

Parent Teacher Organization Bylaws

Vadnais Heights Elementary School

3645 Centerville Road
Vadnais Heights, MN 55127

Article I.

Name

The name of this organization shall be the Vadnais Heights Parent Teacher Organization. It shall be made up of parents of children enrolled at and the teaching staff of Vadnais Heights Elementary School of White Bear Lake, Minnesota.

Article II.

Objectives

To promote the welfare of children in home, school and community.

To encourage and provide support for the care and protection of children.

To maintain a close relationship between the home and the school, so that parents and teacher may cooperate in the education of the child.

To develop a united effort between educators and the general public so as to secure for every child the highest advantages in physical, mental and social education.

To provide a direct communication with the White Bear Lake School Board in the interest of Vadnais Heights Elementary School children.

Article III.

Policies

Section I.

The program of this organization shall be educational and shall be developed through conferences, committees and projects.

Section II.

This organization shall be non-commercial, non-sectarian and non-partisan. No commercial enterprise and no candidate shall be endorsed by it. The name of the organization and the names of its officers in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest, or for any purpose other than the regular work of the organization.

Section III.

This organization shall not seek to direct the administrative activities of the school or to control its policies.

Section IV.

This organization may cooperate with other organizations and agencies active in child welfare such as conference groups or coordinating councils, provided they make no commitments that bind their member groups.

Article IV.

Membership and Funds

Section I.

Any Vadnais Heights parent or teacher interested in the Objectives under Article II above may volunteer his or her services by participating in the organization's activities and subscribing to the organization's Bylaws herein. This organization shall be a volunteer membership of Vadnais Heights parents and teachers. No membership dues shall be required.

Section II.

Finances for the Organization shall be raised through fund-raising projects or functions to meet the budgeted needs of PTO sponsored programs as approved by the Executive Board.

Non-budgeted financial requests for greater than \$1000.00 shall be voted upon at the next PTO meeting.

All expenses shall be turned in for payment as of June 30 of the current year. Items turned in after that date will need the approval of the Board before payment will be made.

Article V.

Officers and Their Election

Section I.

The officers of this organization shall be Co-Chairs, Treasurer and Secretary. Co-officers shall be elected by voice vote annually in the month of May. Officers shall assume their official duties July 1, XXXX. All officers shall serve a term of two (2) years, which includes one (1) year as and “elect”.

Section II.

Nomination of officers shall be made by the executive Ccommittee. Upon the consent of each nominee/volunteer, voting shall take place at the next regularly schedule meeting. Voting shall not be limited to the nominees. If there is but one nominee/volunteer of any office, it shall be in order to move that the secretary close the elective ballot of the organization for the nominee.

Section III.

In the event of a vacancy occurring in the office of Co-Chairs, the Co-Chairs(s) elect shall fill in. A vacancy occurring in any other office shall be filled by a vote of the members of the executive board at the next regular meeting. A printed notice of such an election shall be given.

Article VI.

Duties of the Officers

Section I.

The co-chairs(s) shall preside at all meetings of the organization and of the Executive Committee; shall be a member ex-officio of all committees pertaining to the office.

Section II.

The co-chairs(s) elect shall act as aid to the co-chairs(s) and shall perform the duties of the co-chairs(s) in the absence or inability of that officer to serve. Upon completion of this one-year term, they shall advance to the office of the co-chairs(s).

Section III.

The secretary shall keep a record of all meeting of the organization and of the executive committee and shall perform such other duties as may be delegated to them.

Section IV.

The treasurer shall receive all monies of the organization; keep accurate and contemporaneous record of receipts and expenditures; and shall pay out local funds in accordance with the approved budget as authorized by the organization. The treasurer shall present a financial statement at every meeting of the organization and at other times, when requested by the executive committee and within a reasonable amount of time. The treasurer shall make a full report at the annual meeting.

Article VII.

Meetings

Section I.

- A) General meetings of this organization shall be held five (5) times a year.
- B) The executive committee may call a special meeting, five days notice having been given.
- C) The annual meeting shall be in May.
- D) The privilege of holding office, introducing motions, debating and voting shall be limited to members of the organization who are parents or guardians of Vadnais Heights Elementary school children or members of the Vadnais Heights Teachers staff.

Article VIII.

Executive Board

Section I.

The executive board shall consist of the officer of the organization, chairpersons of standing committees, the Principal of the school and two (2) teachers, appointed by the Principal. The members of the executive board shall serve until their successors are elected.

Section II.

The duties of the executive board shall be:

- A) To transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the Organization;
- B) To approve the plans of work of the standing committee;
- C) To present a report at the regular meetings of the organization;
- D) To prepare a submit to the organization for approval a budget for the fiscal year;
- E) To approve routine bills within the limits of the budget;
- F) To create standing committees.

Section III.

Regular meeting s of the executive board may be held monthly during the school year the time to be fixed by the committee at its first meeting of the year. A majority shall constitute a quorum. Special meetings of the executive committee may be call be the co-chair(s) or a majority of the members of the committee. The purpose of the executive committee is to carry forward the work of the organization by providing a small representative group or handling certain details of business. Personnel duties, authority and time of meetings are defined by the bylaws.

Article IX.

Standing and Special Committees

Section I.

The following committees should exist:

- 1) Communications
- 2) Fundraising
- 3) Family Events
- 4) Staff Support

Section II.

The chairpersons/coordinators of all standing committees shall present plans of work to the executive committee. No committee work shall be under taken without the approval of the executive committee. An annual written report for the chairperson/coordinators of each committee shall be submitted and filed with the co-chairs elect for use by the succeeding committee.

Section III.

The power to form special committees and appoint their members rests with the executive board. Since a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done and its final report received.

Article X. Amendments

Section I.

These bylaws may be amended at any regular meeting of the executive board by a two-thirds vote of the members present and voting, provided notice of the proposed amendment shall have been given at the previous meeting.

A committee may be appointed to submit a revised set of bylaws as a substitute for these bylaws only by a majority vote at a meeting of the organization or by a two-thirds vote of the executive committee.

Article XI. Parliamentary Authority

Roberts Rules of Order Revised shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these laws.

Article XII.

Purpose Clause (as required by the Internal Revenue Service of any tax exempt organization)

The organization is organized exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

Inurement of income: No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, trustees or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered.

Article XIII.

Legislative or Political Activities

No substantial part of the activities of the organization shall be the caring of propaganda or other wise attempting to influence legislation and the organization shall not participate in or intervene (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Article XIV.

Operational Limitations

Notwithstanding any other provisions of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal Income tax under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law; or (b) by and organization. Contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1954 (or the correspond provision of any future United States Internal Revenue Law).

Article XV.

Dissolution Clause

Upon the dissolution of the organization, the organization shall, after paying or making provisions for the payment of all liabilities of the organization, dispose of all the assets of the organization exclusively for the purposes of the organization in such a manner, or to such organization or organizations organized and operated exclusively for charitable or educational purposes as shall at the time of qualify as an exempt organization of organizations under section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law) as the Board of Trustees shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the count in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purpose.

Revised
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