Southview Elementary Parent Teacher Organization (PTO), Inc.

Waconia, Minnesota

Organizational Bylaws

**ARTICLE I: Name of Organization**

The name of the organization is the Southview Elementary Parent Teacher Organization. This is an organization for persons interested in the welfare of students at Southview Elementary School located at 225 West 4th Street, Waconia, Minnesota 55387.

**ARTICLE II: Purpose**

This organization is organized exclusively for, education and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501c (3) of the Internal Revenue Code, or corresponding section of any future federal tax code. The objectives of the organization are:

1. To promote the welfare of our children in the home, school and community,
2. To work collectively with parents, teachers, and the community to develop goals which enhance and support the learning environment, and
3. To encourage parental involvement at Southview Elementary School.

**ARTCILE III: Basic Policies**

1. This is a non-profit charitable organization. The use of funds, pertaining only to PTO activity at Southview Elementary, and proceeds derived by this organization shall be for the benefit and improvement of the Southview Elementary School and its students, as well as select District 110 initiatives as approved by the Southview PTO Board.
2. This Parent Teacher Organization shall be noncommercial, non-sectarian and non-partisan. The name of this organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial or partisan interest.
3. This organization shall work with the school to provide quality education for the children 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 the boards of education.
4. Upon the dissolution of this organization after paying or adequately providing for the debts and obligations, any remaining assets shall be distributed to one or more non-profit funds, foundations, or organizations which have established their tax-exempt status under Section 501C (3) of the Internal Revenue Code.
5. These bylaws are to remain in effect until modified by a majority vote of members attending a general meeting.
6. This Parent Teacher Organization shall maintain an active website upheld with accuracy, integrity, and non-biased articles.

**ARTICLE IV: Membership and Dues**

1. Membership in the Parent Teacher Organization shall be made available without regard to race, color, creed, national origin or religion.
2. Southview Parent Teacher Organization is a membership dues free organization. All are welcome at no membership fee.

**ARTICLE V: Officers and their Election**

1. The officers of this Parent Teacher Organization shall consist of a president, a vice president, a secretary, a treasurer, and two or three Parent Representatives from the Organization. Each officer of this Parent Teacher Organization shall be a member of the organization.
2. The PTO Executive Board shall consist of the above officers and the school principal. The PTO Executive Board may make decisions on an ad hoc basis between meetings.
3. Officers will have their background checked through the district’s HR department before being elected. The President and Treasurer will have in-depth background checks. The rest of the officers will have the quick background check done. Elections are pending completion of background checks and will be paid for by the PTO.
4. Officers shall be elected by majority vote of members attending the general meeting held annually at the end of the school year. Officers shall assume their official duties at the close of school following their election, shall serve for a term of two years or until their successors are elected.
5. A person shall hold no more than one elected position at a time.
6. If an officer or appointee fails to attend three (3) consecutive meetings without adequate excuse or to perform the duties of his/her office, the members of the PTO Executive Board shall meet and discuss any actions that they deem necessary.
7. The principal of Southview Elementary School shall be an ex officio member of the PTO Executive Board. Furthermore, the principal shall be the official representative of the school and shall present suggested projects to the proper school officials for approval.
8. A person elected by a majority vote of the members attending the general meeting shall fill a vacancy in any office for the un-expired term.

**ARTICLE VI: Duties of Officers**

The President shall:

1. Preside at all meetings of the Parent Teacher Organization.
2. Approve the disbursement of funds when properly certified with a check request.
3. Perform such other duties as may be prescribed in these bylaws or assigned to him/her by the PTO Executive Board.
4. Coordinate the work of the other officers and coordinator of this Parent Teacher Organization.
5. Act as a liaison between the school staff and PTO members.
6. Act as a liaison for local community involvement.
7. Provide guidance and training to the Vice President and act as a liaison for one year following his/her term.

The Vice President shall:

1. Be present at all meetings of the Parent Teacher Organization.
2. Assist the current President in all duties as requested by the President.
3. Act as a liaison for all Parent Teacher Organization committees and ensure budget guidelines are being met of these committees.

The Secretary shall:

1. Record the minutes of all meetings including the motions and actions taken. Distribute minutes to all board members.
2. Have and bring to all meetings a current copy of these bylaws.
3. Conduct correspondence and perform such duties as may be delegated to him/her.
4. Order supplies as needed for the PTO office.
5. Be responsible for all communication via email to PTO members.

The Treasurer shall:

1. Responsible for the financial integrity, monthly reporting of income and expense and year-end reporting of income, expenditures and remaining balance.
2. Make disbursements when properly certified with a check request and approved by PTO President in accordance with the budget adopted by the Parent Teacher Organization.
3. Present a financial statement at every meeting of the organization and at other times when requested by the PTO Board.
4. Prepare taxes on annual fiscal schedule in compliance with Minnesota State Internal Revenue regulations.
5. Submit the books annually or upon the change of treasurer for an audit by an auditor or an auditing committee.
6. The budget may be amended at any general membership meeting by quorum.
7. Be able to communicate effectively with the President and be honest and trustworthy.

The Parent Representative shall:

1. Attend PTO Board meetings.
2. Be an active participant in the school and events by participating on event committees or initiatives.
3. Be a voting member of the PTO board.

**ARTICLE VII: General Membership Meetings**

1. The organization will meet on a regular basis. The meetings will be held at the school on a date predetermined prior to the start of the new school year.
2. Members present at a duly called meeting shall constitute a quorum for the transaction of business in any meeting of this organization.
3. Special meetings of the organization may be called by the President or by a majority vote.

**ARTICLE VIII: Committees**

1. Committees and teams are formed to provide a specific service for one year or more.
2. Only members of this Parent Teacher Organization shall be eligible to serve on a committee.
3. The coordinator of each standing committee shall present a plan of action at each meeting as necessary. Special committees go out of existence when their work is done.
4. The President and Vice President shall be members ex officio of all meetings.

**ARTICLE VIIII: Amendments**

These bylaws may be amended at any regular meeting of this Parent Teacher Organization provided: that notice of the proposed amendments shall have been given at least thirty (30) days prior to the meeting at which the amendment is voted upon and that a quorum has been established. Bylaw amendments require a two-thirds vote of the members present and voting.

**ARTICLE X: Parliamentary Authority**

The rules contained in the current edition of Robert’s Rules of Order shall govern this Parent Teacher Organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

Presented for Approval of members on: August 20, 2018

Approved by PTO Board on: August 20, 2018

Approved by PTO Membership on:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_