

BASSWOOD PARENT TEACHER ORGANIZATION BYLAWS

Adopted October 10, 1995
Revised May 22, 1996
Revised April 28, 1999
Revised December 12, 2002
Revised April, 15, 2004

ARTICLE I - NAME

The name of this organization is the Basswood Parent Teacher Organization, or the Basswood PTO
Maple Grove, Minnesota

ARTICLE II - ARTICLES OF ORGANIZATION

See attached documents for articles of organization

ARTICLE III - PURPOSES

The purpose of this organization is to assist Basswood Elementary School and its staff in the
education of the children in attendance.
We will accomplish this goal through assisting in normal teaching activities, volunteer assistance, fund raising
to supplement educational programs and through the support of our district's mission statement and annual
goals and policies.

Educational organization in accordance with IRS code 501(c)(3).

ARTICLE IV - MEMBERSHIP AND DUES

Every parent or guardian of enrolled students and all staff members of Basswood Elementary are members
of the PTO. Every parent or guardian of future * students (due to pending move or boundary change) are members
of the Basswood PTO. (* The word 'future' will be used throughout this document to represent, a future student due
to pending move or boundary change.)

ARTICLE V - OFFICERS AND THEIR ELECTION

Section 1. The officers of this organization shall consist of a president, vice-president, a treasurer and a secretary.

Section 2. The nominations for officers will be taken in the month of March with the election by written ballot sent
to all parents of current and 'future' students of Basswood. If there is but one nominee for any office,
election for that office may be made by voice vote.

Section 3. Officers shall assume their official duties May 1, and shall serve for a term of one year or until their
successors are elected. Current officers will continue their term until the end of the current school year as
a cross over period. The treasurer will serve its term until the fiscal year end of June 30, or until all
required tax forms are filed, whichever comes first.

Section 4. Nominating Committee:

Only those persons who have signified their consent to serve if elected shall be nominated for or elected
to office as long as they are a member in good standing.

ARTICLE VI - DUTIES OF OFFICERS

Section 1. The president shall:

- a. preside at all meetings of the organization;
- b. perform such duties as may be prescribed in these bylaws or assigned by the organization;
- c. be an ex officio member of all committees except the nominating committee;
- d. coordinate the work of the officers and committees of the organization in order that the Objects may be promoted.

Section 2. The vice-president shall:

- a. act as aide to the president
- b. (in their designated order) perform the duties of the president in the absence or inability of that officer to serve;
- c. perform other duties as may be assigned by the organization.

Section 3. The secretary shall:

- a. record the minutes of all meetings of the organization;
- b. have a current copy of the bylaws;
- c. maintain an up-to-date membership list
- d. perform other duties as assigned.

Section 4. The treasurer shall:

- a. have custody of all the funds of the organization;
- b. keep a full and accurate account of the receipts and expenditures;
- c. make disbursements as authorized by the president, executive board, or organization in accordance with the budget adopted by the organization;
- d. have checks or vouchers signed by authorized persons (the treasurer or one other officer designated at the first meeting of the new board);
- e. present a financial statement at every meeting of the organization and at other times when requested by the executive board;
- f. make a full report at the meeting at which new officers officially assume their duties (usually the annual meeting);
- g. be responsible for the maintenance of such books of account and records as conform to the requirements of the executive Board;
- h. have the accounts examined annually or upon change of officers by an auditor or an auditing committee of not fewer than three members, who, satisfied that the treasurer's annual report is correct, shall sign a statement that fact at the end of the report;
- I. submit the auditors report annually for review by either the auditing committee or the members at large at least two weeks before meeting at which new officers assume duties.

- 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 the 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.

ARTICLE VII - EXECUTIVE BOARD

Section 1.

- a. The executive board shall consist of the officers of the organization, the chairpersons of standing committees, the past president and the principal of the school or a representative appointed by the principal. The chair persons of the standing committees shall be selected by the officers of the organization.
- b. The president may appoint a parliamentarian, subject to the approval of the officers of the organization. If the parliamentarian is a member of the organization, 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 transact necessary business in the interval between organization meetings and other such business as may be referred to it by the organization;
- b. to create standing and special committees;
- c. to review the working plans and current progress of the standing committees;
- d. to give prior approval for all expenditures;
- e. to present at the regular meetings of the organization a report of business undertaken by the executive committee;
- f. to select an auditor or an auditing committee to audit the treasurer's account;
- g. to prepare and submit to the organization for adoption a budget for the year;
- h. to approve routine bills within limits of the budget
- I. the executive board may approve expenditures of \$250. All expenditures more than \$250 shall be approved by the membership.

Section 3. 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, seven days' notice being given.

ARTICLE VIII - MEETINGS

Section 1. Regular meetings of the organization shall be held on a date determined at the previous meeting, unless otherwise provided by the organization or by the executive board, seven days' notice having been given of change of date.

Section 2. Special meetings of the organization may be called by the president or by a majority of the executive board, seven days' notice having been given.

Section 3. The election meeting shall take place in April.

Section 4. A simple majority of the members shall constitute a quorum for the transaction of business in any meeting of this organization.

ARTICLE IX - COMMITTEES

Section 1. 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 organization. The term of each chairperson shall be limited to the current year or until the selection of a successor.

Section 2. The chairperson of each standing committee shall present a work plan and budget to the executive board for approval. At each regular meeting prior to the function, an update to the membership must be given. No committee work shall be undertaken without the consent of the board.

Section 3. Any additional expenditures require prior approval given by the executive board.

Section 4. All chairpersons shall submit a written recap of the activity within 30 days after the activity or by the 15th of May, whichever comes first.

Section 5. An executive board member shall be an ex officio member of all committees.

ARTICLE X - FISCAL YEAR

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

ARTICLE XI - AMENDMENT

Section 1. These bylaws may be amended at any regular meeting of the organization by a simple vote of the members present and voting, provided that a written notice of the amendment has been given at the previous regular meeting or in writing 14 days prior to the meeting at which the amendment is moved.