

# PARENT TEACHER ORGANIZATION

## CONSTITUTION

### ARTICLE I: NAME

**Section 1.** The name of this organization is the Parent Teacher Organization (PTO) of Wabasha Kellogg Elementary School, Wabasha, Minnesota. It is a Wabasha Kellogg Elementary School PTO program not under the authority or in association with state or national PTAs.

### ARTICLE II: PURPOSES

**Section 1.** The purposes of the Wabasha Kellogg Elementary PTO include, but are not limited to:

1. To promote the welfare of children and youth in home, school, and community.
2. To raise the standards of home life.
3. To bring into closer relation, the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
4. 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, and social education.

**Section 2.** The mission of the Wabasha Kellogg Elementary School PTO program is to implement positive and proactive communication among staff, parents and community while expanding use of community resources to assist and enrich the learning process; and are 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 "Internal Revenue Code").

### ARTICLE III: BASIC POLICIES (ORGANIZATIONAL POWERS)

**Section 1.** The following are basic policies of the Wabasha Kellogg Elementary School PTO program:

1. The organization shall be noncommercial, nonsectarian, and nonpartisan.
2. 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.

3. 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.
4. 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.
5. 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.
6. Upon the dissolution of the 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.
7. 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: MEMBERSHIP**

**Section 1.** Membership in the Wabasha Kellogg Elementary School PTO Program shall be made available without regard to race, color, creed, or national origin.

**Section 2.** The Wabasha Kellogg Elementary School PTO program shall conduct an annual enrollment of members but may admit individuals to membership at any time. The membership year shall be August 1 through July 31.

**Section 3.** The Elementary Principal and one elementary teacher representative shall at all times be active members.

**Section 4.** Membership in the association shall be limited to all parents, guardians, persons in parental relation, and designated persons to students currently attending Wabasha Kellogg Elementary School. Membership shall also be open to all teachers and staff currently employed at Wabasha Kellogg Elementary School. Persons interested in becoming a member need to contact the Elementary Principal or any board member or attend a PTO board meeting.

## **ARTICLE V: OFFICERS**

**Section 1:** The board shall be comprised the following elected officers: one president, one vice president, one secretary and one treasurer. Also on the board shall be the elementary principal, an elementary teacher representative and two members at large. An elementary student may also be a non-voting member of the PTO board.

**Section 2.** Each officer shall be a member of the Wabasha Kellogg Elementary School PTO program. No person shall hold any elective or appointive position in the Wabasha Kellogg Elementary School PTO program who is not a member in good standing.

**Section 3.** Election of officers will be held in February. This elected board shall serve the ensuing year.

**Section 4.** Officers shall be elected by ballot in the month of February.

**Section 5.** The vote shall be conducted by ballot, a simple majority shall elect. When there is only one candidate for an office, the election may be held by voice vote. In order to vote in the annual election of officers, an individual shall have been a member of this association for at least thirty (30) days.

**Section 7.** The following provisions shall govern the eligibility of individuals to be officers of the Wabasha Kellogg Elementary School PTO program:

1. No officer may be eligible to serve more than two consecutive terms in the same office.
2. 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.

**Section 8.** Officers shall assume their official duties following the close of the calendar school year, except the treasurer who shall assume that officer's duties at the close of the fiscal year. Officers, other than Treasurer, shall serve for a term of one year or until their successors are elected. The treasurer shall serve for a term of two years.

## **ARTICLE VI. LEGISLATIVE PROCESS**

**Section 1.** The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Wabasha Kellogg Elementary School PTO program in all cases in which they are applicable and in which they are not in conflict with the constitution and bylaws.

## **ARTICLE VII. STANDING COMMITTEES**

**Section 1:** The board may create any standing committees as it may deem necessary to promote the objectives and carry on the work of the membership. The chairmen of the standing (and special) committees shall be appointed by the officers of the PTO. The term of each chairman shall be  1  year(s) or until the selection of his successor.

**Section 2.** The chairman of each standing committee shall present a plan of work to the board for approval within  30  (number) days. No committee work shall be undertaken without the consent of the board.

**Section 3.** An auditing committee of not less than two (2) members may be appointed by the board at least two (2) weeks before the annual meeting. Persons authorized to sign checks are not eligible to serve on the auditing committee.

**Section 4.** The quorum of any committee shall be the majority of its membership.

## **ARTICLE VIII: REMOVAL FROM OFFICE/MEMBERSHIP**

**Section 1.** Any member of the board who ceases to meet the qualifications of office as listed in the bylaws or standing rules, or fails to carry out the duties of office may be removed from office by two-thirds vote of the board providing that proper procedures have been followed.

**Section 2.** Removal from office of any board member will follow these provisions:

1.  2  (number) consecutive unexcused absences shall be cause for removal from the board.
2. Inability to perform duties or ceasing to meet the qualifications of office shall be cause for removal.
3. The board shall meet in a special meeting with a quorum present to discuss and vote on the removal of a board member.
4. The board member shall return all materials associated with the position to one of the officers or principal within  3  working days.

# BY-LAWS

## ARTICLE I: ELECTION AND REPLACEMENT PROCESS

**Section 1.** The election and replacement process will be as follows:

1. The nominating committee shall be elected.
2. There shall be a nominating committee composed of three members who shall be elected by the Wabasha Kellogg Elementary Schools PTO program at a regular general membership meeting at least one month prior to the election of officers, as outlined in Article VI, Section 4.
3. The committee shall elect its own chairman.
4. The committee shall nominate an eligible person for each office to be filled and report its nominees at the regular general membership meeting in January, at which time additional nominations may be made from the floor.
5. Only those individuals who are current members of the Wabasha Kellogg Elementary School PTO program and who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

**Section 2.** A vacancy occurring in any office shall be filled for the un-expired term by a person elected by a majority vote of the board, notice of such election having been given. In case a vacancy occurs in the office of president, the vice president shall serve notice of the election.

## ARTICLE II: DUTIES OF OFFICERS

**Section 1.** The President shall:

1. Preside at all meetings of this Wabasha Kellogg Elementary School PTO program
2. Respond to all correspondence
3. Serve as an ex-officio member of all committees except the nominating and audit committee
4. Coordinate the work of the officers and committees of this Wabasha Kellogg Elementary School PTO program in order that the purposes may be promoted
5. Appoint a parliamentarian, if desired
6. Establish and publish meeting agenda.

**Section 2.** The Vice President shall:

1. Preside over PTO meetings in the place of the president
2. Represent the president upon request
3. Assume the presidential duties in the event that the president resigns.

**Section 3.** The secretary shall:

1. Record and preserve the minutes of all meetings of the Wabasha Kellogg Elementary School PTO program
2. Give public notice of meetings
3. Coordinate posting or distribution of minutes to official school website, newspaper, staff and bulletin board.
4. Be prepared to read the records of any previous meetings.
5. Preserve all records.
6. Have a current copy of the bylaws-constitution
7. Maintain a current membership list.

**Section 4.** The treasurer shall:

1. Have custody of the funds of this Wabasha Kellogg Elementary School PTO program
2. Maintain a full account of the funds of this Wabasha Kellogg Elementary School PTO program
3. Make disbursements as authorized by the president, board, or this Wabasha Kellogg Elementary School PTO program in accordance with the budget adopted by this Wabasha Kellogg Elementary School PTO program
4. Have vouchers signed by the committee chairman and either the president or vice president before presenting to the treasurer for payment;
5. Have checks signed by the treasurer and one other designated member (President, Vice President, or Principal).
6. Cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to the Wabasha Kellogg Elementary School PTO program
7. Provide a financial statement at each meeting
8. Present an annual report of the financial condition of the organization
9. Submit the books annually for an audit by an auditor or auditing committee of three members, selected by the board or executive committee, whose report shall be adopted by the general membership
10. Be responsible for preparing or having prepared IRS forms at the proper time

**Section 5.** All officers shall:

1. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president.
2. Turn over to another officer, without delay, all records, books, and other materials pertaining to their office, and shall return to the treasurer, without delay, all receipts and funds pertaining to their office upon the expiration of their term or in case of resignation.

## **ARTICLE III: COMMITTEES**

**Section 1.** Only members of this Wabasha Kellogg Elementary School PTO program shall be eligible to serve in any elective or appointive positions.

**Section 2.** The standing committees of this Wabasha Kellogg Elementary School PTO program shall include but not be limited to:

1. Family Social
2. Parent Volunteers
3. Fundraising
4. Recognition
5. Publicity
6. Marketing
7. Enrichments in Education
8. Nominating
9. Audit

**Section 3.** Special committees are created for a special purpose and automatically cease to exist when their work is done and the final report is received.

**Section 4.** The chairmen of committees shall be selected by the officers of the association and shall serve for a term of one year or until the selection of a successor.

**Section 5.** Either the president or the vice-president shall be a member ex officio of all committees except the nominating committee. Either the president or vice-president shall be notified of all committee meetings.

## **ARTICLE IV: GENERAL MEMBERSHIP (UNIT) MEETINGS**

**Section 1.** In general membership meetings, the right to offer motions, make nominations, speak in debate, and vote, shall be limited to members of this association.

**Section 2.** Regular meetings of the general membership of the Wabasha Kellogg Elementary School PTO program shall be held on the second Monday of the designated months at 6:30 P.M. Seven day's notice shall be given to the membership of any change of date. At least six regular meetings of this association shall be held during the school year.

**Section 3.** Special meetings of this Wabasha Kellogg Elementary School PTO program may be called by the president or by a majority of the board, seven days' notice having been given.

**Section 4.** Five members shall constitute a quorum for the transaction of business in any meeting of this Wabasha Kellogg Elementary School PTO program. Of the five members, three must be an officer and one must be the principal or his/her designee.

**Section 5.** The annual meeting shall be the last general membership meeting of the year, at which time annual reports shall be received and new officers installed. The annual meeting shall be held in May.

## **ARTICLE V: AGENDA STRUCTURE**

**Section 1.** Except where changed by majority vote of the Executive Board, the order of business observed at all meetings shall be as follows:

- A. Call to Order
- B. Reading and Approval of Minutes
- C. Treasurer's Report
- D. Principal's Report
- E. Committee Reports
- F. Old Business
- G. New Business
- H. Adjournment

## **ARTICLE VI: FISCAL YEAR**

**Section 1.** The fiscal year of the Wabasha Kellogg Elementary School PTO shall begin on July 1 and end on the following June 30.

## **ARTICLE VII: AMENDMENTS**

**Section 1.** These bylaws may be amended at any regular general membership meeting of the Wabasha Kellogg Elementary School PTO program by a two-thirds vote of those members present and voting, a quorum being present, provided that the proposed amendments have been provided to the membership 5 days prior to the meeting.

**Section 2.** If a complete revision of the bylaws is needed a committee may be appointed by a majority vote at a general membership meeting of this Wabasha Kellogg Elementary School PTO program, or by a two-thirds vote of the Wabasha Kellogg Elementary School PTO program

**Section 3.** Store receipts or invoice must be presented to PTO for reimbursement of prior approved expenses.



Bylaws Committee: \_\_\_\_\_  
(chairman) (member)

\_\_\_\_\_  
(member) (member)

\_\_\_\_\_  
(member) (member)

Bylaws Revised: \_\_\_\_\_ Bylaws Approved by Unit: \_\_\_\_\_  
(date) (date)