

Barnum PTO
Bylaws
Revised 2010

ARTICLE I

The name of this organization is the Barnum Parent-Teacher Organization (PTO), Barnum, MN. It is a local PTO organized unit.

ARTICLE II – ARTICLES OF ORGANIZATION

The articles of organization of constituent organization include (a) the bylaws of such organization and (b) the articles of association by what ever name (in cases in which the organization exists as an unincorporated association).

ARTICLE III – PURPOSES

Section 1. The Purposes of the Barnum PTO are:

- a. To promote the welfare of children and youth in home, school, and community.
- b. To raise the standards of home life.
- c. To secure adequate laws for the care and protection of children and youth.
- d. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental and social education.

Section 2. The Purposes of the Barnum PTO are promoted through an education program directed toward parents, teachers and the general public; are developed through conferences, committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article IV.

Section 3. 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 (Hereinafter “Internal Revenue Code”).¹

¹ See appendix, note 1

ARTICLE IV – BASIC POLICIES

The following are basic policies of the Barnum PTO:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the Purpose of the organization.
- c. The organization shall not-directly or indirectly-participate or intervene (in any way, including the publishing or distribution 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 by propaganda or otherwise.
- d. The organization shall work with the schools 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 boards of education, state education authorities and local education authorities.
- e. The organization shall not enter into membership with other organizations. A PTO representative shall make no commitments that bind the group that s/he represents without prior organization approval.
- f. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, director, trustees, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for the services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.
- g. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501 C (3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170 C (2) of the Internal Revenue Code.
- h. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundations, or organizations which have established their tax exempt status under Section 501 C (3) of the Internal Revenue Code.

- i. Barnum PTO shall maintain general liability insurance and bonding insurance each year in service.

ARTICLE V – RELATIONSHIP

Section 1. The Barnum PTO shall:

- a. Adhere to the Purposes and basic policies of the PTO.
- b. Have bylaws approved according to the procedure set herein.

Section 2. This PTO shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization including, specifically, the number of its members, and the dues collected and/or earned from its members. Such books of account and records shall at all reasonable times be open to inspection by an elected officer of the Barnum PTO.

Section 3. Only Members of the Barnum PTO who have a current membership may participate in the business of that association.

Section 4. Bylaws of the Barnum PTO shall include a provision establishing a quorum.

Section 5. A local PTO may surrender its charter and conclude its business in the following manner:

- a. The Elected Officers or other body that, under its bylaws manages the business of the Barnum PTO shall adopt a resolution recommending that the PTO be dissolved and directing that the question of such dissolution be submitted to a vote at a special meeting of members having voting rights. Written or printed notice stating that the purpose of such meeting is to consider the advisability of dissolving the local PTO shall be given thirty (30) days prior to the date of such meeting.
- b. Written notice of the adoption of such resolution, accompanied by a copy of the notice of the special meeting of members, shall be given to the Barnum PTO members and the Barnum School Board.
- c. Only those persons who were members in good standing of the local Barnum PTO on the date of the adoption of the resolution and who continue to be members in good standing on the date of the special meeting shall be entitled to vote on the question of dissolution.
- d. Approval of the dissolution of the Barnum PTO shall require the affirmative vote of at least two-thirds of the members present and entitled to vote at the special meeting. The required quorum is that established by the local unit bylaws.
- e. Written notice of approval of dissolution shall be given to the Barnum School Board and made public within ten days of affirmative vote.

ARTICLE VI – MEMBERSHIP AND DUES

Section 1. Membership in this PTO shall be made available without regard to race, color, creed, or national origin.

Section 2. This PTO shall conduct an annual enrollment of members but may admit persons to membership at any time.

Section 3. Each member of this PTO shall pay such annual dues to said organization as may be prescribed by the organization.

Section 4. The Barnum PTO membership year extends from August 1 through July 31.

Section 5. Membership into the Barnum PTO may be obtained by:

- a. Pay a \$5.00 membership fee
- b. Volunteer 5 hours in any Barnum PTO sponsored event. (Membership granted at completion of 5 hours)
- c. Attend 3 meetings held the first Monday of each month school is in session. (Membership granted at beginning of 3rd attended meeting)
- d. Accepting election to an officer position. (Membership granted for term of office)
- e. Volunteering to chair a Barnum PTO sponsored event. (Membership granted at time of commitment)

ARTICLE VII – OFFICERS AND THEIR ELECTION

Section 1. Each officer shall be a member of this PTO.

Section 2. The officers of this organization shall consist of a president, vice-president, a secretary and a treasurer.

Section 3. Officers shall be elected by ballot in the month of May. If there is but one nominee for any office, election for that office may be by voice vote.

Section 4. President and Secretary terms shall begin at the close of the June meeting of odd numbered years. Vice-President and Treasurer terms shall begin at the close of the June meeting of even numbered years.

Section 5. Officers shall assume their official duties following the close of the meeting in June and shall serve for a term of two (2) years or until their successors are elected.

Section 6. A person shall not be eligible to serve more than two consecutive terms in the same office. This shall be waived after a four (4) month period of time in which no interested party has come forth to serve.

Section 7. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of elected officers, notice of such election having been given. In case a vacancy occurs in the office of president, the vice-president shall serve notice of the election.

Section 8. Nominations for officer positions will be accepted at the April meeting of the election year.

ARTICLE VIII – DUTIES OF OFFICERS

Section 1. The president shall:

- a. Preside at all meetings of the association;
- b. Perform such other duties as may be prescribed in these bylaws or assigned by the association;
- c. Be an *ex officio* member of all committees
- d. Coordinate the work of the officers and committees of the association in order that Purposes may be promoted;
- e. Have a current copy of the bylaws.

Section 2. The vice-president shall:

- a. Act as an aid to the president;
- b. (In their designated order) perform the duties of president in the absence or inability of that officer to serve;
- c. perform such other duties as may be assigned by the association;
- d. Have a current copy of the bylaws.

Section 3. The secretary shall;

- a. record the minutes of all meetings of the association;
- b. have a current copy of the bylaws;
- c. be responsible for updating all amendments to the by-laws within 20 days;
- d. perform other duties as assigned.
- e. Have a current copy of the bylaws

Section 4. The treasurer shall;

- a. have custody of all the funds of the association
- b. keep a full and accurate account of the receipts and expenditures;
- c. make disbursements as authorized by the president in accordance with the budget adopted by the association;
- d. have checks or vouchers signed by one authorized person (the treasurer or the PTO president);
- e. present a financial statement at every meeting of the association and at other times when requested by the elected officers;
- f. make a full detailed 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 Article V, Section 7 of these Bylaws;
- 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 of that fact at the end of the report.

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 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 IX – MEETINGS

Section 1. Regular meeting of the association shall be held on the 1st Monday of each month, except the month of July. The association may change the date and time of the regular meeting if notice is given at the previous meeting.

Section 2. Special meetings of the association may be called by the president or by a majority of the members, five (5) days notice having been given.

Section 3. The election meeting shall be held in May.

Section 4. Five (5) members shall constitute a quorum for the transaction of business in any meeting of this association.

ARTICLE X – COMMITTEES

Section 1. Only members of the association shall be eligible to serve in elected or appointed positions.

Section 2. The local PTO may create or eliminate such standing committees as it may deem necessary to promote the Purposes and carry on the work of the association. The term of each chairperson shall be one (1) year or until the selection of a successor.

Section 3. The chairperson of each standing committee shall present a recap of their event in writing to the President within two weeks following completion of the event.

ARTICLE XI – FISCAL YEAR

The fiscal year of this association shall begin on August 1 and end on the following July 31.

ARTICLE XII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Barnum PTO in all cases in which they are applicable and in which they are not in conflict with these bylaws.

ARTICLE XII – AMENDMENTS

Section 1. These bylaws may be amended at any regular meeting of the association 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,
- b. a quorum has been established at the meeting, and
- c. a copy of the revised bylaws shall be sent to all officers within 20 days of amendment.

Section 2. A committee may be appointed by a majority vote of the association or by two-thirds vote of the elected officers to submit a revised set of bylaws as a substitute for the existing bylaws. The requirements for adoption of a revised set of bylaws shall be the same as for an amendment.

APPENDIX

Note 1-

Limited expectations may apply for a PTO which, before June 1988, was recognized by the Internal Revenue Service to be tax exempt under Section 501 C (3) and any organization subsequently formed there under.