

# Grasso Technical High School Parent Faculty Organization Bylaws

**Amended November 2020**

## **Article 1: Name**

The name of this organization is the Grasso Technical High School Parent Faculty Organization of Groton, Connecticut. It will be referred to in these Bylaws as “Grasso PFO.” Ella T Grasso Technical High School will be referred to in these Bylaws as the “School.”

## **Article 2: Purpose**

Section 1: The purpose of Grasso PFO shall be:

- A. To enhance and enrich the lives of all students through collaboration between home, school, and the community.
- B. To provide support for their educational, athletic, and recreational needs and to promote open communication between the administration, faculty, and parents.
- C. To develop between educator and community such united efforts as will secure for all students the highest advantages in physical, mental, and social education.
- D. Promote a relationship with the school, its education opportunities, and the local employment market.

Section 2: The objectives of this organization are promoted through an educational program directed towards parents, faculty, and the general public; are developed through conferences, committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article 3.

## **Article 3: Basic Policies**

Section 1: Grasso PFO shall be non-commercial, non-sectarian, and non-partisan.

Section 2: Grasso PFO shall not endorse any commercial enterprise or any candidate.

Section 3: The name of Grasso PFO or the names of any member in their official capacities shall not be used in connection with a commercial, political concern, or with any regular work of an organization.

Section 4: Grasso PFO shall cooperate with the school to provide quality education for all students.

Section 5: Grasso PFO may cooperate with other organizations and agencies concerned with child welfare and safety, but persons representing Grasso PFO in such matters shall not make commitments that bind Grasso PFO.

Section 6: In the event of dissolution of Grasso PFO for any reason, after paying or adequately providing for debts and obligations of Grasso PFO, the remaining assets shall be distributed to one or more non-profit funds, which have established their tax exempt status under the International Revenue Service Code. The disbursement of funds will be decided upon by majority vote.

Section 7: The officers shall not have the authority to enter into any contract or agreement on behalf of the School, the local School Districts, or local Towns from which students come.

Section 8: All decisions made by Grasso PFO shall be made by the majority vote of the members present.

## **Article 4: Membership**

Section 1: Regular Membership: The membership of Grasso PFO shall be open to any Parent or Guardian of an enrolled student, faculty member employed by the school, or any person interested in the welfare of the school and its students who does not otherwise qualify for membership. Regular membership is achieved by completion of membership form and paying established annual dues.

Section 2: Honorary Membership: An individual who does not desire to become a regular member may still attend General Membership meetings of Grasso PFO in an honorary status. These honorary members do not have voting privileges.

## **Article 5: Meetings**

Section 1: General Membership Meetings will be held monthly at least one (1) day following the Executive Board meeting. The first general membership meeting of the school year will be held during the first full week after the start of the school year. Dates and times of all subsequent meetings shall be determined at this first meeting. In the event of a change in date and time, at least seven (7) days notice shall be given to all members.

Section 2: Executive Board Meetings will be held monthly at the discretion of the board but prior to the general membership meeting.

Section 3: Quorum: Five (5) members of Grasso PFO, including at least three (3) elected officers, shall constitute a quorum.

Section 4: Special Meetings can be called by any member of the Executive Board or at the written request of three (3) members of Grasso PFO. The purpose of the meeting shall be stated in the call. Except in cases of an emergency, at least ten (10) days notice shall be given.

## **Article 6: Nomination and Election of Officers**

Section 1: The officers of Grasso PFO shall be a President, Vice President, a Treasurer, and a Recording Secretary.

Section 2: The qualifications of holding office in Grasso PFO shall be:

- A. All officers, members of the Executive Committee and persons holding any other elective or appointed position in Grasso PFO shall be a member of Grasso PFO.
- B. Only persons consenting to serve may be nominated for an office or membership on a committee.
- C. The term each officer shall be for one (1) complete school year.
- D. No officer may serve more than **three (3)** consecutive terms in the same office unless waived by a majority vote of Grasso PFO.
- E. Election of new officers shall take place at the May general membership meeting.
- F. The election of new officers, if non-contested, may be by voice vote. Any contested election shall be by written ballot with prior notice sent home to all members.
- G. All officers shall be members according to Article 4 Section 1.

Section 3: At the general membership meeting in April, nominations from the floor will be permitted.

Section 4: Elections will be held at the May general membership meeting. The installation of the new officers will take place at the June general membership meeting following reports of the out-going officers. Their term of office shall begin at the close of the June meeting.

Section 5: Vacancies in any office shall be filled by appointment of the Executive Board.

Section 6: The president may appoint a person to assist any elected officer in a "Co-" capacity. The Executive Committee is required to confirm this appointment. This appointment is for the duration of the current term unless specified upon appointment.

Section 7: No member shall hold more than one office at a time.

Section 8: Should a situation exist that would require the removal of an officer from his/her position, the following procedure shall be used:

- A. All of the remaining officers and the Principal/Assistant Principal will unanimously agree that this action is necessary.
- B. At a general membership meeting of Grasso PFO, one of the officers bringing this action will present to Grasso PFO the justification for removal. The subject officer will then be allowed to present his/her case against the removal.
- C. Grasso PFO will then vote on removal action. A two-third (2/3) majority is required for removal.
- D. Removal from office does not constitute removal as a member from Grasso PFO.

## **Article 7: Duties of the Officers**

Section 1: The President shall be the principal officer of Grasso PFO and shall:

- A. Preside at all meetings of Grasso PFO and Executive Board.
- B. Have general supervision Grasso PFO.
- C. Appoint a parliamentarian who shall decide on questions of parliamentary procedures.
- D. Appoint all committee chairpersons, subject to the approval of the Executive Board.
- E. Be an ex-officio member, without vote, of all committees and motions except in the case of nominating officers.
- F. Make special appointments as necessary, subject to the approval of the Executive Board.
- G. Be responsible for providing in-depth liaison between Grasso PFO and the Technical Schools of Connecticut.
- H. Provide assistance and training to successor. Training is to include review of the bylaws.
- I. Deliver all official material to successor within two (2) weeks following July 1 or the last day of school, whichever comes first.

Section 2: The Vice President shall:

- A. Perform the duties of the President in the absence of that officer.
- B. Serve as chairperson of the Finance Committee.
- C. Serve in other capacities as assigned by the President.
- D. Work in conjunction with the Treasurer, for the submission of an annual budget to the total membership at the October meeting.
- E. Provide assistance and training to successor. Training is to include review of the bylaws.
- F. Deliver all official material to successor within two (2) weeks following July 1 or the last day of school, whichever comes first.

Section 3: The Recording Secretary shall:

- A. Record or direct a recording of the minutes of all Executive Board regular and special meetings and provide them at the next meeting.
- B. Prepare amendments to be added to the Bylaws after they have been adopted by the members.
- C. Keep copies of all amendments on file and reprint them when significant or when requested in writing.
- D. Conduct the correspondence of Grasso PFO and keep records of such correspondence.

- E. Maintain annual membership records and have a list of paid members available for reference at each meeting.
- F. Provide a copy of Grasso PFO's minutes to the school administration.
- G. Provide assistance and training to successor. Training is to include review of the Bylaws.
- H. Deliver all official material to successor within two (2) weeks following July 1 or the last day of school, whichever comes first.

Section 4: The Treasurer shall:

- A. Collect all funds due Grasso PFO and disburse funds as authorized by Grasso PFO
- B. Make financial report of all funds at regularly scheduled meeting of Grasso PFO and of the Executive Committee. The financial report must contain, but is not limited to, itemization of all distributions and deposits made since the last financial report. The listed distributions must include check number or cash reference, issued to, and purpose and budget item. All deposits must include a brief description/function it pertains to.
- C. Prepare a full written report at the June meeting for use as the basis for the audit for the IRS requirements.
- D. Stay abreast of the necessary Internal Revenue Service laws, forms, and publications; and keep the necessary forms on file to ensure the continued tax-exempt status of Grasso PFO.
- E. Notify the President when the activity of Grasso PFO is such that there could exist a potential risk to the tax-exempt status of the Grasso PFO.
- F. Encourage attendance at meetings.
- G. Provide assistance and training to successor. Training is to include review of the Bylaws.
- H. Deliver all official material to successor within two (2) weeks following July 1 or the last day of school, whichever comes first.

Section 6: The fiduciary responsibility of the incumbent executive officer shall terminate on June 30.

Section 7: In the event of the absence of an officer at a meeting of Grasso PFO or the Executive Committee, their report shall be submitted to the President prior to the meeting.

Section 8: Retirement or Resignation of Officers: Immediately after retiring or resigning from office, each officer shall deliver to the successor all accounts, books, papers, and other property belonging to Grasso PFO within thirty (30) days of such retirement or resignation.

## **Article 8: Executive Board**

Section 1: The executive of Grasso PFO shall consist of the following: President, Vice President, Recording Secretary, and Treasurer. Three (3) elected officers shall constitute a quorum.

Section 2: The Executive Board shall:

- A. Have general supervision of the affairs of Grasso PFO between its regular meetings, adopt policies and procedures of Grasso PFO, be empowered to fill vacancies, fix the hour and

- place of meetings, supervise the affairs of Grasso PFO making recommendations for its growth and prosperity, and perform such duties as are specified in these Bylaws.
- B. Establish the agenda for the upcoming general membership meeting.
  - C. Transact necessary business in the intervals between the general membership meetings.
  - D. Transact business as may be referred to it by Grasso PFO.
  - E. May create standing and special committees.
  - F. Present to Grasso PFO a tentative annual budget for a vote in June.
  - G. Be subject to the orders of Grasso PFO, and none of its acts shall conflict with action take by Grasso PFO.

Section 3: Unless otherwise ordered by the Executive Board, regular meetings of the Executive Board shall be held monthly. Special meetings of the Executive Board may be called by any member of the Executive Board.

## **Article 9: Standing Committees**

Section 1: The Executive Board may establish such Standing Committees as it deems necessary and advisable to promote the purposes of Grasso PFO.

Section 2: Only voting members may serve as chairpersons. Any member may serve as a committee member.

Section 3: The chairperson of each committee shall call meetings of their committees as deemed necessary.

Section 4: Special Committees shall be created for a specific time and/or task and shall cease to exist when that time or task has been completed, or at the last meeting of the school year, whichever occurs first unless waived by quorum of the Executive Committee.

Section 5: Standing Committees shall be sufficient, but not limited in number to those required to perform their designated purpose.

- A. Athletic Committee
- B. Music Committee
- C. Project Graduation Committee

Section 8: Minutes will be recorded at all committee meetings. The committee secretary will be appointed by the committee chairperson. These minutes will include members present and what matters were discussed. These minutes will be forwarded to the Executive Board Secretary in a timely manner to be kept on permanent record and available for review by the members of Grasso PFO. Minutes of all committees will be reviewed by the Executive Committee at their next meeting.

## **Article 10: Parliamentary Authority**

The rules of Parliamentary practice contained in the current edition of Roberts Rules of Order Newly Revised shall govern Grasso PFO in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order Grasso PFO may adopt.

## **Article 11: School Store**

The school store, AKA Eagles Nest, is run by Grasso PFO. No one will operate the school store without permission of Grasso PFO.

Grasso PFO owns the equipment and inventory and anyone who uses it must ask the Executive Board and School Administration to enter concession areas. A Grasso PFO member or Officer should be present during access.

## **Article 12: Amendment of Bylaws**

Section 1: These Bylaws can be amended at any regular meeting of Grasso PFO by two-thirds vote provided that the proposed amendment has been submitted in writing to the membership at least thirty (30) days prior to the meeting.

Section 2: Any provision, article, or section may be temporarily suspended for a specified time by three quarters (3/4) vote of Grasso PFO.