

By-Laws of Suffield Middle School Parent Teacher Advisory Council, Inc.
Revised April 1, 2009

ARTICLE I. NAME

The name of the organization shall be Suffield Middle School Parent Teacher Advisory Council, Inc. (PTAC). The PTAC shall be a not-for-profit corporation.

ARTICLE II. PURPOSE

To support and speak on behalf of our children and parents at SMS, to support educational and enrichment pursuits that are not included in the school's budget, to encourage parent involvement at SMS, and to work closely with teachers and administration at SMS to maximize our child's education.

ARTICLE III. MEMBERSHIP AND FINANCES

Membership shall consist of faculty, school administration and parents/guardians of the students enrolled at Suffield Middle School.

The fiscal year is August 1st to July 31st.

During the June PTAC meeting the proposed budget for the upcoming school year will be presented and approved by the majority vote of the Executive Board.

Any expenditure in excess of \$1,000.00 must be signed by two authorized Executive Board members.

ARTICLE IV. BOARD OF DIRECTORS AND OFFICERS

A) Board of Directors. The Corporation's Board of Directors shall be known as the Executive Board. The Executive Board of the organization shall consist of the President(s), Vice-President(s), Recording Secretary(s), Treasurer(s), and two Team Parent Leads for each grade level, and each shall have one vote on Executive Board decisions. A quorum shall consist of not less than four Executive Board members.

B) Election of Officers. The election of the president, vice-president, treasurer and secretary shall be held annually at a regularly scheduled general meeting in May/June. The nomination committee shall accept nominations until two weeks prior to the May/June election. A candidate may place themselves in nomination to the committee. Consent of each candidate must be obtained prior to being placed on the ballot. Elected leaders shall take office upon the end of the current school year. All parents whose children shall attend SMS the year for which elections are being held, plus current PTAC members are eligible to vote. No person may hold the same Executive position for more than two consecutive years unless the position cannot be filled.

C) Vacancy. A vacancy occurring in any office shall be filled by the President with Executive Board approval. In case a vacancy should occur in the office of the President, the position will be assumed by the Vice-President.

D) Selection of Team Parent Leads. All interested candidates should complete a volunteer sign-up sheet at the general meeting in May/June. Once class lists are established and available, the president will select and contact the team parent leads for the upcoming year.

E) Duties of Officers/Executive Board.

The Executive Board shall contribute to an agenda for each meeting. This board must approve all expenditures exceeding \$300.00 and be responsible for creating special committees as needed.

President. The President shall:

- Be the officer with whom SMS staff maintains contact.
- Conduct all background checks on Executive Board members.
- Presides at meetings, executes the policies established by the PTAC Board, and assumes full responsibility for the operation of PTAC.
- Shall conduct monthly meetings with SMS staff, with a minimum of five meetings.
- Shall keep minutes from the President's meetings and make available to the SMS staff and the PTAC Board.
- Receives all mail, supplies, and other communications from SMS.
- Investigate complaints, irregularities and conditions detrimental to the PTAC and report to the Executive Board as circumstances warrant.
- With the Treasurer, prepare and submit an annual budget to the PTAC Board and be responsible for the proper execution thereof.
- Appoint members to committees.
- Work with the Team Parent leads in drafting the monthly parent email.
- Work with Asst. Principal in drafting a welcoming email to the incoming sixth grade class in Spring.

Vice-President. The Vice-President shall:

- Assist the president and assume the responsibility of the president in his/her absence.
- Maintain a PTAC activities packet.
- Update PTAC chairs list and distribute to the Executive Board.
- Coordinate and distribute volunteer sign-up.
- Maintain an electronic student directory.
- Distribute monthly team parent emails to the entire membership.
- Post Committee descriptions on the PTAC website.
- Update the PTAC website monthly and at other times during the year when requested by the Executive Board.

Secretary. The Secretary shall:

- Update the calendar of the activities of the PTAC and maintain appropriate files, mailing lists and necessary records.
- Attend and take the minutes at all PTAC general and board meetings.
- Type and distribute the meeting minutes to all board members within (14) days of each meeting.
- Be responsible for updating the PTAC bulletin board.
- Send correspondence to staff when appropriate.
- Support and help with other PTAC functions as needed.

Treasurer. The Treasurer shall:

- Receive all funds of the organization.
- Keep an accurate record of receipts and expenditures utilizing the PTAC Quickbooks program.
- Sign checks and dispense funds as approved by the Executive Board.
- Present a financial statement at the beginning of every meeting and at other times during the year when requested by the Executive Board.
- Prepare a full financial disclosure report at the end of the year.
- Assist the accountant in order for him/her to complete the annual tax return due for the fiscal year ending July 31st.
- Prepare the annual budget for the program, under the direction of the President, for submission to the Executive Board.

Team Parent Leads (6). The Team Parent Leads shall:

- Act as a liaison between the team teachers, in particular the Team Teacher Lead and the team parents in an effort to enhance communication between home and school.
- Provide a monthly email to parents highlighting important dates for the month and informing parents of general school procedures, events, activities, etc..
- Be responsible for bringing any concerns of the parent/guardians to the Executive Board.
- Support and help with other PTAC functions as needed.

Any officer or chairperson who neglects his/her duties shall be asked to resign with a 2/3 vote of the Executive Board.

Background checks will be conducted on all Officers.

ARTICLE V. STANDING COMMITTEES

The Nominating Committee shall consist of one/two parent volunteers to be appointed by the current Executive Board. This committee shall be formed by March/April. They shall propose one or more candidates for each office to the Executive Board at the general PTAC meeting in May/June. All members in good standing are eligible to run for a position on the board of directors.

The Enrichment Committee shall be responsible for the coordination of special activities and programs which may be brought to the students and community in order to enrich the school environment.

The Yearbook Committee shall be responsible for the promotion and development of an eighth grade yearbook.

The Newsletter Committee shall be responsible for gathering information from the Student Council, Principal, Team Parent/Teacher Leads, and the Executive Board to publish a newsletter to be sent to all members of the PTAC.

Committees shall be created as necessary by the President with Board approval to meet the specific needs of the PTAC during the current school year. These committees shall report at the monthly general meetings.

ARTICLE VI. MEETINGS

A schedule of meetings shall be established on a yearly basis.

The Executive Board shall make every effort to meet monthly.

General meetings shall be held no less than three times a year with an effort to have both day and evening meetings. All general meetings shall be held in an open forum and shall have recorded minutes which will be presented at the following meeting.

All voting on action of the corporation shall take place at a general meeting of the corporation or be approved by a quorum in the event that the action is necessary prior to the next scheduled meeting. Each member of the corporation shall have the right to cast one vote.

ARTICLE VII. AMENDMENTS

The By-Laws should be reviewed annually.

General revision of the By-Laws must be submitted to the membership in writing prior to the meeting.

The Certificate of Incorporation and the By-Laws may be amended by a majority of the members present at a duly constituted meeting called to consider such amendment, provided that no such amendment shall be adopted which will affect the tax exempt status of the Corporation under the Internal Revenue Code Section 501© (3), or the corresponding sections of any future tax code.

ARTICLE VIII. DISSOLUTION

The Corporation may be dissolved by a majority vote of all the Directors then serving, at any meeting of the Board of Directors called to consider such dissolution. Upon dissolution of the Corporation, assets shall be distributed for one or more exempt purposes within the meaning of Section 501© (3) of the Internal Revenue Code or the corresponding section of any future federal tax code, or shall be distributes to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a court or competent jurisdiction of the count in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization(s), as said Court shall determine, which are organized and operated exclusively for such purposes.