

**THE TOWN OF DARIEN - ROYLE PARENT TEACHER ORGANIZATION  
DARIEN, CONNECTICUT  
BY-LAWS**

**ARTICLE I – NAME**

The name of the Organization shall be The Town of Darien – Royle Parent Teacher Organization (Royle PTO)

**ARTICLE II – PURPOSE**

The purpose of the Organization shall be:

1. To promote understanding and friendly cooperation between the home and the school;
2. To act as a medium through which the parents, the teachers, the administrative staff and the students may communicate with one another;
3. To provide or assist in providing funds for such items as may contribute to furthering the education or welfare of the children, the staff, or the school as a whole;
4. To increase the awareness of parents and teachers about issues and trends which affect the quality of education in Darien.

**ARTICLE III – MEMBERSHIP**

The following are eligible for membership in the Organization and may participate in its activities:

1. All parents or guardians of children attending the school;
2. All members of the professional staff of the school.

**ARTICLE IV – MEETINGS AND VOTING REQUIREMENTS**

1. Regular meetings of the Organization shall be held at least four times a year during the school year, the dates to be selected by the Executive Board. One of these meetings shall be in April for the purpose of electing the officers and Committee Chairmen;
2. The Executive Board may call additional meetings if necessary;
3. Prior notice of meetings shall be provided to all Organization members by means of eblasts;
4. At any meeting of the Organization duly called and held, fifteen (15) members shall constitute a quorum for the transaction of business;

5. A vote by a simple majority of the members present at any meeting shall be held valid provided there is a quorum, except as stated in Article XII;
6. All members of the Organization shall be eligible to vote at all Organization meetings. Each member of the Organization shall have one (1) vote.

## **ARTICLE V – EXECUTIVE BOARD**

### **Section 1 – Composition of the Board**

Members of the Executive Board shall be the two Chairmen, two Vice Chairmen, Treasurer, Assistant Treasurer, one or two Fundraising Chairmen, Secretary and Enrichment Chairman.

### **Section 2 – Duties**

1. To present reports at the regular meetings of the Organization;
2. To review the progress of the Standing Committees;
3. To meet, if necessary, to transact business in the intervals between the Organization's regular meetings;
4. To approve unbudgeted, singular expenditures up to \$499 between regular meetings;
5. To appoint Chairmen of special committees as needed.

### **Section 3 – Procedure**

1. Any vote must have the simple majority of all of the members of the Executive Board;
2. Any interested member of the Organization may attend any Executive Board meeting but will have no vote;
3. If any vacancy shall occur on the Executive Board, the remaining members of the Board shall meet with the Nominating Chairman and recommend a nominee to hold office for the unexpired portion of the term. This nominee must then be approved by the Organization.

## **ARTICLE VI – FISCAL MATTERS**

1. The fiscal year shall run from July 1 through June 30;
2. The Executive Board shall recommend to the Organization the allocation of the Organization funds;
3. The Organization shall vote to approve the proposed budget;
4. The Treasurer shall be responsible for receiving and administering all funds, disbursing funds as provided for in the currently approved budget or the currently approved preliminary budget, and as otherwise appropriated by the Organization.

## **ARTICLE VII – NOMINATIONS AND ELECTIONS**

### **Section 1 – Composition of Nominating Committee**

The Nominating Committee shall consist of the following people: Nominating Chairman, PTO Chairmen, and parents representing each of the grades, if possible. The Nominating Chair shall choose these parents from among those not currently serving on the Executive Board. The Executive Board shall appoint the Nominating Chair.

### **Section 2 – Duties**

The Nominating Committee shall formulate a slate for the following year of all Executive Board members and all Standing Committee Chairmen and committee members.

### **Section 3 – Election Rules**

1. All parents shall be notified that the nominating process has begun for the upcoming school year;
2. The slate shall be presented at least one month before the regular PTO meeting;
3. Additional nominations may be made from the floor when the slate is presented;
4. Newly elected Executive Board members and Standing Committee Chairmen shall assume their duties commencing in June. They shall serve for a term of one year;
5. The Nominating Chairman shall present to the Organization for its approval a nominee to fill any vacancy on the Executive Board or Standing Committees Chairmanships that shall occur during the year.

### **ARTICLE VIII – RULES OF ORDER**

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

### **ARTICLE IX – SPECIAL COMMITTEES**

Special Committees may be designated from time to time by the Executive Board to serve for a term of not longer than one year.

### **ARTICLE X – STANDING COMMITTEES**

The list of the Standing Committees shall be maintained by the Nominating Chairman. The list will be circulated to all members each January and may be changed when necessary with input from the Committee Chairs, the Nominating Chairman and the Executive Board.

### **ARTICLE XI – REPRESENTATIVES TO COMMUNITY ORGANIZATIONS**

Representatives to community organizations shall include but not be limited to: Music For Youth, Council of Darien School Parents(CDSP)/ Board of Education(BOE) Budget Representatives, UNICEF, and Parent Awareness. This list may change at the discretion of the CDSP and/or the Executive Board as applicable.

**ARTICLE XII – AMENDMENTS**

These by-laws may be amended at any regular or special meeting of the Organization by a two-thirds vote of the Organization members present, provided that notice has been given 20 days in advance of the proposed change of the by-laws and that a quorum is present.

**ARTICLE XIII – JOB DESCRIPTIONS**

All job descriptions are maintained by the Nominating Chair in a list available to any Organization member. The list will be circulated to all members each January and may be changed when necessary with input from the Committee Chairs, the Nominating Chair and the Executive Board.