

**GROVELAND
PARENT TEACHER ASSOCIATION
01598194
BYLAWS
ADOPTED 3/10/2008**

ARTICLE I.

NAME

The name of this organization shall be the Groveland Parent-Teacher Association (PTA), Minnetonka, Minnesota. It is a local PTA unit organized under the authority of the Minnesota Congress of Parents, Teachers, and Students (the Minnesota PTSA), a branch of the National Congress of Parents and Teachers (the National PTA.)

ARTICLE II

ARTICLES OF ORGANIZATION

[For explanation of ** and #, see Article V Section 10]

The articles of organization of constituent organization include (a) the bylaws of such organization and (b) the certificate of incorporation or articles of incorporation of such organization (in cases in which the organization is a corporation) or the articles of association by whatever name (in cases in which the organization exists as an unincorporated association).

ARTICLE III

PURPOSES

- Section 1. The Purposes of the Groveland PTA in common with those of the National PTA and the Minnesota PTSA are
- a. To promote the welfare of children and youth in home, school, community, and place of worship,
 - b. To raise the standards of home life,
 - c. To secure adequate laws for the care and protection of children and youth,
 - d. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth, and
 - e. 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, social, and spiritual education.

- Section 2. The Purposes of the National PTA, the Minnesota PTSA, and the Groveland PTA are promoted through advocacy and educational programs directed toward parents, teachers, and the general public; are developed through conferences, committees, projects and programs; and are governed and qualified by the basic policies set forth in Article IV.
- 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 IV

BASIC POLICIES

The following are basic policies of the Groveland PTA in common with those of the National PTA and the Minnesota PTSA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. 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.
- c. 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 their activities to attempting to influence legislation by propaganda or otherwise.
- d. The organization shall work with the schools 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.
- e. The organization shall not enter into membership with other organizations except such international or national organizations as may be approved by the National PTA Board of Directors. The Minnesota PTSA or any of its divisions may cooperate with other organizations and agencies concerned with child welfare, but a PTA/PTSA representative shall make no commitments that bind the group that he/she represents.
- f. 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 III hereof.

- g. 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.
- h. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundations, or organizations which have established their tax exempt status under Section 501 (C) (3) of the Internal Revenue Code.

ARTICLE V

RELATIONSHIP WITH STATE AND NATIONAL

Section 1. ** This PTA shall be organized and chartered under the authority of the Minnesota PTSA in the area in which the local PTA functions, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the Minnesota PTSA may in its bylaws prescribe. The Minnesota PTSA shall issue to this PTA an appropriate charter evidencing the due organization and good standing of this PTA.

A local PTA in good standing is one which:

- a. Adheres to the Purposes and basic policies of the PTA;
- b. Remits the national portion of the dues through the state PTSA to reach the national office by dates designated by the National PTA;
- c. Has bylaws approved according to the procedures of each state; and
- d. Meets other criteria as may be prescribed by the individual state PTSA. (See State Bylaws, Article VI, section 13)

Section 2. A local unit not meeting any part of the criteria stated in Article V, section 1 may be considered a unit not in good standing by the Minnesota PTSA, and may be subject to withdrawal of its charter.

** **Section 3.** This PTA shall adopt such bylaws for the government of the organization as may be approved by the Minnesota PTSA. Such bylaws shall not be in conflict with the Bylaws of the National PTA or the bylaws of the Minnesota PTSA.

** **Section 4.** This PTA shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization including, specifically, the number of its members, the dues collected from its members, and the amounts of dues remitted to the Minnesota PTSA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Minnesota PTSA or, where directed by the committee on State and National relationships, by a duly authorized representative of the National PTA.

**** Section 5.** The charter of this PTA shall be subject to withdrawal and the status of such organization as a PTA unit shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the Minnesota PTSA. (See State Bylaws, Article VI, section 17 and Article XVIII, Section 5).

**** Section 6.** This local PTA is obligated, upon withdrawal of its charter by the Minnesota PTSA:

- a. To yield up and surrender all of its books and records and all of its assets and property to the Minnesota PTSA or to such agency as may be designated by the Minnesota PTSA, or to another local PTA/PTSA organized under the authority of the Minnesota PTSA;
- b. To cease and desist from the further use of any name that implies or connotes association with the National PTA or the Minnesota PTSA or status as a constituent organization of the National PTA; and
- c. To carry out promptly, under the supervision and direction of the Minnesota PTSA all proceedings necessary or desirable for the purpose of dissolving such local PTA.

**** Section 7.** This PTA shall collect dues from its members and shall remit a portion of such dues to the Minnesota PTSA as provided in Article VI, Section 6..

**** Section 8.** Only members of a local PTA/PTSA who have paid dues for the current membership year may participate in the business of that association.

**** Section 9.** The members of the nominating committee for officers of a constituent organization shall be elected by the membership, Board of Directors/Managers, Executive Board, or Executive Committee.

**** Section 10.** Each local PTA/PTSA shall include in its bylaws provisions of the bylaws of the National PTA (double star **) and the Minnesota PTSA (Pound sign #).

Section 11. Local PTA/PTSA units must have a minimum of twenty (20) paid memberships to remain a branch of the Minnesota PTSA and the National PTA.

Section 12. Local PTA/PTSA units shall elect officers for the following school year and submit their names to the Minnesota PTSA Office before June 15.

Section 13. A local PTA/PTSA may disaffiliate or dissolve from the Minnesota PTSA and National PTA and conclude its business in the following manner:

- a. The Executive Committee or other body that, under its bylaws manages the business of the local PTA/PTSA shall adopt a resolution recommending that the local PTA/PTSA be dissolved and directing that the question of such dissolution be submitted to a vote at a special meeting of members having voting rights. Written or printed notice stating that the purpose of such meeting is to consider the advisability of dissolving the local PTA/PTSA shall be given thirty (30) days prior to the date of such meeting.
- b. Written notice of the adoption of such resolution, accompanied by a copy of the notice of the special meeting of members, shall be given to the president of the Minnesota PTSA at least twenty (20) days before the date fixed for such special meeting of the members.

- c. Only those persons who were members in good standing of the local PTA/PTSA on the date of the adoption of the resolution and who continue to be members in good standing on the date of the special meeting shall be entitled to vote on the question of dissolution.
- d. Approval of dissolution of the local PTA/PTSA shall require the affirmative vote of at least two-thirds of the members present and entitled to vote at the special meeting. The required quorum is that established by the local unit bylaws.
- e. Immediately upon adoption of a motion to disaffiliate or dissolve, the unit shall cease to be a PTA/PTSA. The Minnesota PTSA shall act immediately to withdraw the unit charter and the unit shall proceed to conclude its business according to charter withdrawal provisions in Article V, sections 5 and 6..

Section 14. The Minnesota PTSA shall have the authority to withdraw the charter of a defunct local unit or council.

Section 15. The Executive Committee (of the Minnesota PTSA) shall have the authority to withdraw the charter of a local unit or council which has not acted to dissolve or disaffiliate but which has become defunct. A local unit or council shall be considered to be defunct when all of the following occur:

- a. No dues have been submitted to the Minnesota PTSA for a period of at least 18 calendar months despite requests and reminders
- b. For a period of at least one year, there has been no president or vice-president or president-elect with whom the PTSA office is able to establish contact
- c. There has been no official meeting of the unit or council for at least 18 months
- d. There is no body of PTA/PTSA members belonging to that unit or council who can legitimately be seen to be acting on its behalf in order to follow the usual dissolution or disaffiliation process.

When a local unit or council seems to be defunct, the Executive Committee shall take such steps as it deems appropriate to verify the status of the unit or council. If the committee determines that the unit or council is, in fact, defunct, it shall proceed to withdraw the charter and conclude its business in the prescribed manner (See State Bylaws, Article XVIII, Section 5.)

ARTICLE VI - MEMBERSHIP AND DUES

**** Section 1.** Every individual who is a member of this PTA is, by virtue of that fact, a member of the National PTA and of the Minnesota PTSA by which such local PTA is chartered and is entitled to all the benefits of such membership.

**** Section 2.** Membership in PTA shall be open, without discrimination, to anyone who believes in and supports the mission and purposes of National PTA.

**** Section 3.** This PTA shall conduct an annual enrollment of members but may admit persons to membership at any time.

**** Section 4.** Each member of this PTA shall pay annual dues as may be determined by the organization. The amount of dues shall include the portion payable to the state PTSA as determined by the state, and the portion payable to the National PTA as recommended by the board of directors and approved by a two-thirds (2/3) majority of the voting body at the National PTA Annual Convention.

**** Section 5.** Changes in the amount of the state portion of each member's dues shall be recommended by the board of directors and approved by a two-thirds (2/3) majority of the voting body at the Minnesota PTSA Annual Convention.

**** Section 6.** The state and national portions of the dues paid by each member of a local PTA/PTSA shall be set aside by the local PTA/PTSA and remitted to the Minnesota PTSA on a monthly basis.

Section 7. The Minnesota PTSA membership year extends from July 1 through June 30. Local units shall establish their own membership year.

ARTICLE VII.

OFFICERS AND THEIR ELECTION

- Section 1. ****** Each officer, board member, and committee chair shall be a member of this PTA.
- Section 2. Notice announcing officer openings shall be published on or before March 1st of the preceding school year in the school newsletter. Officers shall nominate themselves or be nominated by another member of this organization.
- Section 3. The Principal and faculty representative shall be honorary PTA Board members and shall not be elected.
- Section 4. The PTA Board shall be responsible for the management and direction of the business of the PTA.
- Section 5. The PTA Board shall consider all nominations for officers and shall select the slate for approval. Officers shall be elected at the last regular scheduled PTA meeting of the school year and assume the official duties at the close of the school year.
- Section 6. A vacancy occurring in any office shall be appointed by the President for the un-expired term. In the event a vacancy occurs in the office of the President, the Vice President shall serve in that capacity.
- Section 7. The President, Vice President, Secretary, Treasurer, Principal and Past President shall comprise the Executive Committee.

ARTICLE VIII

DUTIES OF THE EXECUTIVE COMMITTEE OFFICERS

- Section 1. The President shall preside at all meetings of the organization and perform other duties as prescribed in these by-laws; this person shall coordinate the work of the officers and committees, help prepare the annual budget, communicate matters of special interest to the Principal, contribute to the newsletter, and represent the PTA at District functions. The incoming President shall review the by-laws during his/her term and present revisions for consideration by the Board. The President shall serve a term of no longer than 1 year and will serve as Past President for the following year.
- Section 2. The Vice President shall act as an aide to the President and shall perform the duties of the President in the absence or inability of that officer to serve. The Vice President shall coordinate the Enrichment Fund and the Executive Board shall review all guidelines for the fund. The Vice President will retain the most current three years of enrichment fund files. The Vice President will serve as President for the year following that of Vice President and as Past President for the third year.
- Section 3. The Secretary shall record the minutes of all PTA board meetings and shall post all minutes on the PTA bulletin board. The secretary shall record the minutes of the PTA Executive Board meetings and distribute to the PTA Executive Board. A two-year term is recommended for this position.
- Section 4. The Treasurer shall help prepare the annual budget, receive all monies of the organization, pay PTA bills, manage the petty cash, record all activity (deposits and payments) in the ledger book, provide change for and deposit money after all fundraisers, present a financial statement at every meeting of this organization and make a full report at the May meeting. A two-year term is recommended for this position.

ARTICLE IX.

LIAISONS

- Section 1. Liaisons may include but not be limited to School Board, High Potential, Science/Technology, Parent Communication Network/Parent Education, Community Action for Student Education (CASE), and Parents and Special Education Advisory Council (SEAC).
- Section 2. These persons shall report to the PTA significant items under consideration by the respective organization.
- Section 3. The School Board Liaison shall attend or coordinate attendance at School Board meetings.
- Section 4. The Science/Technology Liaison shall attend or coordinate attendance at Groveland Technology Committee meetings.

ARTICLE X.

STANDING AND SPECIAL COMMITTEES

- Section 1. Standing committees may include but not be limited to Volunteer Coordinator, Staff Appreciation, Character Counts, Newsletter, Parent Education and Room Reps/New Families.
- Section 2. Special committees may include but not be limited to Birthday Bulletin Board, Imagination Fair, Cultural Arts, Book Club, School Start-Up, Art Adventure, Media Center, Yearbook, Directory, Multicultural Week, Computer Club, Outdoor classroom, and Penguin Publishing and Tonka Pride Recognition.
- Section 3. Committees involved in the raising of funds may include but not be limited to Sally Foster Gift Wrap, Food Perspectives, Family Fun Night, Spaghetti Dinner, Target Credit Card, Used Book Sale, Book Fair, Boxtops for Education, Tonka Pride Apparel and a Spring Fundraiser.
- Section 4. One committee person for the above named Committees shall provide progress reports at PTA meetings as necessary, provide articles to the newsletter as necessary, and shall compile an event report as well as a job description to the following years' incoming members. Committee work should not be undertaken without consent of the board.
- Section 5. Such additional standing and/or special committees may be formed as deemed necessary to promote the objectives and carry on the work of the organization.
- Section 6. All PTA board officers shall be responsible for the planning and execution of PTA activities and the disbursement of funds and shall deliver to their successors all official material within thirty (30) days following the meeting at which they are reappointed.

ARTICLE XI.

MEETINGS AND ELECTIONS

- Section 1. The Groveland PTA general meetings shall be held each month, except for the month of December, during the school year or as agreed to by the board at a time determined to allow the most people to attend. Written notice of each meeting of the PTA, stating the date, time, and place of the meeting, shall be published at least seven days prior to the meeting.
- Section 2. Executive meetings shall be planned monthly at the beginning of the year and added as deemed necessary. The Exec committee shall meet prior to each regularly scheduled PTA meeting.
- Section 3. The final slate of candidates for the new Board shall be presented by the current year Vice President at the last regularly scheduled PTA meeting of the school year and voted on by the PTA members present.

- Section 4. When voting on PTA matters, the majority of the members present shall rule.
- Section 5. ** Ten (10) members shall constitute a quorum for the transaction of business in any meeting of this association.
- Section 6. At any meeting of the PTA members or Executive Committee an affirmative vote of a majority of those present at the meeting is necessary for any action. Upon the request of any Member the vote on any motion may be taken by written ballot.
- Section 7. The PTA President may cast the deciding vote on any action of the Members in which the vote has resulted in a tie.
- Section 8. # Proxy voting shall not be allowed by the Minnesota PTSA or any of its constituent organizations.

ARTICLE XII.

COUNCIL ORGANIZATIONS

- Section 1. # Where there are three or more units within a school district, county or city, or in close proximity, these units may be authorized by the Minnesota PTSA to organize into councils for the purpose of conference, leadership training and coordination of the efforts of the local PTA/PTSA units.
- Each council shall adopt such bylaws for its government as may be approved by the Minnesota PTSA. Only congress units may be members of a council. Councils shall not legislate for local units.
- Section 2. # The Minnesota PTSA shall have authority to withdraw the charter of a defunct council. (See State Bylaws, Article V, Section 5)

ARTICLE XIII.

FISCAL YEAR

The fiscal year of this association shall begin on July 1 and end on the following June 30.

ARTICLE XIV.

PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the National PTA and its constituent organizations in all cases in which they are applicable and in which they are not in conflict with these bylaws and the Bylaws of the National PTA, or the articles of incorporation.

ARTICLE XV.

AMENDMENTS

- Section 1. # These bylaws may be amended at any regular meeting of the association by a two-thirds vote of the members present and voting, provided that:
- a. Notice of the amendment has been given at the previous regular meeting or in writing thirty days prior to the meeting at which the amendment is moved,
 - b. A quorum has been established at the meeting, and
 - c. The proposed amendment shall be subject to approval by the state PTSA.
- Section 2. A committee may be appointed by a majority vote of the association or by two-thirds vote of the executive board to submit a revised set of bylaws as a substitute for the existing bylaws. The requirements for adoption of a revised set of bylaws shall be the same as for an amendment.
- Section 3. # Submission of amendments or revised bylaws for approval by the state PTSA shall be in accordance with the bylaws and regulations of the state PTSA.

ARTICLE XVI.

RECORDKEEPING AND LIABILITY

Correct and complete copies of these bylaws, accounting records and minutes of meetings shall be kept by the PTA at Groveland Elementary. Any Member may inspect any records of the PTA for any proper purpose at any reasonable time.

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