

**Bylaws of
Lake Street School Parent Teacher Organization, Inc.
As of March 11, 2008**

Table of Contents

Article 1 – Introduction

Section 1.01 – Name and Location

Article 2 – Nonprofit Purposes

Section 2.01 – IRC Section 501(c)(3) Purposes

Section 2.02 – Specific Objectives and Purposes

Article 3 – Directors

Section 3.01 – Number and Selection

Section 3.02 – Terms of Office

Section 3.03 – Qualifications

Section 3.04 – Duties

Section 3.05 – Allowable Spending

Section 3.06 – Place of Meetings

Section 3.07 – Regular Meetings

Section 3.08 – Special Meetings

Section 3.09 – Notification

Section 3.10 – Directors’ Quorum

Section 3.11 – Removal from Office

Section 3.12 – Non Liability of Directors

Section 3.13 – Indemnification by Corporation of Directors and Officers

Article 4 – Officers

Section 4.01 – Designation of Officers

Section 4.02 – Election and Term of Office

Section 4.03 – Removal from Office

Section 4.04 – Vacancies

Section 4.05 – Duties of President

Section 4.06 – Allowable Spending

Section 4.07 – Duties of Vice-President

Section 4.08 – Duties of Secretary

Section 4.09 – Duties of Treasurer

Article 5 – Membership Provisions

Section 5.01 – Determination and Rights of Members

Section 5.02 – Dues

Section 5.03 – Voting Rights

Section 5.04 – Members’ Quorum

Section 5.05 – Non Liability of Members

Section 5.06 – Conduct of Meetings

Article 6 – Committees

Section 6.01 – Permanent Committees

Section 6.02 – Committee Needs

Section 6.03 – Terms

Section 6.04 – Resignation and Removal of Chairperson(s)

Section 6.05 – Budget

**Bylaws of
Lake Street School Parent Teacher Organization, Inc.
As of March 11, 2008**

Article 7 – Execution of Instruments, Deposits and Funds

- Section 7.01 – Execution of Instruments
- Section 7.02 – Checks and Notes
- Section 7.03 – Deposits
- Section 7.04 – Gifts

Article 8 – Corporate Records and Reports

- Section 8.01 – Maintenance of Corporate Records
- Section 8.02 – Directors’ Inspection Rights
- Section 8.03 – Members’ Inspection Rights

Article 9 – IRC 501(c)(3) Tax Exemption Provisions

- Section 9.01 – Limitations on Activities
- Section 9.02 – Prohibition Against Private Inurement (Insider Benefits)
- Section 9.03 – Distribution of Assets

Article 10 – Amendment of Bylaws

- Section 10.01 – Amendment

Article 11 – Construction and Terms

- Section 11.01 – Conflict of Provisions
- Section 11.02 – References to Articles of Incorporation

Article 12 – Addendums

- Section 12.01 – C. Arthur Mattson Scholarship Rules

**Bylaws of
Lake Street School Parent Teacher Organization, Inc.
As of March 11, 2008**

Article 1

Introduction

1.01 Name and Location

The name and location of the corporation shall be Lake Street School Parent Teacher Organization Inc., Lake Street School, 201 Lake Street, Vernon, Connecticut, 06066

Article 2

Nonprofit Purposes

2.01 IRC Section 501(c)(3) Purposes

This corporation is organized for one or more of the purposes as specified in Section 501(c)(3) of the Internal Revenue Code.

2.02 Specific Objectives and Purposes

The Corporation is organized

- A) To support the education of children at school by fostering the relationships between the school, parents and teachers;
- B) To promote parent-teacher cooperation towards the overall welfare of the children in this school and community;
- C) To develop between educators and the general public such united efforts as will secure every child a community dedicated to improving physical, social, mental and cultural well-being;
- D) To sponsor fundraising and social activities for the benefit of the school;
- E) To assist the school in enriching the student's lives.

Article 3

Directors

3.01 Number and Selection

The corporation shall consist of not less than four (4) directors and collectively they shall be known as the Board of Directors. The Board of Directors shall consist of the duly elected officers of the PTO, plus the principal of Lake Street School and one other faculty representative elected or appointed by the faculty staff of the school.

3.02 Terms of Office

The principal shall serve on the Board for as long as he or she is principal of Lake Street School. The duly elected faculty member shall serve on the Board for a minimum of one (1) year. The elected faculty member shall remain on the Board until a successor is duly elected. Officers' terms are outlined in Article 4, Section 4.02.

3.03 Qualifications

Directors shall be of the age of majority in this state and eligible for membership in the Lake Street School PTO.

3.04 Duties

It shall be the duties of the directors to:

- A) Perform any and all duties imposed on them collectively or individually by law, by the certificate of incorporation, or by these bylaws;
- B) To meet at the discretion of the President or Principal;
- C) To conduct the general business of the corporation.

3.05 Allowable Spending

The Board shall have at their discretion the ability to appropriate up to \$300.00 per PTO event without membership approval.

**Bylaws of
Lake Street School Parent Teacher Organization, Inc.
As of March 11, 2008**

3.06 Place of Meetings

Meetings shall be held at the location of the corporation unless otherwise provided by the Board.

3.07 Regular Meetings

Monthly meetings shall be held during the regular school year. Dates and times of these monthly meetings will be at the discretion of the Board.

3.08 Special Meetings

Special meetings may be called by the President upon receipt of a written request from five (5) percent of the General Membership, or at the discretion of the President, or a one-third (1/3) request from the Board. Notice of special requests shall follow the procedures of notices outlined in Article 3, Section 3.09 of these bylaws.

3.09 Notification

Notice of all meetings of the General Membership and of Special Meetings shall be given in written notice no fewer than 10 days before the meeting date by sending notification of said meeting home with the general student population. No notice of a Board Meeting shall be necessary when all board members are present.

3.10 Directors' Quorum

A quorum shall consist of a majority of the members of the Board of Directors. Except as otherwise provided under the certificate of incorporation, these bylaws or provisions of law, no business shall be considered by the Board at any meeting at which the required quorum is not present, and the only motion which the Chair shall entertain at such meeting is a motion to adjourn.

3.11 Removal from Office

Directors may be removed from office, with cause, as permitted by and in accordance with the laws of this state.

3.12 Non Liability of Directors

The directors shall not be personally liable for the debts, liabilities, or other obligations of the corporation.

3.13 Indemnification by Corporation of Directors and Officers

The directors and officers of the corporation shall be indemnified by the corporation to the fullest extent permissible under the laws of this state.

**Article 4
Officers**

4.01 Designation of Officers

The officers of the corporation shall be a President, a Vice-President, a Secretary, and a Treasurer and such other officers as the Board of Directors may designate.

4.02 Election and Term of Office

The officers of the corporation shall be elected by members of the PTO at the meeting held in May of each year and shall serve for the period from July 1 to June 30. Each officer shall serve a term of one year, but not more than two consecutive years in the same office unless no eligible candidate volunteers to run for the office, then the officer(s) shall hold office until a successor is duly elected or they are no longer eligible for membership in the PTO.

4.03 Removal from Office

An officer may be removed from office by the Board by a 2/3 vote if absent without good reason from two consecutive board meetings.

**Bylaws of
Lake Street School Parent Teacher Organization, Inc.
As of March 11, 2008**

4.04 Vacancies

In the event of a vacancy in any office other than that of President, such vacancy may be filled temporarily by appointment by the President. Any such appointee shall serve until the next general meeting of the PTO at which time a successor shall be elected to fill the vacancy for the remainder, if any, of the unexpired term. In the event of a vacancy in the office of President, the Vice-President shall take on the duties of President until the next general meeting of the PTO at which time a successor shall be elected to fill the vacancy.

4.05 Duties of President

The President shall:

- A) Be Chief Executive Officer of the corporation and shall supervise and control the affairs of the corporation and the activities of the officers;
- B) Preside, as chairperson, at all meetings of the board of directors and at all meetings of the members;
- C) Be an ex-officio member of all committees, shall name the standing committees and make such appointments as necessary to achieve the objectives of the corporation;
- D) Perform all duties incident to his or her office and such other duties as may be required by law, by the certificate of incorporation or by these bylaws.

4.06 Allowable Spending

The President shall have at his or her discretion the ability to appropriate up to \$50.00 per month for PTO expenses without Board approval.

4.07 Duties of Vice-President

The Vice-President shall:

- A) Act as an aide to the President;
- B) Perform the duties of the President in his or her absence;
- C) Serve as chairperson for the Nominating Committee;
- D) Serve as chairperson of the C. Arthur Mattson Scholarship Fund;
- E) Have other powers and perform such other duties as may be prescribed by law, by the certificate of incorporation, or by these bylaws.

4.08 Duties of Secretary

The Secretary shall:

- A) Keep at the principal office of the corporation the original, or a copy, of these bylaws as amended or otherwise altered to date;
- B) Keep an accurate record of all general, special and board meetings;
- C) See that all notices are duly given in accordance with the provisions of these bylaws or as required by law;
- D) Perform all the duties incident to the office of Secretary and such other duties as may be required by law, by the certificate of incorporation or by these bylaws.
- E) Assist in the selection process of the C. Arthur Mattson Scholarship as described in Article 12, Addendums: 12.01 C. Arthur Mattson Scholarship Rules.

4.09 Duties of Treasurer

The Treasurer shall:

- A) Receive and give receipt for all monies of the corporation;
- B) Disburse the funds of the corporation taking proper vouchers for such disbursement;
- C) Keep and maintain accurate accounts of the corporation's business transactions, including accounts of assets, liabilities, receipts, disbursements, gains and losses;
- D) Present a statement of account at every meeting of the Board or members;
- E) At the close of the fiscal year, the treasurer will seek a volunteer(s) to review the PTO's finances and report their findings at a general PTO meeting. Preferably the volunteer(s) will be members of the PTO however members of the current or previous board of directors are not eligible. The selection of the volunteers is subject to approval by the board. At the board's discretion or by a majority vote of the members at a general meeting, the PTO may pay an independent, professional to conduct a full audit.
- F) Prepare or cause to be prepared the financial statements to be included in any reports as required by law.

**Bylaws of
Lake Street School Parent Teacher Organization, Inc.
As of March 11, 2008**

- G) Perform all the duties incident to the office of Treasurer and such duties as may be required by law, by the certificate of incorporation, or by these bylaws.

Article 5

Membership Provisions

5.01 Determination and Rights of Members

The corporation shall have only one class of members and shall be open to all parents or legal guardians of Lake Street School children and all staff members of Lake Street School and all members of the Vernon Board of Education.

5.02 Dues

The absence of or the implementation of dues will be left to the discretion of the board to be reviewed on a yearly basis.

5.03 Voting Rights

Each member is entitled to one vote on each matter submitted to a vote. Voting at duly held meetings shall be by voice vote. Every act or decision done or made by a majority of voting members present at a duly held meeting at which a quorum is present is the act of the members, unless the certificate of incorporation, these bylaws, or provisions of law require a greater number.

5.04 Members' Quorum

The number of members present at a meeting who are entitled to vote constitutes a quorum.

5.05 Non Liability of Members

A member of this corporation is not, as such, personally liable for the debts, liabilities, or obligations of the corporation.

5.06 Conduct of Meetings

Meetings shall be governed by Robert's Rules of Order, as such rules may be revised from time to time, insofar as such rules are not inconsistent with or in conflict with the certificate of incorporation, these bylaws, or with provisions of law.

Article 6

Committees

6.01 Permanent Committees

A) Budget Committee

The committee shall consist of the current officers and the officers elected for the following year. It will present a budget for the subsequent year to the PTO membership for approval at the June general membership meeting.

B) Standing Committees

The Standing Committees shall be determined by the President, approved by the Board and specified in an addendum to these bylaws on a current basis.

C) Nominating Committee

The Vice-President shall serve as chairperson of this committee. The Nominating Committee has the responsibility for the annual appointing of the chairperson(s) and members of the standing committees.

6.02 Committee Needs

Standing Committees and all other committees shall be reviewed by the officers yearly to determine continuing need and effectiveness.

**Bylaws of
Lake Street School Parent Teacher Organization, Inc.
As of March 11, 2008**

6.03 Terms

Committee Chairpersons shall serve a term of not less than one (1) year. Chairpersons shall hold their position until a successor is duly appointed or they are no longer eligible to be a member of the Lake Street School PTO.

6.04 Resignation and Removal of Chairperson(s)

Committee chairpersons may resign from any committee with adequate notice to the Vice-President. Chairpersons may be removed from a committee for non-performance of their expected duties by a majority vote of the Board of Directors. The Vice-President shall appoint a replacement chairperson to take over the duties of that committee.

6.05 Budget

No committee shall extend beyond its budget without express approval and consent of the Board.

Article 7

Execution of Instruments, Deposits and Funds

7.01 Execution of Instruments

The Board of Directors, except as otherwise provided in these bylaws, may by resolution authorize any officer or agent of the corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent or volunteer shall have any power or authority to bind the corporation by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.

7.02 Checks and Notes

Except as otherwise specifically determined by resolution of the Board of Directors or these bylaws, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the corporation shall be signed by the Treasurer or President.

7.03 Deposits

All funds of the corporation shall be deposited in a timely manner to the credit of the corporation in such banks, trust companies, or other depositories as the board of directors may select.

7.04 Gifts

The Board of Directors may accept on behalf of the corporation any contributions, gifts, bequests, or devises for the nonprofit purposes of this corporation.

Article 8

Corporate Records and Reports

8.01 Maintenance of Corporate Records

The corporation shall keep at its principal office a copy of the certificate of incorporation and bylaws as amended to date.

8.02 Directors' Inspection Rights

Every director shall have the absolute right at any reasonable time to inspect all books, records and documents of every kind as allowed under the certificate of incorporation, these bylaws and provisions of law.

8.03 Members' Inspection Rights

Members shall have the rights to inspect at any reasonable time the books, records, or minutes of proceedings of Member meetings, or of Board meetings, or of Committee meetings for a purpose reasonably related to such person's interests as a member. Members shall have such other rights to inspect the books, and records of this corporation as may be required under the certificate of incorporation, these bylaws, and provisions of the law.

**Bylaws of
Lake Street School Parent Teacher Organization, Inc.
As of March 11, 2008**

Article 9

IRC 501(c)(3) Tax Exemption Provisions

9.01 Limitations on Activities

No substantial part of the activities of this corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation (except as otherwise provided by section 501(h) of the Internal Revenue Code), and this corporation shall not participate in, or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.

Notwithstanding any other provisions of these bylaws, this corporation shall not carry on any activities not permitted to be carried on by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code.

9.02 Prohibition Against Private Inurement (Insider Benefits)

No part of the net earnings of this corporation shall inure to the benefit of, or be distributable to, its members, directors officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of this corporation.

9.03 Distribution of Assets

Upon the dissolution of this corporation, it's assets remaining after payment, or provision of payment, of all debts and liabilities of this corporation shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

Article 10

Amendment of Bylaws

10.01 Amendment

Subject to the power of the members of this corporation to adopt, amend, or repeal the bylaws of this corporation as may be specified under provisions of law, these bylaws may be altered, amended, or repealed and new bylaws adopted by approval of the PTO Membership at a meeting of the general membership. Notice of all proposed changes to the bylaws shall be given in written notice no fewer than 10 days before the meeting date by sending notification of said changes home with the general student population.

Article 11

Construction and Terms

11.01 Conflict of Provisions

If there is any conflict between the provisions of these bylaws and the certificate of incorporation of this corporation, the provisions of the certificate of incorporation shall govern. Should any of the provisions or portions of these bylaws be held unenforceable or invalid for any reason, the remaining provisions and portions of these bylaws shall be unaffected by such holding.

11.02 References to Articles of Incorporation

All references in these bylaws to the certificate of incorporation shall be the certificate of incorporation, articles of organization, articles of incorporation, organizational charter, corporate charter, or other founding document of this corporation filed with an office of this state and used to establish the legal existence of this corporation.

**Bylaws of
Lake Street School Parent Teacher Organization, Inc.
As of March 11, 2008**

**Article 12
Addendums**

12.01 C. Arthur Mattson Scholarship Rules (Adopted October 9, 2007)

A) Scholarship Eligibility Requirements:

- (i) The applicant must be a graduating Connecticut high school senior who plans to continue his/her education at any accredited post-secondary school or college.
- (ii) The applicant must have attended Lake Street School for at least three (3) years.
- (iii) The applicant must have excellent grades.
- (iv) The applicant should best exemplify citizenship, leadership and scholarship.

B) Scholarship Selection Criteria:

- (i) The Scholarship Selection Committee will consist of the current Vice-President, the most recent former Vice-President, the current Treasurer, and a Member-at-Large (appointed by the PTO President.) If the most recent former Vice-President is not available, then the most recent former Treasurer will sit on the committee. If the most recent former Treasurer is not available, then the PTO Board will choose a replacement. If anyone on the Scholarship Selection Committee has a family member that is applying for this scholarship, they will not participate as a member of this committee and the PTO Board will select a replacement.
- (ii) Area high schools receive a copy of a cover letter and application with the cover letter informing them of the offering to their students. At the same time, a newspaper advertisement of the scholarship and its eligibility requirements is run in at least one (1) area newspaper.
- (iii) The current Secretary will make a copy of all the applications. The current Secretary will then make a list in a notebook of all the applicants and give them each a number. The current Secretary will then white out all identifying information on the copied applications (i.e. names including parents and siblings, addresses, phone numbers, and occupations etc.), make at least four (4) copies of each blacked out application and distribute them to the Scholarship Committee. The originals are to remain intact. A Scholarship Selection Committee meeting is held on a date in advance of the high school deadline to discuss opinions and to vote on a recipient. After the selection process is completed, the high school counselor is called with the name of the recipient in accordance with the high school deadline.

C) Maintenance of Scholarship Fund:

- (i) The Scholarship funds should be invested in such a way that seeks to maximize income to the extent consistent with the preservation of capital (i.e. bank Certificates of Deposit, Money Market Accounts, Short-term Treasury Securities etc.)
- (ii) A \$1,000.00 Scholarship shall be awarded every year. If, at the beginning of the school year, the PTO Board decides they want to increase the scholarship amount, a vote must be held at a PTO meeting. If approved, the increase to the scholarship amount would be permanent, and all rules would apply to the new scholarship amount.
- (iii) At the beginning of every fiscal year, determine if the Scholarship account(s) will be self-sustaining (generate the award funds either through interest or dividends) for the upcoming year.
- (iv) If the Scholarship account(s) is determined to be self-sustaining for the upcoming year, then no fundraiser needs to be scheduled for that school year.
- (v) If the Scholarship account(s) has generated more interest or dividends than needed for the account to be self-sustaining, the excess income can either be removed and put into operating, or maintained in the Scholarship accounts.
- (vi) If the Board determines that the excess funds should be removed, a purpose for those funds needs to be outlined, presented and voted on at the PTO meeting following the decision.
- (vii) If the Scholarship account(s) will not generate enough interest or dividends to pay for the award for the upcoming year, a fundraiser needs to be planned to generate funds to cover the difference for that fiscal year.
- (viii) The PTO may borrow funds from the scholarship account for other purposes. These funds should be repaid in a timely manner and at the same interest rate the remaining scholarship funds are earning. The amount borrowed cannot jeopardize the scholarship account's ability to be self-sustaining. Borrowing the funds will require the approval of the PTO membership.