

# Platt Technical Parent Faculty Organization Bylaws

## Article 1: Name

The name of this organization is the **Platt Technical High School Parent Faculty Organization** of Milford, CT. It will be referred to in these Bylaws, as the **Platt Tech PFO**.

## Article 2: Purpose

**Section 1:** The purpose of the Platt Tech PFO shall be:

- A. To enhance and enrich the lives of ALL students through collaboration between home, school, and the community.
- B. To provide support to their educational, athletic, and recreational needs, and to support open communication between the administration, faculty, and parents.

**Section 2:** The objectives of this organization are:

- A. Promoted through an educational program directed towards parents, faculty, and the general public.
- B. Developed through conferences, committees, projects, and programs.
- C. Governed and qualified by the basic policies set forth in **Article 3**.

## Article 3: Basic Policies

**Section 1:** Platt Tech PFO shall be non-commercial, nonsectarian, and non-partisan.

**Section 2:** Platt Tech PFO shall not endorse any commercial enterprise, or any candidate.

**Section 3:** The name of Platt Tech PFO or the names of any member in their official capacities shall not be used in connection with a commercial, political concern, or with any regular work of an organization.

**Section 4:** The officers shall not have the authority to enter into any contract or agreement on behalf of the School, the local School Districts, or local Towns from which the students come.

**Section 5:** All decisions made by the Platt Tech PFO shall be made by the majority vote of the members present.

**Section 6:** In the event of dissolution of the Platt Tech PFO for any reason, after paying or adequately providing for debts, and obligations of the Platt Tech PFO, the remaining assets shall be distributed to one or more non-profit funds, which have established their tax exempt status under the Internal Revenue Service code. The disbursement of funds will be decided by majority vote.

## **Article 4: Membership**

**Section 1:** The membership of the Platt Tech PFO shall be open to any Parent or Guardian of an enrolled student, faculty member employed by the school, or any person interested in the welfare of the school, and its students who does not otherwise qualify for membership.

Membership and voting rights are granted upon payment of the annual dues of \$5.00. Each individual member receives one vote. If you opt to pay \$5.00 for your entire household, the household collectively receives one vote.

To be eligible to vote, you must have been a voting member at the previous monthly meeting. Voting can be conducted in-person or virtually, provided you are verified on camera as the voting member. Yay or nay voting can be done in-person or virtually. All ballot voting must be done in person.

## **Article 5: Meetings**

**Section 1:** General Membership Meetings will be held at least one (1) day following the Executive Board meeting. The first general membership meeting of the school year will be held during the first full week of after the start if the school year. Dates and times of all subsequent meetings shall be determined at this first meeting. In the event of a change in date or time, at least seven (7) days' notice shall be given to all members.

**Section 2:** Executive Board Meetings will be held monthly at the discretion of the board, but prior to the general membership meeting.

**Section 3:** Quorum: Four (4) members of the Platt Tech PFO, including at least two (2) elected officers, shall constitute a quorum.

**Section 4:** Special Meetings can be called by a member of the Executive Board, or at the written request of three (3) members of the Platt Tech PFO. The purpose of the matter shall be stated in the call, except in cases of an emergency, and at least ten (10) days' notice shall be given.

## **Article 6: Nomination and Elections of Officers**

**Section 1:** The Officers of the Platt Tech PFO shall be a President, a Vice President, a Treasurer, and a Recording Secretary.

**Section 2:** The qualifications of holding office in the Platt Tech PFO shall be:

A. All officers, members of the Executive Committee and persons holding any other elective or appointed position in the Platt Tech PFO shall be a member of the Platt Tech PFO. All officers shall be members according to **Article 4, Section 1**.

B. Only persons consenting to serve may be nominated for an office or membership on a committee.

C. The term of each officer shall be for one (1) complete school year.

D. No officer may serve more than three (3) consecutive terms in the same office unless waived by a majority vote of the Platt Tech PFO.

**Section 3:** At the general membership meeting in April, nominations from the floor will be permitted.

**Section 4:** Elections will be held at the May general membership meeting. The installation of the new officers will take place at the June general members meeting following reports of the outgoing officers. Their term of office shall begin at the close of the June meeting.

A. Election of new officers shall take place at the May general membership meeting.

B. The election of new officers, if non-contested may be by voice vote. Any contested election shall be by written ballot with prior notice sent home to all members.

**Section 5:** Vacancies in any office shall be filled by appointment of the Executive Board.

**Section 6:** The President may appoint a person to assist any elected officer in a "co" capacity. The Executive Committee is required to confirm this appointment. This appointment is for the duration of the current term unless specified upon appointment.

**Section 7:** No member shall hold more than one office at a time.

**Section 8:** Should a situation exist that would require the removal of an officer from his/her position, the following procedure shall be used:

A. All the remaining officers and the Principal/Assistant Principal will unanimously agree that the action is necessary

B. At a general membership meeting of the Platt Tech PFO, one of the officers bringing this action will present to the Platt Tech PFO the justification for removal. The subject officer will then be allowed to present his/her case against the removal.

C. The Platt Tech PFO will then vote on removal action. A two-third (2/3) majority is required for removal.

D. Removal from office does not constitute removal as a member from the Platt Tech PFO.

## **Article 7: Duties of the Officers**

**Section 1:** The **President** shall be the principal officer of the Platt Tech PFO and shall:

- A. Preside at all meetings of the Platt Tech PFO.
- B. Have general supervision of the Platt Tech PFO.
- C. Appoint all committee chairpersons, subject to the approval of the Executive Board.
- D. Be an ex-officio member, without vote, of all committees and motions except to the case of nominating officers.
- E. Make special appointments as necessary, subject to the approval of the Executive Board.
- F. Be responsible for providing in-depth liaison between the Platt Tech PFO and the Technical Schools of Connecticut.
- G. Provide assistance and training to successor. Training is to include review of the Bylaws.
- H. Deliver all official material to successor within two (2) weeks following July 1 or the last day of school, whichever comes first.

**Section 2:** The **Vice President** shall:

- A. Perform the duties of the President in the absent of that officer.
- B. Serve as chairperson of the Finance Committee.
- C. Serve in other capacities as assigned by the President.
- D. Work in conjunction with the Treasurer, for the submission of an annual budget to the total membership at the October meeting.
- E. Provide assistance and training to successor. Training is to include review of the Bylaws.
- F. Deliver all official material to successor within two (2) weeks following July 1 or the last day of school, whichever comes first.

**Section 3:** The **Recording Secretary** shall:

- A. Record or direct a recording of the minutes of all Executive Board regular and special meetings and provide them at the next meeting.
- B. Prepare amendments to be added to the Bylaws after they have been adopted by the members.
- C. Keep copies of all amendments on file and reprint them when significant or when requested in writing.

- D. Conduct the correspondence of the Platt Tech PFO and keep records of such correspondence.
- E. Maintain annual membership records and have a list of paid members available at each meeting.
- F. Provide a copy of the Platt Tech PFO minutes to the school administration.
- G. Provide assistance and training to successor. Training is to include review of the Bylaws.
- H. Deliver all official material to successor within two (2) weeks following July 1 or the last day of school, whichever comes first.

**Section 4:** The **Treasurer** shall:

- A. Collect all funds due the Platt Tech PFO, and disburse funds as authorized by the Platt Tech PFO.
- B. Make a financial report of all funds at regularly scheduled meetings of the Platt Tech PFO and of the Executive Committee. The financial report must contain, but is not limited to itemization of all distributions and deposits made since the last financial report. The listed distributions must include check number, or cash reference, issued to, and purpose and budget item. All deposits must include a brief description/function it pertains to.
- C. Prepare a full written report at the June meeting for use as the basis for the audit for the IRS requirements.
- D. Stay abreast of the necessary Internal Revenue Service laws, forms and publications, and keep the necessary forms on file to ensure the continued tax exempt status of the Platt Tech PFO.
- E. Notify the President when the activity of the Platt Tech PFO is such that there could exist a potential risk to the tax-exempt status of the Platt Tech PFO.
- F. Provide assistance and training to successor. Training is to include review of the Bylaws.
- G. Deliver all official material to successor within two (2) weeks following July 1 or the last day of school, whichever comes first.

**Section 5:** The fiduciary responsibility of the incumbent executive officer shall terminate on June 30.

**Section 6:** In the event of the absence of an officer at a meeting of the Platt Tech PFO or the Executive Committee, their report shall be submitted to the President prior to the meeting.

**Section 7:** Retirement or Resignation of Officers: Immediately after retiring or resigning from office, each officer shall deliver to the successor all accounts, books, papers, and other property belonging to the Platt Tech PFO within Thirty (30) days of such retirement or resignation.

## **Article 8: Executive Board**

**Section 1:** The Executive board of the Platt Tech PFO Shall consist of the following: President, Vice President, Recording Secretary, and Treasurer

**Section 2:** The Executive Board shall:

- A. Be present at all meetings
- B. Have general supervision of the affairs of the Platt Tech PFO between its regular meetings, adopt policies and procedures of the Platt Tech PFO, be empowered to fill vacancies, fix the hour and place of meetings, supervise the affairs of the Platt Tech PFO making recommendations for its growth and prosperity, and perform such duties as are specified in these Bylaws.
- C. Establish the agenda for the upcoming general membership meeting.
- D. Transact necessary business in the intervals between the general membership meetings.
- E. Transact business as may be referred to it by the Platt Tech PFO.
- F. May create standing and special committees.
- G. Present to the Platt Tech PFO a tentative annual budget for a vote in June.
- H. Be subject to the orders of the Platt Tech PFO, and none of its acts shall conflict with action taken by the Platt Tech PFO.

**Section 3:** Unless otherwise ordered by the Executive Board, regular meetings of the Executive Board shall be held monthly and Special meetings of the Executive Board may be called by any member of the Executive Board.

## **Article 9: Standing Committee**

**Section 1:** The Executive Board may establish such Standing Committees as it deems necessary and advisable to promote the purposes of The Platt Tech PFO.

**Section 2:** Only voting members may serve as Chairpersons. Any member may serve as a committee members.

**Section 3:** The chairperson of each committee shall call meetings of their committees as deemed necessary.

**Section 4:** Special Committees shall be created for a specific time and/or task and shall cease to exist when that time or task has been completed, or at the last meeting of the school year, whichever occurs first unless waived by quorum of the Executive Committee.

**Section 5:** Minutes will be recorded at all committee meetings. The committee secretary will be appointed by the committee chairperson. These minutes will include members present and what matters were discussed. These minutes will be forwarded to the Executive Board Secretary in a timely manner to be kept on permanent record and available for review by the members of the Platt Tech PFO. Minutes from all Committees will be reviewed by the Executive Board at their next meeting.

## **Article 10: Amendment of Bylaws**

**Section 1:** These Bylaws can be amended at any regular meeting of the Platt Tech PFO by two-thirds vote provided that the proposed amendment has been submitted in writing to the membership at least thirty (30) days prior to the meeting.

**Section 2:** Any provisions, article, or section may be temporarily suspended for a specified time by three quarters (3/4) vote of the Platt Tech PFO.