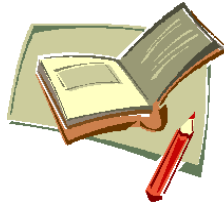


Stillmeadow Elementary School Parent Faculty Organization

Bylaws



ARTICLE I

Name

The name of this organization shall be the Stillmeadow School Parent-Faculty Organization of Stamford, Connecticut (“PFO”).

ARTICLE II

Articles of Organization

The organization exists as an unincorporated organization of its members. Its “Articles of Organization” comprise these by-laws, which may be amended or revised as described in Article XIII. The Articles of Organization are attached hereto as Exhibit 1.

ARTICLE III

Objectives

The objectives of this PFO are:

- To promote the welfare of children in home, school and community;
- To bring into close relation the home and the school, that parents and teachers may cooperate intelligently in the training and education of the child;
- To develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental and social education.

- To enhance the educational facilities and opportunities for the students of that are not otherwise provided for in the school budgets.
- To raise monies in support of the preceding objectives

ARTICLE IV

Basic Policies

The basic policies of the PFO are:

1. This organization shall be non-commercial, non-sectarian and non-partisan.
2. The name of the PFO, 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 PFO.
3. The PFO 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 PFO may make time available at its meeting for candidates for Board of Education positions to present their views to the membership. Appearance of a candidate before the membership shall not be construed as endorsement of that candidate by the PFO.
4. The PFO shall not devote a part of its activities in an attempt to influence legislation by propaganda or otherwise.
5. The PFO shall cooperate with schools to support the improvement of education in ways that will not interfere with the administration or daily operation of the schools.
6. The PFO shall cooperate with other organizations and agencies concerned with child welfare but persons representing the PFO in such matters shall make no commitments that bind the PFO without the consent of the Executive Board (as hereinafter defined).
7. In the event of the dissolution of the PFO, its assets shall be given to Stillmeadow School. In the event that Stillmeadow School is closed, monies shall be distributed proportionately to those schools designated to receive Stillmeadow School Students.
8. All fundraising shall be done in accordance with federal and state laws. All fund raising activities undertaken by the PFO shall be done for the benefit of the entire student body and shall not be grade or group specific. All funds from all fund raising activities are to be turned over to the PFO for distribution. Criteria that may (but is not required) be used to review requests for PFO funding shall be the benefit to the school, cultural and/or educational enrichment. The Executive Board shall approve any requests from the general school body for PFO funding by a two-thirds vote of the Executive Board.

ARTICLE V

Membership

Any parent/guardian of a student at Stillmeadow School shall be a member of the PFO. Any full-time or part-time faculty member (teacher or teacher's assistant or aide) at Stillmeadow School shall be a member of the PFO.

ARTICLE VI

A. **Executive Board Structure.** The Executive Board shall consist of:

- The Officers of the PFO
- Stillmeadow School Principal
- Stillmeadow School Assistant Principal

The Executive Board shall meet a minimum of five (5) times in the fiscal year. The Executive Board may conduct an email vote in order to carry out business. The Executive Board members will be given 48 hours to respond to the email vote and if a two thirds majority is reached within the given time before all members have responded, that majority shall determine the vote.

B. **Officers.** The officers of the PFO and their terms of office are as follows:

- Co Presidents, two individuals, each serving a two year term, completing office in alternating years; voting member.
- Immediate Past-President, one year term; non-voting member.
- Vice President – Fundraising, two year term; voting member.
- Vice President, Volunteers, two year term; voting member.
- Secretary, two year term; voting member.
- Treasurer, two year term; voting member.
- Assistant Treasurer, non-voting member.
- PT Council Representative, one year term; non-voting member.
- Board of Education Representative, one year term; non-voting member.

Each of the above offices of the PFO may be held simultaneously by two persons who shall serve as co-officers, however, except in the case of Co-Presidents, only one (1) vote is allocated to each office, regardless of whether there is more than one officer. Reference to all officer positions, here and elsewhere, include co-officers where applicable.

In the event of a vacancy occurring in any officer position referenced above, the position shall be filled for the unexpired term by a person selected by a majority of the Executive Board, notice of such election having been given to the PFO.

C. Duties 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 PFO.
- To approve the work plans of the committee chairpersons.
- To approve expenditures beyond the limits of the accepted budget, not to exceed one thousand (\$1,000) dollars per expenditure. All expenditures outside the accepted budget require a vote of the Executive Board of the PFO prior to purchase or reimbursement. A vote at a General Meeting of the PFO is required to approve expenditures greater than one thousand (\$1,000) dollars per expenditure.
- Plan representation of the PFO at meetings of the Board of Education and outside organizations whose actions impact Stillmeadow School (e.g., Planning Board, Board of Representatives, Board of Finance).

D. Terms of Office

- Officers will be elected for the terms specified in Section B above. In the event that the position of Treasurer cannot be filled, the Treasurer may stay in the position for one additional year term.
- The Treasurer and any Officer may not be related.
- Executive Board members shall be elected by a simple majority vote of members present at the last General Meeting of the school year. Ballots will be counted by the members of the Nominating Committee. If there is but one nominee for any office, it shall be in order to move that the Secretary cast the elective ballot of the PFO for the nominee.

Officers shall assume their official duties on June 30 of the year in which they are elected and shall serve for the terms listed in Section B above, resigning their positions on June 30 of the year in which their term concludes. Notwithstanding the foregoing, in the event that any officer position is not filled upon expiration of the current officer's term, upon motion by the Executive Board and a majority vote, the current officer can choose to continue in the position for additional one year terms until such position is filled by an additional candidate.

E. Nominations

The Nominating Committee shall be composed of 4 persons who shall be selected by the Executive Board by June 30 to service for the following school year term from July 1st through June 30th of the next year. The committee shall consist of 1 administrator, 1 executive board member and 2 members of the

General PFO. The Nominating Committee shall be responsible for receiving all suggestions for persons to serve as officers from any PFO member and shall nominate at least one eligible person for each office to be filled. The term for the Nominating Committee to accept nominations will be from March 1st through May 1st of the year in which the officers shall take office on July 1st.

The Nominating Committee shall send out a nomination form/letter to the General PFO to give them the opportunity to nominate someone or themselves for a PFO office. The Nominating Committee shall contact all persons who will be nominated to confirm their willingness to serve, and prepare a slate of officers to present for election to the Executive Board. The slate of officers submitted by the Nominating Committee, along with any further nominations from the Executive Board, must be approved by a majority of the Executive Board.

Executive Board members shall be elected by a simple majority vote of members present at the last General Meeting of the school year. Ballots will be counted by the members of the Nominating Committee. If there is but one nominee for any office, it shall be in order to move that the Secretary cast the elective ballot of the PFO for the nominee.

F. Vacancies

- A vacancy occurring in any Executive Board position shall be filled for the unexpired term by a person selected by the Co-Presidents and elected by a majority of the Executive Board, notice of such election having been given. In case a vacancy occurs in the office of President, the President-Elect, where applicable, shall automatically assume the responsibility of President for the remainder of the unexpired term and shall thereafter remain eligible for a full term as Co-President. A vacancy in the position of Past-President may remain unfilled.

G. Removal from Office

- An inability to fulfill the responsibilities of any Executive Board position shall empower the Executive Board, upon a two-thirds majority vote, to move to request that Board Member's resignation. If the Board Member refuses to resign, the Executive Board shall be entitled, upon two-thirds majority to remove that Board Member from Office.

ARTICLE VII

Duties of the Executive Board Members

A. Co-Presidents

- Preside at all General Meetings of Organization
- Preside at all meetings of the Executive Board.

- Coordinate the work of the officers and committees of the PFO. Delegates position as ex-officio member of all committees among officers. Distributes list of officer assignments to Committee Chairs by October of the school year.
- Perform duties that may be assigned by the Executive Council.
- Prepares an agenda for meetings over which they preside.
- The Treasurer and Co-Presidents shall have the authority to sign checks for the PFO. Signatories shall not be related. The same individual cannot approve and sign a check for an expense.
- Assigns representation at Board of Education meetings and PT Council.
- Coordinates speakers at General Meetings of the membership.
- It is the fiduciary responsibility of Co-Presidents and Treasurers to make sure taxes have been filed for the year in which they held their office.
- Attend a minimum of 3 PT Council meetings annually.
- Review all requests for PFO fundraising distribution, together with the Executive Board.

B. Immediate Past President

- Shall serve in an advisory capacity to the Executive Board for one year after concluding the office of President.
- Orients new Executive Board members to by-laws and structure as they assume their positions.
- This position will be a non-voting member of the Executive Board.

C. Vice President, Fundraising

- Evaluates effectiveness of fundraising activities throughout the year.
- Reviews new programs for introduction to the Organization's activities.
- Recommends to the Executive Board fundraising activities for the following year.
- Organizes end of year meeting (along with Vice-President, Volunteers) of committee chairpersons to evaluate activities and make recommendations to the Executive Board for the following year.
- Organizes and coordinates all PFO activities related to fundraising for the year including, but not limited to collection of orders and payments, receipt or pickup and distribution of products.
- Ensure that all fundraising is done for the entire student body and is not grade or group specific, and is for the purpose of providing with

monetary support for and to facilitate the enrichment of the school community.

- Presents any requests for PFO funding to the Executive Board.

D. Vice President, Volunteers

- Distributes volunteer sign-up to membership at beginning of the school year.
- Creates lists of volunteers for distribution to appropriate committee chairpersons.
- Distributes committee chairperson information packet and ensures that committee summary sheet is returned by committee chairperson.
- Organizes end of year meeting (with Vice President, Fundraising) of committee chairpersons to evaluate activities and make recommendations to the Executive Board for the following year.

E. Secretary

- Records and distributes, prior to the next meeting, minutes of all meetings for the PFO and the Executive Board.
- Keeps an accurate record of attendance at all meetings.
- Sends correspondence as directed by the Executive Board.
- Posts necessary correspondence as directed by Executive Board.
- Post minutes of all general meetings within seven (7) days of such general meeting.
- Keeps record of all incoming correspondence to the PFO
- File minutes with PT Council when requested.

F. Treasurer

- Drafts 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 PFO at the first general meeting of the school year.
- Maintain custody of all funds of the PFO and reconcile all bank statements
- Keep a full and accurate account of receipts and expenditures.
- Make disbursements in accordance with the approved budget, as authorized by the PFO, upon presentation of a written request from the President or appropriate committee chairperson.

- The Treasurer and Co-Presidents shall have the authority to sign checks for the PFO. Signatories shall not be related. The same individual cannot approve and sign a check for an expense.
- Present a financial statement at every meeting of the PFO 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.
- Maintain books of accounts and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the PFO.
- Prepare the annual tax return of the PFO due November 15 of each year following the close of the PFO's fiscal year. It is the fiduciary responsibility of Co-Presidents and Treasurers to make sure taxes have been filed for the year in which they held their office.
- The Treasurer's records are open for review upon request.
- Coordinates receipt and disbursement of funds for field trips
- Prepares and distributes 1099 forms according to the IRS guidelines.
- The treasurer's accounts shall be examined annually by an auditing committee of not less than two members who, satisfied that the treasurer's annual report is correct, shall sign a statement of that cast at the end of the report. The auditing committee shall be appointed by the Executive Board at least two weeks before the annual meeting. In the event that an auditing committee cannot be established within 90 days after the fiscal year end the Executive Board shall enlist the services of an external auditor.

G. Assistant Treasurer

- Write checks for all activities with approved request.
- May not be related to any Officer who is able to approve expenditures.
- Maintains teacher reimbursement account activity.

H. Parent Teacher Council Representative

- Responsible for attending all Parent-Teacher Council ("PT Council") meetings throughout the school year and reporting back to the Executive Board.
- Notifies Executive Board and members of important Board of Education meetings that should have representation by Stillmeadow School.

I. All Executive Board Members Shall:

- Perform the duties in these by-laws and those assigned by the Executive Board.
- Deliver to their successors all official material by June 30.
- Represent the PFO at Board of Education Meetings and at meetings of outside organizations whose actions impact Stillmeadow School (e.g., Planning Board, Board of Representatives), as delegated by the Co-Presidents.

ARTICLE VIII

General Membership Meetings

- Regular meetings of this PFO shall be held at such times as determined by the Executive Board, but in no event shall there be less than five (5) regular meetings per school year. General meetings will have either a business or educational focus, as indicated by the agenda.
- Special meetings may be called by the Executive Board or by a petition detailing the reason for the request filed with the President and Secretary and signed by at least ten (10) members with at least 48 hours prior notice given.
- Adequate notice of time, place and agenda shall be given to all members as to all meetings.
- The annual meeting shall be the last meeting of the school year.
- The privilege of holding office, introducing motions, debating and voting shall be limited to members of the PFO.
- Unless otherwise specified herein, a simple majority of members present at a meeting shall be required to carry any motion or resolution.

ARTICLE IX

Standing and Special Committees

- The Executive Board may create standing committees before the start of the school year, as it may deem necessary to promote the objectives and carry on the work of the PFO.
- 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 officer designated as the Board representative to the committee.
- Anyone wanting to start a new event must submit a formal write up with the revenue and cost expectations to the Board for a vote. No work shall be undertaken without the approval of the Board.

- As delegated by the Co-Presidents, an officer shall be a member, ex-officio, of all committees of the PFO. This officer is empowered to grant Executive Board approval for committee work. The committee chairperson shall be informed of the designated officer prior to beginning work.
- The Budget Planning Committee shall consist of the VP of Fundraising, Treasurer and Co-Presidents, and any other members of the Executive Board deemed appropriate by the group. This committee will meet with the Principal and/or Assistant Principal and grade level teachers, at least once per year, to request input on the budget and proposed grade level allocations.

ARTICLE X

Council Membership

- The PFO shall be represented in meetings of the PT Council by the Co-Presidents and/or the elected PT Council Representative.
- The PFO shall pay annual dues and insurance to the PT Council, as provided in PT Council's by-laws.
- The PFO shall furnish an updated copy of its by-laws to PT Council with its annual dues payment by November 1st of each year.
- The PFO maintains its tax-exempt status through the group determination letter of PT Council
- The PFO accepts and supports the goals of PT Council as stated in their Mission Statement.
- The PFO will furnish a copy of the annual tax return to PT Council no later than December 15.
- The PFO should review the by-laws every 2 years.

ARTICLE XI

Fiscal Year

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

ARTICLE XII

Parliamentary Authority

- Robert's Rules of Order, Revised shall govern the PFO in all cases in which they are applicable and in which manner they are not in conflict with these by-laws.

ARTICLE XIII

Amendments

- These by-laws may be amended at any general meeting of the PFO, by a two-thirds vote of the members present, provided that written notice of any proposed amendment shall have been given at least ten (10) days in advance.
- A committee may be appointed to submit a revised set of by-laws as a substitute for the existing by-laws only by a majority vote at a general meeting of the PFO or by a two-thirds vote of the Executive Board. The requirements for adoption of a revised set of by-laws shall be the same as in the case of an amendment.

Presented for approval of Membership of the PFO: December 2008

Adopted: December 18, 2008 with the effect of superseding the By-Laws dated May 7, 2001.

**Stillmeadow Elementary School
Parent Faculty Organization**

Articles of Organization

The undersigned, being the duly elected and acting Co-Presidents of the Stillmeadow School Parent-Faculty Organization (“PFO”) do hereby declare that the following are the Articles of Organization.

First: The name of the organization shall be the Stillmeadow School Parent-Faculty Organization (“PFO”).

Second. The PFO is organized exclusively for charitable and educational purposes permitted to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code of the United States (the “Code”), as more specifically set forth in the by-laws of the PFO.

Third. No part of the net earnings of the PFO shall inure to the benefit of, or be distributed to its members, officers or other private persons, except that the PFO shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof. No substantial part of the activities of the PFO shall be the carrying on of propaganda or otherwise attempting to influence legislations, and the PFO 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 provision of these articles to the contrary, the PFO shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under Section 501(c)(3) of the Code, or by an organization, contributions to which are deductible under Section 170(c)(23) of the Code.

IN WITNESS WHEREOF, we have executed this instrument on behalf of the Stillmeadow School PFO on the 18th day of December, 2008.

Erin Bellusci (Co-President) _____

Renee Gordon (Co-President) _____