

**BYLAWS OF**  
**EXCELSIOR PTO Inc**

**ARTICLE I            NAME:**

Section 1:        This organization shall be named the Excelsior PTO Inc

**ARTICLE II            PURPOSE:**

Section 1:        To promote and enrich the education, welfare, and cultural awareness of Excelsior Elementary School students through educational programs and volunteer resources.

Section 2:        To provide a social community for the student body and their families.

Section 3:        To promote Excelsior Elementary School activities, open communication and cooperation among teachers, parents, the district, and the community.

Section 4:        To act as a not-for-profit fundraising body providing financial support in those areas where additional assistance may be needed to improve the quality of education for Excelsior students.

Section 5:        To offer services and supportive projects which enhance the elementary school experience.

**ARTICLE III            MEMBERSHIP AND DUES:**

Section 1:        Parents and/or guardians of all children attending Excelsior Elementary School and all faculty members shall be members in good standing of this organization.

Section 2:        There shall be no dues.

**ARTICLE IV            OFFICERS AND ELECTIONS:**

Section 1:        The Executive Officers shall be: President, Vice President, Secretary, Treasurer, Volunteer Chair(s) and Fundraising Chair(s).

- **A:** The President is the head officer of the Executive Board. The President works closely with the school Principal and is responsible for the management, supervision, and coordination of the business and ensures that all actions approved by the Executive Board are carried

out, as well as review and amend bylaws as necessary. The President presides over all meetings and represents the school at District and Board/Executive meetings. The President is an ambassador of Excelsior Elementary and should carry out the responsibility of being professional at all school and district functions. Specific responsibilities include setting the annual budget with the Treasurer in early spring and reviewing with principal, attending Coordinating Committee Meetings held biweekly, sending flowers and notes to staff for weddings, births, family deaths and any general thank-you notes as needed, and organizing and holding biannual meetings with committee chairpersons.

- **B:** The Vice President shall act as an aid to the president and shall perform the duties of the President in the absence or inability of that officer to serve. The Vice President participates in Executive Board meetings and district wide leadership meetings with the Superintendent. The Vice President oversees the writing of thank-you notes to Committee Chairperson(s) after the conclusion of an event. The Vice President oversees the staff appreciation committee and ensures a calendar is completed at the beginning of each school year to outline timing of thank-you gifts for specific staff events. The Vice President is strongly encouraged to serve as President after the current President two-year term ends unless extenuating circumstances exist.
- **C:** The Secretary attends all monthly meetings and Executive Board meetings and performs other duties as may be delegated. One week before all meetings, the secretary will coordinate with the office secretary to print and distribute meeting reminder stickers to students, and will coordinate with custodian to hang a 'PTO Meeting' sign at the school entrance. The Secretary records all minutes for Executive Board meetings and member meetings and gives typed/mailed copies of meeting minutes to the Newsletter Chairperson for each monthly Newsletter and to the Media Specialist for posting on the website. The Secretary works closely with the Media Specialist on the upkeep of the website including posting all updated information on Committee Chairpersons and upcoming events, meetings and volunteer opportunities.
- **D:** The Treasurer is responsible for the day-to-day maintenance of funds, including authorizing and making payments, making deposits and setting the annual budget with the President each spring. The Treasurer is also responsible for reconciling the money market and checking account on PTO Manager and ensuring that the Treasurer's balances agree with the bank's balances. The Treasurer authorizes and makes payments, makes deposits, oversees the two debit cards linked

to the checking account and collects and files all documentation for expenses and deposits on a weekly basis. In addition, the Treasurer is responsible for maintaining the budget on PTO Manager. The fiscal year for Excelsior PTO Inc. ends on June 30<sup>th</sup>. It is the Treasurer's job to contact the accountant and prepare and deliver all reports needed for the end of year taxes. After the tax documents have been prepared, the Treasurer will collect the signatures needed and mail/file them to the State of Minnesota and the IRS. The Treasurer is also responsible for mailing a tax receipt for all cash donations that have been made to Excelsior PTO Inc. The Treasurer shall attend all Executive Board meetings and give monthly updates as needed on budget questions and issues.

- **E:** The Volunteer Chair(s) shall recruit volunteers for Excelsior Elementary PTO Inc programs, events, fundraisers, projects, and staff needs throughout the school year. Solicitation is done via PTO Manager (software on the school web site) for most events. For those events early in the school year, distribution of the "Volunteer Opportunities" forms in both the spring and fall and at the Fall Ice Cream Social is helpful. The Volunteer Chair(s) is responsible for organizing the Ice Cream Social (setting up tables with information for early event sign-up, coordinating with School Supplies distributors/chair, set up for sale and distribution of ice cream and collecting reading calendars), and for training Chairperson(s) how to access and recruit volunteers using the PTO Manager software. In early spring, the Volunteer Chair(s) shall present to the Executive Board a list of committee chairperson(s) for the following school year for review and discussion on any remaining openings. The complete list of committee chairperson(s) is to be presented to the Executive Board at the first Board meeting in September. Other responsibilities include monitoring volunteer hours and reporting totals to the Minnetonka district. The volunteer coordinator shall attend all Executive Board meetings.
- **F:** The Fundraising Chair(s) are responsible for researching and proposing fundraising activities to the Executive Board. They will work with vendors to determine potential funds to be raised from various venues and work with the Treasurer and Board to match funding to the operating budget. The fundraising chair(s) shall attend all Executive Board meetings.

- Section 2: The Officers shall be nominated by a Nominating Committee. The Nominating Committee shall consist of the school principal, current PTO President, and a previous Executive Board Member not currently in office.
- Section 3: The slate of nominations shall be presented at the April meeting. Those interested in being considered for nomination shall complete an application made available in March. All applications shall be reviewed by the Nominating Committee and selection shall be based on merit, experience and dedication to the duties of the office(s).
- Section 4: Officers shall be elected at the May meeting and assume the official duties at the close of the school year.
- Section 5: Executive Board Officers shall serve no more than two consecutive years in the same position. If an Executive Board position cannot be filled, the outgoing officer may be asked to serve an additional term(s).
- Section 6: Any Executive Officer wanting to remain in their position on the Executive Board after their two year term must re-apply for that position.
- Section 7: The president shall appoint a person to fill a vacancy occurring in any un-expired term of office. In the event a vacancy occurs in the office of president, the vice-president shall serve in that capacity.
- Section 8: Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given upon approval by the school principal.
- Section 9: Whereby family members cannot serve simultaneously on the Executive Board at any time.

## **ARTICLE V**

### **MEETINGS:**

- Section 1: The meetings shall be held each September, October, November, January, February, March, April and May. Additional meetings shall be called as necessary. Meeting dates are set in the spring prior to the new school year by the president and school secretary.
- Section 2: All meetings shall be open to all.

Section 3: The guidelines for bringing motions and voting are as follows. A motion is a formal proposal presented from the floor. Any member present can make a motion or second a motion. All motions must be seconded for a vote. Discussion may follow if necessary before a vote is taken. The President(s) will call for a vote. All members present at the time the vote is taken are eligible to vote. Simple majority will carry the motion. No absentee or proxy voting.

Section 4: The quorum shall be 10 members of the organization.

## **ARTICLE VI EXECUTIVE BOARD:**

Section 1: The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, Volunteer Chair(s), Fundraising Chair(s) and school Principal.

Section 2: The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies relating to the success of organization's Purpose (see Section 2), create standing and temporary committees, prepare and submit a budget, approve routine bills, and prepare reports and recommendations.

Section 3: The Executive Board meetings shall be held each September, October, November, January, February, March, April and May. Additional meetings shall be called as necessary.

Section 4: Half the number of the board members plus one constitutes a quorum.

Section 5: Removal and vacancies. See Article IV Sections 7 and 8.

## **ARTICLE VIII COMMITTEES:**

Section 1: Committees may consist of members and board members, with the president acting as an ex-officio member of all committees.

Section 2: The following committees are currently held by the organization: Art Adventure, Artists in Residency, Book Fair, Books for Bikes, Box Tops/Milk Caps, Bulletin Boards, Bus Riders, 5<sup>th</sup> grade Recognition, 1<sup>st</sup> grade Lunch Line, Chinese New Year, End of Year Picnic, Environmental Club, Family Movie Night, Fit For Life, Gardening, Grand-Friend's Day, Health Screening, Holiday Secret Shop, Ice Cream Social, Imagination Fair, I Love To Read, Jr. Great Books, Kid's Vote, Legislative Liaison, Literary Magazine, Media Center, Hospitality, New Family Welcome,

Newsletter, Office Assistant, Pancake Breakfast, Parent Education/Tonka Cares, Pick- Up Lane, School Store, School Supplies (Pre-Orders), School Directory, Service Projects, Silent Auction/Parent's Night Out, Spaghetti Dinner, Staff Appreciation, Student Newspaper, TONKA PRIDE, UPonGreen, Wednesday Packets, World Culture Day and Yearbook.

- Section 3: The Executive Board may appoint and/or amend additional committees as needed.
- Section 4: Current Committee Chairpersons will have first opportunity to chair their committee for the following school year, unless said chair has acted inappropriately or misused organizations funds as determined by the Executive Board.
- Section 5: There will be no term limits on how long a volunteer can chair a committee.

**ARTICLE IX COLLECTION OF FUNDS:**

- Section 1: The annual fundraising plan, as developed by and approved by the Executive Board, will be presented at the first scheduled meeting of the school year and voted on by those members present.
- Section 2: The annual fundraising plan may be amended by the Executive Board and presented at the next regularly scheduled meeting and voted on by those members present.
- Section 3: All monies collected for the organization at any function or by any committee must be verified and deposited by the treasurer the next business day after said event concludes. Monies kept overnight must be locked in the school safe. If an event is held off-site, the money must be turned in to the treasurer the next business day.

**ARTICLE X FINANCES:**

- Section 1: The annual budget shall be approved by a majority vote of the Executive Board at the second (October) Executive Board meeting of the school year and presented to the members at the second General PTO Meeting of the school year.
- Section 2: The annual budget may be amended by a majority vote of the Executive Board.
- Section 3: The treasurer shall keep accurate records of any disbursements, income, and bank account information.

- Section 4: The Executive Board shall approve all expenses of the organization.
- Section 5: One authorized signature shall be required on each check, with invoice approval sign-off by the President or Vice President. Authorized check signers shall be the President or Treasurer.
- Section 6: A minimum of one-fourth (1/4) of the current year's budget will be left as a reserve fund balance for the next year. If excess funds are available, all funds in excess of one-third (1/3) of the current year's budget must be spent by June 30<sup>th</sup> of that school year or allocated for use in the following school year's budget.
- Section 7: Lump sum donations greater than \$2,500.00 are exempt from year-end allocation or spending requirements. Funds must be spent, however, within one calendar year.
- Section 8: Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.
- Section 9: The fiscal year shall coordinate with the school year. The fiscal year shall run July1-June 30.

#### **ARTICLE XI PARLIAMENTARY AUTHORITY**

"Robert's Rules of Order" shall govern meetings when they are not in conflict with the organizations bylaws.

#### **ARTICLE XII STANDING RULES**

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

#### **ARTICLE XIII DISSOLUTION**

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at a meeting.

**ARTICLE XIV      AMENDMENTS**

These bylaws may be amended at any regular or Executive Board meeting, providing that previous notice was given in the monthly newsletter sent to all Excelsior Elementary parents. Amendments will be approved by a two-thirds vote of those present.

By laws adopted \_\_\_\_\_ by \_\_\_\_\_