

ARTICLES OF ORGANIZATION
OF
COUNCIL OF DARIEN SCHOOL PARENTS

The undersigned, being the duly elected and acting Co-Chairpersons of the Council of Darien School Parents (“CDSP”), do hereby declare that the following are the Articles of Organization of the CDSP:

First. The name of the association is the Council of Darien School Parents.

Second. The CDSP is organized exclusively for charitable and educational purposes permitted to organizations that qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Code of the United States (the “Code”), as more specifically set forth in the by-laws of the CDSP.

Third. No part of the net earnings of the CDSP shall inure to the benefit of, or be distributable to, its members, officers, or other private persons, except that the CDSP shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its charitable and educational purposes. No substantial part of the activities of the CDSP shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the CDSP shall not participate in, or intervene in any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision, these activities are not permitted to be carried on by an organization exempt from federal income tax under Section 501 (c) (3) of the Code, or by an organization, contributions to which are deductible under Section 170 (c) (2) of the Code.

Fourth. Upon the dissolution of the CDSP, its assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c) (3) of the Code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any assets not so disposed of shall be disposed of by a court of competent jurisdiction of Fairfield County, exclusively for such purposes or to such organizations or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

IN WITNESS WHEREOF, we have executed this instrument on behalf of the Council of Darien School Parents on the _____ day of _____, 2016.

By: _____

By: _____

Co-Chairperson

Co-Chairperson

BY-LAWS OF THE COUNCIL OF DARIEN SCHOOL PARENTS
(2017 REVISION)

ARTICLE I

NAME

The name of this organization shall be the Council of Darien School Parents (“CDSP”).

ARTICLE II

PURPOSE

The Council of Darien School Parents – CDSP – is the umbrella organization for the Parent-Teacher Organizations of the Darien Public Schools. The purpose of the CDSP is to promote understanding and communication between the Darien Public Schools, the home, administrators, the Board of Education and the community with the goal of uniting to provide an academically robust and socially supportive school system that enables our children to achieve to their individual potential.

ARTICLE III

MEMBERSHIP

All parents and guardians of Darien Public School students are non-voting members of the CDSP.

ARTICLE IV

THE BOARD OF THE COUNCIL OF DARIEN SCHOOL PARENTS

The members of the Board shall be the Executive Board, Chairmen of the Parent-Teacher Organizations, CDSP School Representatives, and appointed committee chairmen. In addition, the past CDSP Co-Chairmen shall be ex-officio members of the Board. They shall be invited to attend all meetings to lend their expertise but shall be non-voting members.

Section 1. Executive Board

A. Composition

The members of the Executive Board shall be the officers of the CDSP.

B. Officers

The officers of the CDSP shall be the Co-Chairmen, Community Outreach Chairman, Special Projects Chairman, Budget Chairman, Special Education Chairman, Nominating Chairman, Secretary and Treasurer.

1. Co-Chairmen

The Co-Chairmen shall preside at all meetings of the CDSP and of the Executive Board. The Co-Chairmen shall act as ex-officio members of all committees and serve as liaisons between the schools' Parent-Teacher Organizations and the administration. The Chairmen shall submit an annual report to the membership. In furthering the purposes of the CDSP, the Co-Chairmen may invite non-members to observe or participate in CDSP or Executive Board meetings.

2. Community Outreach Chairman

The Community Outreach Chairman shall attend Human Services Planning Council and Thriving Youth Committee meetings and shall act as liaison between those organizations and CDSP. The Community Outreach Chairman shall also establish a relationship with other organizations such as the Community Fund, YW Parent Awareness, DEG, DAF, MFY, DAEG, and Reiss Fund as needed.

3. Special Projects Chairman

The Special Projects Chairman will work under the direction of the Co-Chairmen to facilitate special projects as needed throughout the year. The Special Projects Chairman will report on progress regularly to the Executive Board and the CDSP membership.

4. Budget Chairman

The Budget Chairman shall coordinate the activities of the CDSP School Representatives for the seven schools as members of the Budget Committee. The Budget Chairman shall keep the committee members informed of issues pertaining to the district budget. The Budget Chairman shall have a leadership role in the development of the CDSP strategy related to the district budget.

5. Special Education Chairman

The Special Education Chairman shall be a conduit of information from special education parents across the district to the school administration and from school administration to parents regarding topics and issues related to special education. The Special Education Chairman shall coordinate the

activities of the Special Education Representatives for the seven schools as members of the Special Education Committee.

6. Nominating Chairman

The Nominating Chairman shall solicit input from representatives of all schools and shall propose a slate for CDSP officers.

7. Secretary

The Secretary shall keep the minutes of all meetings of the CDSP and of the Executive Board, distribute minutes of CDSP meetings to the Board and notify representatives of the CDSP meetings. The Secretary shall perform such other duties as may be incident to the office.

8. Treasurer

The Treasurer shall transact all financial business of the CDSP and present statements to the Board at its regular meetings and shall submit an annual report. The Treasurer shall prepare a budget and submit it for approval at the April CDSP meeting. The Treasurer shall collect all data from the schools' Parent-Teacher Organizations related to the filing of yearly tax returns and the Treasurer shall be responsible for filing CDSP's annual tax returns.

C. Duties

The Executive Board shall present reports at the regular meeting of the CDSP, review the progress of the committees, meet, if necessary, to transact business in the intervals between the CDSP's regular meetings and shall be responsible for maintaining communication with the Board of Education, the school administration, and parents' groups.

D. Meetings

The Co-Chairmen may call meetings of the Executive Board when it is deemed necessary. A majority of the voting members of the Executive Board shall constitute a quorum for the transaction of business by the Executive Board. The Executive Board may invite non-members to attend its meetings for liaison purposes. The Executive Board must report all business transacted at the next CDSP meeting.

Section 2. School Representatives

Each school Parent-Teacher Organization shall designate 1-2 representatives to the Budget Committee. These representatives shall be called CDSP School Representatives.

Each school Parent-Teacher Organization shall designate at least one representative to the Special Education Committee. These representatives shall be called Special Education Representatives (“Special Education Representatives”).

Section 3. Appointed Committee Chairmen

From time to time the Co-Chairmen shall appoint additional Committee Chairmen necessary to carry out the work of the CDSP subject to Executive Board approval. These appointed Committee Chairmen are non-voting members of the Board.

ARTICLE V

MEETINGS AND VOTING

Section 1. Voting Members

The voting members of the Board shall be the Executive Board, Chairmen of the Parent-Teacher Organizations and CDSP School Representatives. Each school shall have one vote for its School Chairmen, regardless of the number of Chairmen. Each school shall have one vote for its CDSP School Representatives, regardless of the number of CDSP School Representatives.

Section 2. Frequency

The CDSP shall meet regularly throughout the school year, the time and place to be determined by the Executive Board.

Section 3. Annual Meeting

The Annual Meeting shall be the final business meeting of the Fiscal Year.

Section 4. Quorum

A majority of the voting members of the CDSP shall constitute quorum for the transaction of business by the CDSP.

ARTICLE VI

NOMINATIONS AND ELECTIONS

Section 1. Nominating Committee

A. Composition

The Nominating Committee shall include the Nominating Chairman. Other members of the CDSP Board may be appointed to the committee with the approval of the Executive Board.

B. Duties

The committee shall solicit input from representatives from each school and shall propose a slate for the coming year. The committee shall also present to

the CDSP for its approval a nominee to fill any vacancy on the Executive Board that shall occur during the year.

Section 2. Nominating Considerations

The Nominating Committee shall present its slate at the April CDSP meeting preceding the final May meeting. The slate shall consist of nominations for Co-Chairmen, Community Outreach Chairman, Special Projects Chairman, Budget Chairman, Special Education Chairman, Nominating Chairman, Secretary, and Treasurer.

A. School Representation

The Nominating Committee shall consider the representatives from all schools in the preparation of the slate but not be limited thereby.

B. Co-Chairmen Qualification

The Co-Chairmen shall ideally have served at least one year on the Board of the CDSP.

C. Continuity and Term Limits

An effort shall be made to provide continuity on the Board, but, it is recommended that an officer may not serve more than three consecutive terms in the same office.

Section 3. Elections

A. Process

Following the presentation of the Nominating Committee's slate at the Annual Meeting, nominations may be made from the floor by any voting member, provided the consent of the nominee shall have been secured. A majority of those voting members, present and voting, shall constitute an election.

B. Term

All elected Board members serve for one year commencing on July 1 in the year in which they are elected. The months of May and June should be used as a period of transition between those assuming positions and those vacating positions.

ARTICLE VII

POLICY OF PUBLIC STATEMENTS

The CDSP may release a public statement of position on town, state or national issues pertaining to education and the welfare of children. Statements of position shall be reviewed by the Executive Board and approved by the CDSP at its next meeting.

Section 1. Executive Board Authority

The Executive Board may issue a statement of position without CDSP approval when such approval is not feasible, if the statement is clearly defined as an Executive Board position and not a CDSP position.

Section 2. CDSP Authority

The CDSP may issue a position statement without Executive Board review upon two-thirds vote of the voting members present and voting.

ARTICLE VIII

FISCAL MATTERS

Section 1. Fundraising

The CDSP shall not engage in fundraising activities as such. Its expenses shall be borne by contributions from participating schools in amounts to be suggested yearly by the Executive Board.

Section 2. Fiscal Year

The Fiscal Year of the CDSP shall run from July 1 to June 30.

Section 3. Expenses

Unbudgeted expenses up to 10% the approved budget may be made with the approval of the Executive Board. All expenses more than 10% over the approved budget must have CDSP approval.

Section 4. Tax Exempt Status

The CDSP shall be organized and operated exclusively for purposes permitted to tax exempt organizations, as stated in the CDSP's Articles of Organization. The CDSP shall apply for exemption from taxation at the federal and state levels, and it shall be operated at all times in such a manner as to maintain its status as a tax exempt organization.

The CDSP shall also act as the sponsoring organization for any member school that wishes to apply for tax-exempt status under the umbrella of the CDSP. The CDSP shall require any school which it sponsors to be organized and operated exclusively for charitable and education purposes consistent with those of the CDSP, and the CDSP shall also require each school to provide copies of its tax returns if applicable, reports on its budget and activities, copies of any amendments to its governing documents, and other information as requested by the CDSP on an annual or more frequent basis to assure that the schools' expenditures and other activities are consistent with such purposes.

ARTICLE IX

PARLIAMENTARY AUTHORITY

In all cases not specifically covered by these By-Laws, the CDSP shall be guided by "Robert's Rules of Order, Newly Revised."

ARTICLE X

AMENDMENTS

Section 1. Process

The By-Laws may be amended by a two-thirds vote of any regular meeting of the CDSP, provided the amendment has been submitted at the preceding CDSP meeting.

Section 2. Regular Review

The By-Laws shall be reviewed at least every other year.

Submitted May 2017.