



LAKEAIRES PARENT TEACHER ORGANIZATION (PTO) BYLAWS

Article I **MISSION STATEMENT**

- Enhance children's education through volunteering and student enrichment.
- Enhance children's physical environment.
- Increase available children's literature.
- Provide classrooms with current and new technology.
- Provide education through theater, arts and field experience.
- Provide additional classroom material support.
- Facilitate family, school, and community activities.
- Educate through speakers.
- Conduct fundraising

Article II **ARTICLES OF INCORPORATION**

The name of this corporation is the Lakeaires Elementary Parent Teacher Organization, (PTO), of School District #624, White Bear Lake, Minnesota. The PTO exists as an incorporated organization of its members. Its "Articles of Organization" are composed of these bylaws, which may be amended.

- 1.) The name of the organization or the names of any members in their official capacities shall not be used in any connection with a commercial concern, with any partisan interest or for any purpose not appropriately related to promotion of the Objectives of the PTO.
- 2.) The PTO shall not directly or indirectly participate or intervene (in any way, including by the publishing or distributing of statements) in any political campaign, on behalf of, or in opposition to, any candidate for public office.
- 3.) The PTO shall work with the school 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 the Board of Education of ISD #624.
- 4.) The PTO may cooperate with other organizations and agencies concerned with child welfare, but persons representing the PTO in such matters shall make no commitments that bind the PTO, unless instructed by the PTO Executive Board.
- 5.) The PTO may not distribute funds for any other purpose but to support the curriculum and the students of Lakeaires Elementary School and its community.
- 6.) The PTO shall be nonsectarian.

Article III **GENERAL MEMBERSHIP**

Section 1: The General Membership of the Lakeaires PTO shares full voting privileges and consists of:

- All parents or guardians of children attending Lakeaires Elementary School
- The faculty and staff members of Lakeaires Elementary School
- The Superintendent of ISD #624 and Principal of Lakeaires Elementary School are excluded from holding office and voting at General Business Meetings.

Section 2: Lakeaires PTO Eligibility

All members of the Lakeaires PTO shall be eligible to participate in the business meetings or to serve in any elected or appointed positions. In the event of a tie vote during a paper vote in the General Business meeting, the President will have the duty to break the tie.

Article IV **EXECUTIVE COMMITTEE**

Section 1: The Executive Board Officers shall consist of:

1. President (or Co-Presidents), elected office

2. Vice-President, elected office
3. Secretary, elected office
4. Co-Treasurers, elected office
5. Two Faculty/Staff representatives (excluding the School Principal)
6. The School Principal

Section 2: Executive Board Meetings

Executive Board meetings are recommended to be called monthly by the President(s) or by a majority of the Executive Board members. Executive Board meetings may be canceled or rescheduled by a majority of the Executive Board members. Executive Board meetings are open for anyone to attend, but only Executive Board members have a vote.

Section 3: Executive Board Purpose

The purpose of the Executive Board is to create the agenda for the General Business meeting, examine policies, projects and appropriations. They also serve as the bylaws committee.

Section 4: Executive Board Duties Shall Be:

- 1.) To transact necessary business in the intervals between PTO General Business meetings, and carry out other business as may be referred to it by the organization.
- 2.) To create standing committees and monitor their plans to be approved by the General Membership. The Executive Board may create committees, as it may deem necessary, to promote the objectives and carry on the work of the PTO.
- 3.) To present a report at each General Business meeting of any Executive Board proceedings, which have occurred since the previous meeting.
- 4.) To recommend an annual budget and calendar of activities for the following school year in accordance with the Principal and School District's guidelines.
- 5.) To recommend sub-allocation of funds within the following parameters: the funds are in an appropriate budget area and the funds have not previously been sub-allocated for specific purposes, provided that existing commitments have been honored. Any requests of funds in addition to those already allocated should be presented to the PTO Officer(s) in person or in writing. The Officer(s) will bring requests to the Executive Board for their review and recommendation to the General Membership at the next regularly scheduled General Business meeting for Membership approval. All changes shall be reflected in the monthly financial statement.
- 6.) In the event that a time sensitive funding proposal requires action before the next scheduled General Business meeting, the Executive Board shall have the authority to make an emergency decision with 4 elected member's approval of the Board. This decision shall be reported at the next General Business meeting.
- 7.) To review bills paid during the previous month and accept them as paid. The Co-Treasurers will present a list of all checks written during the previous month – who the check was paid to, amount of check and purpose of the check within the specific budget classification.

ARTICLE V

EXECUTIVE BOARD OFFICER ELECTIONS & REMOVAL

Section 1: Term Limits

No person may be elected to serve more than a maximum of two consecutive one-year terms in any one office with elections held annually. A person may be elected to a previously held office after a period of no less than one year of non-service in said previously held office.

Section 2: Officer/Chairperson Removal

An Officer or Chairperson of the Lakeaires PTO may be removed when, in the judgment of the Lakeaires PTO, that Officer or Chairperson has not performed her/his stated duties and/or acted in the best interests of the Lakeaires PTO. This action requires the following: a two-thirds majority vote of both the Executive Board and the General PTO members at the following General Business meeting to propose removal. The General Business meeting shall vote by paper ballot with the results being totaled by at least one Executive Board member and the Principal, and announced before the close of the meeting.

Section 3: Executive Board Nominating Committee

A. The Nominating Committee will:

- 1.) Consist of at least one Executive Officer and two General PTO Members, not to exceed 5 members.
- 2.) Have its Chairperson and members selected at the March General Business meeting.
- 3.) Solicit other committee members through the newsletter or other means.
- 4.) There is no limit to the number of candidates for each office that will be placed on the official ballot.

B. The Nominating Committee will use the following procedures to determine the proposed slate:

- 1.) A list of candidates will be compiled from any interested party that has been solicited by the newsletter, website and/or the nominating committee for each office.
- 2.) Nominees will be contacted to verify the willingness of the nominee to run for the specified office.
- 3.) The nominees for each position will be published in the PTO newsletter before the election.
- 4.) All nominees who agree to run for a specified office will make up the Nominating Committee's slate for that office.
- 5.) At the General Business meeting in April the candidates will be presented. Only one vote is allowed for each member, for each office. The voting will occur at the May General Business meeting. (Executive Board members seeking re-election or election for a different office may not vote.) The votes will be tallied by the Secretary and witnessed by any member who chooses to at the May General Business meeting and then the results of the voting will be announced before the close of the meeting and published in the May newsletter or other venues following the General Business meeting. New officers will assume their responsibilities at the General Business meeting in June, acting in conjunction with the existing officers who after approving the previous month's minutes will conclude their service and introduce the new Executive Board and relinquish their duties with the exception of the Co-treasurers who shall relinquish their duties at the end of the fiscal year.

Section 4: Executive Board Vacancy

Any vacancy occurring in an elected office will be filled as soon as possible, by ballot by the General Membership at the next scheduled meeting. Nominations will come from the General Membership at the request of an Executive Board Member.

If a vacancy occurs in the office of President, the Vice-President shall succeed to the office of President and serve the remainder of the term in that capacity, with no election necessary. If there is no candidate for President at the time of elections, then the newly elected Vice-President will assume the office the Presidency for the remainder of the elected year, and the office of Vice-President will go unfilled until an appointment can be made by the Executive Board. The President and Co-Treasurers offices shall always be filled. If a Co-Treasurer is unable to fulfill their duties, the Secretary shall assume the role of a Co-Treasurer and the Secretary's office shall be left void if Executive Board is unable to fill. In the interim, the Vice-President will assume all Secretarial official duties.

Article VI

OFFICERS AND THEIR DUTIES

Officers shall not serve as Chairperson of any committee unless the Executive Board is unable to find a Chair. Officers may co-chair in the event no one from the General Membership comes forward. In any event, the Officer is not required to serve as any Chair. Each officer shall coordinate and transfer any pertinent information upon completion of office to the newly elected officer.

Section 1: President Duties

The President (or Co-Presidents) will preside at all meetings of the PTO and perform other such duties as prescribed in these bylaws. The President will be an ex officio member of all committees except the Nominating Committee as well as coordinating the work of the officers and committees of the PTO. The President shall be responsible for ensuring that the monthly newsletter & website be published in accordance with the guidelines outlined in these bylaws.

Section 2: Vice-President Duties

The Vice-President will act as an aide to the President and perform duties in his or her absence or in the inability of that officer to serve. The Vice-President shall coordinate event Chairs. The Vice-President shall act as the parliamentarian using Robert's Rules of Order Revised as appointed by the Executive Board.

Section 3: Secretary Duties

The Secretary shall keep accurate minutes of all meetings and distribute them to members at the next general meeting, keep files of PTO activities for the previous period of seven years, minutes, agendas, bylaws and perform other duties designated by the Executive Officers. The Secretary will be responsible for coordination of elections and their results.

Section 4: Co-Treasurer Duties

The Co-Treasurers receive all monies of the Lakeaires PTO. They are responsible for maintaining a bank account/checking account in good order; keeping an accurate record of receipts and expenditures; paying out funds as authorized by the PTO; presenting a statement of account at every meeting of the PTO and at other times when requested; and act as the only depositor of funds. The Co-Treasurers are responsible to

communicate and outline to all Committee Chairs monetary acceptance and deposit procedures outlined in these bylaws. The Co-Treasurers' accounts may be examined during the transitional period by an impartial auditor, possibly from the District Office, who when satisfied that the Treasurer's annual report is correct, signs a statement of the fact at the end of the report. Before the April General Business meeting, the Co-Treasurers shall be responsible to notify, by newsletter or by other means available, parents and staff indicating that the April General Business meeting is the time to request funds for the upcoming school year. The Co-Treasurers will also be responsible for preparing a draft budget that will be presented at the May General Business meeting and voted on with a simple majority approval at the June General Business meeting. The specific duties of the Co-Treasurers' will be split in such a way as to ensure that there is an established systems of checks and balances in the system that can be passed on from year to year.

1.) One person shall be designated to be the primary signer on the checking account and is responsible for the following items:

- a.) To ensure checks are written only for valid requests for reimbursement, including original receipts. No checks may be written unless or until the form requesting reimbursement is completed.
- b.) To write/distribute checks on the First and Third Fridays of each month.
- c.) To accurately record all disbursements and receipts in the check register.
- d.) To keep check register current.

2.) The second Co-Treasurer cannot be an authorized signer on the checking account; however, she/he is still responsible for ensuring the check register is accurate and current. Specific responsibilities include:

- a.) Keep a set of financial records that is both accurate and current. This should include a monthly year-to-date income statement reflecting a budget comparison, some kind of ledger for each line item of the budget and should show the breakdown of income and disbursements within each budget item.
- b.) Have some sort of filing system for both the receipt and check request forms.
- c.) The PTO's financial records should be kept on a system outside of the school's accounting system/computers or paper file for a previous period of seven years.
- d.) All requests for reimbursement should be approved expenditures within the budget and their budget classification. Only then is this request given to the primary signer (Co-Treasurer) to write and distribute a check.
- e.) If funds for a particular budget classification have already been spent, then prior approval is required before a check can be written. Additional funding requests need to be recommended to the Board for General Business meeting discussion and approval by vote.
- f.) Reconcile the monthly bank statement with the check register that is maintained by the primary signer of the checking account. If there is a major discrepancy in the accounting, the Executive Board must be notified.
- g.) A financial statement reflecting income expenses to date along with a budget comparison should be presented to the Executive Board monthly.
- h.) Facilitate preliminary budget preparation for the following school year with the remaining members of the Executive Board.
- i.) Ensure that all necessary tax forms associated with the PTO's 501 (c) (3) status are prepared and filed by November 1 for the previous fiscal year.

3.) Together, the Co-Treasurers are responsible for:

- a.) Informing all Committee Chairs of procedures for handling of any receipts or reimbursement requests prior to and after each event. Work with the Chairs to ensure that they are given accurate and timely financial information that can be reported back to the Membership of the PTO event being chaired. **This is information to be placed in the specific event file for future planning. **
- b.) Providing and coordinating the counting of cash boxes/receipts for each event. This needs to be done before and immediately after the event ends.
- c.) Ensuring that all receipts are locked in a bank bag and placed in the schools' safe if a deposit cannot be made immediately.
- d.) Coordinating the depositing of funds to appropriate PTO bank account(s).

Section 5: Officer Attendance

All Executive Board officers are expected (within reason) to attend all Executive Board meetings and General Business meetings and are encouraged to attend all events. One elected PTO Board officer must attend events receiving monies.

Article VII **CHAIRPERSONS AND THEIR DUTIES**

Section 1: Naming Committee Chairs

The Executive Board may create such committees, as it may deem necessary to promote the objectives and to carry on the work of the organization. The President shall be a member ex officio of all committees except the

Nominating Committee. No committee work shall be undertaken without the consent of the Executive Board members interested in chairing a committee need: 1) To contact a Board member to be nominated, 2) or submit a nomination in writing to any member if unable to attend the May General Business meeting. If unable to fill a committee chair by the June meeting, the position may be left open and filled using the same procedure in the upcoming year. Committee Chairs shall be solicited and selected by the majority of the Executive Board. In the event of a tie, the President casts the deciding vote. In the event that there are multiple members interested in chairing a committee, the Executive Board reserves the right to render a final decision.

Section 2: Committee Chairs Duties

The Chairs shall serve under the general direction of the PTO Executive Board. Committee Chairs shall be responsible for the following:

- 1.) The Chair shall organize respective fundraiser and/or event.
- 2.) The Chair shall promote programs and activities that enhance the educational experience of Lakeaires students, inclusion of parents, community relations and demonstrate the importance of community involvement to students at Lakeaires Elementary School.
- 3.) The Chair shall also be responsible for soliciting and appointing additional members to the Committee. The Chair will be required to contact all interested volunteers.
- 4.) The Chair will be obligated to hold committee meetings at times and days convenient for a majority of all parties who are interested in serving on said committee with parent participation being a main goal of the Chairperson.
- 5.) The Chair shall be expected to and be responsible for reporting at the Executive Board meeting and/or the General Business meeting while their committee is in service. The Chair or a committee member shall be responsible to communicate any meetings, changes or updates to the Vice-President or a member of the Executive Board if unable to inform Vice-President.
- 6.) Committee Chairs will be given a budget and are expected to perform within that allotment. If the Committee Chair requires additional funds she/he may request, prior to spending funds, from the Executive Board. Inquire of funds must be made in writing. The Executive Board officers may recommend the request with a majority vote the General Business meeting who then must approve the additional funds with a simple majority vote.
- 7.) The Chair will provide the Executive Board with an outline of their event one month prior to their event date. This is to keep open communication with the Board and parent community.
- 8.) The Chair is responsible to submit a final report which may include pros and cons of the events, changes that were made and future suggestions to the Executive Board, no later than the second General Business meeting following the event.

ARTICLE VIII

MEETINGS OF THE MEMBERS

Section 1: Meeting Dates

Meetings of the Members will be held monthly on the first full week (based on calendar availability) of the month from September through June during the school year at such time and place, as the Executive Board shall determine.

Section 2: Quorum

Eight members (including the Executive Board, excluding the President) shall constitute a quorum for the transaction of business at any General meeting. If fewer than 7 general Members are present, the Executive Board (excluding the President & Principal) automatically inherits the ability to make motions and vote.

Section 3: Decision by Vote

All business decisions (unless noted otherwise in these bylaws) made by the General Membership shall be determined by a simple majority of the Members present and voting at the General Business meetings. The Board officers, including the Principal, are not eligible to make motions (with the exception in the event of a quorum consisting of 7 or fewer members), in the event of a tie, the President will have the duty to cast the deciding vote.

Section 4: Special Meetings

A special meeting of the Members may be called at any time by the President upon approval of the majority of the Executive Board. Such requests shall be made in writing the purpose of the meeting, and shall require at least 7 days' notice via the newsletter or website and , if possible, by an announcement at the next PTO General Business meeting.

Section 5: Meeting Cancellation

The President may cancel regular General Business meetings due to unsafe weather conditions, school emergencies or

failure to attain a quorum of more than 8 Members (including the Executive Board, excluding the President & Principal). In the event of cancellation, the President shall notify the Principal, the Executive Board, and (to the extent possible through public broadcast media) the General membership.

Section 6: Rescheduling of Meeting

Cancelled meetings do not have to be rescheduled, as long as the number of meetings held annually shall be at least eight. The President may reschedule a cancelled meeting. The General Membership shall receive timely written notice of the rescheduled meeting date. The Executive Board (or the General Membership acting at a regular meeting) may change a scheduled General Business meeting date or may schedule special meetings of the General Membership. In either case, a minimum advance written notice of seven days shall be provided. In emergency situations in which the seven day period cannot be satisfied, the Executive Board shall act for the General Membership in all matters required by the crisis and will inform the Membership of events as soon as practical.

Section 7: Approval of Funds Requested by a Member9(s)

Fund request proposals less than \$500.00 can be moved, discussed, and voted upon during a regularly scheduled monthly meeting. Fund request proposals greater than \$500.00 can be moved, discussed, and then tabled until the next regularly scheduled monthly meeting for a vote. The motion must be published in the P.T.O. newsletter prior to the vote. At the next monthly general meeting, the vote can take place and pass with a simple majority. Fund request proposals exceeding \$1500 must pass by a two-thirds majority.

ARTICLE IX

MEANS OF COMMUNICATION

PTO will provide paper of a designated color to be used for all PTO communication. Materials to be copied and distributed shall be submitted to the school with one school day of notice.

Section 1: Newsletter

A newsletter shall be published and sent home to parents via the student. The newsletter should be released at least one week prior to an upcoming General Business meeting. Items included in the newsletter should contain various PTO activities, decisions, announcements, meetings times and dates. The President shall be responsible for the publication of the newsletter and/or request the General Membership to form a committee. If a Newsletter committee is formed the newsletter must be approved by the President or another officer if the President is unable, prior to publishing. Any General Member may request to include information with the approval of the President and/or committee.

Section 2: Website

A website may be published representing the Lakeaires Elementary PTO. Items included on the website should contain various PTO activities, decisions, announcements, meetings times and dates, meeting minutes, calendar, lists of committees, events, fundraisers, financial statements, a reproduction of the newsletter, a list of Executive Board members and any other information to promote the Mission Statement of the Lakeaires PTO. The President shall be responsible for the publication of the website and/or request the General Membership to form a committee. If a Website committee is formed, the website must be approved by the President or another officer if the President is unable, prior to publishing. All future website changes must also be approved by the President. Any General Member may request to include information with the approval of the President and/or committee.

Section 3: Communication Forms

All forms of communication sent to the parents, students, school staff or the community in general involving the business of PTO must be approved by an Executive Board member. All forms of communication shall contain and include the PTO logo, and name, contact person and phone number.

ARTICLE X

AMENDMENTS

These bylaws may be amended at any meeting of the PTO members, at which a quorum is present, by the affirmative

vote of two-thirds of the members attending and voting at the General Business meeting, provided notice of the proposed amendment has been given at the previous meeting and has been published in a notice or newsletter approved by the Executive Board.

ARTICLE XI

FINANCE AND BUDGET

The Lakeaires PTO shall operate on a cash basis system. The cash basis system requires that income and expenses be recorded in the fiscal year received or spent. It is recommended to have the PTO accounts audited annually by the Executive Board. A required audit of accounts must be done by the District or an outside accounting agency in odd years; an annual audit is recommended. The fiscal year for the PTO shall be July 1st through June 30th. Therefore, all requested reimbursements must be received by May 31st, allowing the PTO to have complete financial information effective June 30th when the school year is complete. Exceptions may be made for any events that may take place after May 31st and before June 30th. The Members shall also vote on the appropriation of funds per individual request, as recommended by the Executive Board.

Section 1: Funds

Revenues from all sources are for the purpose of fulfilling the Mission Statement of the Lakeaires PTO. They shall be held in an account bearing the name of Lakeaires PTO. There must be two authorized signers with the primary signers being one of the Co-Treasurers. The authorized signers for the account must be on the Lakeaires PTO Executive Board and a non-Lakeaires staff member excluding any individual(s) who have children attending Lakeaires Elementary and have been elected to the Executive Board. This policy is instituted to help avoid conflict of interests in spending funds for areas for which she/he could receive a direct benefit.

Section 2: Budget

After acquiring a current list of any needed items, the Executive Board, calling on the Co-Treasurers, shall determine a tentative budget to determine what type of allotments are appropriate for individual funding areas to receive. The preliminary budget shall be drafted for the May meeting for the following school year and approved by the PTO General Business meeting by a majority vote of members present in June. The following September, the Executive Board will submit a final budget for vote by the General Membership at the General Business meeting.

Section 3: Determining Budget

In determining the projects for which funds will be allocated; the following policy disbursement guidelines shall be observed.

- 1.) Actual allocation of budget funds will follow a discussion with the requesting committee, Executive Board recommendation and approval with a majority vote of the Members present at the General Business meeting.
- 2.) The Co-Treasurers will keep accurate records of any disbursements and bank account information.
- 3.) A contingency reserve can be continually maintained in a savings or CD-type account. The purpose of these monies is to ensure the basic functions of the Lakeaires PTO for special long-range project fund raising, for example, playground replacement.

Section 4: Dispersing of Funds (Requests for Reimbursement)

- 1.) All funds being requested must have prior approval by an Executive Board member and Committee Chairperson operating within said Committee's budget.
- 2.) PTO Check Request forms must be placed in the PTO box by the first and third Wednesday mornings of each month. Checks will be distributed on the first and third Fridays of each month. The Co-Treasurers are responsible for mailing/distributing all checks.
- 3.) All individuals requesting reimbursement for funds must first fill out a "PTO Check Request" form.
- 4.) All requests must include original receipts attached to the PTO Check Request form.
- 5.) Once the PTO Check Request form is filled out, the Co-Treasurers will check with financial records to verify that the request is valid, and that funds are still available within that budget classification. If no funds are available for a particular budget classification, prior approval must be received from the

Executive Board and voted on by the General Membership.

6.) Receipts for reimbursement must be turned into the Co-Treasurers within 30 days of an event's conclusion. All requests for reimbursement must be turned into the Co-Treasurers before May 31st, with the exception of events held within the month of June, which have until June 15th, the end of PTO's fiscal year. Any reimbursement requests turned in after June 15th will not be honored.

Section 5: Depositing of Funds (Handling Cash Receipts)

1.) All receipts (cash or check) shall remain in the school until the deposit is made.

2.) A timely deposit of funds must be completed, preferably no more than two business days from the date the funds were received.

3.) Deposits of receipts can only be made by the Co-Treasurers.

4.) Before deposits are made, a PTO Cash Receipt form must be filled out and signed by two people, once of which must be an officer. (Co-Treasurers, being preferred.)

5.) All monies must be counted by two people. Two tapes (with each check amount listed- not for example 5 checks @ \$10.00) must be attached to the PTO Cash

Receipt form and these tapes must have the same total. One tape stays with the form

The second is used with the deposit slip. Once the deposit is made; the deposit slip from the bank is attached to the PTO Cash Receipt form.

6.) All receipts must be deposited within two business days of the event. If a deposit cannot be made immediately after the counting of receipts, all funds must be placed in a locked bank bag and placed in the schools safe.

ARTICLE XII DISSOLUTION

Section 1: Dissolution of PTO

In the event that the organization should choose to dissolve, dissolution shall occur by a resolution stating a reason for such action. A motion must be presented, then seconded and voted on to rescind the bylaws at a General Business meeting.

Section 2: Asset Disperse

In the event of dissolution of the Lakeaires Elementary Parent Teacher Organization, all assets will be spent on students currently enrolled per the recommendation and direction of the Executive Board and majority approval of voters present at the General Business meeting. If funds still remain, the Executive Board will recommend and direct the disbursement of the funds. In the event that the PTO votes to dissolve and reform in a different governing body, such as Parent Teacher Association, the funds will be transferred to the new governing body upon approval at the General Business meeting.

ARTICLE XIII PARLIAMENTARY AUTHORITY

Robert's Rules of Order Revised shall be guideline to govern this organization in all cases to which they are applicable and in which they are not in conflict with these bylaws. The Vice-President shall act as the parliamentarian using Robert's Rules of Order Revised as appointed by the Executive Board.