

Chelsea Heights PTO By-laws

Article I – Name

The name of the organization is the Chelsea Heights Parent-Teacher Organization, also known as the Chelsea Heights PTO.

Article II – Articles of Organization

The Articles of Organization of the Chelsea Heights Parent-Teacher Organization include the bylaws of the organization and the articles of incorporation.

Article III – Purpose

Section 1. The purposes of the Chelsea Heights PTO are:

- A. To financially support classroom education and enrichment activities conducted at Chelsea Heights Elementary School;
- B. To provide volunteers and funding for activities that might otherwise be unattainable through regular school operational channels; and
- C. To facilitate a close community relationship among families, staff, and students affiliated with Chelsea Heights Elementary School.

Section 2. 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.

Article IV – Basic Policies

Section 1. The following are basic policies of the Chelsea Heights PTO:

- A. The organization shall be noncommercial, nonsectarian, and non partisan;
- B. The organization or members in their official capacities shall not endorse a commercial entity or engage in activities not relating to promoting the purposes of the organization;
- 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;
- D. The organization shall work with the Chelsea Heights Elementary school to provide quality education for all students and shall seek to participate in the decision-making process establishing school policy, while also recognizing that the legal responsibility to

make decisions has been delegated to the school administration, site council, Saint Paul Public Schools Board of Education, and Minnesota Department of Education;

- E. No apart of the net earnings of the organization shall directly benefit, or be distributed to, its members, officers, or other private persons, except that the services rendered and to make payments, reimbursement, and distributions to further the purposes set forth in Article III.
- F. The organization shall not carry on any activities not permitted to be carried on by an organization except from federal income tax under Section 501(c)(3) parent organization, or if none exists, to Chelsea Heights Elementary School. If Chelsea Heights School ceases to exist, the remaining assets of the Chelsea Heights PTO shall be distributed for one or more except purposes within the meaning of Section 501(c)(3) of the internal revenue code.

Article V – Membership

Section 1. Membership in the Chelsea Heights PTO shall be made available to Chelsea Heights students and their families of Chelsea Heights students and Chelsea Heights faculty, staff, and administrators. Membership shall be made available without regard to race, creed, gender, sexual orientation, or national origin.

Section 2. The Chelsea Heights PTO shall conduct an annual enrollment of members but may admit persons at any time.

Section 3. Membership in the organization shall extend from September 1 through August 31 of the following year.

Article VI – Officers and their Election

Section 1. Each officer of the Chelsea Heights PTO shall be a member of the organization.

Section 2. Officers shall be elected by ballot, a show of hands, or voice vote in the month of April or May. If there is but one nominee for any office, election for that office may be taken by a show of hands or by a voice vote. The remaining term for an office that remains vacant following the May election may be filled by election at any regular meeting of the organization, but should be filled as soon as possible when school resumes in the fall.

Section 3. Officers are as follows: President, Vice President, Secretary, Treasurer 1, Treasurer 2, and Grants Chair. Terms of officers shall be two years, staggered, with President and Secretary being elected in the same year, and Vice-President and Treasurer 1 being elected the following year. Treasurer 2 shall be a term of 2 years, not to be reelected on the same schedule as Treasurer 1. Grants Chair shall be a term of 1 year to be elected annually.

Section 4. President, Vice-President, and Secretary shall assume their official duties following the close of the regular meeting in April which shall coincide with the final month of the previous officers of the Executive Committee. The Treasurer shall be actively involved in a transition

period, working with the preceding treasurer (either 1 or 2) through the end of the fiscal year, and then taking over completely with the new fiscal year.

Section 5. Officers are strongly encouraged not to serve more than two consecutive terms in the same office. An officer may, however, continue in his or her office if a replacement cannot be found.

Section 6. No member may serve in more than one office at a time, except for the Treasurer who may occupy both Treasurer positions as needed.

Section 7. Nominations for the Executive Board shall be taken at any time, but ideally during the March and April regular meetings.

Section 8. Any officer may be removed from office for cause by a three-fourths vote of the board of officers or a two-thirds vote of the general membership. Cause shall be defined as conduct detrimental to the organization or failure to perform the duties of the office. Any officer facing removal shall be entitled to seven days notice in writing of the meeting at which the vote is to take place and shall be given the opportunity to address the board or membership prior to the vote.

Section 9. The Officers as a whole shall be referred to as the Executive Committee.

Article VII – Duties of Officers

Section 1. The President shall:

- A. Preside over all regular and special meetings of the organization and its Board of Officers;
- B. Preside over all meetings of the Executive Committee;
- C. Coordinate the work of the organization's officers and committee chairs for the benefit of the organization's purposes;
- D. Have power to sign and execute contracts on behalf of the organization, with the approval of the Board of Officers;
- E. Be authorized to co-sign checks; and
- F. Perform other duties as specified in President's job description.

Section 2. The Vice-President shall:

- A. Attend all regular and special meetings of the organization, as well as meetings of the Executive Committee;
- B. Preside over regular and special meetings in the President's absence;
- C. Assist the President in carrying out the purposes of the organization;
- D. Serve as a member of the Board of Officers;
- E. Be authorized to co-sign checks; and
- F. Perform other duties as specified in the Vice-President's job description;

Section 3. The Secretary shall:

- A. Attend all regular and special meetings of the organization, as well as meetings of the Executive Committee;
- B. Accurately record the minutes of all meetings;
- C. Maintain the organization's documents, including by-laws, articles of incorporation, minutes, standing rules, and membership lists;
- D. Be authorized to co-sign checks; and
- E. Perform other duties as specified in the Secretary's job description.

Section 4. The Treasurers (1 and 2) shall:

- A. Attend all regular and special meetings of the organization, as well as meetings of the Executive Committee;
- B. Maintain an accurate and up-to-date account of the organization's financial records and budget;
- C. Receive and disburse monies of the organization;
- D. Be authorized to co-sign checks;
- E. Prepare and present a financial report for each regular meeting and at other times as requested by the Board of Officers;
- F. Prepare or oversee preparation of the organization's financial filings;
- G. Ensure that all checks for amounts exceeding \$1,000 are signed by two officers and that all transactions fall within a budget parameters and comply with the organization's financial guidelines, including the standing rules with regards to finances; and
- H. Perform other duties as specified in the Treasurer's job description.

Section 5. The Grants Chair shall:

- I. Attend all regular and special meetings of the organization, as well as meetings of the Executive Committee;
- J. Work with the Treasurers to maintain an accurate accounting of grants funds;
- K. Act as the liaison between the Executive Committee and teachers with respect to classroom funds and additional grants;
- L. Form and preside over a committee of not fewer than 2 additional people to review and approve grants requests by teachers and school staff.

Section 6. Each officer shall, on leaving office, turn over to successors, without delay, all records, books, logins and passwords, and other material pertaining to the office, and shall return to the Treasurer, without delay, all funds pertaining to the office, including ATM/debit cards, credit cards, and checks.

Article VIII – Meetings

Section 1. Regular meetings of the Chelsea Heights PTO shall be held on dates determined by the Board of Officers at its summer organizational meeting. At least seven days notice must be given for any change of a regular meeting date.

Section 2. Special meetings of the organization may be called by the President or by a majority of the Board of Officers. At least seven days notice must be given. Special meetings for the purpose of vote by email shall be allowed provided that at least 7 days notice is given along with a clear explanation of the issues presented and the manner, time, and date of the vote is noted.

Section 3. The election meeting shall be held in April or May as needed.

Section 4. Nine members shall constitute a quorum for the transaction of business in any meeting of the organization.

Article IX – Committees

Section 1. Only members of the Chelsea Heights PTO shall be eligible to serve in elected committee positions.

Section 2. The Board of Officers may create or eliminate such standing committees as it deems necessary to promote the purposes and carry on the work of the organization. The term of each chairperson shall be one year or until the selection of a successor. Terms are renewal at the discretion of the Board of Officers.

Section 3. The chairperson of each standing committee shall present a plan of work to the Board of Officers for approval. No committee work shall be undertaken without the consent of the Board.

Section 4. The President or Vice-President of the organization shall be an *Ex Officio* Member of all committees except the nominating committee.

Article X – Fiscal Year

Section 1. The fiscal year of the Chelsea Heights PTO shall begin on September 1 and end on the following August 31.

Article XI – Parliamentary Authority

Section 1. The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the Chelsea Heights PTO in all cases in which they are applicable and in which they are not in conflict with these bylaws or the articles of incorporation.

Article XII – Standing Rules

Section 1. Standing rules may be approved by the Board of Officers, and the Secretary shall keep a record of standing rules for the future reference.

Article XIII – Amendments

Section 1. These bylaws may be amended at any regular meeting of the organization by a two-thirds 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 days prior to the meeting at which the amendment is moved; and
- B. A quorum has been established at the meeting.

Section 2. A committee may be appointed by a two-thirds vote of the organization or by a three-fourths vote of the Board of Officers to submit a revised set of bylaws to replace the existing bylaws. The requirements for adoption of a revised set of bylaws shall be the same for an amendment.