

**GOLDEN LAKE ELEMENTARY SCHOOL PARENT-TEACHER ASSOCIATION
BYLAWS ADOPTED January 1, 2008**

ARTICLE I: Name

The name of this association is the Golden Lake Elementary School Parent-Teacher Association, Circle Pines, Minnesota. It is a local PTA unit organized under the authority of the Minnesota Congress of Parents, Teachers, and Students (the Minnesota PTA/PTSA), a branch of the National Congress of Parents and Teachers (the National PTA).

**** ARTICLE II: ARTICLES OF ORGANIZATION**

The articles of organization of a “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 Objects of the Golden Lake Elementary School PTA, in common with those of the National PTA and the Minnesota PTA/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, so that parents and teachers may cooperate intelligently in the education of children and youth.
- 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 Objects of the National PTA, the Minnesota PTA/PTSA and the Golden Lake Elementary School PTA are promoted through an educational program directed toward parents, teachers, and the general public; 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 Golden Lake Elementary School PTA in common with those of the National PTA and the Minnesota PTA/PTSA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the Objects of the organization.
- c. The organization 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.
- 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 PTA/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 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 nonprofit funds, foundations, or organizations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

*** ARTICLE V: RELATIONSHIP WITH NATIONAL PTA AND STATE PTA**

Section 1. This PTA shall be organized and chartered under the authority of the Minnesota PTA/PTSA in the area in which this PTA functions in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the Minnesota PTA/PTSA may in its bylaws prescribe. The Minnesota PTA/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 Objects and basic policies of the PTA;
- b. Remits the national portion of the dues through the state PTA 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 PTA.

**** Section 2.** The PTA shall adopt such bylaws for the government of the organization as may be approved by the Minnesota PTA/PTSA. Such bylaws shall not be in conflict with the Bylaws of the National PTA or the Bylaws of the Minnesota PTA/PTSA.

**** Section 3.** Bylaws of each constituent organization shall include an article on amendments.

**** Section 4.** Each officer of a constituent organization shall be a member of a local PTA within its area.

**** Section 5.** 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 amount of dues remitted to the Minnesota PTA/PTSA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Minnesota PTA/PTSA, or, where directed by the committee on state and national relationships, by a duly authorized representative of the National PTA.

**** Section 6.** 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 PTA/PTSA.

**** Section 7.** This local PTA is obligated, upon withdrawal of its charter by Minnesota PTA/PTSA:

- a. To yield up and surrender all of its books and records and all of its assets and property to the Minnesota PTA/PTSA or to such agency as may be designated by the Minnesota PTA/PTSA, or to another local PTA organized under the authority of the Minnesota PTA/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 PTA/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 PTA/PTSA, all proceedings necessary or desirable for the purpose of dissolving this PTA.

**** Section 8.** This PTA shall collect dues from its members and shall remit a portion of such dues to the Minnesota PTA/PTSA as provided in Article VI hereof.

**** Section 9.** Each local PTA shall include in its bylaws provisions corresponding to the provisions of such of the Bylaws of the National PTA as are identified herein by a double star (**)

**** Section 10.** The adoption of an amendment to any provision of the Bylaws of the National PTA identified by a double star (**) shall serve automatically and without the requirement of further action by the local PTA to amend correspondingly the bylaws of each local PTA. Notwithstanding the automatic character of the amending process, the local PTAs shall promptly incorporate such amendments in their respective bylaws.

Section 11. Each local PTA shall include in its bylaws provisions corresponding to the provisions of such of these bylaws as are identified by the state symbol (#).

Section 12. Local PTA/PTSA units must have a minimum of twenty (20) paid memberships to remain a branch of the Minnesota PTA/PTSA and the National PTA.

Section 13. Local PTA/PTSA units shall elect officers by April 1 for the following school year and submit their names to the Minnesota PTA/PTSA office before May 15.

Section 14. A local PTA/PTSA may dissolve and wind up its affairs in the following manner:

- a. The executive board or other body that, under its bylaws manages the affairs 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 PTA/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 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, a quorum be present.

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 the Minnesota PTA/PTSA by which such local PTA is chartered, and is entitled to all the benefits of such membership.

**** Section 2.** Membership in this PTA shall be made available without regard to race, color, creed or national origin, under such rules and regulations, not in conflict with the provisions of the National PTA Bylaws, as may be prescribed in the bylaws of this PTA, to any individual who subscribes to the Objects and basic policies of the 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 such annual dues to said organization as may be prescribed by the organization. The amount of such dues shall include the portion payable to the Minnesota PTA/PTSA (the "state portion") and the portion payable to the National PTA (the "national portion).

**** Section 5.** The amount of the state portion of each member's dues shall be determined by the Minnesota PTA/PTSA. The national portion of each member's dues shall be (1) dollar per annum.

PROVISIO; Beginning with the 1991-92 membership year, the dues will be seventy-five (75) cents and will increase to one (1) dollar in the 1995-96 membership year.

Section 6. The Minnesota PTA/PTSA portion of each member's dues shall be two dollars and twenty five cents (\$2.25).

Section 7. Each member of this PTA shall pay annual dues of seven dollars (\$7.00) to the organization. The amount of such annual dues shall include the portion payable to the state PTA and the portion payable to the National PTA.

**** Section 8.** The state and National PTA portions of the dues paid by each member of this PTA shall be set aside by this PTA and remitted to the Minnesota PTA/PTSA through such channels and at such time as the state bylaws may provide. Each state PTA shall pay to the National PTA the amount of the national portion of dues paid by all members of local PTAs in its area.

Section 9. Since there is no provision in the National PTA or Minnesota PTA/PTSA bylaws for “family memberships”, local PTA/PTSA units using this terminology as part of their membership drive shall submit dues according to the number of individual parent figures each “family” represents.

Section 10. An honorary life membership in either the Minnesota PTA/PTSA or the National PTA may be conferred upon any person by the Minnesota PTA/PTSA or any of its component parts by payment of the fee hereinafter provided. An honorary life membership shall carry none of the rights of membership. Simply stated, it is a means of bestowing an honor upon a person. An honorary life member can become a local unit member upon payment of the regular affiliated membership fee through a local PTA/PTSA organization.

There is a fee required for an Honorary Minnesota PTA/PTSA Life Membership. This sum shall be paid to the Minnesota PTA/PTSA Office – one half of this amount shall be placed in the Minnesota PTA/PTSA Investment Fund and the other half shall be used for extension purposes. (The Honorary Life Membership pin is **not** included in the fee.)

The fee payable for an Honorary National Congress Life Membership shall be forwarded to the National PTA treasurer for deposit in the National PTA Endowment Fund. (The National PTA Honorary Life Membership Pin **is** included in the fee).

Section 11. Supportive memberships may be made available to individuals or organizations by the Minnesota PTA/PTSA at fees to be determined by the Board of Directors.

ARTICLE VII: OFFICERS AND THEIR ELECTION

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

Section 2.

- a. The officers of this organization shall consist of a Communications Lead, Membership Lead, Resource Lead, Activities Lead, Secretary, Teacher Rep. Lead and a Financial Lead/Treasurer.
- b. Officers shall be elected by ballot in the month of April. However, if there is but one nominee for any office, election for that office may be by voice vote.
- c. Officers shall assume their official duties following the close of the meeting in June and shall serve for a term of 2 years or until their successors are elected.
- d. A person shall be eligible to serve more than two consecutive terms in the same office.

Section 3. Nominating committee:

- a. There shall be a nominating committee composed of (an uneven number, no less than three) members who shall be elected by this PTA at a regular meeting at least one month prior to the election of officers. The committee shall elect its own chairperson.
- b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the regular meeting in March, at which time additional nominations may be made from the floor.
- c. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

Section 4. Vacancies:

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, notice of such election having been given. In case a vacancy occurs in the office of Communications Lead, the Membership Lead shall serve notice of the election.

ARTICLE VIII: DUTIES OF OFFICERS

Section 1. The Communications Lead shall:

- a. Encourage local businesses to get involved in our school
- b. Reach out to all families and help them get involved in the school in some way
- c. Chair PTA monthly meetings

Section 2. The Membership Lead shall:

- a. Work to help put the PTA in a positive light
- b. Strive to rebuild membership base and break down barriers to a successful PTA

Section 3. The Secretary shall:

- a. Send positive, informative and fun reports out to the PTA members to keep us connected
- b. Share success stories accomplished through the PTA
- c. Formally document every meeting for future reference

Section 4. The Financial Lead/Treasurer shall:

- a. Make sure the finances are in order and up to date
- b. Look for ways to increase the profitability of the PTA
- c. Work with the community on supporting our school

Section 5. The Resource Lead shall:

- a. Maintain the bylaws
- b. Inform the Golden Lake community of the board's willingness to help and find answers to questions they may have
- c. Act as Parliamentarian

Section 6. The Activities Lead shall:

- a. Lead for parents/teachers to contact with any event/fundraiser ideas
- b. Individual event chairs may contact me with questions or concerns
- c. Follow up with event chairs for feedback after each event
- d. Feedback and ideas will be brought to PTA meetings

Section 7. The Teacher/PTA Rep shall:

- a. Keep the lines of communication open between the staff at Golden Lake Elementary School and the PTA

Section 8. The Volunteer Coordinator Shall:

- a. Try to meet the needs of the PTA and Golden Lake Staff in filling their needs for volunteers while also fulfilling the desire of parents to help by placing them in areas of interest

Section 9. 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 Communications Lead, without delay, all records, books, and other materials pertaining to the office, and shall return to the Financial Lead, without delay, all funds pertaining to the office.

ARTICLE IX: EXECUTIVE BOARD

Section 1.

- a. The executive board shall consist of the officers of the association and the principal of the school or a representative appointed by him/her.

**** Section 2.** 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 3. The duties of the executive board shall be:

- a. to transact necessary business in the intervals between association meetings and such other business as may be referred to it by the association;
- b. To create standing and special committees;
- c. To approve the plans of work of the standing committees;
- d. To present a report at the regular meetings of the association;
- e. To select an auditor or an auditing committee to audit the treasurer's account;
- f. To prepare and submit to the association for adoption a budget for the year;
- g. To approve routine bills within the limits of the budget

Section 4. 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. A majority of the executive board members shall constitute a quorum. Special meetings of the executive board may be called by the communications lead, by email proxy votes or by a majority of the members of the board.

(if a unit desires to include an executive committee it may add a new article following executive board. This committee is usually **composed of the elected officers. See Robert's Rules of Order Newly Revised, pp. 403 and 484; 1990 edition see pp. 475, 570 and 571).**

ARTICLE X: MEETINGS

Section 1. Regular meetings of the association shall be held on various days of the week of each month during the school year, unless otherwise provided by the association or by the executive board, 7 days notice having been given of change of date.

Section 2. Special meetings of the association may be called by the Communications Lead or by a majority of the executive board, 10 days notice having been given.

Section 3. The election meeting shall be held in April.

Section 4. 12 members shall constitute a quorum for the transaction of business in any meeting of this association.

ARTICLE XI: COMMITTEES

Section 1. Only members of the association shall be eligible to serve in elective or appointive positions.

Section 2. The executive board may create or eliminate such standing committees as it may deem necessary to promote the Objects and carry on the work of the association. The term of each chairperson shall be 2 years or until the selection of a successor.

Section 3. 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 executive board.

Section 4. The power to approve special committees and appoint or elect their members rests with the association (unless the bylaws delegate this power to the Communications Lead or the executive board).

Section 5. The Communications Lead shall be a member ex officio of all committees, except the nominating committee.

ARTICLE XII: COUNCIL MEMBERSHIP

(Applies only to local PTA's holding membership in a council of PTA's, and must correspond to council bylaws.)

Section 1.

- a. The association shall be represented in meetings of the Minnesota Council of Parent-Teacher Associations by the Communications Lead or alternate, the principal or alternate,

and by delegates or their alternates. All representatives to a council must be members of a local unit.

- b. Delegates and their alternates shall be chosen by election in May.
- c. Delegates to the Minnesota Council of PTAs shall serve for a term of 1 year.

Section 2. This association shall pay annual dues of \$4.75 to the Minnesota Council of PTAs as provided in the council bylaws.

ARTICLE XIII: FISCAL YEAR

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

**** 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, the bylaws of the Minnesota PTA/PTSA, and the bylaws of the National PTA, or the articles of incorporation.

ARTICLE XV: AMENDMENTS

Section 1.

- a. 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 notice of the amendment has been given at the previous regular meeting, that a quorum has been established, and that the proposed amendment shall be subject to approval of the state PTA.
- b. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a meeting of the association, or by a two-thirds vote of the executive board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.
- c. Submission of amendments or revised bylaws for approval by the state PTA shall be in accordance with the bylaws or regulations of the state PTA.

**** Section 2.** The adoption of an amendment to any provision of the Bylaws of the National PTA identified by a double star (**) shall serve automatically and without the requirement of further action by the local PTA to amend correspondingly the bylaws of each local PTA. Notwithstanding the automatic character of the amending process, the local PTAs shall promptly incorporate such amendments in their respective bylaws.

Section 3. The adoption of an amendment to any provision of the Bylaws of the Minnesota PTA/PTSA identified by a number (#) symbol shall serve automatically and without the

requirement of further action by the local PTA to amend correspondingly the bylaws of each local PTA.