

ARTICLE I: NAME*

The name of this association is the Lisbon Central School Parent-Teacher Organization (PTO), Lisbon, Connecticut.

ARTICLE II: OBJECTIVES*

Section1. The objectives of the organization are as follows:

- A) To promote the welfare of children and youth in the home, school, and community.
- B) To create a closer relationship between the school and home, so that parents and teachers can cooperate intelligently in the education of the child.

ARTICLE III: BASIC POLICIES*

The following are basic policies of this organization.

Section1. The organization shall be noncommercial, nonsectarian, and nonpartisan. It shall not endorse a commercial enterprise or a candidate. The name of the organization or names of any members in their official capacity shall not be used in any connection with a commercial concern or with any partisan interest, or for any other purpose not approximately related to promotion of the objectives of the organization.

Section2. The organization shall not, directly or indirectly, participate or intervene (in any way, including publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.

Section3. The organization shall cooperate with the school to support the improvement of education in ways that will not interfere with administration of the school and shall not seek to control their policies.

Section4. 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.

ARTICLE IV: MEMBERSHIP*

Section1. Membership in the organization is open to all parents and guardians of Lisbon Central School children. In addition, faculty and staff at the school may become members regardless of their town of residency.

ARTICLE V: OFFICERS AND THEIR ELECTION*

Section1. The officers of this organization shall consist of a President, Vice-President, Secretary, and a Treasurer. These officers make up the Executive Committee.

- A. Officers of this organization shall be elected by vote annually in the month of April. However, if there be but one nominee for any office, the President shall move that the Secretary cast the elective ballot of the organization for the nominee.
- B. Officers shall be installed at the monthly meeting in May and shall assume their official duties following the close of this meeting. They shall serve for a term of one year and/or until the election and qualification of their successor.

Section2. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the members at a regular meeting. A notice of such vacancy and election thereof shall be given. In case of a vacancy occurring in the office of the President, the Vice-President shall serve notice of the election.

ARTICLE VI: DUTIES OF OFFICERS*

Section1. The President shall preside at all meetings of the organization and of the Executive Committee, shall perform such other duties as may be prescribed in these by-laws or assigned to him/her by the organization, or by the Executive Committee, and shall coordinate the work of officers and committees, in order that the objectives be promoted.

Section2. The Vice-President shall assist the President and shall perform the duties of President in the absence or inability of that officer to serve.

Section3. The Secretary shall record the minutes of all meetings of the organization and of the Executive Committee, shall conduct the correspondence of the organization, notify officers, committee members, and delegates of their election, and supply committees with all correspondence referred to them.

Section4. The Treasurer shall have custody of all funds of the organization, shall make disbursements as authorized by the organization or the Executive Committee, and shall keep a full and accurate account of receipts and expenditures. The Treasurer shall present a financial statement at every meeting of the organization and at other times when requested by the Executive Committee. The Treasurer shall be responsible for the maintenance of such books as prescribed by these by-laws.

- A. The Treasurer may make disbursements between regular monthly meetings of up to \$50.00 with the approval of the President and one member of the Executive Committee. Expenditures in excess of \$50.00 will be authorized by a vote of the organization. There shall be at least two members of the Executive Committee on all Bank Accounts, at minimum the Treasurer and one

other representative.. Should the Treasurer and any other member of the Executive Committee have a conflict of interest (i.e. residing in the same home, or immediate family members) these two parties cannot be on accounts at the same time.

- B. The Treasurer's account shall be examined annually by an auditor. If he/she is satisfied that the Treasurer's report is correct, he/she will sign a statement of that fact at the end of the report.
- C. The Treasurer shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization.
- D. The Treasurer shall purchase annually insurance enough to cover the PTO, its Officers and Members against liability.

Section5. ALL OFFICERS SHALL:

- A. Perform the duties prescribed in the parliamentary authority in addition to those outlined in these by-laws, and those assigned from time to time.
- B. Deliver to their successors all official material not later than twenty (20) days following the installation of their successors.

ARTICLE VII: MEETINGS*

Section1. Regular meetings of this organization shall be held each month during the school year, unless otherwise provided by the organization or by the Executive Committee. Five (5) days notice shall be given of change of days whenever possible.

Section2. Special meetings may be called by the Executive Committee with five days notice or by petition of 20 members.

Section3. All votes of the organization will be determined by a simple majority of the members present at a meeting.

Section4. The privilege of holding office, introducing motions, debating and voting shall be limited to members of the organization.

ARTICLE VIII: EXECUTIVE COMMITTEE*

Section1. The Executive Committee shall consist of the officers of the organization.

Section2. The duties of the Executive Committee shall be:

- A. To transact necessary business in the intervals between organizational meetings and such other business as may be referred to it by the organization.
- B. To review the work of the regular meetings of the organization.

C. To approve routine bills.

Section3. Special meetings of the Executive Committee may be called by the President or by majority of the members of the committee.

ARTICLE IX: PARLIAMENTARY AUTHORITY*

Robert's Rules of Order Revised shall govern this organization in all cases to which they are applicable.

ARTICLE XI: AMENDMENTS*

Section1. These by-laws may be amended at any regular meeting of the organization by a majority vote of the members present, provided that written notice of the proposed amendment shall have been given at the previous meeting and reviewed by the executive committee and their recommendation given to the membership.

Section2. A committee may be appointed to submit a revised set of by-laws only by a majority vote at a meeting of the organization. The requirements for adoption of a revised set of by-laws shall be the same as in the case of an amendment.

ARTICLE X11: DISSOLUTION PROVISION*

Section1. Authorization for dissolution must be made by majority vote of the officers.

Section2. All liabilities and other obligations of the organization shall be paid, satisfied and discharged, or adequate provision shall be made therefore;

Section3. Any remaining monies shall be given to the Lisbon Central School Student Activity Fund.

THESE BY-LAWS WERE DRAFTED BY COMMITTEE ON FEBRUARY 19th, 1991. THOSE PRESENT WERE MARTHA POOLE, KAREN ARREMONY, DAN OSTROWSKI, MARY BENTZ, TERRY NASH, STEVE BROWN & BOB POOLE. THEY WERE PRESENTED TO THE PTO MEMBERSHIP DURING THE MARCH MEETING (MARCH 11th, 1991) REVISIONS TO THE BY-LAWS WERE APPROVED AND ACCEPTED BY A MAJORITY VOTE OF THE PTO ON MARCH 19th 1991.

THESE BY-LAWS WERE AMENDED BY THE TREASURER ON DECEMBER 7, 2015. THOSE PRESENT WERE ALISON ORCUTT, CHRISTIN POLITOWICZ, SHARLEEN DENESHA, SHELLEY APPERSON, CHRIS DENESHA, MARY DAHLEN, AMY LEE GORDON, SCOTT MCCABE, TRISH BRIMMER, DAVE NOWAKOWSKI, RENEE CELEY, BILL GRANT, VICTORIA ZIEN, & DAVID YELLEN. THEY WERE PRESENTED TO THE PTO MEMBERSHIP DURING THE JANUARY MEETING (January 4, 2016) REVISIONS TO

THE BY-LAWS WERE APPROVED AND ACCEPTED BY A MAJORITY VOTE OF THE PTO ON JANUARY 4, 2016.

THESE BY-LAWS WERE AMENDED BY THE COMMITTEE ON AUGUST 16, 2023. THOSE PRESENT WERE KATIE WEBER-VANE, JESSICA SULIK, BRANDI LARKIN, LARISSA KRUG, HEATHER PINA, KAREN BARBER, BECKY JIMENEZ, CHRISTOPHER SHELDON, AND LONA HARRELLE. THEY WERE PRESENTED TO THE PTO MEMBERSHIP DURING THE AUGUST MEETING (AUGUST 16, 2023) REVISIONS TO THE BY-LAWS WERE APPROVED AND ACCEPTED BY A MAJORITY VOTE OF THE PTO ON AUGUST 16, 2023.