

# Highland Park Elementary PTA Bylaws

Adopted January 5, 2006

Note: Items marked with a double asterisk (\*\*) are provisions of the bylaws of the National PTA; items marked with a pound symbol (#) are provisions of the Minnesota PTSA. [From Article V, Section 10]

## Article I: Name

The name of this organization is the Highland Park Elementary Parent-Teacher Association, Saint Paul, Minnesota ("HPE PTA"). It is a local PTA unit organized under the authority of the Minnesota Congress of Parents, Teachers, and Students (the Minnesota PTSA), a branch of the National Congress of Parents and Teachers (the National PTA).

## Article II: Articles of Organization\*\*

The articles of organization for the HPE PTA include its bylaws and its articles of association. If the HPE PTA is incorporated, the articles of association will be replaced with a certificate or articles of incorporation.

## Article III: Purposes\*\*

**Section 1.** The purposes of the Highland Park Elementary PTA, in common with those of the National PTA and the Minnesota PTSA, are:

- a. to promote the welfare of children and youth in home, school, community, and place of worship
- 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, social, and spiritual education

**Section 2.** The purposes of the National PTA, Minnesota PTSA, and HPE PTA are: promoted through advocacy and educational programs for parents, teachers, and the general public; developed through conferences, committees, projects and programs; and governed and qualified by the policies listed in Article IV.

**Section 3.** The HPE PTA 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 ("Internal Revenue Code").

#### **Article IV: Basic Policies\*\***

The following basic policies of the HPE PTA are also those of the National PTA and the Minnesota PTSA:

- a. The HPE PTA shall be noncommercial, nonsectarian, and nonpartisan.
- b. The HPE PTA shall work to promote the health and welfare of children and youth, and shall promote collaboration between parents, schools, and the community at large.
- c. The HPE PTA or members in their official capacities shall not participate or intervene in any political campaign for public office, or devote any substantial part of their activities to attempting to influence legislation.
- d. The HPE PTA 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 district, local, and state education authorities.
- e. The HPE PTA shall not join other organizations unless approved by the National PTA Board of Directors. The Minnesota PTSA or any of its divisions may cooperate with other organizations and agencies concerned with child welfare, but PTA/PTSA representatives may not make commitments that bind any PTA group they represent.
- f. No net earnings of the HPE PTA shall benefit or be distributable to its members, directors, trustees, officers or other private persons. However, the organization is authorized to pay reasonable compensation for services rendered, and to make payments and distributions to support the purposes listed in Article III.
- g. The HPE PTA shall follow the rules for organizations that are exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. This includes the rules on deductible contributions under Section 170(c)(2) of the Internal Revenue Code.
- h. If the HPE PTA is dissolved, its assets shall be dedicated first to its debts and obligations, then to one or more non-profit funds, foundations, or organizations with tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

## **Article V: Relationship with State and National**

**Section 1.\*\*** The HPE PTA shall be organized and chartered under the authority of the Minnesota PTSA, conforming with Minnesota PTSA and National PTA bylaws. The Minnesota PTSA shall issue the HPE PTA an appropriate charter showing its due organization and good standing.

To be considered "in good standing," a local PTA/PTSA must:

- a. adhere to the purposes and basic policies of the PTA;
- b. remit the national portion of the dues through the state PTSA to reach the national office by dates designated by the National PTA;
- c. have bylaws approved according to the procedures of each state; and
- d. meet other criteria as prescribed by the state PTSA (see State Bylaws, Article VI, Section 13)

**Section 2.#** If the HPE PTA fails to meet any part of the criteria in Article V, Section 1, it may lose its good standing with the Minnesota PTSA, and may be subject to withdrawal of its charter.

**Section 3.\*\*** The HPE PTA shall adopt its own bylaws, subject to approval by the Minnesota PTSA. These bylaws shall not conflict with the bylaws of the National PTA or those of the Minnesota PTSA.

**Section 4.\*\*** The HPE PTA shall keep permanent account books to record its gross income, receipts, and disbursements. These shall include the number of members, dues collected, and dues remitted to the Minnesota PTSA. These records shall be open on request to inspection by an authorized representative of the Minnesota PTSA or, where directed by the committee on State and National relationships, by a duly authorized representative of the National PTA.

**Section 5.\*\*** The charter of the HPE PTA shall be subject to withdrawal and its status as a PTA/PTSA unit shall be subject to termination, as allowed in the bylaws of the Minnesota PTSA (see State Bylaws, Article VI, Section 17, and Article XVIII, Section 5).

**Section 6.\*\*** If its charter is withdrawn by the Minnesota PTSA, the HPE PTA is obligated to:

- a. surrender its books, records, assets, and property to the Minnesota PTSA, to an agency designated by the Minnesota PTSA, or to another PTA/PTSA organized under the authority of the Minnesota PTSA;
- b. cease and desist from the further use of any name that implies or connotes association with the National PTA or the Minnesota PTSA or status as a constituent organization of the National PTA; and
- c. under the supervision and direction of the Minnesota PTSA, promptly carry out all proceedings necessary to dissolve the HPE PTA

**Section 7.\*\*** The HPE PTA shall collect dues from members and remit a portion of those dues to the Minnesota PTSA as provided in Article VI, Section 6.

**Section 8.\*\*** Only members of a local PTA/PTSA who have paid dues for the current membership year may participate in that association's business.

**Section 9.\*\*** Members of the nominating committee for officers of a constituent organization shall be elected by the membership, board of directors/managers, executive board, or executive committee.

**Section 10.\*\*** The HPE PTA bylaws shall include provisions from bylaws of the National PTA (marked \*\*) and the Minnesota PTSA (marked #).

**Section 11.#** The HPE PTA must have at least twenty (20) paid memberships to remain a branch of the Minnesota PTSA and the National PTA.

**Section 12.#** The HPE PTA shall elect officers for the following school year and submit their names to the Minnesota PTSA Office before June 15.

**Section 13.#** The HPE PTA may end its affiliation with the Minnesota PTSA and National PTA and conclude its business in the following manner:

- a. The executive committee shall adopt a resolution recommending that the local PTA be dissolved, and submit the recommendation in writing to a special meeting of voting members, to be held at least thirty (30) days after the recommendation is made.
- b. The written notice of the adopted resolution, and a copy of the special meeting announcement, shall be given to the president of the Minnesota PTSA at least twenty (20) days before the meeting date.
- c. Only members who were in good standing when the resolution to dissolve the PTA was adopted, and when the special meeting is held, shall be entitled to vote on the question of dissolution.
- d. Approval of dissolution of the local PTA/PTSA 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. If voting members decide to end the affiliation with the Minnesota PTSA, the HPE PTA shall immediately cease to be a PTA/PTSA. The Minnesota PTSA shall then immediately withdraw the unit charter and the HPE PTA shall conclude its business according to the charter withdrawal provisions in Article V, sections 5 and 6.

**Section 14.#** The Minnesota PTSA shall have the authority to withdraw the charter of a defunct local unit or council.

**Section 15.#** The executive committee of the Minnesota PTSA may withdraw the charter of any defunct local unit or council, even if it has not acted to dissolve or disaffiliate. A local unit or council is considered defunct when all of the following occur:

- a. No dues have been submitted to the Minnesota PTSA for at least 18 calendar months, despite requests and reminders.
- b. For at least one year, the Minnesota PTSA has been unable to contact a local president, vice-president or president-elect.
- c. The local unit or council has had no official meetings for at least 18 months.
- d. No PTA/PTSA members belonging to that unit or council are clearly acting on its behalf to dissolve or disaffiliate it.

When a local unit or council is considered defunct, the executive committee shall verify its status. If the committee determines the unit or council is defunct, it shall withdraw the charter and conclude its business (see State Bylaws, Article XVIII, Section 5).

#### **Article VI: Membership and Dues**

**Section 1.\*\*** By joining the HPE PTA, each member also joins the National PTA and the Minnesota PTSA, which issues the charter to the HPE PTA.

**Section 2.\*\*** Membership in the HPE PTA is available to anyone who subscribes to the purposes and basic policies of the National PTA.

**Section 3.\*\*** The HPE PTA actively enrolls members at the beginning of the school year, but membership is available at any time.

**Section 4.\*\*** Each member of the HPE PTA pays annual dues determined by the organization. One portion is payable to the state PTA/PTSA as determined by the state, and another portion is payable to the National PTA as recommended by the board of directors and approved by a two-thirds (2/3) majority of voters at the National PTSA Annual Convention.

**Section 5.\*\*** Changes in the state portion of each member's dues shall be recommended by the board of directors and approved by a two-thirds (2/3) majority of voters at the Minnesota PTSA Annual Convention.

**Section 6.\*\*** State and national portions of dues paid by HPE PTA members shall be set aside and remitted to the Minnesota PTSA each month.

**Section 7.#** The National PTA and Minnesota PTSA bylaws do not recognize "family memberships." The state and national dues are the same for each member, regardless of how many members may belong to the same family.

**Section 8.#** Any constituent organization may recommend and sponsor a person for a Life Achievement Award from the National PTA. The sponsoring organization makes a contribution to the National PTA to recognize the nominee as a recipient. The amount is determined by the National PTA Board of Directors, and the fee is forwarded to the National PTA treasurer for deposit in the National PTA Endowment fund. (A National PTA Life Achievement Award pin is included in the fee.)

**Section 9.#** On the recommended of its board of directors, the Minnesota PTSA may grant Minnesota Life Achievement Awards to people who have distinguished themselves in service to children and youth. A recommendation may come from any constituent organization, or from the board of directors on its own initiative. The sponsor makes a contribution to the Minnesota PTSA to recognize the nominee as a recipient. The amount is determined by the Minnesota PTSA Board of Directors, and is paid to the Minnesota PTSA Office. One half goes to the State PTSA investment fund; the other is used for extension purposes. (A Life Achievement Award pin is not included in the fee.)

**Section 10.#** An Honorary Life Member or a Life Achievement Award recipient (either National or Minnesota) does not have voting rights and is not considered a member of the National PTA or the Minnesota PTSA in the sense of Article VI, Section 1.

**Section 11.#** The Minnesota PTSA membership year extends from July 1 through June 30. Local units establish their own membership terms.

#### **Article VII: Officers and their Election**

**Section 1.\*\*** Officers and board members must be members of the HPE PTA.

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

**Section 3.** Officers shall be elected by ballot in May. If there is only one nominee for an office, that election may be held by voice vote.

**Section 4.** Officers shall assume their official duties following the close of the meeting in June and shall serve for two years or until their successors are elected.

**Section 5.** With the exception of treasurer, a person shall not be eligible to serve more than two consecutive terms in the same office. The treasurer may serve up to three consecutive terms.

**Section 6.** Nominating Committee

- a. At least one month before officers are elected, voting HPE PTA members shall elect a nominating committee with at least three members, and an uneven total. This committee will elect its own chairperson.
- b. The nominating committee shall nominate an eligible person for each office to be filled, and report its nominations at the regular meeting in March or April, when additional nominations may be made from the floor.
- c. Only those who have signified their consent to serve if elected shall be nominated for or elected to office.

**Section 7.** In the event of a vacancy in any office, the executive board shall give notice of an election, at which it may fill the vacancy by majority vote. In case a vacancy occurs in the office of president, the vice-president shall serve notice of the election.

**Article VIII: Duties of Officers**

**Section 1.** The president shall:

- a. preside at all meetings of the association;
- b. perform other duties as prescribed in these bylaws or assigned by the association;
- c. serve as an ex officio member of all committees except the nominating committee; and
- d. coordinate the work of association officers and committees to serve the association's purposes

**Section 2.** The vice-president[s] shall:

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

**Section 3.** The secretary shall:

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

**Section 4.** The treasurer shall:

- a. have custody of all the funds of the association;
- b. keep a full and accurate account of receipts and expenditures;
- c. make disbursements as authorized by the president, executive board, or association in accordance with the budget adopted by the association
- d. have checks or vouchers signed by two authorized persons (the treasurer and one other);
- e. present a financial statement at every meeting of the association 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 Article V, Section 4 of these bylaws and State Bylaws, Article VI, Section 5;
- h. have the accounts examined annually or upon change of officers by an auditor or an auditing committee of at least three (3) members, who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report; and
- i. submit the books for annual auditing by a committee selected by the executive board at least two weeks before new officers assume duties

**Section 5.** Officers shall perform the duties outlined in these bylaws, and others as assigned. When an office term expires or an officer resigns, the officer shall turn over all relevant records, books, and other materials to the president, and all PTA funds to the treasurer.

**Article IX: Executive Board**

**Section 1.**

- a. The executive board shall consist of the officers of the association, the chairpersons of standing committees, and the school principal or a representative appointed by the principal. The chairpersons of the standing committees shall be selected by the association's officers.
- b. The president may appoint a parliamentarian, subject to approval by the association's officers. If the parliamentarian is also a member, the parliamentarian shall retain all rights of membership.
- c. Standing committees may have a shared leadership, but each committee may have only one vote on spending decisions.
- d. Chairpersons may serve up to two consecutive terms.

**Section 2.** The duties of the executive board shall be:

- a. to transact necessary business between association meetings, plus other business that may be referred to it by the association;
- b. to create standing and special committees;
- c. to approve the work plans of standing committees;
- d. to present reports of business undertaken by the executive committee at regular association meetings;
- e. to select an auditor or an committee to audit the treasurer's account;
- f. to prepare and submit to the association a budget for the year; and
- g. to approve routine bills within the limits of the budget

**Section 3.\*\*** A PTA/PTSA member shall not serve as a voting member of a constituent organization's board at the local, council district, region, state or national level while serving as a paid employee of, or under contract to, that constituent organization.

**Section 4.** 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 executive board members shall constitute a quorum. Special meetings of the executive board may be called by the president, the principal, or a majority of the members of the board on at least five days' notice.

#### **Article X: Meetings**

**Section 1.** Regular association meetings shall be held each month during the school year, unless otherwise provided by the association or by the executive board on notice of at least five days.

**Section 2.** Special association meetings may be called by the president or by a majority of the executive board on notice of at least five days.

**Section 3.** The election meeting shall be held in April, with voting in May.

**Section 4.#** Ten (10) members shall constitute a quorum for the transaction of business in any meeting of this association.

**Section 5.#** Proxy voting is not allowed by the Minnesota PTSA or any of its constituent organizations. If a vote is to be held by e-mail, the process must follow guidelines set forth in "Robert's Rules of Order."

**Section 6.** In addition to these bylaws, HPE PTA meetings will follow the HPE PTA Essential Agreement. All who attend must abide by the Essential Agreement.

## **Article XI: Committees**

**Section 1.#** Only association members may serve in elected or appointed positions.

**Section 2.** The executive board may create or eliminate standing committees as needed to promote the association's purposes and carry on its work. Each chairperson's term is two (2) years or until a successor is chosen.

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

**Section 4.** The president shall be an ex officio member of all committees except the nominating committee.

## **Article XII: Council Organizations**

**Section 1.#** Where there are three or more units in close proximity within a school district, county or city, these units may be authorized by the Minnesota PTSA to organize into councils for the purpose of conference, leadership training and coordination of local PTA/PTSA efforts.

Each council shall adopt bylaws for its government, subject to approval by the Minnesota PTSA. Only congress units may be members of a council. Councils shall not legislate for local units.

Commissions Will be determined by the board of directors in its standing rules. The membership and function of each commission shall be set forth in the standing rules.

**Section 2.#** The Minnesota PTSA shall have authority to withdraw the charter of any defunct council (see State Bylaws, Article V, Section 5).

## **Article XIII: Council Membership**

(Applies only to local PTA/PTSAs holding membership in a council of PTA/PTSAs and must correspond to council bylaws.)

## **Article XIV: Fiscal Year**

The HPE PTA fiscal year begins July 1 and ends the following June 30.

## **Article XV: Parliamentary Authority\*\***

**Section 1.** The rules contained in the current edition of "Robert's Rules of Order, Newly Revised" shall govern the National PTA and its constituent organizations in all applicable cases, provided they do not conflict with these bylaws, the bylaws of the National PTA, or the articles of incorporation.

**Section 2.** The board of directors shall have authority to establish a process in its standing rules for the management of adopted resolutions.

## **Article XVI: Spending Authority**

**Section 1.** Spending up to \$200 may be authorized by two standing committee chairs and the treasurer.

**Section 2.** Spending up to \$475 may be authorized by two standing committee chairs and two executive board members and the treasurer.

**Section 3.** Spending up to \$999 may be authorized by three executive committee chairs and the treasurer.

**Section 4.** All spending requests over \$1000 must be presented at to general membership for approval at a regular meeting of the association.

**Section 5.** All spending requests must go toward fulfilling the purposes and basic policies of the HPE PTA.

## **Article XVI: Amendments**

**Section 1.#** These bylaws may be amended at the association's annual business meeting by a two-thirds vote of the members present and voting, provided that:

- a. notice of the amendment was given at the previous regular meeting or in writing thirty days before the meeting at which the amendment is moved,
- b. a quorum has been established at the meeting, and
- c. the proposed amendment is subject to approval by the state PTSA.

**Section 2.** A committee may be appointed by a majority vote of the association or by two-thirds vote of the executive board 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.

**Section 3.#** Submission of amendments or revised bylaws for approval by the state PTSA must follow the bylaws and regulations of the state PTSA.

**Highland Park Elementary PTA  
Proposed Essential Agreement**

1. We support every child at HPE with one voice, working toward common goals.
2. We support HPE's mission by modeling the PYP student attributes and profiles.
3. We respect each other's ideas and points of view.
4. We respect HPE students, teachers, staff, principal and parents.
5. We keep our discussions open; PTA is a public forum.
6. We only say things about others that we would say to them.
7. We focus on doing what's right, not complaining about what's wrong.
8. We take action whenever possible, always with the school in mind.
9. We begin and end all meetings and events on time.