

NEWFIELD PARENT FACULTY ORGANIZATION (PFO) BY-LAWS

Article I – Name

The name of this organization shall be the Newfield Parent Faculty Organization, Stamford, Connecticut.

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. In the absence of separate articles of association, the by-laws 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 secure 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. 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 consent of the Executive Board.
- In the event of the dissolution of the Organization, its assets shall be given to Newfield School. In the event that said school is closed, monies shall be distributed proportionately to those schools designated to receive Newfield School's students.

Article V – Membership

- Any parent/guardian of a student at Newfield School shall be a member of the Organization.
- Any faculty member (teacher or teaching assistant) at Newfield School 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
- Four (4) committee chairpersons serving as Board Members at Large (one year terms)
- One (1) board of Education (BOE) Liaison, who shall attend all BOE meetings and provide, in person or written, a report to the Executive Board on relevant facts and findings affecting Newfield School. (one year term; non-voting position)

The Executive Board shall meet a minimum of five times in the fiscal year.

The officers of the Organization and their terms of office are as follows:

- Co-Presidents, two individuals, each serving a two-year term, completing office in alternate years.
- Immediate Past-President, advisory, non-voting, one year term.
- Vice President, Fund-Raising, two year term
- Vice-President, Volunteers, two year term

- Secretary, one year term
- Member at Large, on year term
- Treasurer, two year term
- PT Council Representative, two year term

Duties of 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.
- To approve the work plans of the committee chairpersons.
- 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. A vote at a General Meeting of the Organization is required to approve expenditures greater than \$2,000 per expenditure.
- Plan representation of the Organization at meetings of the Board of Education and outside organizations whose actions impact Newfield School (e.g. Planning Board, Board of Representatives).

Terms of Office

- Officers will be elected for the terms specified above. In the event that the position of Treasurer cannot be filled, the Treasurer may stay in the position one additional year.

- In order to become an officer or Board Member At Large of the Organization, members will have had to serve as a committee chair or as a Grade Level Liaison at a time preceding their election. Board of Education Liaison may serve on the Board without having previously served as either a committee chair or as a Grade Level Liaison.
- In order to become Co-President of the Organization, a member must have served at least one year as a member of the Executive Board at some time prior.
- Officers shall assume their official duties on June 30 of the year in which they were elected and shall serve for the terms listed above, resigning their positions on June 30 of the year in which their term concludes.

Nominations

- There shall be a nominating committee comprised of five members. Three of the members shall be elected from the Executive Board from its members, one of those individuals being a school administrator. Two members of the Nominating Committee shall be elected by the Organization at the first meeting of the school year.
- 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 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 Executive Board, must be approved by a majority of the Executive Board.
- Only those persons who have signified their consent to serve if elected shall be nominated for such office.

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, notice of such election having been given. A vacancy in the position of Past-President may remain unfilled.

Removal from Office

- An inability to fulfill the responsibilities of any Executive Board position shall empower the Boards, upon a two-thirds majority vote, to move to request that Board

Member's resignation. If the Board Member refuses to resign, the Board shall be entitled, upon two-thirds majority, to remove that Board Member from office.

Article VII – Duties of the Executive Board Members

Co-Presidents

- Preside at all General Meetings of the Organization and Executive Board Meetings.
- Prepares an agenda for meetings over which they preside.
- Coordinates speakers at general meetings.
- Coordinate the work of the officers and committees of the Organization. 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 Organization or the Executive Council.
- The Treasurer and Co-Presidents shall have the authority to sign checks for the Organization.

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.
- Orients new Board members to by-laws and structure as they assume their positions. This position will be a non-voting member of the Executive Board.

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.

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.

Secretary

- Records and distributes, prior to the next meeting, minutes of all meetings for the Organization and the Executive Board.
- Keeps an accurate record of attendance at all meetings.
- Sends correspondence as directed by the Executive Board.

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 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 from the President or appropriate committee chairperson.
- The Treasurer and co-Presidents shall have the authority to sign checks for the Organization.
- Present a financial statement 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.
- Maintain books of accounts and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the Organization.
- Prepare the annual tax return of the Organization due November 15 of each year following the close of the Organization's fiscal year.
- The Treasurer's records are open for review upon request.

Board Members at Large

- Service as a Committee Chair prior to serving as Member at Large.
- Serve as Committee Chair the year they fill the Member at Large position.
- Attend a minimum of two Board of Education Meetings per year as the representative of the organization.
- The Member at Large will assist Executive Board persons and will either 1) assist the Treasurer; 2) be on the Technology Committee; 3) assist VP of Volunteers; or 4) assist VP of Fundraising.

P.T. Council Representative

- Responsible for attending Council meetings and reporting back to the Executive Board and general population.
- Assigns representation at Board of Ed Meetings among Executive Board (each meeting should have 2 representatives from Newfield School).
- Notifies parents and staff of important Board of Ed Meetings that Newfield should have representation at.

All Executive Board Members Shall:

- Attend Executive Board and General PFO meetings.
- 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 Organization at Board of Education meetings and at meetings of outside organizations whose actions impact Newfield School (e.g. Planning Board, Board of Representatives), as delegated by the Co-Presidents.

Article VIII – General Membership Meetings

- Regular meetings of this Organization shall be held at such times as determined by the Board, but in no event shall there be less than five regular meetings per school year. General meetings will have either a business or education focus, as indicated by the agenda.
- Special meetings may be called by the Board or by a petition filed with the President and Secretary and signed by at least ten members.
- 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 Organization.
- 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 such standing 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.
- 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.
- As delegated by the Co-Presidents, an officer shall be a member, ex-officio, of all committees of the Organization. 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 Treasurer and Co-Presidents, and any other members of the Executive Board deemed appropriate by the group. This committee is directed to meet with grade level leaders twice yearly; once in

the spring to seek feedback about the year's budget and request input into planning prior to the summer meeting of the Executive Board. They are further directed to meet with grade level leaders prior to the first general meeting of the Organization to discuss grade level allocations as proposed for the coming year.

Article X – Council Membership

- The organization shall be represented in meetings of the Parent- Teacher Council by the Co-Presidents and/or the elected PT Council delegate.
- The organization shall pay annual dues and insurance to the Parent-Teacher Council, as provided in PT Council's by-laws.
- The Organization maintains its tax-exempt status through the group determination letter of PT Council.
- The Organization accepts and supports the goals of Parent-Teacher Council as stated in their Mission Statement.

Article XI – Fiscal Year

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

Article XII – Parliamentary Authority

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

Article XIII – Amendments

- These by-laws may be amended at any general meeting of the Organization, by a two-thirds vote of the members present, provided that written notice of the proposed amendment shall have been given at least ten 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 Organization 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.

Adopted: May 15, 2002

Amended: October 22, 2003

**PROPOSED AMENDMENTS TO THE BY-LAWS
OF THE NEWFIELD SCHOOL
PARENT FACULTY ORGANIZATION**

AMENDMENT I

Add Grade Level Liaisons to Executive Board as non-voting positions. Those individuals who volunteer and are selected by two to three members of the Executive Board, shall serve one (1) year terms. There will be one liaison per grape except for Kindergarten and 5th Grade, which may have two liaisons. Each liaison shall attend two (2) Executive Board meetings per year. The liaisons shall not be considered for the purposes of establishing or defeating a quorum at any Executive Board meeting.

AMENDMENT II

Add up to two Teach Representatives to the Executive Board for one-year terms. Those individuals who are identified by the Principal and Assistant Principal shall be brought to the Executive Board for approval. Persons should be classroom teachers or specialists, who show an interest in a position on the Board.

Article VI – Executive Board Structure

p. 2 – After “Four (4) committee chairpersons...” add the following:

- “At least six (6) persons serving as Grade Level Liaisons (one year terms, non-voting positions). The liaisons shall not be considered for the purposes of establishing or defeating a quorum at any Executive Board meeting.
- Up to (2) Teacher Representatives (one-year terms)”

p. 2 – After “PT Council Representative, two-year term,” add the following:

- “Teacher Representative, one-year term
- Grade Level Liaison, non-voting, one-year term.”

p. 4 – After “In order to become an Officer or Board member at Large...” insert the following: “excluding the Teacher Representatives and Liaisons positions.”

p. 4 – After “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...” insert the following: “not to include Teacher Representatives or Liaisons.”

p. 4 – After “Only those persons...” add the following:

- “Teacher Representatives shall be classroom teachers or specialists identified by the Principal and/or Assistant Principal and then brought to the Board for approval.
- Liaisons will be those individuals who volunteer and are selected by two to three members of the Executive Board.”

Article VII – Duties of Executive Board members

p. 7 – After subheading “P.T. Council Representatives” and following bullets, insert the following sub-heading and bullet:

“Grade Level Liaisons

- To be a contact person between the PFO Executive Board and their specific grade.
- To help coordinate and provide information to parents about grade level specific activities
- Attend a minimum of two PFO Executive Board meetings per year.”

p. 7 – After “Attend Executive Board and General PFO meetings, “ add the following: “except where previously noted.”

AMENDMENT III

Change the Member at Large position to assist the Executive Board persons as needed.

Article VII – Duties of Executive Board Members

p. 7 – After “The Member at Large will assist Executive Board persons...” eliminate the remainder of that sentence and insert “in whatever capacity is necessary.”

**PROPOSED AMENDMENTS TO THE BY-LAWS
OF THE NEWFIELD SCHOOL
PARENT FACULTY ORGANIZATION**

AMENDMENT IV

Add that Officers of the Executive Board must maintain their member status, to remain on the board. They must be a parent/guardian of a student, or be a faculty member (teacher or teaching assistant) at Newfield School.

Article VI – Executive Board Structure

p. 3 – After “Officers shall assume their official duties on June 30...” add the following:

- Officers must maintain member status of the organization or will need to resign from their position.

AMENDMENT V

Add that Newfield PFO must submit a copy of its bylaws to Parent-Teacher Council annually.

Article X – Council Membership

p. 8 – After “The Organization shall pay annual dues and insurance to the Parent-Teacher Council, as provided in the PT Council's by-laws.” Add the following:

The Organization shall furnish an updated copy of its by-laws to Parent-Teacher Council with its dues payment.

AMENDMENT VI

Add that the Executive Board may conduct an email vote of in order to carry out necessary business.

Article V – Executive Board Structure

p. 2 – After “The Executive Board shall meet a minimum of five times in the fiscal year.” Add the following:

“The Executive Board may conduct an email vote in order to carry out business. The board members will be given 48 hours to respond to the email vote and if 2/3 of the voting members respond in the given time, the simple majority of those responses shall determine the vote.”

**PROPOSED AMENDMENT TO THE BY-LAWS
OF THE NEWFIELD SCHOOL
PARENT FACULTY ORGANIZATION**

AMENDMENT VII

Add a position, non-voting to the Executive Board to have a liaison who will attend Board of Ed meetings and report back to the Executive Board on their findings.

Article VI – Executive Board Structure

p. 2 – After “Four (4) committee chairpersons serving as Board members at Large (one year term), add “One (1) Board of Education (BOE) liaison, who shall attend all BOE meetings and provide, in person or written, a report to the Executive Board on relevant facts and findings affecting Newfield School (one year term; non-voting position).

AMENDMENT VIII

1. Amend Amendment 1 Article VII - Grade Level Liaisons to read, *(Additions underlined. Deletions are in red and are in italics.)*

Grade Level Liaisons may report to the Executive Board during the first fifteen minutes at any Executive Board Meeting. Grade Level Liaisons are those individuals who volunteer and are selected by two to three members of the Executive Board. They shall volunteer for one school calendar year. *serve one (1) year terms.* There will be one liaison per grade. *except for Kindergarten and 5th Grade, which may have two liaisons.* Grade Level Liaisons are eligible to be nominated for an Executive Board position the year after they serve as a Grade Level Liaison. The liaisons perform duties that are set forth by the Executive Board. Their main responsibilities are to relay information between the Executive Board and Grade Level Leaders. The Grade Level Liaison position is not considered an Executive Board position. Delete in red: *Each liaison shall attend two (2) Executive Board meetings per year. The liaisons shall not be considered for the purposes of establishing or defeating a quorum at any Executive Board meeting.*

2. Change Amendment II to delete the addition of : (since liaisons are not Executive Board members)

➤ *“At least six (6) persons serving as Grade Level Liaisons (one year terms, non-voting positions). The liaisons shall not be considered for the purposes of establishing or defeating a quorum at any Executive Board meeting.*