

Math and Science Academy Parent Teacher Organization Bylaws

I. NAME

The name of the organization shall be the Math and Science Academy Parent Teacher Organization (PTO).

II. PURPOSE

The purpose of the PTO is to:

- 1) Facilitate effective and positive communication among parents, teachers and school staff;
- 2) Raise funds for programs, activities and supplies that enhance the student experience at Math and Science Academy (MSA);
- 3) Recruit volunteers for PTO sponsored activities and MSA school sponsored activities;
- 4) Maintain a relationship with the Math and Science Academy Board of Directors (BOD); working with the BOD on issues of common interest.

III. MEMBERS

All parents and/or legal guardians of students who currently attend MSA and all current faculty and staff are considered PTO members (hereinafter General Members).

IV. POLICIES

a. Political Issues. The PTO will not support particular candidates or specific ballot topics for election.

b. Disputes. The PTO will not become involved in disputes between parents, teachers and/or administration.

c. Allocation of Funds. The PTO shall use its funds toward items and/or programs that benefit the school community. These decisions will be voted on at Meetings. The PTO will not fund school staff positions due to liability issues and conflicts of interests.

V. EXECUTIVE BOARD

a. Membership. The Executive Board shall consist of the following officers selected from Parent or Guardian Members: President, Vice-President, Secretary, Treasurer, or such other officers as the Executive Board may designate from time to time.

b. Duties:

President: The President of the PTO shall preside at all meetings of the PTO. The President shall set the agenda with input from other PTO officers. The President shall attend as many MSA BOD meetings as possible. The President shall edit the PTO web page as needed. The President shall also perform specific responsibilities as may be established by a majority vote of the Executive Board.

Vice President: The Vice President shall assume the duties of the President in his/her absence. The Vice President shall coordinate volunteers for MSA PTO activities as determined by the Executive Board. The Vice President shall also perform specific responsibilities as may be established by a majority vote of the Executive Board.

Secretary: The Secretary shall keep minutes of Meetings of the PTO. The Secretary shall post the minutes to the PTO web page within a month of the date of the Meeting. Within three business days of the Meeting date, the Secretary shall create the written agenda, work with MSA to schedule and request the announcement of the PTO Meetings, and secure the Meeting room. The Secretary shall also perform specific responsibilities as may be established by a majority vote of the Executive Board.

Treasurer: The Treasurer, along with the Executive Board, shall create a proposed budget. The Treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out all funds in accordance with the approved Budget and/or an approved Funding Request. The Treasurer shall present a written or verbal financial report at each PTO Meeting and/or at other times as requested by the PTO Executive Board. The Treasurer holds all records of taxes, bank statements, income and expenditure items and other pertinent business items. The Treasurer shall ensure that the organization complies with federal and state nonprofit corporation filing requirements by preparing, signing and delivering the taxes in accordance with federal and state guidelines. The Treasurer shall also perform specific responsibilities as may be established by a majority vote of the Executive Board.

VI. MEETINGS

- a.** Meetings. The PTO Executive Board shall convene four PTO Meetings during the academic year. All PTO General Members are welcome to attend. The President may call additional Meetings as needed.
- b.** Quorum. Three PTO Executive Board members present at a Meeting constitutes a quorum for the transaction of business and are entitled to take action on behalf of the PTO.
- c.** Voting. All PTO Executive Board and General Members present at a Meeting have the right to vote on agenda items presented at the Meeting. Unless otherwise noted, a majority vote is required to take action on behalf of the PTO. In the event of a tie, the floor will be open for 15 minutes for new discussion and a new vote will be taken. In the event of another tie, the President will make a decision on how to proceed.

VII. OFFICERS AND ELECTIONS

- a.** Nominations. Nominations for open Executive Board positions must be made one month prior to the last Meeting of the school year.
- b.** Elections. Elections will be held at the last Meeting of the school year. All PTO Executive Board and General Members present at the meeting may participate in the election. Voting shall be by written ballot. The nominee with the most votes wins the sought position.
- c.** Terms of Office. Officers are elected for a one-year term beginning in June and ending the following May. Each PTO Executive Board position has a term limit of 10 years.

- d. Eligibility. Any Parent and/or Legal Guardian of a current student is eligible for office.
- e. Vacancies. The Executive Board shall fill any vacancy in office, other than President, for the remaining portion of the term. Should a vacancy occur in the office of the President, however, the Vice President shall immediately assume that office.
- f. Removal from Office. General Members may remove an officer from the Executive Board with or without cause by a two-thirds vote of those present at a Meeting.

VIII. FINANCES

- a. Budget. At the first Meeting of the school year, the Treasurer will present a proposed budget for that school year. At this Meeting, the General Membership shall either amend or approve the proposed budget. Once approved, the budget shall guide the activities of the PTO during the year.
- b. Requests. Funded Requests must be submitted to the PTO Treasurer for approval.
- c. Obligations. The Executive Board may authorize any officer or chairperson to enter into contracts or agreements for the purchase of materials or services on behalf of the PTO. The PTO does not have the authority to enter into such agreements on behalf of MSA.
- d. Loans. No loans will be made by the PTO to its officers or members.
- e. Transaction of Funds. The Treasurer will deposit all funds of the PTO in such banks, trust companies or other depositories as the Executive Board may select and shall make disbursements as authorized by the Executive Board in accordance with the budget approved by the Membership.
- f. Financial Report. The Treasurer shall present a financial report at each Meeting of the PTO and shall prepare a final Budget Report at the end of fiscal year. The Executive Board reserves the right to have the report and the accounts biannually examined by an auditor or an informal audit committee, who, if satisfied that the report is correct, shall sign a statement of that fact at the end of the report.

IX. PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall govern meetings when they are not in conflict with the PTO Bylaws.

X. DISSOLUTION

Upon the organization's dissolution, any remaining funds shall be distributed in accordance with Minnesota Statutes, Chapter 317A governing nonprofit corporations.

XI. AMENDMENTS

These Bylaws may be amended with notice of the proposed amendment(s) given one month prior to the next Meeting. A two-thirds vote of the General Members present is required to amend.

XII. AUTHORITY

If any decisions made by the PTO conflict with the decisions, policies or procedures adopted by the MSA BOD, they shall be deemed null and void and the decision of the MSA BOD shall, in all cases, take precedent.