

BASSWOOD PARENT TEACHER ORGANIZATION BYLAWS

ARTICLE I – NAME

Basswood Parent Teacher Organization or Basswood PTO
Maple Grove, Minnesota

ARTICLE II -- ARTICLES OF ORGANIZATION

See attached documents for Articles of Organization.

ARTICLE III – ORGANIZATION MISSION

The mission of the Basswood PTO is to foster communication between the school and its families, to involve Basswood parents in our school community, to enhance the educational environment and positively affect the school culture in alignment with school needs and goals.

The above mission is achieved via fundraising efforts, volunteering commitment and successful partnerships with school administrators/staff.

Basswood PTO is an educational organization in accordance with IRS code 501(c)(3).

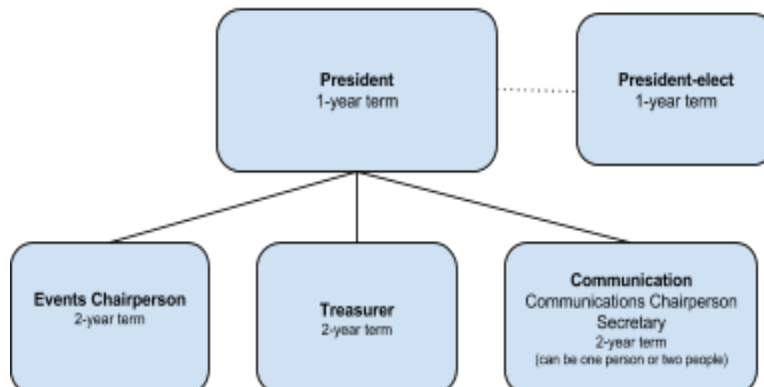
ARTICLE IV – MEMBERSHIP AND DUES

Every parent or guardian of enrolled students and every staff member of Basswood Elementary is an automatic member of the PTO. Every parent or guardian of incoming enrolled students (of the upcoming school year) is a member of the PTO Organization (hereafter known as “the Organization”). There are no membership dues.

ARTICLE V – OFFICER ELECTIONS

Section 1. The Officers of this Organization shall consist of a President, Vice President, Treasurer, Events Chairperson, Communications Chairperson and Secretary.

Basswood PTO Executive Board



See Article VI for description of Officer roles/duties.

Section 2. The nominations for officers will be accepted annually. The current members of the Executive Board will communicate open positions to all PTO members. All parents and guardians are encouraged to vote. If there is but one nominee for any office, election for that office may be made by voice vote.

Section 3. An Officer shall assume his/her official duties May 1st, and shall serve for a term of one year (President and President-elect) or two years (all other positions) or until that Officer's successor is elected. Current Officers will continue their term until the end of the current school year as a cross-over period. If an Officer should choose to continue their service after their term, and is elected, they will be elected for one year at a time. The Treasurer will serve his/her term until the fiscal year end of June 30th, or until all required tax forms are filed, whichever comes first.

Section 4. Only those persons who have signified their consent to serve (if elected) shall be nominated for, or elected to, office as long as they are a member in good standing.

ARTICLE VI – DUTIES OF OFFICERS

Section 1. The President shall:

- A. Serve a one-year term with option for re-election.
- B. Preside at all meetings of the Organization.
- C. Foster positive relationships with Basswood administration and staff.
- D. Be an ex-officio member of all committees.
- E. Ensure that work of the Officers and committees of the Organization are aligned with the mission of the Organization.

Section 2. The President-elect shall:

- A. Serve a one-year term (shadowing the current President)
- B. Fulfill role of President in short-term absence or long-term should the current President vacate mid-term.
- C. Attend all meetings of the Organization.
- D. Perform other duties as assigned.

Section 3. The Events Chairperson shall:

- A. Serve a two year term with option for re-election.
- B. Attend all meetings of the Organization.
- C. Oversee the planning process of all PTO Events.
- D. Recruit Event Chairpersons as needed.
- E. Serve as liaison to the Executive Board and Basswood staff for all event Chairpersons.
- F. Create and submit facility permits for all Events, including General PTO Meetings.

Section 4. The Secretary shall:

- A. Serve a two year term with option for re-election.
- B. Attend all meetings of the Organization.
- C. Record the minutes of all meetings of the Organization.
- D. Have access to a current copy of PTO Bylaws at each meeting.

Section 5. The Communications Chairperson shall:

- A. Serve a two year term with option for re-election.
- B. Attend all meetings of the Organization.
- C. Create and publish the PTO portion (page) of the Basswood Newsletter (monthly).
- D. Create and publish communications for the Basswood community regarding events, fundraisers and community news, sharing these stories via the Basswood PTO Facebook page (or other social media).
- E. Work with the Principal and Website Manager to update PTO information on the Basswood website as applicable.
- F. Work with Event Chairpersons and Volunteer Coordinator to create a timeline for communications via the Wednesday envelope and Facebook page.
- G. Brand all communications with the PTO logo, look and style.

Section 6. The Treasurer shall:

- A. Serve a two year term.
- B. Attend all meetings of the Organization.
- C. Maintain custody of all the funds of the Organization.
- D. Create an annual budget outlining all major income and expenditures, whereby said budget is approved annually at a predetermined General Meeting.
- E. Present a monthly financial statement to the Executive Board, at every General Meeting of the organization and at other times when requested by the Executive Board;
- F. Make disbursements as authorized by the President, Executive Board, or PTO in accordance with the budget adopted by the Organization.
- G. Be responsible for completion and filing of appropriate forms as may be required by Internal Revenue Service regulations no later than the date established by the regulations.
- H. Maintain financial records for seven (7) fiscal years.
- I. Maintain a full and accurate record of the receipts and expenditures and retain supporting documentation supporting this account.
 - 1. Present supporting documentation (bank statements and the like) to the Executive Board for review
 - 2. Have checks or vouchers signed by authorized persons (the Treasurer and/or President and/or Vice President).

Section 7. All Officers shall perform the duties outlined in these Bylaws as well as additional duties as assigned and agreed upon. Upon the expiration of the term of office or in the 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. Should an Officer choose to resign mid-term, the existing Executive Board will appoint a replacement.

ARTICLE VII – EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the Officers of the Organization and the Principal of the school or a representative appointed by the Principal.

Section 2. The Executive Board shall transact necessary business in the interval between Organization meetings

and other such business as may be referred to the Executive Board by the Organization. This shall include:

- A. Oversee all Organization business in adherence to PTO mission and bylaws.
- B. Create standing and special committees.
- C. Review the working plans and current progress of the standing committees.
- D. Prepare and submit to the Organization for adoption a budget for the fiscal year.
- E. Approve all expenditures which are in accordance with the budget (\$250 or less). (All expenditures exceeding \$250 shall be approved at a General Meeting).

Section 3. Meetings of the Executive Board shall be held during the school year, the dates and times to be fixed by the Executive Board. A majority of the Executive Board members shall constitute a quorum. Special meetings of the Executive Board may be called by the President or by a majority of the members of the Executive Board, seven days notice being given.

ARTICLE VIII – MEETINGS OF THE ORGANIZATION

Section 1. General Meetings (held several times during the school year, and open to all members, including parents and staff) of the Organization shall be held on dates determined by the Executive Board, unless otherwise provided by the Organization, sufficient notice having been given to all PTO Members of dates and/or change of date.

Section 2. Special meetings of the Organization may be called by the President or by a majority of the Executive Board, sufficient notice having been given to all Organization members.

Section 3. The election meeting shall take place at the last General Meeting of the school year.

Section 4. A simple majority of the members present shall constitute a quorum for the transaction of business in any meeting of the Organization.

ARTICLE IX – COMMITTEES

Section 1: The Chairperson(s) of the standing committees shall be selected by the officers of the Organization and will be asked to attend certain meetings and report to the Events Chairperson.

Section 2. The Executive Board may create or eliminate such standing committees as it deems necessary to carry on the work of the Organization. A two-year term for each Chairperson will be encouraged.

Section 3. The Chairperson of each standing committee shall present a work plan and budget to the Executive Board for approval. At each General Meeting prior to the function/event, an update to the Organization must be given. No committee work shall be undertaken without the consent of the Board.

Section 4. All additional expenditures require prior approval given by the PTO Board.

Section 5. All Chairpersons shall submit a written recap of the activity within 30 days after the activity or by the 15th of May, whichever comes first.

ARTICLE X – FISCAL YEAR

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

ARTICLE XI – AMENDMENT

These Bylaws may be amended at any General Meeting of the organization by a simple vote of the members present and voting, provided that a written notice of the amendment has been given at the previous General Meeting or in writing 14 days prior to the meeting at which the amendment is moved.