

PINEWOOD PTA  
BYLAWS  
Approved November 2007

ARTICLE I – Name

The name of this organization is the Pinewood Parent-Teacher Association (Pinewood PTA), Mounds View, 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

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 Pinewood PTA in common with those of the National PTA and the Minnesota PTSA are:

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

To raise the standards of home life.

To secure adequate laws for the care and protection of children and youth.

To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.

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 Pinewood 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 Pinewood PTA in common with those of the National PTA and the Minnesota PTSA:

The organization shall be noncommercial, nonsectarian, and nonpartisan.

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.

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.

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.

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.

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.

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.

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:

Adheres to the Purposes and basic policies of the PTA;

Remits the national portion of the dues through the state PTSA to reach the national office by dates designated by the National PTA;

Has bylaws approved according to the procedures of each state; and

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:

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;

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

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:

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.

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.

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.

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.

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:

No dues have been submitted to the Minnesota PTSA for a period of at least 18 calendar months despite requests and reminders

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

There has been no official meeting of the unit or council for at least 18 months

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.

Section 8. The Pinewood PTA membership year extends from August 1 through July 31.

#### ARTICLE VII - OFFICERS AND THEIR ELECTION

\*\* Section 1. Each officer and board member shall be a member of this PTA.

Section 2. The officers of this organization shall consist of a president (or co-presidents), vice-president [or co-vice presidents], a secretary, and a treasurer.

Section 3. All officers, except the president(s), shall be elected by ballot in the month of May. If there is but one nominee for any office, election for that office may be by voice vote.

Section 4. The president(s) is the previous year's vice president(s). No election is necessary, unless the vice-president(s) is unable to assume the duties of president.

Section 5. Officers shall assume their official duties on August 1, and shall serve for a term of one year or until their successors are elected. The vice-president(s) has a one year term as vice present(s), and a one year term as president(s).

Section 6. A person shall not be eligible to serve more than two consecutive terms as president (if there is no vice-president during their first term), or more than three consecutive terms as secretary or treasurer.

Section 7. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the executive board, 10 days 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 VIII – DUTIES OF OFFICERS

Section 1. The president(s) shall:

- a. Preside at all meetings of the association;

- b. Be kept informed of committee plans by the committee chairpersons, but shall not chair any committee;
- c. Coordinate the work of the officers and committees of the association in order that the Purposes may be promoted;
- d. Register all new officers with the MN PTA before as required;
- e. Perform such other duties as may be prescribed in these bylaws or assigned by the association;
- f. Be ex-officio member of all committees

Section 2. The vice-president(s) shall:

- a. Act as aide(s) to the president(s).
- b. Perform the duties of the president in the absence or inability of that officer to serve;
- c. Perform such other duties as may be assigned by the association;
- d. Upon expiration of the term of office, shall automatically assume the duties of the president(s) for the following fiscal year.

Section 3. The secretary shall:

- a. Record the minutes of all meetings of the association and if unable to attend a meeting, will find a substitute;
- b. Bring said minutes, plus all previous minutes for that fiscal year, to each meeting;
- c. Coordinate maintenance of an up-to-date membership list with assistance of membership chairperson
- d. Handle correspondence as needed
- e. Perform other duties as assigned;
- f. Distribute unapproved version of general meeting minutes to the board within one week of meeting

Section 4. The treasurer shall:

- a. Have custody of all the funds of the association;
- b. Keep a full and accurate account of receipts and expenditures;
- c. Make disbursements as authorized by the executive board, or association in accordance with the budget adopted by the association;
- d. Have checks or vouchers signed by two authorized persons;
- e. Present a financial statement at every meeting of the association and at other times when requested by the executive board (if unable to attend a meeting, will have the financial statements available);
- f. Be responsible for the maintenance of all financial records as conform to the requirements of Article V, Section 4 of these Bylaws and State Bylaws, Article VI, Section 5;
- g. Have the accounts examined annually or upon change of officers by an auditor or an auditing committee of not fewer than three members, who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report (the auditor or auditing committee shall be selected by the executive board);
- h. File necessary tax returns for fiscal year end and any other governmentally required forms to maintain charitable and non-profit status;
- i. Establish budget committee to develop and propose next year's budget;
- j. Communicate fund request criteria (as approved by board) and make available request for funds forms;
- k. Provide committee chairpersons with tax exempt number if requested;
- l. Perform other duties as assigned.

Section 5. All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, without delay, all records, books, and other materials pertaining to the office, and shall return to the treasurer, without delay, all funds pertaining to the office.

## ARTICLE IX – EXECUTIVE BOARD (also referred to as 'board')

Section 1. Each executive board member shall be a member of the PTA. (See Article VII, Section 1).

Section 2. The executive board shall consist of the officers of the association, the VIP (Volunteers in Pinewood) Coordinator(s), the Parent at Large, and the principal of the school.

Section 3. The duties of the executive board shall be:

- a. To transact necessary business in the intervals between association meetings and other such business as may be referred to it by the association.
- b. To approve standing and special committee chairpersons;
- c. To present at the regular meetings of the association a report of business undertaken by the executive board;
- d. To select an auditor or an auditing committee to audit the treasurer's account;
- e. Following the recommendations of the budget committee, to prepare and submit to the association for adoption a budget for the year.
- f. To approve necessary expenditures, not exceeding \$200.00 per request or \$500.00 per year, in the intervals between association meetings;
- g. To establish fund request criteria and approve the 'Request for Funds' form;
- h. To approve the plans of work of the standing committees;
- i. To create or eliminate such standing committees, as it may deem necessary, to promote the Objects and carry on the work of the association.

**\*\*Section 3.** A PTA member shall not serve as a voting member of a constituent organization's board at the local, council district, region, state or national level while serving as a paid employee of, or under contract to, that constituent organization.

Section 4. A majority of the executive board members shall constitute a quorum. All decisions of the executive board must be approved by a majority of the board members present at the meeting. Special meetings of the executive board may be called by the president or by a majority of the members of the board, 4 days' notice being given.

~~All decisions of the executive board must be approved by a majority of the board members present at the meeting (4 days advance notice given that decision will be made) or if a decision is made without a meeting by 2/3 of the entire board;~~

Section 5. Regular meetings of the executive board shall be held during the school year, the time to be fixed by the board at its first meeting of the year. Special meetings of the executive board may be called by the president or by a majority of the members of the board, 4 days' notice being given.

**Section 6. The Executive Board may have a motion and vote on business between board meetings using e-mail process only by following Board Policy for E-mail policy approved by the general membership.**

## ARTICLE X – VIP COORDINATOR(S) & COMMITTEE CHAIRPERSONS

# Section 1. Only members of the association shall be eligible to serve in elected or appointed positions.

Section 2. The term of the VIP (Volunteers in Pinewood) Coordinator(s), and each committee chairpersons shall be one year or until the selection of a successor (but not to exceed three years).

Section 3. The duties of the VIP Coordinator(s) shall be:

- a. To coordinate all standing committee chairpersons;
- b. To remain informed of all committee plans as they relate to need for volunteers;
- c. To maintain all chairpersons' event "documentation;"
- d. To prepare volunteer sign-up sheet for the beginning of each fiscal year and coordinate volunteer needs as needed throughout the year;

Section 4. The chairperson of each standing committee shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the board.

Section 5. The duties of the Committee Chairpersons shall be:

- a. To be ready to give a brief report at each regular meeting of the association;
- b. To delegate duties to committee members;
- c. To keep the president & VIP coordinator(s) informed of committee plans;
- d. To bring major decisions before the executive board;
- e. To adhere to their budget, and submit all receipts and expenses to the treasurer in a timely manner;
- f. To complete event "documentation" and forward to the VIP Coordinator(s).

## ARTICLE XI – MEETINGS

Section 1. Regular meetings of the association:

- a. Shall be held once a month during the school year (except during the month of December), unless otherwise provided by the association or by the executive board, 8 days notice having been given of change of date;
- ~~b. New business shall be limited to a maximum of 10 minutes on each item. If a decision has not been reached at that time, discussion may carry over to the next meeting;~~
- ~~c. All decisions by Pinewood PTA shall be made by a simple majority;~~
- ~~d. All decisions by Pinewood PTA are final and may not be changed without 2/3 approval of the membership present; notice of the amendment shall be given at the previous regular meeting or in writing twenty days prior to the vote.~~

Section 2. Special meetings of the association may be called by the president or by a majority of the executive board, 8 days notice having been given.

Section 3. The election of officers shall be held in May; nominations shall be made in April.

~~# Section 4. Four (4) members present at the meeting shall constitute a quorum for the transaction of business in any meeting of this association.~~

~~# Section 5. Proxy voting shall not be allowed by the Minnesota PTSA or any of its constituent organizations.~~

Section 6. Approval of the budget shall be in May; a budget proposal shall be presented in April.

## ARTICLE VII – 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

Section 1. The fiscal year of this association shall begin on August 1 and end on the following July 31.

Section 2. Officers shall assume their official duties on August 1, and shall serve a term of one year or until their successors are elected. The vice-president(s) has a one year term as vice president(s), and a one year term as president(s).

### \*\*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.

### APPENDIX

\*\* required by National PTA

# required by MN PTA