

Tokeneke Parent Teacher Organization
By Laws
May 2005

ARTICLE I: NAME

The name of the organization shall be the Tokeneke Parent Teacher Organization (TPTO).

ARTICLE II: PURPOSE

The purposes of the TPTO shall be:

1. To promote understanding and effective cooperation between the home and school;
2. To act as a medium through which the parents, the teachers, the administrative staff and the students may communicate with each other;
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 members of the TPTO and may participate in its activities:

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

ARTICLE IV: POLICIES

1. This TPTO shall be non-commercial, non-sectarian, and non-partisan. Neither any commercial enterprise nor candidate shall be endorsed by it. Neither the name of the organization nor the names of its officers in their official capacities shall be used in any connection with any commercial concern, any partisan interest or any purpose other than the regular work of the TPTO.
2. This TPTO shall not seek to direct the administrative activities of the school nor its policies.
3. This TPTO shall approve all fundraising activities and shall administer and allocate all TPTO revenues. Accurate and complete records shall be maintained of all receipts and disbursements.
4. The annual expenditures of the TPTO will be targeted to stay within the guidelines set forth by the Council of Darien School Parents (CDSP) for all elementary schools.

5. This TPTO is a not-for-profit organization that intends to conform to and operate in accordance with the requirements of the Internal Revenue Code of the United States applicable to tax exempt organizations.

ARTICLE V: MEETINGS AND VOTING REQUIREMENTS

1. Regular meetings of the TPTO shall be held at least every other month during the school year, the dates to be selected by the co-chairs. One of these meetings shall be held in April for the purpose of electing officers, committee members and representatives of community organizations for the following years.
2. The Steering Committee may call additional meetings as necessary.
3. Prior notice of TPTO meetings will be placed in the school newsletter and/or newswire whenever possible.
4. All members of the TPTO are encouraged to attend. They shall have a vote in matters that are submitted for a vote of members, in accordance with these by-laws.
5. Quorum: Those TPTO members present at a properly called TPTO meeting shall be designated as a quorum and shall be entitled to take action on behalf of the organization.
6. Voting: A majority vote of the TPTO members present at any meeting shall be required for all action to be taken by the organization.
7. Newly elected TPTO officers and board members shall assume their duties on the last day of the school year or as otherwise deemed necessary.

ARTICLE VI: STEERING COMMITTEE

Section 1: Composition of the Committee

Members of the Steering Committee shall be the co-chairs, the co-vice chairs, the treasurer and the secretary. All Steering Committee meetings are open. Regular meetings of the Steering Committee shall be held at least every other month during the school year.

Section 2: Duties

1. To present reports at the regular meetings of the Steering Committee and/or TPTO meetings.
2. To supervise the progress of the committees of the TPTO.
3. To meet, if necessary, to transact business in the intervals between the regular meetings.
4. To appoint Ad Hoc Committees if necessary.
5. To recommend to the TPTO the allocation of the TPTO funds.
6. To meet with the principal periodically to facilitate communication between the school and the parents and for other TPTO purposes.

ARTICLE VII: NOMINATIONS AND ELECTIONS

Section 1: Composition of the Nominating Committee:

The Nominating Committee shall consist of: a Nominating chair, the TPTO co-chairs, and three parents who are not members of the Steering Committee.

Section 2: Duties:

The Nominating Committee shall formulate a slate for the following year of all Steering Committee members and all TPTO committee members, as well as representatives to community organizations as required.

Section 3: Election Rules:

1. The Nominating Committee shall publish a notice in the school newsletter and/or newswire that the nomination process has begun for the upcoming school year.
2. The proposed slate shall be sent home to TPTO members at least one month before the scheduled April election meeting.
3. Immediately following the April election, it shall be the responsibility of the outgoing officers and committee chairs to ensure an effective transition of their duties to the newly elected officers and committee members.
4. A person shall not be eligible to serve more than two consecutive years in the same position on the TPTO Board unless no interested party steps forward to take the position. It is recommended that no person chair more than one committee at a time.
5. The Nominating Committee will present to the TPTO for its approval a nominee to fill any vacancy on the Steering Committee, the TPTO committees or the community organizations that shall occur during the school year.

ARTICLE VIII: RULES OF ORDER:

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

ARTICLE IX: JOB DESCRIPTIONS:

Section 1: Co-chairs:

There shall be two co-chairs of the TPTO. The duties of the co-chairs shall be:

1. To preside at all TPTO and Steering Committee meetings;
2. To plan with the principal all TPTO and Steering Committee meetings;
3. To communicate with the parents, teachers and principal on appropriate matters;
4. To keep informed about the work of the TPTO Steering Committee and its sub committees;

5. To serve as representatives of Tokeneke School on the Executive Board of the CDSP.
6. To keep informed about the pertinent town and state issues and to apprise the TPTO of all matters which might be relevant to Tokeneke School;
7. To attend selected meetings of the CDSP, the Board of Education and its committees and public hearings. This responsibility will be shared by the co-chairs and the co-vice chairs so that Tokeneke has consistent representation;
8. To designate one co-chair to be an authorized signatory on the TPTO bank accounts in the absence of the treasurer.

Section 2: Co-vice chairs:

There shall be one or more co-vice chairs of the TPTO. The duties of the vice chairs shall be:

1. To attend TPTO and Steering Committee meetings and to preside at such meetings in the absence of the co-chairs;
2. To assist the co-chairs in their duties for the purpose of supporting and facilitating as well as in preparation for assuming the co-chair positions the following year;
3. To be responsible for organizing and running the Save-A-Tree program;
4. To serve as liaisons between the TPTO board and the room parent coordinators;
5. To provide coffee for steering committee meetings;
6. To attend selected meetings of the CDSP, the Board of Education and its committees, and public hearings, the responsibility for which will be shared with the co-chairs so that Tokeneke has consistent representation.

Section 3: Treasurer:

There shall be one treasurer of the TPTO. The duties of the treasurer shall be:

1. To attend TPTO and Steering Committee meetings;
2. To receive and pay out funds, as provided for in the TPTO budget, for financing TPTO sponsored activities during the fiscal year, which runs from July 1st to June 30th;
3. To advise the Steering Committee of unapproved expenses in excess of \$200.00;
4. To maintain all TPTO bank accounts and reconcile all bank statements;
5. To reconcile all financial activity from fundraisers (with the assistance of the event treasurer – see Article X, Section 3);
6. To open and close bank accounts with approval of Steering Committee and update authorized signors as required;
7. To prepare financial reports for presentation at Steering Committee and TPTO meetings and as part of TPTO records;
8. To prepare the upcoming year's TPTO budget for review and revision by the steering committee. After approved by Steering Committee, present the budget to the full TPTO for discussion in the spring. The budget will then be voted on at the following TPTO meeting;

9. To assist committee chairs with financial matters as needed.
10. To prepare tax information for the CDSP.

Section 4: Secretary:

There shall be one secretary of the TPTO. The duties of the secretary shall be:

1. To attend TPTO and steering committee meetings and record and distribute the minutes of such meetings;
2. To make available those minutes should any parent request to see a copy;
3. To maintain TPTO files;
4. To update and type the TPTO By laws when changes are deemed necessary by the Steering Committee.

ARTICLE X: COMMITTEES:

Section 1: Formation:

1. The number of committees may vary with the activities of the TPTO from year to year. Committees may be created or dissolved by the approval of the TPTO;
2. Newly elected committee members shall assume their duties on the last day of the school year or as deemed necessary.

Section 2: Committee Chairs:

Each committee shall have one or more chairs. The duties of the chair(s) shall be as follows:

1. To attend TPTO meetings;
2. To keep the TPTO co-chairs informed throughout the year of their committee's progress;
3. To maintain accurate records of all expenditures. At the end of the school year, to present a complete written report of all the committee's activities, expenditures and recommendations, specifically including any proposed changes for the estimated budget for the next school year. This report shall be submitted to the co-chairs and to the treasurer. The file from each committee shall be forwarded to the incoming committee chair for the following year to ensure continuity in activities;
4. To perform such additional duties as may be assigned by the Steering Committee.

Section 3: Committee Definitions and Responsibilities:

1. Beautification Committee: Develop and maintain the grounds at Tokeneke School beyond the commitment of the school district maintenance. Act as an administrator for the Darien Environmental group programs, if any.

2. Book Fair Committee: Work with the Tokeneke School librarian in organizing and presenting the spring Book Fair.
3. Budget Representatives: Represent the TPTO during the budgeting process at the CDSP, Board of Education and Board of Finance meetings. Give a presentation to the Board of Education and Board of Finance about the school's budget. Attend CCDSP and Board of Education meetings during the budget process (primarily January through March).
4. Encouragement: Work with other parents to recognize the teachers and staff throughout the year. Responsible for the teachers' luncheons at the beginning and end of the year as well as during the teacher conference weeks.
5. Enrichment: Responsible for investigating, developing and coordinating programs to enrich or reinforce school experiences for the students.
6. Event Treasurer: Record receipts and disbursements associated with extra-curricular programs and particular fundraising activities, such as the Pumpkin Fair, Wrapping Paper Drive and the Book Fair.
7. Extracurricular Programs: Plan, organize and implement the after-school program. Duties include hiring, scheduling and organizing volunteers, etc.
8. Handbook: Compile, organize, type, print and distribute the Tokeneke handbook by fall open house.
9. Hospitality: Responsible for providing refreshments for all TPTO meetings.
10. Junior Great Books: Plan, organize and implement the Junior Great Books program.
11. Kids Care Club: Organize and run the Tokeneke branch of the Kids Care Club.
12. Kindergarten Bus Scheduling: Schedule and coordinate all volunteers that ride on the afternoon buses the first week of school. Job begins in mid to late August when the bus schedules are finalized.
13. Library: Organize and schedule library volunteers for the year. Plan two training teas in the fall and a thank-you tea in the Spring.
14. Lost and Found: Monitor lost and found items and make donations of unclaimed articles to Person-to-Person.
15. Music for Youth: Work with the town "Music for Youth" to raise funds and choose elementary school programs.
16. Nominating: See Article VII.
17. Parent Awareness Representative(s): Represent(s) Tokeneke on the Parent Awareness board and bring(s) suggestions to the Steering Committee regarding speakers and workshops on appropriate subjects.
18. Portraits of America: Recruit volunteers to present artwork about pivotal events in U.S. history to 4th Grade students.
19. Publicity: Responsible for the publication of school events in the local media and the preparation of posters where needed to publicize TPTO activities.
20. Pumpkin Fair: Plan, organize and coordinate all aspects of the school Pumpkin Fair in October.
21. Room Parent Coordinator: Organize room mothers, compile an emergency chain and assist the TPTO as classroom contact on an as needed basis.
22. Tokeneke Trader: Coordinate all aspects of the Tokeneke Trader items such as sweats, notepads, etc. This includes selling available merchandise at different

- functions throughout the year (e.g. Parent Open House, Pumpkin Fair, Fall parent coffees, etc.)
23. Tokeneke Yearbook: Collect pictures and school memorabilia and prepare a year-end publication.
 24. TPTO Newsletter: Prepare all aspects of the bi-weekly school newsletter.
 25. TPTO Newsletter Collating: Recruit and coordinate volunteers to collate the Tokeneke Newsletter on Wednesday afternoons on a bi-weekly basis.
 26. TPTO Newswire: Collect e-mail addresses from Tokeneke School families and send school and community information by e-mail throughout the year.
 27. UNICEF: Organize the annual Unicef drive. Distribute information and UNICEF boxes before Halloween and account for the UNICEF monies collected by the students.
 28. Welcoming Committee: Provide outreach to new Tokeneke families.
 29. Wrapping Paper: Work with an outside vendor to organize and promote the annual wrapping paper fundraiser. Distribute and collect order forms, place the orders and arrange distribution of the goods purchased.
 30. Year End Social Coordinator: Plan and run a year-end social event for all Tokeneke school families.

Section 4: Representatives to the Council of Darien School Parents (CDSP):

The following are voting members of the CDSP:

1. TPTO co-chairs and in their absence, the co-vice chairs.
2. Budget representatives: These people meet with budget representatives from other Darien PTOs to study the Board of Education budget, research particular aspects of the budget and prepare a report for the Board of Education and Board of Finance.

ARTICLE XI: AMENDMENTS:

These by laws may be amended at any regular or special meeting of the TPTO by a majority of the voting members present provided that: the proposed amendments to the by laws have been approved by the TPTO Steering Committee and that notice to the TPTO Board members have been given at least two weeks in advance of the proposed vote.

These by laws shall be reviewed every three to five years by the Steering Committee.