

# **LOCAL UNIT BYLAWS**

**Spring Glen  
Elementary School  
PTA**

**Hamden, Connecticut**

**2018-19**

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## **Article I—Name**

The name of this organization is the Spring Glen Elementary School Parents and Teachers Association (“Spring Glen PTA” or “this local PTA”), Hamden, Connecticut. It is a local PTA organized under the authority of Connecticut Congress of Parents, Teachers and Students (“Connecticut PTA” or “CT PTA”) a branch of National Congress of Parents and Teachers (“National PTA”).

## **Article II—Purposes**

**Section 1** The purposes of the Spring Glen PTA, Connecticut PTA, and National PTA are

- a. To promote the welfare of children and youth in home, school, community, and place of worship,
- b. To raise the standards of home life,
- c. To secure adequate laws for the care and protection of children and youth,
- d. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth, and
- e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

**Section 2** The purposes of the Spring Glen PTA, Connecticut PTA, and National PTA are promoted through an advocacy and educational program directed toward parents, teachers, and the general public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic policies set forth in Article III.

**Section 3** The organization is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter referred to as “Internal Revenue Code”).

## **Article III—Basic Policies**

The following are basic policies of National PTA, Connecticut PTA and Spring Glen PTA:

- a. The organization shall be non-commercial, non-sectarian, and non-partisan.
- b. The organization shall work with the schools and community to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.

- c. The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools, and the community at large.
- d. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.
- e. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- f. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with those of National PTA.
- g. The organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

## Article IV—Relationship with National PTA and Connecticut PTA

**Section 1** This local PTA shall be organized and chartered under the authority of the Connecticut PTA in the area in which this local PTA functions; in conformity with such rules and regulations, as the Connecticut PTA may in its bylaws prescribe. The Connecticut PTA shall issue to this local PTA an appropriate charter evidencing the due organization and good standing of this local PTA.

A local PTA in good standing is one that:

- a. Adheres to the purposes and basic policies of the PTA;
- b. Remits the national portion of the dues through the state PTA to reach the national office by dates designated by National PTA;
- c. Has bylaws approved according to the procedures of its state;
- d. Has all Presidents & Treasurers attend a Leadership Orientation course that has been provided or approved by the Connecticut PTA. This training must be completed by October 15 following the election of a new officer or

within 60 days after filling a vacancy; and  
e. Meets other criteria as may be prescribed by the Connecticut PTA.

**Section 2** This local PTA shall adopt such bylaws for the government of the organization as may be approved by the Connecticut PTA. The bylaws of this local PTA shall not be in conflict with National PTA Bylaws or the bylaws of Connecticut PTA.

**Section 3** This local PTA shall include in its bylaws provisions that are required by the Connecticut PTA Bylaws.

**Section 4** The adoption of an amendment to any provision of the Connecticut PTA Bylaws that requires this local PTA to adopt the same provision in its own bylaws shall serve automatically and without the requirement of further action by this local PTA to amend its corresponding bylaws. This local PTA shall promptly incorporate such amendments in its bylaws.

**Section 5** Bylaws of this local PTA shall include an article on amendments, Whistle Blower & Conflicts of Interest.

**Section 6** Bylaws of this local PTA shall include a provision establishing a quorum.

**Section 7** Each officer or board member of this local PTA shall be a member of this local PTA.

**Section 8** The bylaws of this local PTA shall prohibit voting by proxy.

## **Article V— Membership and Dues**

**Section 1** Every individual who is a member of this local PTA is, by virtue of that fact, a member of the National PTA and of the Connecticut PTA by which this local PTA is chartered and is entitled to all the benefits of such membership.

**Section 2** Each member of this local PTA shall pay annual dues to said organization as such amount shall be determined each year by the Board of Directors. The amount of such annual dues shall include the portion payable to the Connecticut PTA and the portion payable to National PTA. The amount of these dues will be specified by the Board of Directors each year. In the event of hardship or special circumstance, the President(s), in agreement with the President(s)-Elect, may opt to waive the Spring Glen Elementary School PTA portion of the dues and/or subsidize the cost of national and state dues for individuals or families wishing to join the organization.

**Section 3** Membership in the Spring Glen PTA shall be open, without discrimination, to anyone who believes in and supports the Mission and Purposes of National PTA.

**Section 4** This local PTA shall conduct an annual enrollment of members but may admit persons to membership at any time.

**Section 5** Only current members of the association will be eligible to vote.

## **Article VI— Officers**

**Section 1** The officers of Spring Glen PTA shall be a President(s), Vice President(s), Vice President of Fundraising & Activities, Vice President of Membership, Treasurer(s), Secretary. Any officer position may be filled by up to two individuals who agree to work collaboratively/in concert to fulfill the duties of that office. The duties of the office may be divided between the individuals.

**Section 2** Officers shall be elected in the month of May. (See Article X,Section 3)

**Section 3** Where there is more than one candidate for any office, the vote shall be conducted by ballot and a simple majority shall be required for election. When there is only one candidate for any office that election may be held by voice vote. Officers have to be in voted by membership. The entire slate may be voted as a single block, except for any contested office.

**Section 4** The following provisions shall govern the eligibility of individuals to be officers of the Spring Glen PTA:

- a. Each officer shall be a member of this local PTA.
- b. No officer may be eligible to serve more than two consecutive terms in the same office.
- c. A person who has served in an office for more than one half of a full term shall be deemed to have served a full term in such office.
- d. No person shall hold more than one elected office at a time.

**Section 5** Officers shall assume their official duties starting July 1 in the year in which they are elected and shall serve for a term of two years or until their successors are elected.

**Section 6** A vacancies occurring in the office of President(s) shall be temporarily filled beginnings with the Vice President(s), then Vice President of Fundraising and Activities, then Vice President of Membership. If any of these Vice Presidents are not able to fill the position, a Nominating Committee is formed according to Section 7 below. A vacancy in any office other than President(s) shall be filled by the Board of Directors.

**Section 7** There shall be a nominating committee composed of no less than three members, who shall be elected by this local PTA at a regular general membership meeting in March.

- a. The nominating committee shall elect its chair.
- b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the regular general membership meeting in April.
- c. Anyone wishing to run from the floor must notify the President(s) at least two weeks before the date of the election. (See Article VI, Section 2).
- d. Only those individuals who are current members of this local PTA and who have signified their consent to serve if elected shall be nominated for, or elected to, such office.
- e. Only those individuals who have been members of this local PTA before April 1 of the current year are eligible to vote in the current election. (See Article VI, Section 2)

## **Article VII— Duties of Officers**

### **Section 1 All elected officers shall:**

- a. Attend all Board of Directors meetings and General PTA meetings;
- b. Support, participate and provide assistance in the activities of at least one committee of this local PTA; and
- c. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the Board of Directors.

### **Section 2 The President(s) shall:**

- a. Preside at all meetings of this local PTA;
- b. Sign all contracts;
- c. Serve as a non-voting ex officio member of all committees except for the nominating committee;
- d. Coordinate the work of the officers and committees of this local PTA in order that the Purposes (as defined in Article II, Section 1) may be promoted;
- e. Prepare and submit, in conjunction with the Treasurer(s), a Recommended Annual Budget by March 15 for review and approval by the Board of Directors.
- f. Attend required training approved by the CT PTA;
- g. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the Board of Directors.
- h. The President(s) may appoint a parliamentarian to advise on Roberts Rules of Order (a non-voting position)

### **Section 2 The Vice President(s) shall:**

- a. Assist and support the President(s) as needed;
- b. In their designated order, perform the duties of the President(s) in the Presidents' absence or inability to serve,
- c. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the President(s) or the Board of Directors.

**Section 3 The Vice President of Fundraising & Activities shall:**

- a. Manage and coordinate fundraising and activities;
- b. Research and recommend potential fundraising opportunities;
- c. Oversee the Fundraising Committee and Enrichment Committee;
- d. Perform such other duties as may be provided for by these by laws, prescribed by the parliamentary authority, or directed by the President(s) or the Board of Directors.

**Section 4 The Vice President of Membership shall:**

- a. Shall recruit new members from the school and community, parents/guardians, school faculty/staff and the community members
- b. Oversee the School Directory Committee
- c. Oversee the Coordination of Volunteers for PTA events and activities.
- d. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the President(s) or the Board of Directors.

**Section 5 The Secretary shall:**

- a. Record the minutes and attendance of all meetings of the Spring Glen School PTA;
- b. Prepare, distribute to all membership via email, and act as custodian of minutes of all meetings of the Spring Glen School PTA;
- c. File all records;
- d. Have a current copy of the bylaws;
- e. Maintain a membership list;
- f. Correspond on behalf of the Spring Glen PTA;
- g. Oversee the distribution of publications;
- h. Act as custodian of records, membership lists and a current bylaws.
- i. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the President(s) or the Board of Directors.

**Section 6 The Treasurer(s) shall:**

- a. Shall be the custodian of the financial papers and funds of this local PTA;
- b. Maintain a full account of the funds of this local PTA;
- c. Make disbursements as authorized by the President(s), Board of Directors, or this local PTA in accordance with the budget adopted by this local PTA;
- d. Shall keep a full and accurate account of the receipts and disbursements in the books belonging to this local PTA;
- e. Provide a full written report of the financial statement at each General meeting;
- f. Present account balances at every meeting of the PTA;
- g. Provide full financial statements to members only, upon request;
- i. Submit membership fees to the state office on a monthly basis;
- j. Submit the books annually for a review or audit by a review or auditing

- committee selected by the Board of Directors at least one month before the meeting at which new officers assume duties;
- k. Report the findings of the annual review or audit to the Board of Directors and send a copy to the CT PTA;
- l. Complete and file all required Internal Revenue Service and CT Department of Revenue tax returns and provide copies of such to the Recording Secretary and the CT PTA.
- m. Attend required training approved by the CT PTA; [In accordance to the CT PTA]
- n. Prepare and submit, in conjunction with the President(s), a Recommended Annual Budget by March 15 for review and approval by the Board of Directors;
- o. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the President(s) or the Board of Directors.

## **Article VIII—Board of Directors**

**Section 1** The affairs of the Spring Glen School PTA shall be managed by the Board of Directors in the intervals between local PTA general membership meetings.

**Section 2** Each member of the Board of Directors shall be a member in good standing of the Spring Glen School PTA.

**Section 3** The members of the Board of Directors shall be

- a. All elected officers;
- b. The Parliamentarian may be appointed by the President(s) in a non-voting position (see Article VIII, Section 4);
- c. The Principal of Spring Glen Elementary School (as a non-voting consultant in an advisory position);

## **Section 4 Parliamentarian Description**

- a. The Parliamentarian is a consultant, commonly a professional, who advises the President(s) and other officers, committees, and members on Robert's Rules of Order and other matters of parliamentary procedure. The Parliamentarian's role during a meeting is purely an advisory and consultative one, since parliamentary law gives to the Chair alone the power to rule on questions of order or to answer parliamentary inquiries.
- b. The Parliamentarian will be appointed by the President(s);
- c. The Parliamentarian will serve as a non-voting ex-officio member;
- d. Oversee the By-Laws Committee

**Section 5 Duties of the Board of Directors** shall be to

- a. Carry out such business as may be referred to it by the membership of the association;
- b. Create special committees;
- c. Approve the work of the committees;
- d. Create a report to present at the regular general membership meetings of this local PTA;
- e. Select an auditor or an auditing committee to audit the Treasurer's accounts;
- f. Prepare and submit an annual budget to this local PTA's general membership for adoption by May;
- g. Approve payment of routine bills within the limits of the approved budget;
- h. Approve expenditure of discretionary funds. An amount up to five percent of the total annual budget shall be included in the budget at the Annual Meeting.

**Section 5** If any member of the Board of Directors shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the Board of Directors by resolution and a vote adopted by the Board of Directors.

**Section 6** Regular meetings of the Board of Directors shall be held with the date and time to be fixed by the Board of Directors at its first meeting of the year.

**Section 7** Special meetings of the Board of Directors may be called by the President(s) or when requested by two members upon seven days written notice to each member of the Board of Directors. This can be completed via email with receipt of reply.

**Section 8** At all meetings of the Board of Directors, a majority of the members of the Board of Directors shall constitute a quorum for the transaction of business.

**Section 9** Upon the expiration of the term of office or when individuals cease to hold the position that entitles them to be a member of the Board of Directors, they shall automatically cease to be a member of the Board of Directors and shall be relieved of all duties and responsibilities incident to such membership. All records, books, and other materials pertaining to the position shall be turned over to the President(s) and all funds pertaining to the position shall be returned to the Treasurer(s) within 14 days.

## **Article IX – Executive Committee**

**Section 1** There shall be an executive committee of the Spring Glen Elementary School PTA, the members of which shall be

- a. All elected officers

**Section 2** Special meetings of the executive committee may be called by the President(s) or upon written request of 2 members with seven (7) days notice to each member of the executive committee.

**Section 3** A majority of the executive committee shall constitute a quorum for the transaction of business.

**Section 4** Duties of the executive committee shall be to

- a. Transact business referred to it by the board;
- b. Appoint standing committee chairs and members;
- c. Approve the work of the committees;
- d. Act in emergencies between meetings of the board;

The executive committee shall take no action in conflict with any action taken by the board of directors.

## **Article X – Committees**

**Section 1** Only members in good standing of Spring Glen School PTA shall be eligible to serve in any elective or appointive positions.

**Section 2** The standing committees of Spring Glen School PTA may include, without limitation:

- a. By-Laws
- b. Directory and Social Media
- c. Enrichment
- d. Family Advocacy
- e. Fundraising
- f. Membership
- g. Mother Nature's Classroom/Beautification committee
- h. Nominating
- i. Playground
- j. Nutrition and Physical Activity.

**Section 3** The Board of Directors may create such special committees, as it may deem necessary to promote the purposes of the Spring Glen School PTA and carry on the work of this local PTA.

**Section 4** The term of office of a committee chair shall be one year from July 1 (or the date of selection) to June 30, or until the selection of a successor.

**Section 5** The chair of each committee shall present a plan of work to the Board of Directors for approval. No committee work shall be undertaken without the consent of the Board of Directors.

## **Article XI— General Membership Meetings**

**Section 1** Regular meetings of this Spring Glen School PTA shall be held with the date and time to be fixed by the Board of Directors. Seven (7) calendar days notice shall be given to the membership of any change of date.

**Section 2** Special meetings of this local PTA may be called by the President(s) or by a majority of the Board of Directors, seven (7) calendar days written notice having been given to the members.

**Section 3** The annual meeting shall be held in May.

**Section 4** Eight members shall constitute a quorum for the transaction of business in any general membership meeting of this local PTA.

## **Article XII — Council Membership**

**Section 1** The Spring Glen School PTA shall be represented in meetings of the Hamden Council PTA by the President(s), or appointed alternate.

- a. All representatives to the Hamden Council PTA must be members of this local PTA;
- b. Delegates and their alternates shall be approved by the Board of Directors; and

**Section 2** This local PTA shall pay annual dues to the Hamden Council PTA as provided in the Hamden Council PTA's yearly budget.

## **Article XIII — Connecticut PTA Annual Meeting**

**Section 1** The voting power of the Annual Meeting shall be vested in the members of the Connecticut PTA Board of Directors, the local PTA Presidents or their alternates, the local PTA Vice Presidents or their alternates, and one delegate for every twenty-five members of each local PTA according to the books of the state treasurer as of March 15 preceding the Annual Meeting. A local PTA having less than twenty-five members shall be entitled to send one delegate in addition to its President(s) and Vice President(s).

- a. All representatives to the Connecticut PTA Annual Meeting must be members of this local PTA.

- b. Delegates and their alternates shall be appointed by the President(s) and approved by the Board of Directors.

## **Article XIV— Fiscal Year**

The fiscal year of the Spring Glen School PTA shall begin on July 1 and end on the following June 30.

## **Article XV— Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Spring Glen School PTA in all cases in which they are applicable and in which they are not in conflict with these bylaws, the National PTA Bylaws, the Connecticut PTA Bylaws, or the special rules of order of this local PTA.

## **Article XVI— Amendments**

**Section 1** These bylaws may be amended at any regular general membership meeting of the Spring Glen School PTA by a two-thirds vote of those present and voting, provided the amendments have been approved by the Board of Directors and notice has been provided to the membership thirty (30) days prior to the meeting.

**Section 2** The Board of Directors by a majority vote will submit a revised set of bylaws to be approved by a two-thirds vote of those present and voting at any regular general membership (as per Section 1).

**Section 3** Amendments or revised bylaws shall be in accordance with the bylaws or regulations of the Connecticut PTA. Amended or revised bylaws must be reviewed by Connecticut PTA prior to being voted in at a general membership meeting.

## **Article XVII— Spring Glen School PTA Continuing Affiliation**

**Section 1** The Spring Glen School PTA needs to be in “good standing” with the Connecticut PTA. The following Items must be sent to Connecticut PTA:

- a. Officer Information Sheet- submitted to CT PTA by July 1 of each year.
- b. Membership Fees-Monthly. Each local PTA shall pay membership fees to CT PTA. The amount of such fees shall include the portion payable to National PTA.
- c. Review or Audit of Finance Records-submitted to CT PTA by September 30 of each year.

- d. Copy of IRS 990 (due to IRS by Nov 15); copy to CT PTA by October 31 of each year.
- e. Proof of Insurance by November 30 of each year.

**Section 2** Additionally to be in “good standing” with the Connecticut PTA:

- a. Bylaws need to be reviewed, updated and approved by CT PTA every three years, not to exceed 5 years. Bylaws must be reviewed by Connecticut PTA at least every 5 years according to Connecticut PTA Standards of Affiliation and then voted in by Spring Glen PTA membership.
- b. President(s) and Treasurer(s) must attend training that has been approved by CT PTA.

## Article XVIII – Conflict of Interest Policy

### Article I Purpose

The purpose of the conflict of interest policy is to protect the interests of this tax-exempt organization, (the “Organization), when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

### Article II Definitions

#### **1. Interested Person**

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

#### **2. Financial Interest**

A person has a financial interest if the person has, directly or indirectly, through business, investment or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b. A compensation arrangement with any entity with which the Organization has a transaction or arrangement, or
- c. A proposal ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

### **Article III** **Procedures**

- a. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
- b. The remaining board or committee members shall decide if a conflict of interest exists.
- c. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon.
- d. An interested person may make a presentation at the governing board or committee meeting, but after presentation, he/she shall leave the meeting during the discussion of, and vote on, the transaction or arrangement involving the possible conflict of interest.

### **Article XIV:** **Whistle Blower Policy**

**Section 1.** Spring Glen School PTA requires Board members, all officers, committee chairs and members to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As affiliates and representatives of the Spring Glen School PTA we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

**Section 2.** This Whistleblower is intended to encourage and enable employees and others to raise serious concerns internally so that Spring Glen School PTA can address and correct inappropriate conduct and actions. It is the responsibility of all Board members, officers, employees and volunteers to report concerns about violations of Spring Glen School PTA's code of ethics or suspected violations of law or regulations that govern Spring Glen School PTA's operations.

**Section 3.** It is contrary to the values of Spring Glen School PTA for anyone to retaliate against any Board member, officer, and employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of Spring Glen School PTA. An employee or volunteer who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment and or rescission of membership rights.

**Section 4.** Spring Glen School PTA has an open-door policy and suggests that all Board members, officers, committee chairs and staff share their questions, concerns, suggestions or complaints with their **President(s)**. If you are not comfortable speaking with your **President(s)** or you are not satisfied with your President's response, you are encouraged to speak with the Treasurer(s) of Spring Glen School PTA. Board Members or officers are required to report complaints or concerns about suspected ethical and

legal violations in writing to the Spring Glen School PTA President(s) or Treasurer(s). If you are not satisfied with the response from your President(s) and/or Treasurer(s), you may contact Connecticut PTA for further guidance.

**Section 5.** The Spring Glen School PTA Treasurer(s) is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Treasurer(s) will advise the Spring Glen School PTA President(s) of all complaints and their resolution and will report at least annually on compliance activity relating to accounting or alleged financial improprieties.

**Section 6.** The Spring Glen School PTA Treasurer(s) shall immediately notify the Audit Committee/Finance Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

**Section 7.** Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

**Section 8.** Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

**Section 9.** The Spring Glen School PTA President(s) will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.