

BYLAWS OF THE OAK VIEW PARENT TEACHER ORGANIZATION

Organization Statement:

The Oak View PTO is a group of caring, committed, and concerned parents and staff who give their time, talents and financial support to ensure that all children at Oak View experience the most positive educational opportunities available to them.

ARTICLE I: Name of Organization

The name of the organization is the Oak View Parent Teacher Organization. It will also be called the Oak View PTO.

ARTICLE II: Purpose

The purpose of the Oak View PTO is to enhance the educational experiences for students at Oak View by:

- Encouraging participation in, volunteering for, creating, and supporting activities that are provided for the students.
- Facilitating communication between administration, staff, and parents so that all members feel informed, involved, and equipped to become active participants in school activities.
- Facilitating opportunities for students and parents with varied interests and talents to become involved in school activities.
- Providing support for the staff and students by giving of our time, talents, and financial support when necessary and available.
- Providing financial support so that programs, activities, equipment, and opportunities that might not otherwise be available may become a reality.
- Building community by offering family activities that all families within the Campus can participate in. The Campus as defined here consists of Oak View Elementary, Cedar Island Elementary and Fair Oaks Elementary.
- Working together and doing what it takes to see that each child has the best physical, mental, social, and academic opportunities at Oak View.

ARTICLE III: Basic Policies

Section 1. Location

The principle office of the Oak View PTO, at which the general business of the organization will be transacted and where the records of the organization will be kept, shall be in the City of Maple Grove, MN, or may be determined by the PTO Executive Board.

Section 2. Official Capacity of Organization

This organization shall be non-commercial, nonsectarian and nonpartisan. It shall not endorse any commercial enterprise or candidates. 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 nor with any partisan interest, nor for any other purpose than the regular work of the organization.

ARTICLE IV: Membership and Dues

Section 1. Structure

The structure of the Oak View PTO will be composed of an Executive Board and general Membership.

Section 2. Membership

Any parent and/or legal guardian of a current Campus student from Fair Oaks, Cedar Island and/or Oak View or member of the staff who supports the purpose of the Oak View PTO is considered a member of the organization and is encouraged to attend and participate in all Oak View PTO general meetings and activities.

Section 3. Dues

No dues shall be collected.

ARTICLE V: Officers

Section 1. Designation

Principal Officers of the Oak View PTO shall be the President, Vice President, Secretary, Treasurer and Committee Liaison. At the discretion of the PTO Executive Board, other officers may be elected with duties that the Executive PTO Board shall prescribe. The designated officers receive no pay for their positions.

Section 2. President

The President shall preside at all meetings of the Oak View PTO and the PTO Executive Board unless otherwise stated in these bylaws. The President shall prepare the agenda for meetings and establish general meeting topics. Meeting agendas should allow flexibility to include additional issues and items for future discussion topics. The President shall encourage committee chairpersons to meet promptly and regularly, offer assistance as needed, and be familiar with event and activity guidelines. The President shall consult with school administrators frequently. The President shall be an ex-officio member of all committees. The President and Treasurer are responsible for developing, approving and monitoring PTO operating expenses.

Section 3. Vice President

The Vice President shall act as an aide to the President and shall perform the duties of the President in the absence or inability of the President to serve. The Vice President assumes the duties of the President in the event of his/her resignation. The Vice President assists the President in any manner so designated by him/her. The Vice President shall obtain and disseminate all insurance policies related to the organization and ensure committee chairs are aware of relevant provisions. The Vice President is responsible for managing communications for the PTO, which includes submitting PTO News information for the monthly newsletter to the Oak View secretary.

Section 4. Secretary

The Secretary shall record the minutes of all meetings of the organization and of the Executive Board. The Secretary should route the minutes for approval to the Executive Board following meetings. Once approved, the Secretary shall provide the approved PTO minutes for posting on the Oak View website prior to the next scheduled meeting.

Section 5. Treasurer

The Treasurer shall keep accurate records of all receipts and disbursements in an organized manner; pay all authorized bills and reimbursable expenses in the manner prescribed by the Oak View PTO; and preserve all receipts, bank statements and cancelled checks for the organization. The Treasurer shall submit a written report at each regular meeting. The President and Treasurer are responsible for developing, approving and monitoring PTO operating expenses.

Section 6. Committee Liaison

The Committee Liaison will maintain contact with the committee and event chairpersons; provide an update on activities at the monthly PTO meetings; manage the

master list of events and chairpersons; and maintain regular communication with the Oak View Volunteer Coordinator.

Section 7. Compensation

No compensation shall be paid to any PTO Executive Board member for their duties.

ARTICLE VI: Executive Board

Section 1: Designation

The Executive Board shall consist of the five officers of the organization, the Principal of the school, or the Principal's appointed representative and one or two members of the licensed or non-licensed staff. The Principal and/or staff representatives will be ex-officio, non-voting members of the Oak View PTO.

Any member or multiple members of the PTO Executive Board can serve as a representative for the Campus PTO (CPTO). It is noted that each building site is allowed two voting members on the CPTO.

Section 2. Duties

- To approve fund-raising activities and events.
- To approve expenditures.
- To present a report at the general meetings of the organization.
- To create standing committees and oversee their work.
- To appoint an external auditor to audit the Treasurer's accounts on an annual basis.

ARTICLE VII: Meetings

Section 1. Place of Meetings

Meetings of the membership shall be held at Oak View Elementary or at such other suitable places as may be designated by the PTO Executive Board.

Section 2. General Meetings

General meetings will be held a minimum of four times throughout the school year. The PTO Executive Board will establish the schedule of general meetings prior to the start of the school year. Notice for the first general meeting will be given to members at least two (2) weeks before that meeting. Once determined, a schedule for the remaining meetings of that school year will be available (at the first meeting or) upon request or on the PTO Website.

Section 3. Special Meetings

A special meeting may be called by the President of the Oak View PTO as directed by a resolution adopted by the PTO Executive Board. The notice of any special meeting shall state the time, the place, and the purpose of such meeting. No business shall be transacted at the special meeting except as stipulated in the notice.

Section 4. Executive Board Meetings

An Executive Board Meeting shall consist of the principal officers of the PTO organization, the principal of the school or principal's appointed representative, and one or two members of the licensed staff. The Executive Board meeting shall typically be held once per month during the school year.

Section 5. Quorum

A quorum is the minimum number of members required to conduct business at a meeting. The majority of members present at a meeting shall constitute a quorum. A quorum for the PTO Executive Board shall consist of 50% of the PTO Executive Board voting members.

Section 6. Voting

Each voting member shall be entitled to cast one vote on each motion. The votes of the majority of those members present shall decide any motion presented at the meeting.

Section 7. Procedural Issues

Robert's Rules of Order will be the authority for all questions and procedures at any meeting of the Oak View PTO.

ARTICLE VIII: Election of Officers

Section 1. Terms of Office

The officers of the Executive Board shall be elected by ballot for a term of one year. Incoming Executive Board members shall be installed during the last organizational meeting of the school year at which time all records and property of the Organization shall be handed over by each Executive Board member to his/her successor.

Section 2. Nominations

- The Executive Board shall facilitate and accept nominations up to two weeks prior to the election.
- The Executive Board shall present nominees for each office to be filled. An individual's consent must be obtained before their name is officially placed on the ballot.

- Ballots will be issued if there is more than one nominee for a position. If there are not multiple nominees, a verbal vote shall be taken at the last meeting of the school year. Election results will be posted in the monthly meeting minutes.
- Voting shall be limited to the general membership present at the meeting,

Section 3. Vacancies

A vacancy occurring in any office, except that of President, shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board. In case a vacancy occurs in the office of President, the Vice President shall replace them for the remainder of the term.

Section 4. Removal of Officers

Any officer may be removed with or without cause by a vote of the general membership present at any general meeting. Notice of the intention to call for removal must be communicated to all potential members at least for two weeks prior to the intended removal vote. Notice of such meeting must clearly state its purpose, meeting time and place. A removal vote is successful if passed by a two-third majority of the voting members present.

Section 5. Proxies

No voting by proxy shall be permitted in the meetings of the PTO Executive Board or the Oak View PTO.

ARTICLE IX: Committees

Section 1. Formation and Authority

Committees may be formed as necessary at the direction of the PTO Executive Board. The authority will be established when the committee is formed and cannot exceed any authority within these bylaws.

ARTICLE X: Financial Controls

Section 1. Fiscal Year

The fiscal year of the Oak View PTO shall commence July 1 and end June 30.

Section 2. Bonding

The PTO will be bonded by a fidelity bond and will comply with the following requirements:

- All checks require two signatures

- No check shall be signed by a person to whom the check is payable
- NO pre-signing of checks

Section 3. Budget

The PTO Executive Board shall generate a budget for the coming year based on consultation with the school resource manager, a review of the budget of the previous fiscal year, the expenses of the current fiscal year, and input from the school staff. The budget shall be used as a spending guide and as a means of informing the General Membership of the intended disbursement of Organizational revenues.

The budget shall be presented by the PTO Executive Board in the last meeting of each year and, upon the Executive Board's approval, shall be consigned to the incoming Executive Board for consensus.

At all times, the accounts of the Oak View PTO shall have a reserve of at least one-third of the current year's budget. The Oak View PTO may amend the budget as circumstances dictate.

Section 4. Audit

The financial records of the Oak View PTO shall be audited by an **external** auditor at the end of every fiscal year. The external audit report should be presented and approved at a general meeting.

Section 5. Counting of Funds

A minimum of two Executive Board members are required to count and validate funds received after an event. The Committee Chairperson and Treasurer should always be included and other members nominated as needed by the President.

All funds are expected to remain on school premises unless the PTO Executive Board approves another process in advance. The PTO safe is available for securing all funds and should be used for such purposes.

A copy of the financial summary report for each event shall be placed in both the Treasurer's file and in the Event Chairperson's Committee's file for retention purposes.

All funds will be tracked on forms provided by the President or Treasurer of the Organization. A completed copy of the tracking form shall be placed in both the Treasurer's file and in the Event Committee Chairperson's file.

Section 6. Reimbursement of Expenses

A completed reimbursement form, including copies of receipts attached, must be reviewed and approved by an Executive Board member and submitted to the Treasurer for reimbursement of PTO expenses.

ARTICLE XI: Bylaws

These articles were first presented and accepted by the general membership at a meeting held March 16, 1992.

Articles edited and will be presented for approval at the general membership meeting on April 13, 2009.

Amendments to bylaws

- A special committee may be appointed to submit a revised set of bylaws as a substitute for these bylaws only by a majority vote at a general membership of the organization or by the PTO Executive Board.
- These bylaws may be amended by a majority of votes that are cast by the general membership.

These bylaws have been approved as written by a quorum of the voting members on:

President:

Vice President:

Secretary:

Treasurer:

Committee Liaison:

Principal:

Staff Member: