

**DAKOTA MEADOWS MIDDLE SCHOOL
PARENT TEACHER ASSOCIATION
Local Unit National ID#02666085
BYLAWS**

Adopted effective May 1, 2017

ARTICLE I -Name

The name of this organization is the Dakota Meadows Middle School Parent Teacher Association (PTA), North Mankato, Minnesota (hereinafter "DMMS PTA"). It is a local not for profit 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 ** & #, 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 DMMS 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.
- 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 DMMS 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 DMMS 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 (of the Minnesota PTSA).

**** 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 (of the Minnesota PTSA) 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 (2/3) 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 eighteen (18) calendar months despite requests and reminders;

- b. For a period of at least one (1) 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 eighteen (18) months; and
- 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 (of the Minnesota PTSA) 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. There is no provision for "family memberships".

Section 9. The privilege of holding office, introducing motions, debating, and voting shall be limited to members of the association whose current dues are paid.

Section 10. The annual dues shall be all-inclusive, for membership in the National PTA, the Minnesota PTSA, and the local PTA unit. As of 2017, the annual dues are \$6.25 per individual member. The national portion of each member's dues in 2017 is \$2.25, and the state portion of each member's dues in 2017 is \$4.00. The annual dues are subject to change each year.

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, a secretary, and a treasurer.

Section 3. Officers shall be elected by ballot in the month of May. If there is but one nominee for any office, it shall be in order to move that the secretary cast the elective ballot of the association for the nominee.

Section 4. Officers shall assume their official duties on July 1 and shall serve for a term of one (1) year or until their successors are elected. Appropriate transition of duties and PTA information and files shall take place during this time.

Section 5. A person shall not be eligible to serve more than two (2) consecutive terms in the same office. If approved by the members, the PTA shall allow a one year extension of an executive position.

Section 6. Nominating Committee:

- a. There shall be a nominating committee composed of an uneven number of no less than three (3) members who shall be elected by the PTA membership at a regular meeting at least one (1) month prior to the election of officers. The committee shall elect its own chairperson.
- b. The nominating committee shall nominate at least one eligible person for each office to be filled and report its nominations at the regular meeting in May, at which time additional nominations may be made from the floor. When there is more than one nominee for an office, voting shall be done by ballot.

- c. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to office.

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, 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 (or co-presidents) shall:

- a. Shall submit names of officers to the Minnesota PTSA Office before June 15;
- b. Shall coordinate with the principal the calendar of school functions and the PTA meeting schedule;
- c. Preside at all meetings of the association;
- d. Shall prepare agendas for all meetings;
- e. Has the authority to pay bills and sign checks;
- f. Be an *ex officio* member of all committees except the nominating committee;
- g. Coordinate the work of the officers and committees of the association in order that the Purposes may be promoted;
- h. If co-presidents, they shall mutually determine their respective duties. Each co-president will have his/her own vote on the executive board. If one co-president resigns or is terminated during the year, the other co-president shall become the sole president;
- i. Perform such other duties as may be prescribed in these bylaws or assigned by the association; and
- j. Assist with transition of duties to successor president (or co-presidents).

Section 2. The vice-president shall:

- a. Act as aide to the president;
- b. Shall assume the responsibilities and perform the duties of the president in the absence or inability of that officer to serve;
- c. Shall coordinate, organize, and maintain the PTA event/committee project report folders/binders;
- d. Shall review and verify PTA checking and savings account monthly statements with the treasurer reports submitted at each meeting;
- e. Perform such other duties as may be prescribed in these bylaws or assigned by the association; and
- f. Assist with transition of duties to successor vice president.

Section 3. The secretary shall:

- a. Record the minutes of all meetings of the association;
- b. Provide a copy of minutes of all meetings to the executive board, to the DMMS school secretary, and to the DMMS staff member in charge of posting same to the school website;
- c. Provide a copy of the minutes from the prior month to all members in attendance at meetings;
- d. Secretary minutes from the prior month must be approved at each monthly PTA meeting;
- e. Have a current copy of the bylaws;
- f. Maintain copies of minutes for PTA records;
- g. Maintain an up-to-date membership list and coordinate submission of dues with the treasurer;
- h. Perform such other duties as may be prescribed in these bylaws or assigned by the association; and
- i. Assist with transition of duties to successor secretary.

Section 4. The treasurer shall:

- a. Present a budget plan for approval at the monthly meeting in September, which will be changed/adjusted throughout the year to reflect the financial position of the PTA given expenses incurred/paid, funding requests approved/spent, and fundraising dollars raised;
- b. Treasurer reports from the prior month must be approved at each monthly PTA meeting;
- c. Have custody of all the funds of the association;
- d. Keep a full and accurate account of receipts and expenditures and maintain copies of all treasurer reports for PTA records, including supporting documentation and receipts;
- e. All purchases/disbursements must be supported by an invoice or other documentation and properly authorized;
- f. Present a financial statement at every meeting of the association and at other times when requested by the executive board, which will reflect monthly transactions and checking/savings/reserved fund account balances;
- g. Shall collect dues from members and remit appropriately the national and state portions of the membership dues as provided by the Bylaws of the Minnesota PTSA, and coordinate the membership list with the secretary;
- h. Make disbursements as authorized by the president, executive board, or association in accordance with the budget adopted by the association;
- i. Have checks or vouchers signed by two (2) authorized persons (the treasurer and the president (or one of the co-presidents)) for any checks over \$1,000.00;
- j. Be responsible for the maintenance of such books of account and records as conform to the requirements of Article V, Section 4 of these Bylaws and State Bylaws, Article VI, Section 5;

- k. Submit the books annually for review during the month of July by an auditing committee of not fewer than two (2) members selected by the executive board, who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact;
- l. The financial records shall be kept in accordance with sound accounting practices. At the end of the year, the books shall accurately reflect and verify the PTA's financial transactions. The financial reports shall be examined by two members at large who, satisfied that the treasurer's reports and financial records are true, accurate, and in order, shall sign a statement of that fact at the end of the year. At the end of the year, an accounting of the PTA's income, expenditures, savings, and reserved fund balances and amounts carried forward shall be shared with all members;
- m. The PTA bank checking account and savings accounts shall be set up requiring two (2) signatures for checks and transactions over \$1,000.00, and statements shall be sent to DMMS and placed in the PTA mailbox. The treasurer will balance the accounts and present the same to the President who will then verify the accuracy and initial the documentation. The treasurer will keep all bank statements and make them available to any executive board member who wishes to see them;
- n. PTA fundraising monies are to be collected at the time any product orders are taken;
- o. For all PTA fundraising/revenue-generating events with anticipated monies collection of \$500.00 or more, the monies will be counted by the event/committee chairperson(s) and one other PTA officer. The event/committee chairperson will then prepare a signed receipt of PTA monies form to be given to the treasurer stating the breakdown of monies collected. The event/committee chairperson will keep a copy of the signed receipt of PTA monies as part of the project report. The treasurer or other PTA officer will then deposit the monies in the bank as soon as possible;
- p. Homeroom teachers and special area staff may be given funds annually to be used in their classroom or as part of their services. The amounts to be granted each year shall be determined by the PTA executive board and submitted to the members at a PTA meeting for approval;
- q. Each year following the fundraiser, DMMS teachers/staff/administration may fill out a classroom wishlist form. The principal and the PTA executive board will determine which requests may be placed on the PTA funding request form and submitted to the members at a PTA meeting for approval;
- r. Perform such other duties as may be prescribed in these bylaws or assigned by the association; and
- s. Assist with transition of duties to successor treasurer.

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.

Section 6. One teacher/staff representative shall attend the monthly PTA meetings. If such representative is unable to attend the meeting, then the representative shall be responsible for having a substitute attend in their place.

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 the assistant to the principal or a representative appointed by the principal. The chairpersons of the standing committees shall be selected by the officers of the association.
- b. The president may appoint a parliamentarian, subject to the approval of the officers of the association. If the parliamentarian is a member of the association, the parliamentarian shall retain all rights of membership including the right to vote.

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

- a. To select an auditing committee to review the treasurer's accounts during the month of July;
- b. To meet in July and August to plan for the new school year.
- c. To prepare and submit to the association for adoption a budget for the year;
- d. To approve routine bills within the limits of the budget;
- e. To transact necessary business in the intervals between association meetings and other such business as may be referred to it by the association;
- f. To create standing and special committees;
- g. To approve the plans of work of the standing committees;
- h. To present at the regular meetings of the association a report of business undertaken by the Executive Committee (of the Minnesota PTSA); and
- i. Perform such other duties as may be prescribed in these bylaws or assigned by 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. 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 president or by a majority of the members of the board, with due notice being given.

ARTICLE X - MEETINGS

Section 1. Regular meetings of the association shall be held each month during the school year, unless otherwise provided by the association or by the executive board. The date of the regular monthly meetings shall be determined annually by the president and the school principal. Due notice shall be given of any change of date or time.

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

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

Section 4. Five (5) members 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.

ARTICLE XI - COMMITTEES

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

Section 2. The executive board may create or eliminate such standing committees as it may deem necessary to promote the Purposes and carry on the work of the association. The term of each chairperson shall be one (1) year 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 board. Event chairpersons shall report periodically before functions or deadlines regarding the progress of the event.

Section 4. The president shall be an *ex officio* member of all committees except the nominating committee.

Section 5. No funds, rewards, or incentives shall be given out or accepted for work being done by a volunteer.

Section 6. The event/committee chairperson shall submit to the Vice President within two (2) weeks after the conclusion of the event, a project report to be placed in the appropriate event/committee folder/binder.

ARTICLE XII - MINNESOTA PTA CONVENTION

(Attendance is optional.)

Section 1. This local PTA shall be represented at the annual meeting of the Minnesota PTA by the president, or appointed alternate, and by at least one delegate(s) or alternates.

- a. All representatives to the Minnesota PTA convention must be members of this local PTA.
- b. Delegates and their alternates shall be chosen by the PTA Executive Board two (2) months prior to the convention.

ARTICLE XIII - COUNCIL ORGANIZATIONS

(Participation in a council is optional.)

Section 1. Where there are three (3) 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 XIV - FISCAL YEAR

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

**** ARTICLE XV - 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 XVI - AMENDMENTS

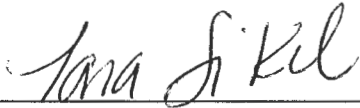
Section 1. These bylaws may be amended at any regular meeting of the association by a two-thirds (2/3) vote of the members present and voting, provided that:

- a. Notice of the amendment has been given at the previous regular meeting or in writing thirty (30) days prior to the meeting at which the amendment is moved,
- b. A quorum of five (5) members has been established at the meeting, and
- c. The proposed amendment shall be subject to approval by the state PTSA.

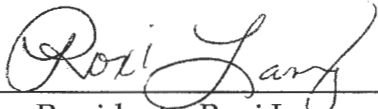
Section 2. A committee may be appointed by a majority vote of the association or by two-thirds (2/3) vote of the executive board to submit a revised set of bylaws as a substitute for the existing bylaws. The requirements for adoption of a revised set of bylaws shall be the same as for an amendment.

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.

2017-2018 Executive Board



President - Tara Sikel



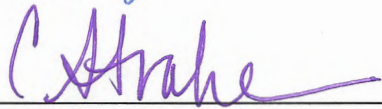
Vice President - Roxi Lang



Secretary - Carrie Miller / Lynn Schreiner



Treasurer - Lesley Grout



Principal - Carmen Strahan