



**Academy of Information Technology and Engineering
Parent Teacher Student Organization (AITE PTSO)
BYLAWS**

REVISED May 2010, March 2016

Article I – Name

The name of this organization shall be AITE PTSO, standing for Academy of Information Technology and Engineering Parent Teacher Student Organization (hereinafter the “Organization”). The Organization is located in Stamford, Connecticut.

Article II – Articles of Organization

The Organization exists as an unincorporated organization of its members. Its “Articles of Organization” comprise these Bylaws, which may be amended or revised as described in Article XIII. In the absence of separate articles of association, the Bylaws shall be deemed to be the articles of association.

Article III – Objectives

The Objectives of this Organization are:

- To promote the welfare of children and youth in home, school and community.
- To bring together the home and school, that parents and teachers may cooperate in the education of the child.
- To develop between educators and the general public such united efforts as will serve for every child the highest advantages in physical, mental and social education.

Article IV – Basic Policies

The basic policies of the Organization are:

- The Organization shall be noncommercial, nonsectarian and nonpartisan.
- The name of the Organization, or the names of any members in their official capacities, shall not be used in any connection with a commercial concern, or with

any partisan interest, or for any purpose not appropriately related to promotion of the objectives of the Organization.

- The Organization shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office. The Organization may make time available at its meeting for candidates for Board of Education positions to present their views to the membership. If one candidate is invited, all must be invited. Appearance of a candidate before the membership shall not be construed as endorsement of that candidate by the Organization.
- The Organization shall not devote a substantial part of its activities in an attempt to influence legislation by propaganda or otherwise.
- The Organization shall cooperate with schools to support the improvement of education in ways that will not interfere with the administration of the schools.
- The Organization may cooperate with other organizations and agencies concerned with child welfare; but persons representing the Organization in such matters shall make no commitments that bind the Organization without the prior consent of the Executive Board.
- In the event of the dissolution of the Organization, its assets shall be given to AITE. In the event that said school is closed, monies shall be distributed proportionally to those schools designated to receive AITE students.

Article V – Membership

Any parent/guardian of a student at AITE shall be a member of the Organization.

Any student at AITE shall be a member of the Organization.

Any faculty member at AITE shall be a member of the Organization.

Article VI – Executive Board Structure

The Executive Board shall consist of:

- The Officers of the Organization
- The school Principal
- The school Assistant Principal or designated administrator
- Up to two Teacher Representatives
- Up to four Student Representatives
- Up to four committee chairpersons serving as Board Members at Large.

The officers of the Organization are as follows:

- One President or Co-Presidents
- Immediate Past President, one year term, if student still attends school
- One Vice President or Co-Vice Presidents
- Secretary
- Treasurer

- Parent Teacher Council (PTC) of Stamford Representative

Powers, Duties and Obligations of the Executive Board:

- To transact necessary business in the intervals between general meetings and such other business as may be referred to it by the Organization.
- Attend Executive Board and General PTSO meetings.
- Perform the duties in these Bylaws and those assigned by the Executive Board.
- To approve the work of committees.
- To review and approve the budget before it is submitted to the Organization for approval.
- To create such committees as it feels is necessary to promote the objectives and carry on the work of the Organization.
- To retain, in April, an accountant to examine and provide written certification that the Treasurer's books and records are in order.
- To deliver to their successors all official material by June 30.
- To facilitate communication between the PTSO and the administration.
- To approve expenditures beyond the limits of the accepted budget, not to exceed two thousand dollars (\$2,000) per expenditure. All expenditures outside the accepted budget require a vote of the Executive Board of the Organization prior to purchase or reimbursement will be denied.

The Executive Board shall meet a minimum of 4 times a year. Special meetings of the Board may be called by the President or by a majority of the Board upon adequate notice.

Article VII – Responsibilities of the Executive Board

President or Co-Presidents shall:

- Preside at all General Meetings of the Organization.
- Preside at all meetings of the Executive Board.
- Serve as ex-officio member of all committees.
- Coordinate the work of the officers and committees of the Organization.
- Perform duties that may be assigned by the Organization or the Executive Council.
- Prepare an agenda for meetings over which they preside. Distributes agenda schoolwide within a reasonable time in advance of meeting, but no less than 48 hours, to notify committee chairpersons, committee members and general members the focus of the upcoming meeting.
- Shall distribute the Bylaws to every member of the Executive Board at the first Executive Board meeting and immediately to new chairpersons as they are named throughout the year.
- Compile a list of proposed accountants to present to the Executive Board in March. In April, the Executive Board shall select and appoint one (1) accountant to examine and provide written certification that the Treasurer's books and records are in order.

The Treasurer, President or Co-Presidents, and Vice President or Vice Presidents shall have the authority to sign checks for the Organization. Two signatures are required on all checks. These signatories shall not be related by blood or by marriage.

Immediate Past-President shall:

- Serve in an advisory capacity to the Executive Board for a period of one year after concluding the office of President.
- Orient new board members to Bylaws and structure as they assume their positions.
- Be a voting member of the Executive Board.

Vice President or Co- Vice Presidents shall:

- Act as an aid to the President(s) and perform the duties of the President in his/her absence.
- Serve as ex -officio member of all committees except the Nominating Committee.
- Distribute list of officer assignments to Committee Chairs by October of the school year.
- Review new programs for introduction to the Organization's activities.
- Distribute committee chairperson information packet and ensures that committee summary sheet is returned by committee chairperson.
- Organize end of year meeting of committee chairpersons to evaluate activities and make recommendations to the Executive Board for the following year.

Secretary shall:

- Record and distribute, prior to the next meeting, minutes of all meetings for the Organization and the Executive Board.
- Keep an accurate record of attendance at all meetings.
- Send correspondence as directed by the Executive Board.

Treasurer shall:

- Draft an operating budget for the upcoming school year with the assistance of the Budget Planning Committee. This budget shall be presented for approval to the Executive Board at their summer meeting and to the Organization at the first general meeting of the school year.
- Maintain custody of all funds of the Organization
- Keep a full and accurate account of receipts and expenditures.
- Make disbursements in accordance with the approved budget, as authorized by the Organization, upon presentation of a written request form the President or appropriate committee chairperson.
- Present a financial report at every meeting of the Organization and at other times at the request of the Executive Board.
- Make a full report at the close of the fiscal year. This will be presented to the membership at the first meeting of the school year immediately following the close of the fiscal year.
- Make the Treasurer's records open for review upon request.

- Receive all monies of the Organization and promptly deposit same in a bank or banks as approved by the Executive Board.
- Ensure that all required annual tax forms are filed by November 15th.

PT Council Representative shall:

- Represent the AITE PTSO at all PT Council of Stamford meetings.
- Inform the AITE PTSO of issues discussed at meetings that pertain to the operation of the Organization.

Board Members at Large shall:

- Serve as a committee chair the year they fill the Member at Large position.
- Attend Board of Education meetings, as requested, as the representative of the Organization.
- Assist Executive Board members in whatever capacity is necessary.

Teacher Representative shall:

- Act as a liaison between PTSO and the faculty.
- Present the PTSO report at monthly faculty meetings.

Student Representative shall:

- Represent student interests.
- Act as liaison between PTSO and students.
- Be responsible for presenting the PTSO report at Student Council meetings
- Present a report of student activities at each Executive Board meeting.

Article VIII– Officer Terms, Elections, Vacancies and Removal

Terms of Office

- Terms of office shall be for one year. Induction shall take place at the regular June meeting.
- No officer shall serve more than two (2) complete consecutive terms in the same capacity.
- Officers must maintain member status of the PTSO or will need to resign from their position.
- The Treasurer and Co-President may not be related by blood or marriage.

Election of Officers:

- There shall be a Nominating Committee comprised of five volunteers appointed by the Executive Board at a PTSO meeting in April.
- All five members of the Nominating Committee shall meet in the spring, in closed session, at which time they shall select a slate of officers. The slate shall be presented to the Executive Board in writing, signed and dated, at a meeting one month prior to the Organization's final meeting of the school year. At that time, additional nominations shall be accepted from the Executive Board. The slate of officers submitted by the Nominating Committee, along with any further

- nominations from the Board, must be approved by a majority of those members of the Executive Board that are present and voting.
- Only those persons who have signified their consent to serve if elected shall be nominated for such office.
 - In the event the Nominating Committee is unable to find a candidate for any officer position, the Executive Board may, upon a vote by the majority of the Executive Board members present and voting, allow the current officer in the position to remain for an additional one year term, or until a suitable candidate is found, provided, however, that in no event shall such officer serve in the same position for more than three (3) consecutive terms. Newly elected officers shall assume their duties of office on July 1.

Vacancies

- A vacancy occurring in any Executive Board position shall be filled for the unexpired term by a person selected by the Nominating Committee and elected by a majority of the Executive Board members present and voting, subsequent to notice of such election having been given. A vacancy in the position of Past-President may remain unfilled.

Removal from Office

- An inability or unwillingness to fulfill the responsibilities of any Executive Board position, which include regular attendance and duties listed in these bylaws, shall empower the Executive Board, upon a two-thirds majority of members present and voting, to request that Board Member's resignation. If the Board Member refuses to resign, the Executive Board shall be entitled, upon two-thirds majority of members present and voting, to remove that Board Member from office.

Article IX – General Membership Meetings

Regular meetings of this Organization shall be held at such times as determined by the Executive Board. General meetings will have a business and/or educational focus, as indicated by the agenda.

Special meetings may be called by the Executive Board, or upon a petition filed with the President and Secretary and signed by at least ten members requesting a special meeting and stating the reason(s) therefore.

Adequate notice of time, place and agenda shall be given to all members as to all meetings. A minimum of 5 days notice will be given before any general meeting informing members of the focus of the meeting and the topics that will be discussed.

The Annual meeting shall be the last meeting of the school year.

The privilege of holding office, introducing motions and voting shall be limited to members of this Organization.

Unless otherwise specified herein, a simple majority of members present and voting at a meeting shall be required to carry any motion or resolution.

Article X – Standing and Special Committees

The Executive Board may create such Standing and Special Committees, excluding Nominating Committee, before the start of the school year as it may deem necessary to promote the objectives and carry on the work of the Organization.

Standing and Special Committees may include, but are not limited to, General Meeting Programs, Volunteers, Debate Competition at AITE, World Language Programs, College Fair Help, Calendar, Website, Hospitality, Teacher Appreciation Lunch, Directory, Beautification, Parent Representatives at Open Houses, Fundraising-spiritwear, Fundraising-mums, Mini Grants, Fundraising-special programs, New Freshman Parent/Student Reception, BBQ, Adult Social, etc.

Committees shall be created or abolished by the Executive Board as required.

The chairperson of each committee shall present a plan of work to the Executive Board.

No committee work shall be undertaken without the consent of the Executive Board.

The Budget Planning Committee shall consist of the Treasurer and President or Co-Presidents, and any other members of the Executive Board deemed appropriate by the group.

Article XI – Council Membership

The Organization shall be represented in meetings of the Parent Teacher Council of Stamford (PT Council) by the Co-Presidents and/or the elected PT Council Representative.

The Organization shall pay annual dues and insurance to the PT Council, as provided in PT Council's Bylaws. An updated copy of the organization's Bylaws must be sent to PT Council at the same time.

The Organization maintains its tax-exempt status through the group determination letter of PT Council.

The Organization accepts and supports the goals of the PT Council as stated in their Mission Statement.

The Organization will furnish a copy of the annual tax return to PT Council no later than November 15 of each year.

Article XII – Fiscal Year

The fiscal year of the Organization shall be July 1 through June 30.

Article XIII – Parliamentary Authority

Robert's Rules of Order, Revised, shall govern the Organization in all cases in which they are applicable and in which they do not conflict with these Bylaws.

Article XIV – Amendments and Revisions

These Bylaws may be amended at any general meeting of the Organization, by a two-thirds vote of the members present and voting, provided that written notice of the proposed amendment(s) shall have been given at least ten days in advance.

A committee may be appointed to submit a revised set of Bylaws as a substitute for the existing Bylaws only by a majority vote at a general meeting of the Organization or by a two-thirds vote of those members present and voting of the Executive Board. The requirements for adoption of a revised set of Bylaws shall be the same as in the case of an amendment.

Article XV - Organization Operating Procedures

In addition to these Bylaws, Operating Procedures for the Organization may be formulated and provided to guide committee chairpersons, committee members and members of our course of action. These Operating Procedures will be revised and amended as needed