ARTICLE I - NAME

The organization shall be named Connecticut Chinese Language Academy (CCLA) Parent-Teacher Organization (PTO); herein referred simply to as the PTO.

ARTICLE II - MISSION STATEMENT

The PTO is organized for the supporting the education of children at CCLA by

1. Providing an organization through which the parents, school, and teachers can work cooperatively; and
2. Providing financial support for programs funded outside of the annual school budget.

ARTICLE III – GENERAL POLICIES

Section 1: The PTO shall operate for charitable, educational, nonpartisan, non-sectarian, and non-commercial purposes and shall not discriminate based on age, sex, creed, or national origin.

Section 2: The policies of the PTO are established to maintain a tax-exempt status as defined by Section 501(c) 3 of the Internal Revenue Code.

Section 3: The name of the PTO and the names of any of its members in their official capacities shall not be used in any connection with a commercial concern or political interest or for any purpose not appropriately related to the Mission of the PTO.

Section 4: The PTO may cooperate with other PTOs that have similar goals and interests, but shall not interfere with the administration of these schools or seek to control its policies.

Section 5: No profits of the PTO shall proceed to an officer, director or member of the organization. No Officer, Chairperson, or member shall reap financial gains from this organization's profits.

Section 6: The PTO members will maintain confidentiality regarding any information that may be learned about any child and/or their families during the course of any PTO event.

ARTICLE IV - FISCAL YEAR

The fiscal year of the PTO shall begin on July 1st and end on the following June 30th.

ARTICLE V - MEMBERSHIP & DUES

Section 1: Membership. Any parent or guardian of a student at the CCLA, the Principal, or any teacher currently employed at the CCLA may become a PTO Member.

Section 2: Dues. There will be NO COST for membership in PTO.

Section 3: Vote. Each individual shall have one vote. Voting may take place by voice or, upon request, by written ballot.

Section 4: Liabilities. Members shall not be personally liable for debts, liabilities or obligations of the PTO.

ARTICLE VI - OFFICERS

Section 1: Officers. The Officers shall consist of an elected Senior President, Junior President, Vice President, Co-vice President, Senior Secretary, Junior Secretary, Senior Treasurer and Junior Treasurer.

Section 2: Eligibility. Only Members who have joined the PTO at least 14 calendar days prior to a PTO meeting shall be eligible to serve in any Officer position.

Section 3: Nominations & Elections. Nominations for Officers' positions shall be submitted at the April PTO meeting by the Nominating Committee. At this meeting, additional nominations may also be made by the PTO membership.

Section 4: Term of Service. Voting shall take place by written ballot at the May PTO meeting. Officers shall be elected for a term of one calendar year (beginning July 1st and ending on the following June 30th) by the general PTO Membership. An individual may not serve more than two consecutive years as an Officer. A person may hold only one Officer's position at a time. An Officer may also act as Chair of up to two Standing Committees.

Section 5: Vacancies. A vacancy in any office, except that of Senior President, members will fill the vacancy through an election at the next regular. A vacancy in the office of Senior President shall be filled by the Junior President, or in the case of a vacancy of that position, by the Vice President for the duration of the defined term. The incumbent may not remain in an official position for two additional years.

Section 6: All Officers shall act in the best interest of the PTO.

Section 7: Compensation. No Officer shall be compensated by the PTO for their service.

Section 8: Attendance. Each Officer shall attend the Executive Board and monthly PTO meetings.

Section 9: Committee Service. Each Officer is expected to serve on a minimum of one committee.

Section 10: Contracts & Purchases. No Officer shall secure any contract in the name of the PTO without the approval to do so by vote of the PTO members. Any approved purchases must be made within the budgetary restrictions.

Section 11: Removal from Office. Any Officer can be removed from office, with or without cause, by a two-thirds vote at a regular PTO meeting. Advance notice of the vote shall be given to the PTO Membership at least one week prior to the meeting.

Section 12: Each Officer shall assist in the nomination of incoming Chairpersons of the Standing Committees.

ARTICLE VII - OFFICER DUTIES

Section 1: President
The Senior President (alternating with the Junior President) shall preside at all meetings of the organization and the Board; shall be an ex-officio member of all committees, except the Nominating Committee, and shall perform all other duties usually pertaining to the office.

The Junior President (alternating with the Senior President) shall preside at all meetings of the organization and the Board; shall act as an aide to the Senior President, and shall perform the duties in the absence of the Senior President.

Section 2: Vice President
The Vice President shall act as aide to the Senior and Junior Presidents and shall perform the duties of the Senior or Junior President in the absence of that officer. The Vice President shall assist the President in recruiting chairpersons for committees and hold a committee open house in the fall and committee chairperson(s) meeting(s) as needed. The Vice President shall be considered the liaison between the committee chairpersons and the PTO executive board.

Section 3: Secretary
The Senior Secretary (alternating with the Junior Secretary) shall record the minutes of all meetings of the organization and keep records of the actions taken at Executive Board meetings, and shall perform such other duties as may be designated by the Executive Board. The Senior Secretary shall also maintain the paper supply for the PTO.

The Junior Secretary (alternating with the Senior Secretary) shall record the minutes of all meetings of the organization and keep records of the actions taken at Executive Board meetings. The Junior Secretary shall oversee committee writing of thank you notes; shall receive publicity photos from committee chairs and submit to appropriate news media; and shall purchase and submit all greeting cards deemed necessary by the Executive Board.

Section 4: Treasurer
The Senior Treasurer shall receive all funds of the PTO and keep an accurate record of receipts and expenditures. The Senior Treasurer shall pay out funds in accordance with the budget of the organization as authorized by the membership or the Executive Board, and shall present a written statement of account at every meeting of the PTO and at other times when requested by the Executive Board. The Senior Treasurer shall reconcile the PTO checkbook and train the Junior Treasurer in all areas for the following year. At the end of the outgoing year, the Senior Treasurer shall attend the budget-planning meeting for the coming school year, which will be run by the incoming Senior Treasurer.

The Junior Treasurer shall act as an aide to the Senior Treasurer and will be trained to account and make deposits at the bank. The Junior Treasurer shall be responsible for collecting all mail from the school office, gathering all information for the preparation of tax returns, and shall oversee the administration of the grocery certificate program. The Junior Treasurer shall run the budget-planning meeting at the time of transition to Senior Treasurer.

Section 4: Ex-Officio and the Past President
The Past President shall function in an advisory capacity to the organization with full voting rights and shall amend the by-laws on an annual basis as deemed necessary by the PTO Executive Board.

Both the Ex-Officio and the Past President shall have voting rights on all matters presented to the PTO Executive Board.

ARTICLE VIII - EXECUTIVE BOARD

Section 1: Executive Board.

The Executive Board shall consist of the Officers, the School Principal, a Teacher Representative, , the Chairpersons of any Standing Committees, Ex-Officio and Past President.

Section 2: Principal & Teacher Representative.
The Principal and the Teacher Representative shall each have one vote. The Principal acts as liaison between the CCLA and the PTO and ensures that all PTO activities are in accordance with CCLA policies and procedures. The Teacher Representative acts as liaison between the CCLA teachers and the PTO.

Section 3: Duties. The Executive Board shall conduct necessary business in preparation for the Regular PTO meetings and shall prepare a proposed budget to be voted upon by the PTO Membership at the first regular PTO meeting of the fiscal year.

ARTICLE IX - MEETINGS

Section 1: Regular Meetings of the PTO - Shall be held monthly, except during July and August, at the CCLA, on a date and time pre-established by the Executive Board. Dates and times of the monthly meetings shall be presented by the President at the first regular meeting of the school year.

Section 2: PTO Executive Board Meetings - Shall be held no less than quarterly on a date mutually agreed upon by the Officers.

Section 3: Special Meetings of the PTO - May be called at any time during the school year by the President or upon the written request to the Secretary of at least five (5) PTO members in good standing. The objective(s) of such Special meeting must be set forth and presented to the PTO membership at least 10 days prior to the meeting.

Section 4: Quorum. At least 10% of the PTO Membership shall constitute a quorum. A quorum must be met in order for any vote to take place.

Section 5: The newly elected Executive Board shall meet at least once between July 1st and the first PTO meeting of the upcoming fiscal year for the purposes of preparing a balanced budget proposal which shall be presented at that first regular PTO meeting of the school year. A vote shall be taken at the first regular PTO meeting as to either accept or amend the Executive Board's proposed budget.

Section 6: The final PTO meeting shall take place in June, prior to the close of school.

ARTICLE X - FINANCES

Section 1: A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present. PTO funds shall be used for programs, events, and items that directly benefit the students of the School; with the exceptions of the annual Teacher Appreciation Luncheon, Staff Holiday Gifts, and School Alumni Scholarship award.

Section 2: The treasurer shall keep accurate records of any disbursements, income, and bank account information. All funds raised for the PTO must be documented and submitted to the PTO Treasurer within 10 days of receipt. All funds received by the Treasurer must be deposited into the PTO bank account within 4 days of receipt by the Treasurer. Separate deposit receipts should be maintained for funds received from each unique fundraising event.

Section 3: The board shall approve all expenses of the organization. Reimbursements for all expenses shall be made only after receipts for the expenditures have been audited, documented, and approved by the PTO Treasurer. Reimbursement requests should be submitted to the PTO Treasurer within 30 days of the incurred expense or by three weeks prior to the end of the fiscal year, whichever comes first, and must be accompanied by a receipt. Any cash advance to cover expenses prior to a purchase must be documented in detail. All unused funds must be returned to the PTO Treasurer immediately following the purchase. Monetary requests for non-budgeted items may be submitted to the PTO at a monthly PTO meeting by any PTO member in good standing. A vote for approval of the monetary disbursement shall be taken at the next scheduled meeting of the PTO. Advance notice of the upcoming vote shall be publicized to the PTO Membership at least 1 week prior to the vote.

Section 4: Two authorized signatures shall be required on each check over the amount of $200. Authorized signers shall be the presidents and treasurer.

Section 5: An updated financial report shall be made available in printed form to each PTO member at each PTO meeting.

Section 6: The PTO is authorized to carry over funds for the following fiscal year as recommended by the Executive Board. The annual carry-over amount shall not exceed $5,000.

Section 7: The fiscal year shall coordinate with the school year.

ARTICLE XI – COMMITTEES

Section 1: Membership. Committees may consist of members, board members and class parent representatives, with the president acting as an ex officio member of all committees.

Section 2: Standing Committees. The following committees shall be held in the organization: Fundraising, Hospitality, Membership, Communications, Arts and Enrichment, Family Events, Nominating, and Auditing.

Section 3: Additional Committees. The board may appoint additional committees as needed.

ARTICLE XII - COMMITTEE DUTIES

Section 1: Fundraising Chair
The Fundraising Chair shall:

1. Research options, plans, and anticipated profits and expenses for any fundraising projects and present suggestions to the Executive Board.
2. Prepare and execute fundraising projects as approved by the Executive Board.
3. Solicit volunteers to assist with each Fundraiser.
4. Report all Fundraising activities, expenses, and profits at each monthly PTO meeting.
5. Maintain confidential records of all contributions.
6. Maintain planning records of each fundraiser and pass these along to the Secretary for permanent record keeping.

Section 2: Enrichment Chair
The Enrichment Chair shall:

1. Coordinate educational enrichment programs for students in all grades.
2. Work with the Principal and teachers to coordinate events that enhance current curriculum.

3. Notify the Publicity Committee in advance of event dates for photo coverage.

4. Write a summary of each event for publication in the newsletter or CCLA website for the purposes of informing CCLA parents that the event was sponsored by the PTO.

Section 3: Social Chair
The Social Chair shall:

1. Plan and implement all not-for-profit social activities for CCLA students and their families; including, but not limited to, I can speak Chinese, and School Fair.

Section 4: Hospitality Chair
The Hospitality Chair shall:

1. Plan and coordinate at the monthly PTO meetings and other PTO functions.

Section 5: Nominating Chair
The Nominating Chair shall:

1. Publicize PTO positions and recruit volunteers to fill open Executive Board positions for the upcoming school year.

2. Work with the Executive Board and Committee Chairs to prepare a list of nominees to be included on the annual election ballot at the April PTO meeting. This list shall be completed and publicized to all PTO members two weeks prior to the April meeting.

Section 6: Publicity Chair
The Publicity Chair shall:

1. Attend CCLA functions and events to take photos and write articles for submission to the CCLA and PTO website

2. Coordinate annual parental consent forms necessary for the publication of student photos.

Section 7: Room Parent Chair
The Room Parent Chair shall:

1. Solicit volunteers for a minimum of one Room Parent per classroom and maintain records (i.e. name, phone, email) to contact these individuals.

2. Coordinate and review with the Room Parents their responsibilities; including requesting parental consent forms for student photos and the PTO Directory, helping the teacher with classroom clean up, and recruiting parent volunteers to assist at various PTO events.

ARTICLE XIV - DISSOLUTION

Section 1: Dissolution. The PTO may be dissolved provided prior notice is given to the PTO Membership, a vote is taken at the next scheduled Regular PTO meeting (a quorum must be met), and the request is approved by a majority vote of those present.

Section 2: Remaining Funds. Upon a vote to dissolve the PTO, the remaining PTO funds shall first be used to pay any outstanding PTO debt and then either:

1. a vote shall be taken by the PTO Membership to spend remaining funds on an item or items that benefit the students; or

2. Upon the dissolution of the organization, with the membership's approval, spent for the benefit of the CCLA students under the discretion of the CCC Education Committee.