



Platt Tech Parent Faculty Alumni Organization, Inc. Bylaws

(Adopted September 8, 2025)

Article I– Name

The name of the organization shall be **Platt Tech Parent Faculty Alumni Organization, Inc.**, and may be referred to as **Platt Tech PFAO** throughout these bylaws.

Article II– Mission

The Platt Tech Parent Faculty Alumni Organization (Platt Tech PFAO), Inc. is dedicated to strengthening the Platt Tech community by fostering meaningful connections among parents, guardians, faculty, alumni, students, and supporters. Through collaboration, volunteerism, and outreach, we aim to enhance the educational experience, celebrate student achievement and overall excellence, and build lasting pride in our Panther community.

We wish to assist with class initiatives, student clubs, athletics, and various school events, and to host our own inclusive and fun events that reflect the spirit and diversity of the Platt Tech community. Additionally, we hope to include alumni as mentors and role models, creating opportunities for students to explore real-world applications of their education, build valuable relationships, and envision successful futures beyond graduation.



Article III – Purpose

Section 1: General Purpose

Platt Tech Parent Faculty Alumni Organization, Inc. is a nonprofit organization formed for charitable and educational purposes, as defined under Section 501(c)(3) of the Internal Revenue Code.

Section 2: Specific Purpose

The purpose of this organization is to support the students and staff of Platt Technical High School by:

- Encouraging involvement from parents, guardians, faculty, alumni, and the greater community.
- Assisting with class initiatives, student clubs, school events, and athletics
- Hosting independent programs and events that promote student engagement and school spirit.
- Connecting students with alumni to provide mentorship, career awareness, and real-world perspective.
- Celebrating student achievement, technical training, academic excellence, and personal growth.

Section 3: Use of Funds and Private Benefit

All funds raised or received by the organization shall be used solely to support its mission and activities. No part of the net earnings shall benefit any individual member, officer, or private person, except for reasonable compensation for services provided in furtherance of the organization's work. The organization shall not carry on any activities not permitted by a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code.



Article IV – Membership & Dues

Section 1: Eligibility

Membership in the Platt Tech PFAO is open to all parents, guardians, alumni, faculty, staff, and supporters of Platt Technical High School who support the organization's mission.

Section 2: Participation

All members are welcome to attend meetings, volunteer, serve on committees, and participate in activities, regardless of whether they have paid dues.

Section 3: Dues

Annual dues may be requested to establish voting rights and to support programs, communications, and operations. Dues are set by the Executive Board and will not exceed \$5 per member per year unless otherwise voted on by the general membership. No one will be denied voting rights due to financial hardship. Confidential waivers may be granted by the Board.

Section 4: Membership Standing

Members who have paid annual dues are considered members in good standing and are eligible to vote on organizational matters and elections.

Section 5: Authority Limits

Officers and members of the Platt Tech PFAO shall not have the authority to enter into any contract, agreement, or financial obligation on behalf of Platt Technical High School, the Connecticut Technical Education and Career System (CTECS), or any local government entity.



Article V – Voting and Elections

Section 1: Voting Eligibility

Voting privileges are extended to members in good standing who have:

- Paid current-year dues (or received a waiver), and
- Become a voting member at least one regular meeting before the vote, or at least 30 days prior to the vote, whichever is sooner.

Section 2: Voting Process

Voting may occur:

- In person
- Remotely via video meeting, with members required to be on camera for identification at the time of the vote.
- By email, only if:
 - The vote has been pre-approved by the Board as eligible for email voting.
 - The email is sent from the member's known address on record.
- Proxy voting, by written request and approval by the Board, in advance.

To maintain fairness and prevent vote-stacking, members must meet eligibility requirements prior to voting. Proxy and email votes must be submitted at least 24 hours before the vote unless otherwise approved.

Section 3: Quorum and Safeguards

Votes may only be held when at least five (5) voting members, including two (2) officers, are present in person or via video. If active membership is limited, the Board may temporarily lower the quorum by majority vote.

The Board will provide at least 7 days' notice before any vote that requires approval by the general membership.



Section 4: Elections

- Elections shall be held annually.
- If a position is uncontested, the membership may vote by voice or general affirmation unless a ballot is requested by a majority present.
- Vacancies may be filled by Board appointment until the next election.
- Officers may serve multiple terms if re-elected.

Section 5: Removal of Officers

The officer subject to removal shall be given notice at least seven (7) days in advance and the opportunity to present their case before the membership.

An officer may be removed by a two-thirds (2/3) vote of members present, following notice and an opportunity for the officer to present their case.

Article VI – Meetings

Section 1: Types of Meetings

A. General Membership Meetings

General Membership Meetings are held **once a month** and are open to all members of Platt Tech PFAO. These meetings are designed to inform, engage, and energize the school community. They may include event planning, community engagement, collaboration, updates, and discussions. Voting may occur when a quorum is present.

B. Executive Board Meetings

Executive Board Meetings include the elected officers of the organization and are held **monthly**, either **remotely by video conference** or **in person at an accessible location**, including informal community spaces.

These meetings are held for the purpose of managing organizational business, coordinating events, overseeing finances, and preparing items for discussion and action at General Membership Meetings.



The Board may invite individuals such as committee chairs, project leaders, alumni representatives, or advisors to attend Executive Board Meetings when their participation is relevant to the topics being discussed.

C. Special Meetings

Special meetings of either the General Membership or the Executive Board may be called by the President or by a majority of the Executive Board to address urgent or time-sensitive matters. Notice of special meetings will be provided as early as reasonably possible.

Section 2: Meeting Format and Access

Meetings may be held **in person, remotely, or in a hybrid format** to accommodate participation and accessibility. The organization will use reasonable, no-cost or low-cost tools to support member access, such as video conferencing platforms with captioning.

Section 3: Agenda Preparation

Agendas shall be prepared by the President with Board input, distributed at least 24 hours before general meetings. The President may add urgent items up to the start of a meeting.

Section 4: Quorum Requirements

- For General Membership Meetings involving a vote, a quorum is present when at least **three (3) voting members**, including **two (2) officers**, are in attendance (in person or remotely).
- For Executive Board Meetings, a quorum is reached when a **simple majority of officers** are present.

If a quorum is not present, no official votes may be conducted.



Article VII– Accessibility Commitment

Section 1: Inclusive Participation

Platt Tech PFAO is committed to making its meetings, events, and activities as inclusive and accessible as possible for all members of the Panther community. The organization recognizes that accessibility is essential to meaningful participation and values the contributions of every member regardless of ability, background, or circumstance.

Section 2: Reasonable Efforts

While funding for professional accommodations may be limited, the organization will make reasonable efforts to provide access by:

- Utilizing free or low-cost accessibility tools such as captioning, interpreters when available, and hybrid (in-person/virtual) participation.
- Selecting meeting spaces and event venues that are physically accessible whenever possible.
- Offering flexible ways to participate in discussions, voting, and activities, including remote options when appropriate.

Section 3: Ongoing Commitment

The Executive Board may adopt additional accessibility policies and procedures as needed to support the participation of all members. Members are encouraged to share accessibility requests or concerns so that the organization can continually improve. Ensuring access and inclusion is considered part of the Platt Tech PFAO's mission to celebrate and strengthen the entire Platt Tech community.



Article VIII – Officers and Leadership

Section 1: Elected Officers (Voting Members of the Executive Board)

The following core officers shall be elected by the general membership and serve as voting members of the Executive Board:

1. President

Serves as the organization's lead officer and chairs meetings. The President oversees communications, helps set priorities in line with the mission, and coordinates efforts across the organization. The President may assign responsibilities to officers, liaisons, or volunteers to support teamwork and effective operations. While promoting shared leadership, the President may step in as needed to maintain alignment and ensure the success of the organization's goals. The President also serves as the main point of contact for the school, community partners, and the public.

2. Vice President

Supports the President and assumes leadership responsibilities when needed. The Vice President may help lead committees, manage special projects, or coordinate initiatives as delegated by the President or Executive Board.

3. Treasurer

Oversees all financial matters, including budgeting, recordkeeping, banking, and reporting. The Treasurer provides regular updates to the Board and membership, ensures compliance with financial policies, and helps prepare materials for grant or tax filings.

4. Secretary

Maintains accurate meeting minutes, manages organizational records, and ensures proper documentation of decisions, elections, and policy changes. The Secretary may assist with administrative communication and ensure official records are organized and accessible.

5. Members-at-Large

Up to three Members-at-Large shall be elected by the general membership. These positions are designed to welcome individuals who want to contribute to the leadership and direction of the Platt Tech PFAO without needing a specialized officer title.



Members-at-Large provide valuable input on decisions, represent the general membership, and help strengthen communication between the Executive Board and the broader school community. They may assist with events, fundraising, outreach, communications, or other projects depending on their interests and availability.

This is a flexible and supportive leadership role, ideal for those who want to be involved but have limited time. Members-at-Large are voting members of the Executive Board and may participate in Executive Board votes when present. However, they shall not be counted toward quorum requirements unless they attend the meeting in person or virtually. This ensures continuity without placing attendance pressure on members with time limitations.

If a Member-at-Large position is uncontested, it may be filled by voice vote or general affirmation. Members-at-Large must be elected by the general membership, not appointed.

Eligibility: Elected officers must be members in good standing, at least 18 years old, and able to fulfill their duties. Officers must support the organization's mission and may serve multiple terms if re-elected.

Section 2: Liaison Roles (Non-Voting)

Liaisons play a vital role in informing and inspiring organizational efforts, even if unable to attend meetings regularly. The organization shall maintain liaison positions to ensure ongoing collaboration with key areas of the school community. These roles are integral to the mission of the Platt Tech PFAO and help identify needs, opportunities, and ideas from across the school.

Liaisons act as **collaborators and connectors** between the Platt Tech PFAO and specific school departments or communities. Their role is to help identify and communicate where the PFAO can support or enhance school initiatives through awareness, outreach, creative problem-solving, or resource coordination.

Liaison roles may include the following:

- **Alumni Liaison** – Helps connect the organization with alumni for mentorship, outreach, and community-building. Gathers updates, success stories, and opportunities for alumni involvement that support students, faculty, and school-wide events.



- **Administration/Faculty Liaison** – Serves as a bridge between school leadership, teaching staff, and the PFAO. Brings forward academic, instructional, or systemic needs and opportunities for collaboration. May be a faculty member, administrator, or jointly appointed by the school.
- **Trade Programs Liaison** – Represents the interests and opportunities within the school's technical and vocational programs.
- **Student Voice Liaison** – Offers student perspectives and relays student-related initiatives or concerns.
- **Athletics Liaison** – Communicates athletic program needs and opportunities for support.
- **Activity/Club Advisor Liaison** – Supports communication between activity/club advisors and the PFAO. Helps identify group specific needs, events, fundraising efforts, and student dues concerns. May help the PFAO explore opportunities to support or offset student expenses in alignment with its mission.

Multiple individuals may serve in the same liaison role if appropriate.

Liaisons gather updates, priorities, and opportunities from their areas and present them to the Platt Tech PFAO for collaborative support. This may include needs related to materials, promotion, alumni engagement, mentorship, volunteer support, or school spirit. Liaisons help ensure that key areas of the school are seen, heard, and included in the organization's efforts.

Liaisons are encouraged to be dues-paying members to model leadership and engagement. These positions may be filled through open calls to the school community or by Board outreach, in collaboration with school leadership when appropriate. Appointments should be based on interest, reliability, and alignment with the mission of the Platt Tech PFAO. These liaison roles are a meaningful way to support the school, connect communities, and make a difference—even if you only have a small amount of time. All voices are valued.

Liaisons do not serve as Executive Board members and do not hold voting rights in Board decisions. However, if a Liaison is a dues-paying member in good standing and meets the criteria established in these bylaws, they may vote in general membership meetings like any other eligible member.

If no individual is available or willing to serve in a Liaison position, the Executive Board may temporarily leave the role unfilled while continuing efforts to identify suitable



candidates. The absence of a Liaison shall not prevent the organization from conducting business or supporting related initiatives.

Section 3: Officer Transition

All officers shall deliver records, files, and materials to successors within 30 days of leaving office.

Article IX– Committees

Section 1: Establishment of Committees

The Executive Board may establish standing and ad hoc committees as necessary to carry out the work of the organization. Committees exist to help implement the mission of the Platt Tech PFAO by focusing on specific areas of need such as events, fundraising, membership, communications, or community outreach.

Section 2: Standing Committees

Standing Committees may include but are not limited to:

- **Membership Committee** – Recruits new members, manages membership forms and dues, and helps foster member engagement.
- **Fundraising Committee** – Develops and coordinates fundraising opportunities, ensuring activities align with the mission and financial needs of the organization.
- **Events & Programs Committee** – Plans and supports school-wide events, staff appreciation, and Platt Tech PFAO led programs.
- **Communications Committee** – Assists with newsletters, social media, and outreach materials to keep members and the community informed.
- **Audit/Finance Committee** – Reviews financial reports, assists in preparing the annual budget, and conducts or arranges for annual review of financial records.



Section 3: Ad Hoc Committees

Ad hoc (special) committees may be created for a limited time to address specific needs, such as nominating officers, organizing a one-time fundraiser, or managing a special project. They will dissolve when the project is completed or at the end of the school year unless renewed by the Executive Board.

Section 4: Appointment and Membership

Committee chairs shall be appointed by the President with the approval of the Executive Board. Committee chairs must be members in good standing. Any member may serve on a committee.

Section 5: Accountability

Committee chairs shall call meetings as needed, record attendance, and provide minutes or summaries to the Secretary for inclusion in organizational records. Committees shall not enter into contracts, incur obligations, or expend funds without prior approval of the Executive Board.

Article X– Finances

Section 1: Fiscal Year

The fiscal year of the organization shall run from July 1 through June 30.

Section 2: Banking and Disbursements

- All funds of the Platt Tech PFAO shall be maintained in the name of the organization in a federally insured financial institution approved by the Executive Board.
- Authorized signers shall include the Treasurer, President, and Vice President.
- Funds shall never be held in personal accounts or comingled with personal monies.



Section 3: Budget

- The Executive Board shall prepare an annual budget to be presented for approval by the membership at the start of each fiscal year.
- Expenditures not included in the budget require approval by the Executive Board and, if above a threshold set by the Board, by the general membership.
- The budget shall serve as a guideline but does not authorize spending beyond available funds.

Section 4: Recordkeeping and Reporting

- The Treasurer shall maintain complete and accurate records of all receipts and disbursements, including supporting documentation.
- A financial report shall be presented at every General Membership Meeting and filed for review.
- An annual financial summary shall be prepared and presented at the last meeting of the fiscal year.

Section 5: Oversight and Review

- At the close of each fiscal year, the Audit/Finance Committee, or an independent reviewer appointed by the Board, shall examine the books and records.
- Findings shall be reported to the membership and used to strengthen financial practices.
- The Treasurer shall ensure timely completion of all required state and federal filings to maintain nonprofit and tax-exempt status.

Section 6: Safeguards

- All organizational funds are to be used solely to support the mission of the Platt Tech PFAO.
- No loans shall be made by the organization to its officers, members, or staff.



- Any suspected misuse of funds must be reported to the Executive Board immediately and investigated promptly.
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Article XI- Conflict of Interest

Section 1: Purpose

The purpose of this policy is to protect the integrity of Platt Tech PFAO's decision-making process and to ensure that the organization remains accountable to its mission, membership, and community.

Section 2: Disclosure

Any officer, committee chair, or member who has a financial, personal, or official interest in a matter pending before the organization must disclose the nature of the interest to the Executive Board prior to discussion. Examples of potential conflicts include financial benefit from contracts, use of organizational funds, or influence over decisions that affect personal or family gain.

Section 3: Abstention from Voting

After disclosure, the interested individual shall abstain from discussion and voting on the matter. They may provide factual information or answer questions if requested but may not attempt to influence the decision.

Section 4: Written Policy

The organization shall maintain a written Conflict of Interest Policy consistent with IRS 501(c)(3) requirements. All officers must review and sign this policy annually as part of their service to the organization.



Section 5: Safeguards

Decisions involving potential conflicts must be approved only when a majority of disinterested officers determine that the action is in the best interest of the organization. Such decisions shall be documented in the meeting minutes.

Section 6: Community Trust

Transparency is a cornerstone of trust. By addressing potential conflicts openly and fairly, the Platt Tech PFAO ensures that its work always reflects its mission to serve students, support faculty and staff, and build pride in the Panther community.

Article XII– Amendments

Section 1: Authority to Amend

These bylaws are the governing document of the Platt Tech PFAO. Amendments may be made when necessary to ensure the organization continues to operate effectively, remain compliant with applicable laws, and reflect the needs of the school community.

Section 2: Proposal of Amendments

Amendments may be proposed by:

- The Executive Board, by majority vote; or
- A written petition signed by at least five (5) members in good standing and submitted to the Secretary.

Section 3: Notice Requirement

All proposed amendments must be submitted in writing to the membership at least fourteen (14) days prior to the meeting at which the vote will occur. Notice may be given by email, school communication systems, or other reasonable means accessible to members.



Section 4: Voting

- Amendments require a two-thirds (2/3) vote of members present and eligible to vote at a General Membership Meeting, provided quorum is met.
- Amendments shall take effect immediately upon approval unless otherwise specified in the amendment itself.

Section 5: Review of Bylaws

The Executive Board shall review the bylaws at least once every three (3) years and recommend updates if needed to ensure compliance with federal and state nonprofit law, IRS 501(c)(3) requirements, and best practices for governance.

Section 6: Temporary Suspension

For urgent or time-sensitive needs, specific sections of the bylaws may be temporarily suspended by a three-fourths (3/4) vote of members present at a meeting, provided that such suspension does not conflict with federal or state law or IRS requirements. Suspended sections must be reinstated at the close of the meeting unless otherwise specified.

Article XIII- Dissolution

Section 1: Procedure for Dissolution

The organization may be dissolved by a two-thirds (2/3) vote of the members present and eligible to vote at a General Membership Meeting, provided that at least thirty (30) days' notice of the proposed dissolution has been given to the membership.

Section 2: Payment of Obligations

In the event of dissolution, the Executive Board shall first ensure that all of the organization's outstanding debts and liabilities are paid or adequately provided for.



Section 3: Distribution of Assets

After payment of debts, all remaining assets shall be distributed exclusively for charitable and educational purposes to one or more nonprofit organizations that are:

- Recognized as tax-exempt under Section 501(c)(3) of the Internal Revenue Code, and
- Selected by a majority vote of the remaining Executive Board members.

Priority shall be given to organizations that support educational or student-related initiatives within the Platt Technical High School community, or within the Connecticut Technical Education and Career System (CTECS).

Section 4: Prohibition of Private Benefit

No part of the assets shall be distributed to, or otherwise inure to the benefit of, any individual officer, member, or private person.

Section 5: Records

The Secretary shall ensure that all records of the dissolution, including final votes and financial settlements, are kept in the organization's permanent files for legal and historical purposes.

Article XIV– Non-Discrimination & Political Activities

Section 1: Non-Discrimination

The Platt Tech PFAO shall not discriminate in its membership, programs, or activities on the basis of race, color, national origin, ancestry, ethnicity, gender, gender identity or expression, sexual orientation, disability, age, religion, socioeconomic status, or any other status protected by law. This commitment extends to all decisions related to membership, events, fundraising, partnerships, and representation.



Section 2: Inclusivity

The Platt Tech PFAO affirms the value of a diverse and inclusive school community. Members, officers, and participants are expected to uphold these values and foster a welcoming environment where all voices are respected.

Section 3: Non-Commercial, Nonsectarian, and Non-Partisan

The organization shall be non-commercial, nonsectarian, and non-partisan. Its name, or the names of any members in their official capacity, shall not be used in connection with a commercial concern, political campaign, or activity not aligned with the mission of the organization.

Section 4: Prohibition on Political Campaign Activity

The Platt Tech PFAO shall not directly or indirectly participate in, or intervene in, any political campaign on behalf of or in opposition to any candidate for public office.

Section 5: Advocacy

The Platt Tech PFAO may from time to time engage in limited advocacy activities in support of educational, student, and community needs, provided such activities remain within the limits permitted under Section 501(c)(3) of the Internal Revenue Code. Examples of advocacy may include supporting programs or initiatives that enhance vocational education, promote student well-being, or strengthen the school community.

Section 6: Compliance with IRS Rules

Nothing in this article shall be interpreted to permit the organization to carry on activities not permitted by a nonprofit, tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code.



Article XV – Whistleblower and Document Retention

Section 1: Whistleblower Protection

Platt Tech PFAO encourages members, officers, and volunteers to report in good faith any concerns about suspected misconduct, misuse of funds, or violations of law or policy. No member, officer, or volunteer who makes a report in good faith shall suffer retaliation, harassment, or adverse consequences. Allegations shall be reviewed promptly and addressed by the Executive Board or appropriate authorities.

Section 2: Document Retention and Destruction

The organization shall retain records as required by law and as necessary for historical and operational purposes. Records include, but are not limited to, bylaws, meeting minutes, financial statements, annual filings, contracts, and policies. When retention periods have expired, records shall be destroyed in a secure and appropriate manner, unless subject to audit, investigation, or legal hold.

Article XVI – Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall guide the proceedings of the Platt Tech PFAO in all cases in which they are applicable and not inconsistent with these bylaws, special rules of order the organization may adopt, or applicable law.