School PTO or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including publishing or distributing 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.
- f) Upon the dissolution of the Mary L. Tracy School PTO, 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.
- g) The Mary L. Tracy School PTO or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including publishing or distributing 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.
- h) The name of the Mary L. Tracy School PTO or the names of any members in their official capacities shall not be used as a forum for personal gain.

Article IV. Membership and Dues

Section IV.01

Every individual who is a member of the Mary L. Tracy School PTO is entitled to all benefits of such membership.

Section IV.02

Each member of the Mary L. Tracy School PTO shall pay annual dues to said organization. The amount of such annual dues will be decided upon and voted upon each year by the Executive Board. The Mary L. Tracy School PTO Executive Board is authorized to waive annual dues for any member unable to pay due to financial hardship or other reasonable reason.

Section IV.03

Membership in the Mary L. Tracy PTO shall be open, without discrimination, to anyone who believes in and supports the vision, mission and purposes of the Mary L. Tracy PTO as listed in Article II.

Article V. Officers

Section V.01

The officers of the Mary L. Tracy School PTO shall be a president, or co-presidents, vice president, or co-vice presidents, a secretary, a treasurer, and the principal. The total number of board members must be an odd number for voting purposes.

Section V.02

All officers shall be appointed based on a person's request to serve as an officer. It is the intention of the Executive Board to have all positions appointed prior to July 1 of the incoming school year.

Section V.03

Sign up opportunities for the Executive Board shall be communicated to incoming parents in the spring of each year. All officers are expected to be able to attend most, if not all, of the Executive Board and general PTO meetings.

Section V.04

In the event that more than one person volunteers for an executive office position, the volunteer with prior experience serving on the Mary L. Tracy School PTO Executive Board will be appointed to said position. (Prior experience is defined equally by either having held any role on the Executive Board or having served in a specific role on the Mary L. Tracy School PTO Executive Board. In the case of multiple interested parties with prior experience, the principal reserves the right to make the final appointment). If there are volunteers with no prior experience, the position will be appointed on a first come basis.

Section V.05

To be appointed as an officer, all volunteers for the position must confirm by signing a copy of the By-laws that they have read the Mary L. Tracy School PTO By-laws and understand the details of the position they are volunteering for.

Section V.06

The following provisions shall govern the eligibility of individuals to be officers of the Mary L. Tracy School PTO:

- a) Each officer must be a paying member of the Mary L. Tracy School PTO.
- b) A person who has served in an office for more than one half of the full term shall be deemed to have served a full term in such office.

Section V.07

Officers shall assume their official duties on July 1st in the year in which they are appointed and shall serve for a term of one year or until their successors are appointed.

Section V.08

A vacancy occurring in the Executive Board and left unfilled during the school year will result in an even number of voting members. During this rare situation, the vote shall be decided by the President/Co-President and the Principal. A vacancy in any office other than President shall be filled by the Executive Board.

Section V. 09 Any officer of the Mary L. Tracy School PTO may resign at any time by giving written notice to the Mary L. Tracy School PTO. Such resignation shall take effect at the time specified therein; and, unless otherwise specified in such resignation, the acceptance of such resignation shall not be necessary to make it effective.

Section V. 10 Officers may be removed, with cause, by a two-thirds vote of those present (assuming a quorum) where previous notice has been given to the Executive Board for review.

Article VI. Duties of Officers

Section VI.01

The President/Co-Presidents shall

- a) Preside at all meetings of this local PTO;
- b) Serve as the Primary contact for the Mary L. Tracy School Principal;
- c) Represent the Mary L. Tracy School PTO at meetings outside the Mary L. Tracy School PTO;
- d) Sign all contracts;
- e) Serve as an ex officio member of all committees;
- f) Coordinate the work of the officers and committees of the Mary L. Tracy School PTO in order that the purposes may be promoted;
- g) Perform such other duties as may be outlined in the details of these by-laws or as directed by the Executive Board;
- h) Be a cosigner on the MLT PTO bank account;
- i) Prepare the agenda for all of the Executive Board and General Board meetings.

Details

I. School Year Prep – Mid July

- Get access to binder/shared drive and by-laws from outgoing President/Co-Presidents;
- Create calendar of PTO fundraising events for the school year;
- Finalize Mary L. Tracy School PTO forms to be included in the First Day of School Packet, which are submitted to the principal or Office Assistant two weeks prior to the start of the school;
- Recruit chairperson(s) for any unfilled position(s);
- Back to School Night
 - Attend and be prepared to make a speech
 - Introduce the new Executive Board

II. First week of school, ask the school secretary for:

- Student/family count
- Classroom lists
- Family lists

III. Monthly

- Meetings: Executive Board and General Membership;
- Post Mary L. Tracy School PTO calendar on website;
- Submit "Building Use" forms to the Board of Education for all school events;
- Distribute/give access to all event resources to chairpersons. Resources may include event budget amount, deposit form, reimbursement form, any special forms or instructions relative to the respective event, list of volunteers for their committee and the name of the Executive Board member responsible on the Mary L. Tracy School PTO Board to report to with updates;
- At the end of the school year (or after each fundraising event), collect event folders from chairpersons. All folders should include the event flyer and chairperson's notes;
- Oversee chairpersons to make sure that they are on time and ready for their respective events/programs.

IV. Weekly

- Draft the Mary L. Tracy School PTO news/updates for the weekly email blast; if the President/Co-Presidents are unavailable, the Secretary shall handle the weekly PTO news

V. Check the Mary L. Tracy School PTO mailbox regularly

VI. Year End Closing – June

- Prepare budget for next school year with new President/Co-Presidents and Treasurer
- Prepare Mary L. Tracy School PTO calendar of fundraising events for next school year
- Plan fundraisers for next school year

VII. Coordinate year-end gifts for retiring teachers, if applicable

VIII. Day By Day

The Vice President, Co-Vice President shall:

- a) Act as an aide to the President or Co-Presidents;
- b) In the President's or Co-President's absence or inability to service, the First Vice President, or Co-Vice President may be called upon to perform the duties of the President or Co-Presidents;
- c) Act as the by-laws authority for the Executive Board;
- d) Submit all building applications to the Board of Education for all school events;
- e) Perform such other duties as may be outlined in the details of these by-laws or as directed by the Executive Board.

Details:

Submit all "Building and Use" forms to the Board of Education for all school events;

Distribute all event folders to chairpeople. All folders, where applicable will include event budget amount, deposit form, reimbursement form, any special forms or instructions relative to the respective event, list of volunteers for their committee and the name of the Executive Board member responsible on the Mary L. Tracy School PTO Board to report to with updates.

At the end of the school year or after each fundraising event, collect event folders from chairpeople. All folders should include the event flyer, chairperson's notes and a completed Event Description form.

Oversee room parents, contact them throughout the year for classroom and or additional support for school activities.

Oversee chairpeople to make sure they are on time and ready for their respective events/programs;

For any events/programs that do not fall under the responsibility of the Vice President, or Co-Vice President, assist if needed.

Section VI.02 Secretary

The secretary shall:

- a) Be responsible for notifying all members of the Executive Board and the general members of all Mary L. Tracy School PTO scheduled meetings prior to said meeting;
- b) Attend both the Executive Board and General PTO meetings; if unable to attend, appoint another Executive Board member to take the minutes;
- c) Record the minutes of all general meetings of the Mary L. Tracy School PTO;
- d) Be prepared to read the records of any previous meetings;
- e) Have a current copy of the by-laws;
- f) Post approved minutes of the General PTO meetings onto the school's website,
- g) File all records;
- h) Maintain a folder for the year's correspondence;
- i) Perform such other duties as may be outlined in the details of these by-laws or as directed by the Executive Board;
- j) Assist the President or Co-Presidents when needed in preparation for upcoming Executive Board meetings or General PTO meetings.

Details

- Be responsible for notifying all members of the Executive Board and the general members of all PTO scheduled meetings prior to said meeting;
- Ensure that all PTO correspondence to Mary L. Tracy families and staff has been approved by the principal prior to distribution;
- Keep record of all PTO correspondence sent home to all Mary L. Tracy PTO families;
- Attend Mary L. Tracy School PTO Executive Board and General Board meetings;
- Keep an accurate, concise, electronic record of the proceedings of all meetings of the association; these minutes are the legal record of the Mary L. Tracy School PTO;
- Minutes contain a record of what the group did, with action recorded in the order it took place; personal opinion and discussion are omitted;
- Prepare a list of unfinished business items for the President or Co-Presidents and assist with preparation of the agenda, if requested;
- Have on hand for reference at each meeting a copy of the by-laws and standing rules, minutes of previous meetings, list of all committees, and an up-to-date list of all members;
- Read the minutes of any previous meeting when called upon to do so;
- Provide copies of the association's minutes to expedite the meeting, or association minutes may be published on website when posted to the school community, only a summary of action is printed;
- With approval of the association, reading of the minutes may be postponed to a succeeding meeting, or a committee may be appointed by the President, Co-President to read the minutes and report;
- Prepare the minutes and give a copy to the President or Co-Presidents as soon as possible after each meeting;
- Make all corrections to the official minutes. Corrections to the minutes are made immediately following the reading of the minutes, during the time specified on the agenda for minutes, or at any subsequent meeting when errors are discovered. The current minutes shall reflect that a correction was made. Only the group that created the minutes (executive committee, Executive Board, association) may correct them;
- Enter all amendments to the by-laws in the minutes when the vote is taken;
- If the President or Co-Presidents are unavailable to draft the weekly Mary L. Tracy School PTO news and updates for the weekly email blast, the secretary shall perform this task.

Section VI.03 Treasurer

The treasurer shall

- a) Have custody of the funds of Mary L. Tracy School PTO;
- b) Maintain a full account of the funds of Mary L. Tracy School PTO;
- c) Make disbursements as authorized by the President or Co-Presidents, Executive Board, or Mary L. Tracy School PTO in accordance with the budget adopted by Mary L. Tracy School PTO Executive Board;
- d) Have vouchers signed by appropriate chairperson and/or Executive Board member(s);
- e) Have authority to sign checks;
- f) On a timely basis, deposit all funds from fundraising events into the respective Mary L. Tracy School PTO checking account. All checking accounts are located at Peoples Bank;
- g) Coordinate with various chairpersons to arrange pick up of monies after each Mary L. Tracy School PTO fundraising event;
- h) Each deposit should be accompanied with a deposit request form signed by at least two people, the event chair and a member of the Executive Board;
- i) Keep copies of all deposits slips and any back up that may have been handed in with deposits;
- j) Note on deposit slip what event the monies are from;
- k) Keep a full and accurate account of the receipts and disbursements in the books belonging to the Mary L. Tracy School PTO;
- l) Provide a financial statement to the Executive Board at each meeting;
- m) Present an annual report of the financial condition of the Mary L. Tracy School PTO;
- n) Submit the books annually for an audit by an auditing committee of three selected by the Executive Board at least one month before the meeting at which new officers assume duties;
- o) Report the findings of the annual audit to the Executive Board;
- p) Perform such other duties as may be outlined in the details of these by-laws or as directed by the Executive Board.

Details

- Maintain or set up bank account(s). Checks are to be signed by the treasurer or the President/Co-Presidents;
- Have custody of the funds of Mary L. Tracy School PTO;
- Maintain a full account of the funds for Mary L. Tracy School PTO;
- Make disbursements as authorized by the President/Co-Presidents, Executive Board, or Mary L. Tracy School PTO, in accordance with the budget adopted by the Mary L. Tracy School PTO;
- Keep a full and accurate account of the receipts and disbursements in the books belonging to the Mary L. Tracy School PTO;
- Balance books belonging to the Mary L. Tracy School PTO in accordance with the monthly bank statements;
- Provide a written financial statement to the Executive Board at each meeting, which includes a detailed list of all revenues and expense items, and a copy of the most recent month's bank statement;
- Provide a final end of the year report of the financial condition of the organization;
- Meet with the incoming treasurer to review procedures;
- Act as a Mary L. Tracy School PTO Membership Dues Chairperson: Collect dues from Mary L. Tracy families and teachers and keep a detailed record of all dues collected

Section VI.04

The school's principal will be a member of the Executive Board and shall provide information and guidance to the other Executive Board members with regard to Mary L. Tracy School PTO decisions. The Principal shall act as a liaison between the Executive Board and the school administration; Cast tie-breaking votes within the Executive Board, only when necessary; Ensure that the Executive Board functions consistently with the goals of Mary L. Tracy School.

Article VII. Executive Board

Section VII.01

The affairs of the Mary L. Tracy School PTO shall be managed by the Executive Board in the intervals between local Mary L. Tracy School PTO general membership meetings.

Section VII.02

Each Executive Board member shall be a paying member of the Mary L. Tracy School PTO.

Section VII.03

The entire Executive Board shall consist of an odd number of members consisting of:

- a) Officers
 - a. President/Co-President(s)
 - b. Vice-President/Co-Vice-President(s)
 - c. Secretary
 - d. Treasurer
- b) Principal

The Executive Board reserves the right to invite a Special Committee Chairperson to sit on the board as a non-voting member.

Section VII.04

Duties of the Board shall be to

- a) Carry out objectives related to the mission of the local PTO association;
- b) Create standing or temporary/special committees;
- c) Approve the plans of the work for the standing or temporary/special committees;
- d) Create a report at the regular general membership meetings of the Mary L. Tracy School PTO;
- e) Prepare and submit an annual budget to the general membership for adoption;
- f) Approve payment of routine bills within the limits of the approved budget;
- g) Attend and/or evaluate all Mary L. Tracy School PTO sponsored events

Section VII.05

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 Executive Board by resolution adopted by the Executive Board and a majority vote by the same Executive Board.

Section VII.06

Regular meetings of the Executive Board shall be held with the date and time to be fixed by the Executive Board at its first meeting of the year, or at such meeting as the calendar is set for the year.

Section VII.07

Special meetings of the Executive Board may be called by the President/Co-Presidents or when requested by a majority of the members of the Executive Board.

Section VII.08

At all meetings of the Executive Board, a majority of the members of the Executive Board shall constitute a quorum for the transaction of business.

Section VII.09

Upon expiration of the term of office or when individuals cease to hold the position that entitles them to be a member of the Executive 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/Co-Presidents and all funds pertaining to the position shall be returned to the treasurer within 14 days.

Article VIII. Chairpersons and Their Committees

Section VIII.01

Only members of Mary L. Tracy School PTO shall be eligible to serve in any appointive positions.

Section VIII.02

Chairpersons shall be determined by the Mary L. Tracy School PTO Executive Board.

Section VIII.03

The Executive Board may create special committees, as it may deem necessary to promote the vision, mission and purposes of the Mary L. Tracy School PTO and carry on the work of the Mary L. Tracy School PTO.

Section VIII.04

The term of office of a committee chair shall be one year or until the selection of a successor.

Section VIII.05

The chair of each committee shall present a plan of work to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board and the proper requisitions being filled out.

Section VIII.06

No contracts should be entered into or signed by a chairperson. All contracts must be presented to the Executive Board at which time they will be voted upon. Approved contracts can only be signed by the PTO President or Co-Presidents.

Section VIII.07

All reimbursements must be submitted to the Treasurer in a timely manner. Requests for reimbursement must be in a completed Mary L. Tracy School PTO reimbursement request form and supporting documentation (i.e. receipts) must be submitted.

Article IX. General Membership Meetings

Section IX.01

Regular meetings of the Mary L. Tracy School PTO shall be held according to the schedule announced at the beginning of the school year, on a monthly basis. Notice shall be given to the membership of any change of

date. During any sort of world wide or local health pandemic, the Mary L. Tracy School PTO reserves the right to reduce the amount of General PTO meetings according to the recommended health guidelines. During those rare times, the Mary L. Tracy School PTO general meetings may take place in an online forum every other month.

Section IX.02

Special meetings of the Mary L. Tracy School PTO may be or by a majority of the Executive Board.

Section IX.03

The annual meeting shall be held in September.

Section IX.04

Eight members shall constitute a quorum for the transaction of business in any meeting of this Mary L. Tracy School PTO.

Section IX.05

Meeting Procedure: Rules contained in *Robert's Rules of Order* shall govern the Mary L. Tracy School PTO in all cases where they are applicable, and in which they are not in conflict with these by-laws. Meetings may include the following information:

- Welcome of Members
- Call to order
- Reading/Distribution of previous meeting's minutes
- Principal and Teacher Report
- Old Business
- President's Report
- Treasurer's Report
- Committee Reports
- New Business
- Adjournment

Article X. Fiscal Year

The fiscal year of the Mary L. Tracy School PTO shall begin on July 1st and end on the following June 30th.

Article XI. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the Mary L. Tracy School PTO in all cases in which they are applicable.

Article XII. Amendments

Section XII.01

These by-laws may be altered and/or amended at any regular general membership meeting of the Mary L. Tracy School PTO by a two-thirds vote of those present and voting, provided the amendments have been approved by the Executive Board and notice of the proposed amendments have been provided to the membership 10 days prior to the meeting.

Section XII.02

The Executive Board of the Mary L. Tracy School PTO will serve as the by-laws committee.

Article XIII. Conflict of Interest Policy

Section XIII.01

Purpose

The purpose of the conflict of interest policy is to protect the interests of this organization, the Mary L. Tracy School PTO, when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction.

Section XIII.02

Definitions

- a) *Interested Person*: Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
- b) *Financial Interest*: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - i. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
 - ii. A compensation arrangement with any entity with which the Organization has a transaction or arrangement, or
 - iii. A proposal ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration, as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Section 3, Item b, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Section XIII.03

Procedures

- a) In connection with any actual or possible conflict or interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
- b) The remaining board or committee members shall decide if a conflict of interest exists.
- c) After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon.
- d) An interested person may make a presentation at the governing board or committee meeting, but after presentation, he/she shall leave the meeting during the discussion of, and vote on, the transaction or arrangement involving the possible conflict of interest.

These by-laws were adopted by a majority vote during a meeting properly called on 3-2-21 and shall take effect immediately.