

**Wilton PTA Council  
Bylaws**

**Amended  
May 5, 2011**

**INDEX**

	<b><u>ARTICLE</u></b>	<b><u>PAGE</u></b>	
	ARTICLE I	NAME	2
#	ARTICLE II	PURPOSES	2
#	ARTICLE III	BASIC POLICIES	2
	ARTICLE IV	RELATIONSHIP WITH NATIONAL PTA AND CT PTSA	3
	ARTICLE V	PURPOSES OF THIS COUNCIL	5
	ARTICLE VI	MEMBERSHIP AND DUES	5
	ARTICLE VII	EXECUTIVE COMMITTEE	6
	ARTICLE VIII	ELECTION OF EXECUTIVE COMMITTEE	7
	ARTICLE IX	DUTIES OF EXECUTIVE COMMITTEE OFFICERS	7
	ARTICLE X	COUNCIL PTA BOARD	9
	ARTICLE XI	COMMITTEES AND THEIR ELECTION	9
	ARTICLE XII	MEETINGS	10
	ARTICLE XIII	FISCAL YEAR	11
#	ARTICLE XIV	PARLIAMENTARY AUTHORITY	11
	ARTICLE XV	AMENDMENTS	11
	ARTICLE XVI	CT PTSA CONVENTION .....	12

### **Article I: Name**

The name of this organization is the Wilton Council of the Parents and Teachers Association (Wilton PTA Council), Connecticut. It is a council PTA/PTSA organized under the authority of Connecticut Congress of Parents Teachers and Students, a branch of the National Congress of Parents and Teachers (the National PTA).

### **## Article II: Purposes**

**Section 1.** The Objects of the Wilton PTA Council, in common with those of the National PTA and the CT PTSA, 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 into closer relation the home and the 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 children and youth the highest advantages in physical, mental, social, and spiritual education

**Section 2.** The Objects of the National PTA, the CT PTSA, and the Wilton PTA Council are promoted through an educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects, and programs; and are 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 Wilton PTA Council, in common with those of the National PTA and the CT PTSA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.

---

<sup>#</sup> : Each PTA shall include in its bylaws provisions corresponding to the provisions of the National PTA Bylaws marked by a double star. See Articles V, Sections 3, 4, and 5 and Sections 9 and 10 of the National PTA Bylaws

- b. The organization or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the Objects of the organization.
- c. 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.
- d. The organization shall work with the schools 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.
- e. The organization shall not enter into membership with other organizations except such international or national organizations as may be approved by the National PTA Board of Directors. The CT PTSA or any of its divisions may cooperate with other organizations and agencies concerned with child welfare, but PTA/PTSA representatives shall make no commitments that bind the group they represent.
- f. 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.
- g. Notwithstanding any other provision of these articles, 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.
- h. Upon the dissolution of the 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.

#### **Article IV: Relationship with National PTA and CT PTSA**

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

A council PTA in good standing is one that:

- a. Adheres to the Objects and basic policies of the PTA;

- b. has bylaws approved according to the procedures of its state; and
- c. meets other criteria as may be prescribed by the individual state PTA.

**#Section 2.** The articles of organization of this council PTA 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 council PTA shall adopt such bylaws for the government of the organization as may be approved by the CT PTSA. Such bylaws shall not be in conflict with the National PTA Bylaws or the bylaws of CT PTSA.

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

**#Section 5.** The adoption of an amendment to any provision of the Connecticut PTA Bylaws identified by a # sign shall serve automatically and without the requirement of further action by this council PTA to amend its corresponding bylaws. This council PTA shall promptly incorporate such amendments in its bylaws.

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

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

**#Section 8.** Each officer or board member of this council PTA shall be a member of a local PTA/PTSA within its area.

**#Section 9.** The bylaws of this council PTA shall prohibit voting by proxy, (unless proxy voting is specified by applicable state law). [CT does not allow proxy]

**#Section 10.** A PTA member shall not serve as a voting member of this council PTA's board while serving as a paid employee of or under contract to this council PTA.

**#Section 11.** Only members of this council PTA who have paid dues for the current membership year may participate in the business of this council PTA.

**#Section 12.** The members of the nominating committee for officers of this council PTA shall be elected by the general membership, council board, executive board, or executive committee.

**#Section 13.** This council 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, and the dues collected from its members. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the CT PTSA or, where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA.

**#Section 14.** The charter of this council PTA shall be subject to withdrawal and the status of such organization as a council PTA shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the CT PTSA.

**#Section 15.** This council PTA is obligated, upon withdrawal of its charter by the CT PTSA:

- a. To yield up and surrender all of its books and records and all of its assets and property to the CT PTSA or to such agency as may be designated by the CT PTSA or to another council PTA organized under the authority of the CT PTSA;
- b. To cease and desist from the further use of any name that implies or connotes association with the National PTA or the CT PTSA or status as a constituent organization of the National PTA; and
- c. To carry out promptly, under the supervision and direction of the CT PTSA, all proceedings necessary or desirable for the purpose of dissolving the Wilton PTA Council.

**#Section 16.** Unit bylaws and any amendments thereto shall be submitted to the CONNECTICUT PTSA unit/council bylaws review chair for approval every three years.

#### **Article V: Purposes of this Council**

**Section 1.** The purposes of this council PTA are to:

- a. supervise efforts to integrate and strengthen district wide PTA policies or initiatives;
- b. provide for the conference and cooperation of Miller and Driscoll PTA, the Cider Mill PTA, the Middlebrook PTA and the Wilton High School PTSA (hereinafter "the local units" or "local unit") to create a public opinion favorable to the interests of children, to encourage programs and projects in the local units which will carry out the Mission and Objects of PTA, and to assist in the formation of new PTA/PTSAs according to the plan of the CT PTSA; and,
- c. promote the interests of the National PTA and of the CT PTSA;
- d. to strengthen communication between parents and teachers in order that the total education of the child may be furthered;
- e. to assist the Wilton Public School System wherever feasible, with such services as will help provide an excellent educational environment;

**Section 2.** Decisions or resolutions passed by the PTA Council Executive Committee or Council Board, in furtherance of the above purposes, shall be presented to each local unit.

**#Section 3.** This council PTA shall not legislate for local units.

#### **Article VI: Membership and Dues**

**Section 1.** Membership in this council PTA shall consist of local units chartered by the CT PTSA as authorized by National PTA upon payment of dues as hereinafter provided.

**#Section 2.** Membership in PTA shall be open, without discrimination, to anyone who believes in and supports the Mission and Purposes of National PTA.

May 5, 2011

**#Section 3.** This council PTA shall conduct an annual enrollment of members but may admit local units to membership at any time.

**#Section 4.** Each member of this council PTA shall pay such annual dues to said organization as may be prescribed by the organization.

**#Section 5.** Unit bylaws and any amendments thereto shall be submitted in duplicate to the CT PTSA Unit/Council Bylaws Review Chair for approval.

**Section 6.** The amount of the local portion (the "local portion") of each member's dues shall be determined by the council.

**Section 7.** Delegates from local units whose dues are in arrears shall not participate in the business meetings of the council.

**Section 8.** Only members of a local unit shall be eligible to participate in business meetings (unless a courtesy seat has been approved for that person) or to serve in any of its elective or appointed positions.

#### **Article VII: Executive Committee**

**Section 1.** The executive committee of the Wilton PTA Council shall be the officers set forth in Article VIII, section 1.

**#Section 2.** Each executive committee member shall be a member of a local unit within the area of the council.

**Section 3.** Duties of the executive committee 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 council PTA;
- d. select an auditor or an auditing committee to audit the treasurer's accounts;
- e. approve and submit an annual budget to this council PTA's general membership for adoption;
- f. approve payment of routine bills within the limits of the approved budget;
- g. approve plans of work of council PTA standing committees;

**Section 4.** Special meetings of the executive committee may be called by the president or upon written request of seven (7) members with one (1) days' notice to each member of the executive committee.

**Section 5.** A majority of the executive committee shall constitute a quorum for the transaction of business.

## **Article VIII: Election of Executive Committee**

**Section 1.**<sup>1</sup> The Executive Officers of the Wilton PTA Council shall be a president, a vice president education budget<sup>2</sup>, a secretary, a treasurer and the local unit presidents (nor more than 2 per unit).

**Section 2.** Officers shall be elected by ballot at the annual general membership council meeting in the month of May or June.

**Section 3.** The vote shall be conducted by ballot. When there is but one candidate for an office, the ballot for that office may be dispensed with and election held by voice vote. A majority vote shall be required for election.

**Section 4.** The following provisions shall govern the qualifications and eligibility of individuals to be officers of the Wilton PTA Council:

- #a. Each officer shall be a member of a local unit within the area of this council PTA.
- b. Only members of a local unit whose state and council PTA dues are paid shall be eligible to hold office.
- c. No officer may be eligible to serve more than two (2) consecutive terms in the same office, except at the discretion of the nominating committee.
- d. 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 which they are elected and shall serve for a term of one (1) year(s) or until their successors are elected, unless a separate turnover meeting has been determined.

**Section 6.** A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the 1st vice president. A vacancy in any office, other than president, shall be filled by the nominating committee.

## **Article IX: Duties of Executive Committee Officers**

**Section 1.** The president shall:

- a. preside at all meetings of the council PTA;
- b. serve as an ex-officio member of all committees except the nominating committee;

---

<sup>1</sup> According to parliamentary procedure it is customary that only one person shall be elected to serve in any one office. The state PTA may grant exceptions when bylaws provide and circumstances require it. However, if an exception is requested and granted, only one person shall be designated as the official contact person for the state and National PTA; and only one set of materials will be sent to the person so named. IF more than one person serves, due to exception by the state, they must be aware that one office provides only one vote, not multiple votes.

<sup>2</sup> Vice Presidents are traditionally designated either by number or by responsibility.

- c. coordinate the work of the officers and committees of this council PTA in order that the Objects may be promoted;
- d. assist in extending PTA work into all parts of the council PTA area, keeping it in harmony with the state PTA plan;
- e. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the council board or executive committee;

**Section 2.** The vice president-Education/Budget shall:

- a. act as aide(s) to the president;
- b. in their designated order, perform the duties of the president in the president's absence or inability to serve;
- c. form a committee, which will include the Parent-at-Large of each unit, to educate the school community on the budget process;
- d. encourage school community voter participation;
- e. attend Board of Education meetings and workshops;
- f. attend meetings of the Board of Finance and Board of Selectman meetings when school budget is discussed;
- g. determine methods of providing information to the school community, not limited to, signs, newspaper advertising, mailers, presentations at unit meetings or community venues;
- h. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the council board, or the executive committee.

**Section 5.** The secretary shall:

- a. record the minutes of all meetings of the Wilton PTA Council;
- b. be prepared to read the records of any previous meetings;
- c. maintain and coordinate archiving of all council records;
- d. notify council board of meeting dates and agenda;
- e. maintain calendar of all PTA/PTSA events;
- f. have a current copy of the bylaws;
- g. maintain a membership list;
- h. conduct delegated correspondence;
- i. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the council board, or the executive committee;
- j. convene a meeting with the local PTA/PTSA secretaries, once per year.

**Section 6.** The treasurer shall:

- a. have custody of the funds of this council PTA;
- b. maintain a full account of the funds of this council PTA;
- c. make disbursements as authorized by the president, executive committee, or this council PTA in accordance with the budget adopted by this council PTA;
- d. sign checks or vouchers;
- e. cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to the Wilton PTA Council;
- f. provide a written financial statement to the council board at each meeting;
- 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 board;
- i. report the findings of the annual audit to the council board;
- j. convene a meeting with the local PTA/PTSA treasurers, once per year.
- k. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the council board, or the executive committee.

**Section 7.** The local unit presidents shall:

- a. fulfill the duties of president as outlined in the unit's bylaws;
- b. survey the school community to help identify our community's priorities regarding children's education and welfare;
- c. urge community members to contact their representatives about specific legislation regarding education or children's welfare;
- d. through the Parent-at-Large of their respective units, keep parents and staff informed about issues affecting our children; working to keep in touch with our elected representatives; submitting school newsletter articles; alerting our community about PTA sponsored advocacy events and discussions at district-wide, region-wide and state-wide meetings and events;
- e. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the council board, or the executive committee.

**Article X: Council PTA Board**

**#Section 1.** Each board member shall be a member of a local unit within the area of the council.

**Section 2.** The members of the board shall be:

- a. elected officers;
- b. committee members;
- c. The president may appoint a parliamentarian, subject to approval of the executive committee of this council PTA.

**#Section 3.** At all meetings of the Wilton PTA Council board, a majority of the members of the board shall constitute a quorum for the transaction of business.

**Section 4.** 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 days.

**Article XI: Committees and their Elections**

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

**Section 2.** The standing committees of this council PTA may be but not limited to:

- a. Webmaster;
- b. Reflections;
- c. School Photos;
- d. Nominations.

**Section 3.** The nominating committee shall:

- a. nominate an eligible person for each office to be filled and send its report to the members of the council board and to the president of the local units at least thirty (30) days before the annual election meeting, at which time additional nominations may be made from the floor
- b. give public notice at least fifteen (15) days before the annual election meeting, of its nomination for officers of this council PTA and its member PTA/PTSA's, through the use of local newspapers.
- c. only those individuals who have met the qualifications as outlined in Article VIII, Section 4 and who have signified their consent to serve if elected shall be nominated for, or elected to, such office

**Section 3.** Committee members shall be elected by the voting body of the Wilton PTA Council Board at the May/June meeting..

**Section 4.** The Council Executive Committee may create such special committees as it may deem necessary to promote the Objects of PTA and carry on the work of this Council PTA.<sup>3</sup>

**Section 5.** The term of office of a committee chair shall be one (1) year(s) or until the selection of a successor, except at the discretion of the nominating committee.

**Section 6.** The chair of each committee shall present a plan of work to the council executive committee. No committee work shall be undertaken without the consent of the executive committee.

**Section 7.** The Advisory Resources are non-voting members of this council PTA and consist of liaisons to school and community organizations. As example, but not limited to Parent Advisory Board (PAB), Wilton Youth Council (WYC), Wilton Education Foundations (WEF), Board of Education (BOE), superintendent of schools and the immediate past council PTA president.

**Article XII: Meetings**

**Section 1.** Regular meetings of the Wilton PTA Council Executive Committee shall be held on 1<sup>st</sup> Thursday of each month, unless otherwise provided by this Council PTA Executive Committee. Seven (7) days' notice shall be given to the membership of any change of date.

**Section 2.** The annual Wilton PTA Council Board membership meeting shall be held in May or June.

---

<sup>3</sup> As a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done and its final report is received.

May 5, 2011

**Section 3.** Special meetings of the Council PTA Board may be called by the president or by a majority of Council PTA Executive Committee, seven (7) days' notice given.

**Section 4.** A quorum for the transaction of business in any meeting of this council PTA shall consist of a simple majority of delegates from a majority of the member PTAs.

**Section 5.** Meetings of this council PTA shall be open to all members of the local units holding membership in the council PTA, but the privilege of introducing motions and voting shall be limited to the voting body as outlined in Article X.

**Section 6.** Delegates from local units whose dues to the council PTA are in arrears or whose individual dues to the local units have not been paid shall not participate in the business meetings of the council PTA.

**Section 7.** Individuals are entitled to one vote, even though they may be serving in more than one position.

### **Article XIII: Fiscal Year**

The fiscal year of the Wilton PTA Council shall begin on July 1st and end on the following June 30<sup>th</sup>.

### **#Article XIV: Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Wilton PTA Council 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 CT PTSA bylaws, or the articles of incorporation.

### **Article XV: Amendments**

**Section 1.** These bylaws may be amended at any regular general membership meeting of the Wilton PTA Council by a two-thirds vote of those members present and voting, a quorum being present, provided that the proposed amendments have been approved by CT PTSA and notice of the proposed amendments has been provided to the membership thirty days prior to the meeting.

**Section 2.** A committee may be appointed by a majority vote at a general membership meeting of this council PTA, or by a 2/3 vote of the council board of this council PTA, to submit a revised set of bylaws as a substitute for the existing bylaws.

**Section 3.** Submission of amendments or revised bylaws for approval by the CT PTSA shall be in accordance with the bylaws or regulations of the CT PTSA.

**#Section 4.** The adoption of an amendment to any provision of the Connecticut PTA Bylaws identified by a # sign shall serve automatically and without the requirement of further action by the Wilton PTA Council to amend their corresponding bylaws. Council PTAs shall promptly incorporate such amendments in their respective bylaws.

## **Article XVI: Connecticut PTSA Convention**

**#Section 1.** Wilton PTA Council shall 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 of the CT PTSA treasurer as of March 15 preceding the Convention. A local PTA/PTSA 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 majority vote at a general meeting in March.

First edition 4/30/73

### Revised:

5/5/2011-Revised to reflect state PTA name change, and added Article IV, Section 16 per state PTA bylaws. Deleted certain explanatory footnotes. Amended Articles V, VI, VII, VIII, IX, X, XI, and XII.

5/29/08 – Art. XI, Sec 2 To reflect committee changes. Voted 5/29/08 to approve pending State approval.

5/18/06 – To bring into alignment with the National Model PTA Council Bylaws, Updated Oct. 8, 1999 along with further instruction from CT PTSA, dated 5/18/06. Voted 5/04/06 to approve pending State approval.

9/5/00 - To include amendments adopted at the 5/6/00 CT PTSA Convention and at the National PTA 2000 Convention.

10/6/99 – To include amendments adopted at the 5/6/99 meeting of the Wilton PTA Council as well as amendments adopted at the 1998 and 1999 National PTA Conventions.

9/77,3/79,3/81,6/85,5/88,4/94, 5/7/98

Adopted April 16, 1998; Revised April 20,2000 to include amendments adopted at the 1998 and 1999 National PTA Conventions; Revised May 15, 2003 to include amendments to the Connecticut PTA Bylaws through April 25, 2003.