

**WESTON HIGH SCHOOL
PARENT TEACHER ORGANIZATION
BYLAWS**

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ARTICLE I – NAME

The name of the organization shall be the Weston High School Parent Teacher Organization, Inc. ("the PTO").

ARTICLE II – PURPOSE

SECTION 1. The purposes of the PTO shall be to advance quality education at Weston High School ("WHS") through open communication among students, faculty, parents, administrators, the Board of Education and the community; to address issues affecting the quality of the educational environment and make recommendations for improvements; and to provide assistance, when necessary, to WHS student activities.

SECTION 2. The PTO is not formed for pecuniary or financial gain, and no part of the assets, income, or profit of the PTO is distributable to or inures to the benefit of its

members, directors, or officers. No substantial part of the activities of the PTO shall consist of carrying on propaganda (as that term is defined in Internal Revenue Code section 501(c)(3)) or otherwise attempting to influence legislation, and the PTO shall not participate in or intervene in any political campaign on behalf of any candidate for public office.

ARTICLE III – POLICIES

SECTION 1. The PTO shall be a nonprofit corporation incorporated under the laws of the State of Connecticut. All funds raised by the PTO shall be used to carry out its educational purposes.

SECTION 2. The PTO shall conduct all activities in a manner to ensure it maintains its tax-exempt status under Internal Revenue Code section 501(c)(3), including, but not limited to, the timely filing of all corporate, financial and other documents required under the relevant statutes.

SECTION 3. The PTO shall sponsor or support only those activities that support the Weston school community in general and/or WHS in particular, and/or promote the welfare of WHS students.

SECTION 4. The announcement of activities and fundraising events in the PTO's newsletter and/or website shall be limited to PTO activities and school and system-wide functions. The announcement of community-based, child-related activities shall be left to the discretion of the PTO President and the Communications Chairperson.

SECTION 5. Any public statement issued on behalf of the PTO or a committee formed that affects the general welfare of the PTO must be presented to and approved by a majority of the Executive Board (as defined in Article VII, Section 1). "Public statement" shall include statements issued or posted electronically

SECTION 6. PTO Board members shall uphold their fiduciary obligation to maintain appropriate confidentiality of information.

SECTION 7. PTO Board members shall not be liable in connection with any of the PTO's activities or undertakings. The PTO shall maintain insurance to protect itself and its officers and directors from liability.

SECTION 8. The fiscal year shall run from August 1 through July 31.

ARTICLE IV – MEMBERSHIP

SECTION 1. Any parent or guardian of a WHS student shall become a member of the PTO upon payment of any annual dues then in effect. WHS administrators, faculty and staff are automatic members of the PTO and are exempt from paying dues.

SECTION 2. Members may vote at all general meetings of the PTO on all matters that come before the membership.

ARTICLE V – OFFICERS

The Officers of the PTO shall be the President, Vice President, Secretary and Treasurer.

ARTICLE VI – WHS PTO BOARD

SECTION 1. The WHS PTO Board (the “PTO Board” or “Board”) shall consist of the following positions:

President
Vice President
Secretary
Treasurer
Board of Education Representative
Communications Chairperson
Philanthropy Chairperson
Past President
Class Representatives (4 per grade)
Bylaws Chairperson
Directory Chairperson
Election Day Bake Sale Chairperson
Hospitality Chairperson
Membership Chairperson
Memorial Day Road Race Chairperson
PSAT/SAT Course Chairperson
Publicity Chairperson
Webpage Manager
District Website Manager (appointed)

In addition, the Principal of WHS shall be a member of the Board.

SECTION 2. The Executive Board (as defined in Article VII) may create new non-Executive Board positions as it deems necessary from time to time. The description of the new position shall be maintained with the PTO minutes. Any such new positions shall be included in the slate of candidates presented to the PTO membership by the Nominating Committee pursuant to Article XI; however, the Executive Board may create and fill new non-Executive Board positions during the school year if necessary to the fulfillment of the PTO’s purposes. Such newly-appointed Board members shall be subject to the approval of the PTO membership at the next regular meeting of the membership. Any such newly-appointed Board member shall serve to the end of the current term.

ARTICLE VII – EXECUTIVE BOARD

SECTION 1. The Executive Board shall consist of the Officers of the PTO and the following Board Members: Board of Education Representative, Communications Chairperson, Philanthropy Chairperson, Past President, and one Class Representative from each grade chosen by the four Class Representatives of that grade. No person may hold more than one Executive Board position.

SECTION 2. The Executive Board must approve all contracts that purport to bind the PTO prior to their execution. All contracts must be signed by an officer.

SECTION 3. The Executive Board must approve all PTO-sponsored events and activities. If any such approval occurs at a meeting other than a General membership meeting, the Executive Board will inform the PTO membership of such approval in a timely manner.

SECTION 4. The amount of annual dues for the coming year shall be proposed by the Executive Board and voted on by the PTO membership at a meeting held before the end of the fiscal year.

SECTION 5. The Executive Board may confer honorary PTO membership.

SECTION 6. The Executive Board may remove a Board member for cause by a majority vote of the Executive Board members then in office.

ARTICLE VIII – DUTIES OF EXECUTIVE BOARD MEMBERS

SECTION 1. PRESIDENT –The President shall preside at all PTO Board, Executive Board, and General meetings of the PTO; shall be an ex-officio member of all committees except the Nominating Committee; shall appoint a Nominating Committee chairperson if the position of Past President is vacant or if the Past President is unable to assume the position of Chairperson of the Nominating Committee; shall appoint chairpersons for special committees; and shall be responsible for the collection of all reports, in duplicate, from all PTO Board members and any other chairpersons by the June meeting. The President, in concert with the presidents of the other Weston Parent Teacher Organizations, shall propose to the Executive Board a candidate to fill the position of District Website Manager; any such appointment shall be subject to ratification at the next regular meeting of the membership. The President, with approval of the Executive Board, shall fill vacancies in officer and Board positions as they arise. If the PTO needs emergency funding, the President shall have power to approve these funds, provided the amount does not exceed \$250.00 and the total of which does not exceed \$1,000.00 annually. The President and the Treasurer shall both be required to sign any check written by the PTO in the amount of \$1,000.00 or more (whether in one check or more than one check written to the same vendor or payee in any calendar month).

SECTION 2. VICE PRESIDENT – The Vice President shall be responsible for all duties of the President in the President’s absence, shall assist the President in all areas deemed necessary by the President or the PTO Board, and shall be responsible for researching and organizing programs for members of the PTO consistent with the purposes and policies of the PTO. In addition, the Vice President will be responsible for chairing the Long Range Planning Committee.

SECTION 3. SECRETARY – The Secretary shall keep records of all meetings, assist with administrative responsibilities, and conduct correspondence as directed by the PTO Board including correspondence with the Executive Board and Board. The Secretary will assume the Communications Chairperson’s responsibilities if the Communications Chair and the Website Manager are unable to disseminate information in a timely fashion.

SECTION 4. TREASURER – The Treasurer shall receive and disburse all funds of the PTO, keep an accurate account of funds (including Operating and Philanthropy accounts); prepare and submit a proposed operating budget for the fiscal year to the PTO Board for consideration at its September meeting; prepare monthly financial statements and a year-end report for the PTO Board. Only the Treasurer and the President are authorized to make withdrawals of funds from the PTO’s accounts. Checks for \$1,000.00 or more shall be signed by both the President and Treasurer (whether in one check or more than one check written to the same vendor or payee in any calendar month). The Treasurer is responsible for coordination and follow-up of all reports required to maintain the PTO’s 501(c)(3) status. This includes, but is not limited to, the annual Report of Officers to the Secretary of State and the yearly Federal Tax Return.

SECTION 5. BOARD OF EDUCATION REPRESENTATIVE – The Board of Education Representative shall be responsible for attending Weston Board of Education meetings on behalf of the PTO and will report to the PTO about such meetings at PTO General and Board meetings.

SECTION 6. COMMUNICATIONS CHAIRPERSON – The Communications Chairperson shall be responsible for website-based communications with the WHS PTO membership. This will include, at a minimum, weekly communication of information to the membership, including PTO activities and school-wide functions. The announcement of community-based, child-related activities is left to the discretion of the PTO President and the Communications Chairperson. The Communications Chairperson will work closely with the PTO Webpage Manager and the District Website Manager to continue to develop and maintain the WHS PTO webpage (the “Webpage”), currently contained within the combined PTO district website at www.westonpspto.org (the “district Website”), including maintaining the Webpage with current and timely information.

SECTION 7. PHILANTHROPY CHAIRPERSON – At the beginning of each school year, the Philanthropy Chairperson shall communicate to WHS administration and staff information about the availability of philanthropy opportunities as well as the application process. The Philanthropy Chairperson shall be responsible for reviewing all resulting philanthropy requests and making recommendations to the Executive Board as to the

best use of the PTO's funds in accordance with its stated purposes. Upon majority approval by the entire Executive Board of any such recommendation, the recommendation will then be presented to the membership at the next General meeting. If approved by a majority of those present at the General meeting, the PTO's funds will be so appropriated. The Philanthropy Chairperson will notify the requesting party of the PTO's decision in writing.

SECTION 8. PAST PRESIDENT – The Past President shall be available to advise the current Executive Board, as his/her services are needed. In addition, the Past President shall be the Chairman of the Nominating Committee.

SECTION 9. PARENT CLASS REPRESENTATIVES – The Parent Class Representatives shall work with faculty and student representatives to help plan extra-curricular activities and fundraisers for their class throughout the school year. They shall act as liaisons between the class, faculty, parents and the PTO. Parent Class Representatives shall be responsible for providing grade-specific updates to the Executive Board and shall share relevant information with the PTO membership.

ARTICLE IX – DUTIES OF PTO BOARD MEMBERS (NON-EXECUTIVE BOARD)

SECTION 1. BYLAWS– The Bylaws Chairperson, at the request of the Executive Board, shall be responsible, alone or with a committee, for studying the governing bylaws of the PTO and presenting any proposed amendments to the PTO Board.

SECTION 2. DIRECTORY CHAIRPERSON – The Directory Chairperson shall work with the other Weston PTOs as well as the District Website Manager in order to produce a WHS student directory annually. The Directory Chairperson's duties shall include assisting in the verification of directory information; design of the directory; coordination of the printing process; and distribution of the directories once printed.

SECTION 3. ELECTION DAY BAKE SALE CHAIRPERSON – The Election Day Bake Sale Chairperson shall be responsible for planning, publicizing, coordinating and staffing the PTO Bake Sale on Election Day in November.

SECTION 4. HOSPITALITY CHAIRPERSON –The Hospitality Chairperson shall be responsible for coordinating refreshments for PTO functions, including the Back to School Faculty Luncheon, Back to School Night, the December Holiday Staff Meeting, the Spring Teacher Appreciation Luncheon and other functions as they arise.

SECTION 5. MEMBERSHIP CHAIRPERSON – The Membership Chairperson is responsible for coordinating the PTO membership drive throughout the year. These duties will involve working with the District Website Manager to initiate a membership drive prior to the beginning of the school year. The Membership Chairperson shall also be responsible for coordinating the PTO responsibilities at WHS Back to School Night.

SECTION 6. MEMORIAL DAY ROAD RACE CHAIRPERSON – The Memorial Day Road Race Chairperson shall be responsible for planning and organizing the Memorial Day Road Race.

SECTION 7. COLLEGE PREP TEST CHAIRPERSON – The College Prep Test Chairperson shall be responsible for arranging college preparatory test courses for WHS students, such as PSAT and SAT preparatory courses.

SECTION 8. PUBLICITY CHAIRPERSON – The Publicity Chairperson shall be responsible for publicizing the activities and programs of the PTO.

SECTION 9. WEBPAGE MANAGER – The Webpage Manager shall work closely with the Communications Chairperson and the District Website Manager to continue to develop and maintain the Webpage with current and timely information.

SECTION 10. DISTRICT WEBSITE MANAGER - The District Website Manager shall act as liaison between the WHS PTO and the other Weston PTOs and the web host site technical group for the district Website, ensure data integrity and data privacy for the PTO members on the district Website, work with the Membership and Directory Chairpersons, and initiate a yearly renewal of the web domain name and yearly renewal of the web host site technical group subject to the approval of the PTO membership.

ARTICLE X – GENERAL MEMBERSHIP MEETINGS

SECTION 1. General membership meetings (“General meetings”) shall be held once a month from September through June to the extent practicable. Attendance at General meetings shall be open to the PTO Board, the PTO membership, and the community.

SECTION 2. Special meetings of the PTO membership may be called at the discretion of the President.

SECTION 3. Ten (10) PTO members, at least five (5) of whom shall not be members of the Executive Board, shall constitute a quorum for the transaction of business by the PTO membership at any General meeting.

SECTION 4. Except as otherwise provided in these bylaws, the affirmative vote of at least a majority of the PTO members present at any General meeting at which there is a quorum shall constitute action by the PTO membership.

SECTION 5. Each Board member shall have only one vote regardless of the number of positions held. If a Board position is held by more than one person, each shall be entitled to one vote subject to the previous restriction.

ARTICLE XI – EXECUTIVE BOARD MEETINGS

SECTION 1. Meetings of the Executive Board are open to Executive Board members.

SECTION 2. A majority of the Executive Board members in office shall constitute a quorum for the transaction of business.

SECTION 3. Except as may be otherwise provided in these bylaws, the affirmative vote of at least a majority of the Executive Board members present at any Executive Board meeting at which there is a quorum shall constitute action by the Executive Board. If an Executive Board position is shared by more than one person, the position will be allowed only one vote at Executive Board meetings.

SECTION 4. Any member of the Executive Board or committee thereof may participate in any meeting of the Executive Board or such committee by means of conference telephone or similar communications equipment enabling all Board or committee members participating in the meeting to hear one another simultaneously, and such participation shall constitute presence in person at such meeting.

SECTION 5. Any action required or permitted to be taken at a meeting of the Executive Board or any committee thereof may be taken without a meeting, when necessary, by unanimous written consent. The consent must set forth the action taken or to be taken by the Executive Board or such committee. Each consent must be signed and delivered to the President and Secretary of the PTO. Signature and delivery may be accomplished by email. All such unanimous written consents shall be maintained by the Secretary with the minutes of the PTO.

ARTICLE XII – NOMINATION OF OFFICERS AND BOARD MEMBERS

SECTION 1. The Nominating Committee shall consist of at least five (5) and no more than seven (7) members of the PTO. A maximum of three (3) Board members may serve on the Committee. The Chairperson shall be the Past President. If the Past President is unable to serve, the Chairperson shall be a Board member appointed by the President. The Chairperson shall select the committee members and submit their names for approval by the Board at the February meeting.

SECTION 2. The Nominating Committee shall present the proposed slate to the PTO membership at the April meeting.

SECTION 3. The Nominating Committee shall publish the nominations in the PTO newsletter, the local newspaper(s), and/or the Webpage at least two (2) weeks before the May meeting.

SECTION 4. Any member of the Nominating Committee under consideration for an officer's position shall resign from the Nominating Committee and the Committee Chairperson shall appoint a substitute.

ARTICLE XIII – ELECTION OF OFFICERS AND BOARD MEMBERS

SECTION 1. Officers and Board members of the PTO shall be elected at the May General meeting of the PTO by a majority vote of the PTO members present at the meeting, provided a quorum is present. All elected Board members shall assume their official duties on August 1.

SECTION 2. At the May General meeting, the Chairperson of the Nominating Committee shall open the slate up to nominations from the floor. If there are no nominations from the floor, a motion shall be entertained to accept the slate as presented by the Nominating Committee.

SECTION 3. If there are nominations from the floor, election of the contested positions shall be by secret ballot. The Nominating Committee shall count the ballots, with oversight by the current Secretary.

SECTION 4. Executive Board members shall hold the same office no longer than two (2) consecutive years with the exception of the Past President.

SECTION 5. All Board members shall, upon the completion of their term in office, submit a detailed report to the President and to their successor(s).

SECTION 6. A vacancy in the office of the President shall be filled by the Vice President. The President, with approval of a majority of the Executive Board, shall fill vacancies in other Officer and Board positions as they arise.

ARTICLE XIV – CONFLICT OF INTEREST POLICY

SECTION 1. The Board shall adopt a Conflict of Interest Policy (“Policy”) to ensure compliance with the standards set by the Internal Revenue Service for maintaining the tax-exempt status of the PTO and for other appropriate corporate purposes.

SECTION 2. The Board will conduct periodic reviews of its Policy and will revise the Policy as needed.

ARTICLE XV – AMENDMENTS AND INTERPRETATION

SECTION 1. Notice of any proposed amendment to the bylaws shall be presented to the PTO membership in writing or by email, at least two (2) weeks before the meeting at which action on the bylaws will be taken.

SECTION 2. The bylaws may be amended by a two-thirds (2/3) vote of the PTO members present at a General meeting, if there is a quorum at such meeting and provided the notice requirement has been met.

SECTION 3. In the event of any conflict in the interpretation of these bylaws, the interpretation adopted by the Executive Board shall be conclusive and binding on the PTO and its members, provided such interpretation conforms to applicable law.

ARTICLE XVI – DISSOLUTION

Upon the dissolution of the PTO, the PTO shall, after paying or making provisions for the payment of all liabilities of the PTO, (i) dispose of all of the remaining assets of the PTO exclusively for the purposes of the PTO in such manner as the Executive Board may determine, consistent with applicable law, or (ii) distribute all of said assets to the Town of Weston Board of Education or (iii) distribute all of said assets to such other organization or organizations organized and operated exclusively for educational purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954, as amended (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE XVII – PARLIAMENTARY PROCEDURE

The rules contained in *Robert's Rules of Order, Revised* shall serve as a guide in conducting all meetings.

ARTICLE XVIII – USAGE

SECTION 1. Any word used in the singular or plural or in the masculine, feminine or neuter shall be singular or plural, masculine, feminine or neuter as the context may indicate.

SECTION 2. The captions set forth in the document at the beginning of the various divisions are for convenience of reference and shall not limit or define the provisions or affect their meaning in any way.

Adopted March 15, 2013

Original Bylaws were adopted by the Weston High School PTO on July 6, 1997

Revised Bylaws were approved by the WHS PTO General Membership on May 8, 2008