

BY-LAWS
 CENTER ROAD SCHOOL
 PARENT-TEACHER ORGANIZATION
 VERNON, CONNECTICUT
 June 10, 2015, Rev 2

REVISION HISTORY TABLE		
Rev	Paragraph No.	Description of Change
0	All	May 15, 1996 Release
1	All	Modified format to include paragraph numbering and header and footer.
1	1.1	Added: "(herewith known as PTO)"
2	1.2	Added: "The Center Road School PTO is a 501(c)(3) non-profit organization."
1	2.1	Added: "to sponsor fund-raising, educational, and social activities for the benefit of the students and/or school;"
2	2.1	Added: "/legal guardians"
2	2.1 – 2.4	Corrected punctuation
2	4.2	Added: "unless the Nominating Committee is unable fill all open officer positions with consenting candidates, and only with approval by the majority of the members at the PTO meeting."
2	4.2	Was: "At least one officer shall be elected from the teaching staff of the school." Now: "Two officers shall be elected to the office of 2 nd Vice-president from the teaching staff at school."
2	4.2	Was: "Co-officers may be elected" Added: "for any other positions."
1	4.2.2	Removed: "and shall act as Chairperson of the Program Committee."
1	4.2.3	Was: "shall perform the duties of the 1 st Vice-president in his/her absence," Now: "(s) shall represent the staff at Center Road School and be the liaison between parents and teaching community"
1	4.2.3	Changed elected to nominated
2	4.2.3	Changed: "2 nd Vice-president(s)" to "Co-2 nd Vice-presidents"
2	4.2.3	Was: "The 2nd Vice-president shall represent the staff at Center Road School and is the liaison between parents and teaching community and shall coordinate functions between the organization and the school. He/she shall be nominated from the teaching staff." Now: "The Co-2nd Vice-presidents shall represent the staff at Center Road School and are the liaisons between parents and the teaching community and shall coordinate functions between the organization and the school."
1	4.2.4	Removed: "and shall take over for the 2 nd Vice-president in his/her absence"
2	4.2.4	Added: "The Secretary is responsible for the distribution of newsletters, agendas, and other PTO-related information to PTO members."
1	4.2.5	Removed: "and shall furnish a summarized report at the annual meeting"
1	4.2.5	Was: "only one of the two Co-Treasurers' signatures will be listed at the bank" Now: "both Co-Treasurers' signatures may be listed at the bank"
2	4.2.5	Removed: "The President, Treasurer, and Principal of the school may issue checks with any of their two signatures." Added: "The Treasurer is also responsible for maintaining the PTO's 501(c)3 status, liability insurance policy, and ensuring the annual tax filing is made with the IRS.."
1	4.3	Was: "the May General" Now: "a year-end" Was: "one vote over 50 of the votes cast" Now: "the majority of votes" Was: "this May General" Now: "a year-end PTO"
1	4.3.2	Was: "May General" Now: "Year-end"

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1	4.3.3	Was: "Following the report of the Nominating Committee, an opportunity shall be given for nominations from the floor. Only those whofrom the floor" Now: "Only those who have consented to serve, if elected, shall be eligible for nomination."
1	4.4	Removed: "The retiring President shall be an ex-officio member without voting privileges" Was: "...consist of the duly selected officers,... At least two Executive Board members shall be from the teaching staff" Now: "...consist of the elected officers,... At least one Executive Board member shall be from the teaching staff."
2	4.4	Removed: ", the Administrators of the school," from the Executive Board (per Vernon Public Schools Central Office Administration in 2013) Changed: "At least one Executive Board member shall be from the teaching staff" to "two Executive Board members"
1	4.5	Separated into Standing Committees and Programs and defined each.
2	4.5	Removed the following Committees and Programs: "Publicity. The Publicity Committee is responsible for contacting newsletter chairperson, school newspaper, local newspaper and the Cable Channel to list activities and functions going on at the school throughout the year." "Communication. The Communication Committee is responsible for gathering articles and preparing and distributing the newsletter." (Publicity & Communication now handled by the Secretary) "Parent Resource. Responsible for distributing list of available resources to parents, cataloging resource information, and keeping the Parent Resource Center information current. The Parent Resource Center is located in the library." (No longer in place due to modern technology) "Reading. This program is designed to encourage and reward students for independent reading at home. The chairperson organizes the Family Reading Night used to kick off the Reading Program. Chairperson needs to generate calendar for reading recording, coordinate prizes, and assure prizes are given to children who meet requirements." (Replaced by school-run reading programs and incentives) "School Store. Responsible for ordering supplies to maintain inventory at the School Store." (School store is run by CRS, no longer the PTO) "Playscape. Responsible to update and maintain the playscape as needed." (Now maintained by Vernon Public Works)
2	4.5.3	By-Laws Committee Was: "...refer to Article VII, paragraph 7.5" Now: "Article IX" (correction of last revision)
2	4.5.10.3	Added: (aka Assembly or Cultural Arts)
2	4.5.10.6	School Spirit Program Was: "Responsible for purchase of T-shirts and folders for 5th grade students" Removed: "and folders"

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1	5.1	Combined “Regular Meetings”, “General Meetings”, and “Special Meetings” into one “Meetings” category. Removed: “A quorum shall consist of twelve or more members of the Executive Board”; “The Program Committee shall schedule these meetings with the approval of the Executive Board”; “A quorum shall consist of twenty-five or more members of the organization.”; and “Special Meetings may be called by written request of a member with signatures of twenty-five members or at the discretion of the President or the Executive Board”.
2	5.1	Was: “Meetings of the PTO shall be scheduled monthly or at the discretion of the President and/or the Principal.” Removed: “and/or the Principal.”
2	7.1	Was: “Monies derived by or from Center Road School PTO activities <i>will be used for educational or social purposes for Center Road School...</i> ” Now: “will be used to fulfill the Objectives of the Center Road School PTO”
1	7.2	Was: “...shall require a two thirds vote of the Executive Board” Now: “...shall require a majority vote of the Executive Board members present at the meeting”
2	7.2	Added: “; and at least two Center Road School PTO Officers, one being the Treasurer, are required to physically open the bank account and maintain signatures on file at the bank” Reformatted for sections 7.2.1 – 7.2.3 Moved from section 4.2.5 “Checks must be issued with two signatures: the Treasurer and another Officer of record on the bank account.”
1	7.4	Was: “... miscellaneous small expenditures,” Now: “...miscellaneous small expenditures not included in budget line items,”
1	7.4	Was: “vote of the majority of the Executive Board present at a meeting where there is a quorum.” Now: “vote of the majority of members present at a meeting.”
2	7.4	Removed: “The school Principal and...”
1	7.5	Was: “...first Regular Meeting...” Now: “... first PTO Meeting...”
2	7.6	New section: “Center Road School PTO shall follow all federal requirements to adhere to and maintain the 501(c)3 non-profit designation.”
2	7.7	Old paragraph 7.6 moved to 7.7
1	8.1	Was: “A Scholarship of \$1000, known as the Joseph Novak Scholarship, shall be given yearly to a high school graduate who currently resides in Vernon and attended Center Road School for at least two years. The Ways & Means Committee will sponsor a function to fund these scholarships.” Now: “Scholarships of an amount determined by the budget committee and known as the Joseph Novak Memorial Scholarship and the David A Engelson Scholarship, shall be given yearly to two Rockville High School seniors who currently reside in Vernon and attended Center Road School for at least two years.”

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2	8.1	Was: "...known as the Joseph Novak Memorial Scholarship and the David A. Engelson Scholarship shall be given yearly to two Rockville High School seniors who currently reside in Vernon and attended Center Road School for at least two years." Now: "known as the Joseph Novak Memorial Scholarship, the David A. Engelson Scholarship, and the Alfred Bresciano Scholarship shall be given yearly to three Rockville High School seniors who currently reside in Vernon and attended Center Road School for at least three years."
2	8.2	Was: "...and acceptance to any accredited school of higher learning." Now: "acceptance to any two or four year college or specialized training institute."
1	8.3	Was: "The Scholarship Committee shall consist of the PTO President, and two people from the membership. At the committee discretion, two \$500 scholarships may be awarded." Now: "The Scholarship Committee shall consist of a minimum of three PTO members."
1	9.1	Was: "...Regular Meeting..." Now: "...PTO Meeting..." Was: "...provided two-thirds of the members present at the meeting so vote." Now: "...provided the majority of the members at the PTO meeting so vote." Removed: "These by laws may be waived provided two-thirds of the members present at a Regular Meeting so vote."
1	10.1	Was: "These by laws were revised, amended and approved at Center Road School's regular PTO meeting held on May 15, 1996 as noted in the minutes." Now: "These by laws were revised, amended and approved at Center Road School's regular PTO meeting held on April 6, 2004 as noted in the minutes. These by laws shall be distributed annually to PTO Executive Board Members and shall be made available to all PTO members."
2	10.1	Date changed to June 10, 2015

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Revised By-Laws submitted by the following By Law Committee:

Chairperson	Title	Signature
Laurie Bajorek	By-Laws Chairperson	_____
Peggy Wilde	2 nd Vice-President	_____
Karen Aafedt	CRS Parent	_____
Emily Westerberg	CRS Parent	_____
Melissa Saucier	CRS Parent	_____

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ARTICLE I - NAME

- 1.1 This organization shall be known as the Center Road School Parent-Teacher Organization (herewith known as PTO).
- 1.2 The Center Road School PTO is a 501(c)3 non-profit organization.

ARTICLE II – OBJECTIVES

- 2.1 To foster and maintain understanding between parents/legal guardians, children and teachers;
- 2.2 To encourage a closer relationship between school and home;
- 2.3 To sponsor fund-raising, educational, and social activities for the benefit of the students and/or school;
- 2.4 To promote parent-teacher cooperation toward the overall welfare of the children in this school.

ARTICLE III - MEMBERSHIP

- 3.1 Every parent, legal guardian, and staff member of the Center Road School shall hold the full rights and privileges of membership in the Center Road School PTO.

ARTICLE IV - GOVERNMENT

- 4.1 The **government** of the Center Road School PTO shall be under the supervision of the Executive Officers and the Executive Board.
- 4.2 The **Executive Officers** and their duties of this organization shall be comprised of the positions as described below. The officers shall be elected and installed for a term of one year at a year-end PTO meeting and take office on June 30. No officer shall serve more than two consecutive years in the same office; unless the Nominating Committee is unable to fill all open officer positions with consenting candidates, and only with approval by the majority of the members at the PTO meeting. Any vacancy occurring in an office shall be filled by election from the members of the PTO. Two officers shall be elected to the office of 2nd Vice-president from the teaching staff at school. Co-officers may be elected for any other position.

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- 4.2.1 President. The President shall preside at all meetings of the organization and of the Executive Committee and shall be a member, ex officio, of all committees except the Nominating Committee. The President shall appoint the chairperson of the Standing Committees, and shall perform all other duties pertaining to this office.
- 4.2.2 1st Vice-president. The 1st vice-president shall act as an aide to the President and shall perform the duties of the President in his/her absence.
- 4.2.3 Co-2nd Vice-presidents. The Co-2nd Vice-presidents shall represent the staff at Center Road School and are the liaisons between parents and the teaching community and shall coordinate functions between the organization and the school.
- 4.2.4 Secretary. The Secretary shall keep a correct record of all meetings of the organization and the Executive Board. Any officer who will be absent from a PTO Meeting shall submit a report to the Secretary to be presented at that meeting. The Secretary is responsible for the distribution of newsletters, agendas, and other PTO-related information to PTO members.
- 4.2.5 Treasurer. The Treasurer shall receive all monies of the organization; shall keep accurate record of all receipts and expenditures, and shall pay out, by check, all funds authorized by the Executive Board or by a duly authorized representative thereof. In the event of Co-Treasurers, both Co-Treasurers' signatures may be listed at the bank. The Treasurer shall present a statement of account at every meeting of the organization. The Treasurer is also responsible for maintaining the PTO's 501(c)3 status, liability insurance policy, and ensuring the annual tax filing is made with the IRS.
- 4.3 **Election of the Executive Officers** shall be held at a year-end PTO Meeting. Voting shall be limited to members of the organization. In order to be elected, a nominee must receive the majority of the votes. A Nominating Committee shall be responsible for presenting a slate of Executive Officers at a year-end PTO Meeting.
- 4.3.1 The Nominating Committee shall consist of at least three members: one from the teaching staff and two from the Executive Board.
- 4.3.2 The Nominating Committee shall select one nominee for each office to be filled and report at a year-end PTO Meeting. Names of the Nominating

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Committee's slate of officers shall be sent to all PTO members' two weeks prior to the election.

- 4.3.3 Only those who have consented to serve, if elected, shall be eligible for nomination.
- 4.4 **The Executive Board** of the Center Road School PTO shall consist of the elected officers and the chairpersons of the Standing Committees. At least two Executive Board members shall be from the teaching staff.
- 4.5 **The Standing Committees** of this organization are as follows. Other Standing Committees shall be appointed at the discretion of the President as are necessary to promote the well being and the objectives of the organization.
 - 4.5.1 Budget. The Budget Committee has the responsibility for planning, organizing, and monitoring the annual budget. This committee shall consist of the incumbent treasurer as chairperson and all committee and program chairpersons as members.
 - 4.5.2 Audit. The Audit Committee shall review all money transactions through the PTO and make an annual report.
 - 4.5.3 By-Laws. The By-Laws Committee is responsible for updating the by laws if required, refer to Article IX for details.
 - 4.5.4 Nominating. The Nominating Committee has the responsibility for the annual election of the officers.
 - 4.5.5 Scholarship. The Scholarship Committee is responsible for reviewing scholarship applications and choosing the recipients, refer to Article VIII for details.
 - 4.5.6 Fund Raising. The Fund Raising Committee has the responsibility for planning and implementing the various activities to raise funds. Funds are used to better our children's school environment (ex: equipment or programs for the children).
 - 4.5.7 Volunteers. The Volunteer Committee is responsible for keeping an up-to-date file on volunteers for the school year.
 - 4.5.8 Hospitality. The Hospitality Committee is in charge of supplies (ex. refreshments, paper products) needed for PTO functions. Works with chairperson of the event to coordinate refreshments at any function throughout the year.
 - 4.5.9 Appreciation. The Appreciation Committee is responsible for recognition of individuals.
 - 4.5.10 Programs. At the discretion of the PTO and / or the PTO President there may be a chairperson assigned to the following programs.

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- 4.5.10.1 Book Fair. Responsibilities are organizing date and times with the school and book supplier and running the fair(s).
- 4.5.10.2 School Fair. Responsible for organizing and running the school fair.
- 4.5.10.3 Fine Arts (aka Assembly or Cultural Arts). Plans cultural and educational programs for the children's enjoyment. Also could include programs for the parent's pleasure and information.
- 4.5.10.4 Web Site. Responsible for the information contained on the school web site and maintains the web site throughout the year.
- 4.5.10.5 School Newspaper. Responsible for organizing the children who wish to work on the paper, helping the children lay out the paper, editing the articles, and publishing the paper. The newspaper would be an after school activity for the children.
- 4.5.10.6 School Spirit. Responsible for purchase of T-shirts and folders for 5th grade students. Responsible for the Ice Cream Social. Additional responsibilities may be making shirts with school logo available for purchase and organizing school spirit days.
- 4.5.10.7 Yearbook. CRS puts out a yearbook for all students. Responsibilities include coordination of volunteers (and/or fifth graders) with taking pictures, cutting, pasting, and readying the book's pages for printing; organizing order taking; and having the book published.

ARTICLE V – MEETINGS

- 5.1 **Meetings** of the PTO shall be scheduled monthly or at the discretion of the President. All members of the PTO are invited to attend these regularly scheduled meetings. The budget shall be voted on at a meeting at the beginning of the year. The nomination and election of officers for the next year shall take place at a meeting at the end of the year.

ARTICLE VI - RULES

- 6.1 Rules contained in "Robert's Rules of Order" shall govern this organization, wherever they shall be applicable.
- 6.2 Holding office, making motions and voting shall be limited to members of this organization.

ARTICLE VII - FINANCIAL POLICY

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- 7.1 Monies derived by or from Center Road School PTO activities will be used to fulfill the Objectives of the Center Road School PTO at the discretion of the Center Road School PTO.
- 7.2 The Treasurer shall provide for the safekeeping of all PTO monies by depositing them in a Checking, Savings, or other bank account.
 - 7.2.1 Establishment of any new accounts or transfer of funds from one institution to another shall require a majority vote of the Executive Board members present at the meeting; and at least two Center Road School PTO Officers, one being the Treasurer, are required to physically open the bank account and maintain signatures on file at the bank.
 - 7.2.2 At the discretion of the Treasurer, funds may be transferred from one account to another existing account.
 - 7.2.3 Checks issued from PTO accounts should contain two signatures: the Treasurer's and another Officer of record on the bank account.
- 7.3 All fund raising money shall be counted and kept at Center Road School. All checks and cash shall be given to the CRS PTO Treasurer to be deposited in the PTO's bank account.
- 7.4 Any officer with the power to issue checks may approve miscellaneous small expenditures not included in budget line items, not to exceed \$50. Any expenditure in excess of \$50, shall be approved by a vote of the majority of members present at a meeting.
- 7.5 The Treasurer's records shall be audited on an annual basis. An Audit Committee shall be appointed by the President to audit the books for the fiscal year ending June 30. This committee shall consist of a member of the Executive Board, a member of the faculty and a member of the organization. The audited report shall be submitted at the first PTO Meeting of the new school year.
- 7.6 Center Road School PTO shall follow all federal requirements to adhere to and maintain the 501(c)3 non-profit designation.
- 7.7 If the Center Road School PTO is dissolved for any reason, all the remaining monies (after all liabilities are paid) in the Center Road School PTO Treasury will go into the Center Road School Activity Account.

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ARTICLE VIII – SCHOLARSHIP

- 8.1 Scholarships of an amount determined by the budget committee and known as the Joseph Novak Memorial Scholarship, the David A. Engelson Scholarship and the Alfred Bresciano Scholarship shall be given yearly to three Rockville High School seniors who currently reside in Vernon and attended Center Road School for at least three years.
- 8.2 The recipient shall possess qualities of good academic standing, good citizenship, good leadership, financial need, and acceptance to any two or four year college or specialized training institute.
- 8.3 The Scholarship Committee shall consist of a minimum of three PTO members.

ARTICLE IX – AMENDMENTS

- 9.1 Amendments to these by-laws may be made at any PTO meeting, provided notice of the proposed amendment was made at the previous meeting, or was included on the agenda for the upcoming meeting, provided the majority of the members at the PTO meeting so vote.

ARTICLE X – DISTRIBUTION & VERIFICATION

- 10.1 These by-laws were revised, amended and approved at Center Road School's regular PTO meeting held on **June 10, 2015** as noted in the minutes. These by-laws shall be distributed annually to PTO Executive Board members and shall be made available to all PTO members.