

BYLAWS OF

THE MEADOW LAKE ELEMENTARY PARENT TEACHER ORGANIZATION (PTO)

ARTICLE I. NAME

The name of the organization shall be the Meadow Lake Elementary Parent Teacher Organization (PTO).

ARTICLE II. PURPOSE

Section 1. The purposes of the PTO are to:

- Provide support for Meadow Lake Elementary (MLE) students and staff to ensure that our children develop the academic and social skills necessary to become lifelong learners and good citizens.
- Provide and encourage opportunities for parent education and involvement.
- Perform fundraising, recruit volunteers, and coordinate programs that to support activities and purchase equipment for the school to enhance MLE student's experiences.
- Facilitate relationships and promote open communication between administrators, staff, parents and community members.
- Provide a forum for discussion of issues pertaining to MLE and to engage in appropriate action on such issues.

Section 2. The PTO shall be a non-profit Corporation under 501(c)(3) of the Internal Revenue Code.

Section 3. No officer or member of this PTO shall profit from its operation.

ARTICLE III. MEMBERSHIP

Section 1. Regular Membership: All parents and/or legal guardians of students who currently attend Meadow Lake Elementary and all current staff shall be eligible for membership in the organization. Regular members shall have the right to attend and participate in all meetings and activities of the organization, but shall not have the right to vote.

Section 2. Voting Membership: All Regular Members who have attended at least two meetings within the previous six months are considered Voting Members. Voting Members shall have the right to vote on all issues before the membership and to elect officers. The school principal and vice principal are considered Honorary Members.

Section 3. Honorary Membership: All parents and/or legal guardians of former and future students and former staff of MLE shall have the right to participate in the organization as Honorary Members. Honorary Membership may also be extended to other persons by a vote of the membership. Honorary Members shall have the same rights as Regular Members.

ARTICLE IV. OFFICERS and COMMITTEES

Section 1. Executive Board: The Executive Board shall consist of the five positions outlined below. All Executive Board members are Voting Members. The Executive

Board shall have the authority to vote immediately. All Executive Board members are expected to attend all meetings. If unable to attend, the Executive Board member must provide timely notice to the other Executive Board members. In the event an Executive Board member has two consecutive, unexcused absences, the position shall be considered vacant or resigned and the Executive Board has the authority to appoint or elect an individual to the open position. All officers are expected to maintain current records and personally or through a designee, provide timely information at all meetings. Staff members who are not parents of a current MLE student may serve as a liaison only.

Section 2. General Board: Chairpersons of committees shall assist the Executive Board and general membership in fulfilling the purposes of the MLE PTO through their leadership and coordination of activities. Committee chairs shall recruit volunteers to assist with committee work. They will coordinate the planning and execution of committee activities. Each Committee Chair shall keep a record of committee requirements, planning steps, learning, etc. to pass on to his/her successor. Committee Chairs will provide status reports to the Executive Board or General Membership as requested.

Section 3. Positions: The officers of the organization shall consist of a President, Vice President, Treasurer, and Secretary. Two persons may be nominated and elected to fill any single position. In this instance, both persons shall be given all of the rights and responsibilities of the office as enumerated herein. Officers are voting members.

Subd. (1) President: The President shall be the principle executive officer of the organization and, subject to the control of the Executive Board and the direction of the membership shall perform all such duties as custom. Including, but not limited to: 1) attend and conduct all meetings; 2) represent MLE PTO in fulfilling PTO purpose as defined in Sec. 1, 3) establishing and distributing agenda items. The President shall be a member of the Executive Board and, when present, shall preside at all Executive Board and general membership meetings. The President shall actively recruit the chairpersons of all Standing and Special Committees and shall be an ex-officio member of all committees of the organization. The President shall be an authorized signator for PTO checks and drafts and must insure two signatures on checks/drafts over \$500.00.

Subd. (2) Vice President: The Vice President shall be a member of the Executive Board and, in the absence of the President, shall perform the duties of the President. The Vice President shall work with Committee Chairpersons for publicity for all events of the organization. The Vice President, with the help of the secretary, shall keep the official history of the PTO and shall keep an annual record of all of the activities of the organization. The Vice President shall perform such other duties as are assigned by the President or the Executive Board.

Subd. (3) Treasurer: The Treasurer shall be a member of the Executive Board. The Treasurer shall attend all meetings. The Treasurer shall be the custodian for all funds of the organization and shall receive and give receipts for monies due and payable to the organization from all sources and shall deposit such funds in such banks or other organizations as are selected by the Executive Board. The Treasurer shall be responsible for ensuring that all audit information and

communication and correspondence to the Internal Revenue Service related to any documents and filings is done in a timely manner. The Treasurer shall make the budget adopted by the membership. The Treasurer shall present a current written financial report at each general membership meeting and as requested by the General Membership or the Executive Board. The Treasurer shall serve as Chair of the Budget Committee should one be established. The Treasurer has authority to sign checks or drafts under \$500.00. If amount is \$500.00 or over, the Treasurer with co-sign with the President and is responsible for obtaining President's signature.

Subd. (4) Secretary: The Secretary shall be a member of the Executive Board. The Secretary shall attend all meetings. The Secretary shall keep the minutes of the meetings of the membership and the Executive Board, and maintain the official list of Voting Members, shall see that all notices are duly given in accordance with the Bylaws, and perform such other duties as may be assigned by the President or Executive Board. The Secretary, with the Vice President, shall keep the official history of the PTO and shall keep an annual record of all of the activities of the organization. All records shall be stored in designated area within MLE and be readily accessible to Executive Board members. The Secretary shall oversee, with the Vice President, the tabulation of Officer Elections and other votes of membership.

Subd. (5) Staff Member Liaison – The Staff Member Liaison shall be a member of the Executive Board and shall work with committee chairpersons on all efforts. The Staff Member Liaison shall help promote the activities and mission of the MLE PTO to the MLE staff members.

Section 4. Terms of Office: The term of service for all officers will be one year, with no limit on consecutive terms in office.

Section 5. Resignation and Removal of Officers; Vacancies.

Subd. (1) Resignation. An Officer may resign by giving written 30-day notice to the PTO. Any Officer who fails to attend three of the six regular meetings of the PTO scheduled during the term of office shall immediately resign from the office. An Officer shall be excused from attendance at any regular or special meeting of the PTO if the Officer gives timely notice to the President of the PTO. Excused attendances shall not be considered failure to be present.

Subd. (2) Removal. An Officer may be removed, with cause, by a resolution adopted by the affirmative vote of the majority of the voting members at a duly called special or regular meeting of the PTO.

Subd. (3) Vacancies. A vacancy in an office because of death, resignation, removal, disqualification, or other cause shall be filled by election at a general membership meeting. The Executive Board shall perform the duties or select an interim officer if unable to find nominees for the open position.

ARTICLE V. MEETINGS

Section 1. Regular Meetings: The PTO will conduct at least eight (8) General Membership Meetings during each school year. The academic year is defined as being from September through May. The PTO Executive Board will establish meeting dates in the spring prior to the upcoming school year. The time and place of the meetings shall be announced at least 5 days prior to the meeting.

- Section 2. Special Meetings: Additional meetings of the organization may be called, either by vote of the Executive Board or by the petition of a majority of the Voting Members. The time and place of all Special Meetings shall be announced at least 5 days prior to the meeting.
- Section 3. Quorum: Those persons present at a properly called General Membership or Special Meeting shall be designated as a quorum and shall be entitled to take action on behalf of the organization.
- Section 4. Voting: A majority vote of the Voting Members present at any meeting shall be required for all action to be taken by the organization. If, a tie occurs, the Executive Board shall vote. The Executive Board retains the privilege to vote immediately when a meeting is not possible.
- Section 5. The PTO shall incur no debt and make no loans.
- Section 6. Funds of the PTO shall be deposited in federally insured bank(s) or savings and loan association(s) designated by the Executive Board, and shall be withdrawn only on checks or drafts signed by a Treasurer and/or a President. The PTO's books shall be audited on an annual basis by an independent certified public accountant or qualified professional. The report of such independent audit shall be made by the Treasurer, or his or her alternate, at the next membership meeting. Copies of the PTO's Annual Report shall be available to any voting member upon request to the PTO.
- Section 7. The PTO shall make all necessary reports to the Internal Revenue Service under its obligations as a non-profit 501(c)(3) organization, and every effort will be expended to continue its exempt status as this type of corporation.
- Section 8. The Treasurer shall work with the District & perform regular audits of the Gift Fund.

ARTICLE VI. AMENDMENTS

- Section 1. These Bylaws may be amended by majority vote of the Voting members present at a membership meeting.

These Bylaws were adopted by the membership by a majority vote during a Regular Meeting on December 14, 2009 and shall take effect immediately.