

BYLAWS OF
CARVER ELEMENTARY PTO

ARTICLE I - NAME AND PURPOSE

Section 1 - Name: The name of this organization shall be Carver Elementary PTO. It shall be a nonprofit organization incorporated under the laws of the State of Minnesota.

Section 2 - Purpose: The purpose of this organization is to enhance Carver elementary student educational experiences. The organization shall effectuate that purpose in many ways, including, but not limited to:

establishing and maintaining an effective working relationship between parents, school staff, and the community through education, communication and collaboration of its members;

raising funds to purchase items or services to enhance the educational experience for Carver Elementary students and Carver Elementary staff.

ARTICLE II - MEMBERSHIP

Section 1 - Eligibility for membership: Voting membership shall be open to any parent of a child attending Carver Elementary or any teacher of Carver Elementary. The Carver Elementary Principal is a non-voting, ex-officio member. Members will sign the attendance sheet at member meetings prior to exercising voting privileges.

Section 2 - Annual Dues: This organization does not charge membership dues.

Section 3 - Rights of members: Members of Carver Elementary PTO are of one class. Each member has one vote.

Section 4 - Resignation and termination: Any member may resign by filing a written resignation with the secretary.

ARTICLE III - MEETINGS OF MEMBERS

Section 1 - Regular Meetings: Regular meetings of the members shall be held at least eight (8) times from September-May. Meetings are held the third Tuesday of the month, 7:00 pm, at Carver Elementary.

Section 2 - Annual Meeting: An annual meeting of the members shall take place the third

Tuesday of the month of September, 7:00 pm, at Carver Elementary. The members shall receive reports on the activities and financial status/budget of the organization, and determine the direction of the organization for the coming year.

Section 3 - Special Meetings: Special meetings may be called by a majority of the board of directors. A petition signed by ten percent of the voting members may also call a special meeting.

Section 4 - Notice of Meeting: Because meetings are scheduled on a specific day and time of the month, printed notices will not be mailed. Printed notices of each meeting shall be sent home with students and placed in teacher school mail boxes at least four (4) prior to regular meetings.

Section 5 - Quorum: The members present at any properly announced meeting shall constitute a quorum.

Section 6 - Voting: All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

ARTICLE IV - BOARD OF DIRECTORS

Section 1 - Board role, size, and compensation: The board is responsible for overall policy and direction of the organization. The duties of the board shall be to transact business between meetings in preparation for general meetings, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership. The board shall have five (5) members, consisting of PTO officers and the Carver Elementary Principal. The Carver Elementary Principal serves as a non-voting ex-officio member of the board of directors.. The board receives no compensation other than reasonable expenses.

Section 2 - Terms: All elected board members shall serve one year terms, but are eligible for re-election for up to five consecutive terms.

Section 3 - Meetings and notice: The board shall meet at least quarterly, at an agreed upon time and place. An official board meeting requires that each board member have written notice at least three days in advance.

Section 4 - Board elections: New directors and current directors shall be elected or re-elected by the members at the April meeting. Any member of Carver Elementary PTO is eligible for office. Directors serve one year terms from July 1-June 30.

Section 5 - Election procedures: Any member can nominate a candidate to the slate of nominees for the board. Nominations will be made from the floor at the April meeting. Voting shall be made by voice if only one candidate is nominated for an office. If more than one person runs for an office, a ballot vote shall be taken.

Section 6 - Quorum: A quorum must be attended by a majority of board members for business transactions to take place and motions to pass.

Section 7 - Officers and Duties: There shall be four (4) officers of the board, consisting of a parent co-chair, teacher co-chair, secretary and treasurer. Their duties are as follows:

The parent co-chair shall convene regularly scheduled board and general meetings, shall preside or arrange for other members of the board to preside at each meeting in the following order: teacher co-chair, secretary, treasurer, shall actively manage the general business of the organization, shall ensure that orders and resolutions of the board are carried out, and shall sign and deliver contracts and other instruments pertaining to the business of the organization.

The teacher co-chair shall keep teachers informed of PTO business, and shall coordinate activities with teachers as they relate to the PTO.

The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and distribute notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.

The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the board of directors and/or the general membership. He or she will present a financial statement at every meeting and at other times of the year when requested by the board of directors, and make a full report at the end of the year. He or she will report the organization's financial status to governmental agencies as appropriate.

Section 8 - Vacancies: When a vacancy on the board exists mid-term, the secretary must receive nominations for new board members from the present board members five days in advance of a board meeting. These nominations shall be sent out to board members three days in advance of a board meeting, along with notice of the meeting. Voting takes place at the scheduled board meeting. These vacancies will be filled only to the end of the particular board member's term.

Section 9 - Resignation from the board must be in writing and received by the Secretary. A board

member may be terminated from the board due to excess absences, more than two (2)

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unexcused absences from board meetings in a year. A board member may be removed for other reasons by a two-thirds vote of the remaining board members.

Section 10 - Special Meetings: Special meetings of the board shall be called upon the request of a board member. Notices of special meetings shall be sent out by the secretary to each board member at least three (3) days in advance.

Section 11 - Emergency distribution of funds: Board members may determine the need for and distribute funds necessary between regularly scheduled general member meetings, up to \$500. Criteria for decision-making is as follows:

- requested funds directly relate to the purpose of the organization, and
- the decision is necessary prior to the next scheduled general meeting, and
- the requestor was not aware of the need for requested funds prior to the last scheduled general meeting,

or;

- funds are needed prior to the next scheduled general meeting for purposes of managing the organization.

Board members must follow official board meeting guidelines or the “Less Than Unanimous Action Without A Meeting” procedure as outlined in Carver Elementary PTO’s Articles of Incorporation, Article VI.

ARTICLE V - COMMITTEES/REPRESENTATIVES

Section 1 - Committee formation: The board may appoint committees/representatives as needed. The board shall appoint all committee chairs/representatives.

ARTICLE VI - STANDING RULES

Section 1 - Standing rules may be approved by the board of directors, and the secretary shall keep a record of the standing rules for future reference.

ARTICLE VII - PARLIAMENTARY AUTHORITY

Section 1 - “Robert’s Rules of Order” shall govern meetings when they are not in conflict with the organization’s bylaws.

ARTICLE VIII - AMENDMENTS

Section 1 - These bylaws may be amended when necessary by three-fourths majority of the board of directors outside of a regularly scheduled member meeting, or by two-thirds majority of voting members in attendance at a regularly scheduled member meeting. Notice of a proposed amendment to the bylaws must be given at least three (3) days prior to a board or member meeting.

ARTICLE IX - FISCAL YEAR

Section 1 - The fiscal year for Carver Elementary PTO is July 1-June 30.

CERTIFICATION

These bylaws were approved at a meeting of the board of directors by a unanimous _____ vote on September 9, 2003.

<u>Pamela L. Koran</u>	<u>09/09/03</u>
Name	Date