**Northview Elementary Parent Teacher Organization Bylaws**

Article I – Name and Members

Section 1: The name of the organization shall be the Northview Elementary Parent Teacher Organization (hereinafter,“NVPTO”).

Section 2: Membership in NVPTO is open to parents and guardians of students enrolled at Northview Elementary School and educators, administration and support staff of Northview Elementary School. Each member of NVPTO is entitled to cast one vote during voting procedures at each general meeting.

Article II – Board of Directors

Section 1: The Board of Directors shall serve without pay and consist of a minimum of four (4) members and shall include individuals serving in the following capacities: President, Vice President, Secretary, and Treasurer.

Section 2: Board members must be parents or guardians of one or more students currently enrolled at Northview Elementary School.

Section 3: Board members shall serve a one (1)-year term; not exceeding four (4) consecutive terms in the capacity.

Section 4: Board members with more than three (3) absences may be dismissed from the Board by unanimous vote of the remaining board members.

Section 5: Board members whose actions are deemed as: harassing (bullying), discriminating, threatening, demeaning or determined to be detrimental to the NVPTO organization can be voted out by the remaining Board members. The affected Board member will be notified that their actions have been identified as prohibited and asked to attend an official Board meeting to discuss. Evidence of such action must be presented to the entire Board at the official Board meeting and the affected Board member offered a chance to respond. The offending Board member will then remain in a probationary state for the next 30 days after which the Board will meet again to determine course of action. Should the offending Board member not attend the official Board meeting, then they revoke all rights to refute the allegations and can be voted out at that time. Any PTO member or Board member can report such actions when they occur.

A. Should the Board members determine the offending actions have continued during the probationary period, then they may make a motion to vote out the offending Board member at that time.

1. If a unanimous vote, then the offending Board member is relieved of his/her position effective immediately.

2. Mixed vote will extend the probationary period another 30 days after which another review of actions will occur.

B. Should the Board members determine the prohibited **actions have ceased**, the offending Board member can remain on his/her elected position for the remainder of the term and the group will work toward a feasible working situation.

1. Should the Board members prohibited actions return at any time during the course of his/her term, then they waive the probationary period and may be voted out effective immediately at the next Board meeting, provided evidence is brought forth of such actions.

C. Prohibited Actions can be identified as, but are not limited to the following:

1. Harassing emails, texts, phone calls, messages via social media
2. Discrimination based on: gender, color, creed, national origin, marital status, familial status, disability, race, religion, age, sexual orientation or profession.
3. Any threat made to a person, their family, their job, their property or well being; including unwarranted threats of legal action against a person or company that could negatively affect another Board member.
4. Any action which reflects poorly on the NVPTO organization.

Article III – Duties of the Directors

Section 1: The President shall:

1. preside over all meetings
2. coordinate the work of the officers and committees to assure achievement of objectives
3. be an ex-officio member of each committee
4. publish a monthly meeting agenda
5. ensure appointments of chairs for NVPTO committees

Section 2: The Vice President shall:

1. during the year he/she is appointed, review Constitution and Bylaws for NVPTO for required amendments

B. act as an aide to the President and perform the duties of the President in his/her absence

Section 3: The Secretary shall:

1. record the minutes of all meetings of NVPTO and take attendance,
2. provide a copy of the minutes to all board members prior to the next scheduled meeting,
3. publish or ensure the minutes are published on the NVPTO website,
4. provide each member with the current copy of the Bylaws for NVPTO before June 30 ,
5. maintain and renew annually the NVPTO Articles of Incorporation with the Minnesota Secretary of State’s office,
6. perform other duties delegated by the Board.

Section 4: The Treasurer shall:

1. supervise the collection, deposit, and disbursement of all funds due to NVPTO in a timely manner
2. disburse the funds of NVPTO according to the budget approved by the Board
3. keep accounts and records needed to determine income, receipts, and disbursements of NVPTO funds
4. present an updated report of monthly income and expenditures at all NVPTO meetings
5. meet with the NVPTO Board and School Principal to prepare a proposed budget for the following year
6. complete an end of fiscal year budget no later than July 15
7. file tax returns contingent to IRS regulations to avoid penalties/late fees
8. meet with designated CPA to audit financial records every four (4) years or turnover of Treasurer

Section 5: The Officers shall:

1. perform duties listed in these Bylaws
2. if an officer is no longer able to perform their duties, the remaining officers may vote to release them of their duties
3. attend all regular and special board meetings of NVPTO. If unable to attend, a verbal or written report must be given to the President prior to the meeting
4. attend the NVPTO board meeting at the end of the school year to facilitate the transition of duties from current to incoming officers
5. deliver all official materials to their successors at the NVPTO board meeting at the end of the school year
6. on an annually basis sign the conflict of interest policy, agreeing to comply with the policy

Article IV: Election and Appointment Procedures

Section 1: The annual election of officers shall proceed as follows:

A. nomination information will be provided to parents/guardians by the first week of April. A nomination may be submitted by oneself or any member of the Northview community by April 20th

B. the general membership shall be notified of the list of nominees

C. the election of officers shall occur at the May NVPTO meeting

D. voting shall be by the general membership attending the May meeting

E. The President, Vice President, Secretary, and Treasurer shall be elected for the term of one (1) year, are strongly encouraged to serve two (2) years, with an overall term limit of four (4) consecutive years if elected

F. The terms of office shall begin at the NVPTO summer board meeting

Section 2: When a board vacancy occurs, the board will notify the membership of the vacancy and nominations from the membership will be accepted. Voting shall be by the general membership at the next membership meeting.

Article V: Standing and Special Committees

Section 1: The power to form and dissolve a standing committee rests with the Board of Directors.

Section 2: The power to form special committees rests with the Board of Directors. As a special committee is created and appointed for a specific purpose, it automatically goes out of existence when the work is completed and its final report is received.

Section 3: A member of each committee shall present a verbal report at the monthly NVPTO meeting if listed on the agenda. If a committee representative cannot be present at the monthly NVPTO meeting, a verbal or written report must be given to the President prior to the meeting.

Article VI: Liaison Positions

Section 1: The School Principal shall:

1. be in attendance at all NVPTO monthly meetings
2. give a verbal report at the monthly NVPTO meetings, if unable to attend send a substitute or provide a verbal or written report to the NVPTO President prior to the meeting
3. work with the board members as necessary
4. be a non-voting member of the Executive Board

Article VII: Meetings

Section 1: Regular NVPTO meetings shall be held throughout the school year as deemed necessary and will be open to the general membership.

Section 2: Business will be conducted according to the following procedure for annual budget approval and board position elections: a motion must be made, brought to the floor for discussion, and voted upon by the membership present. A simple majority is necessary for a motion to pass.

Section 3: For regular meetings quorum will be achieved by the presence of 8 or more members of the NVPTO including board members.

Article VIII: Fundraising

Section 1: NVPTO will contract fundraisers operated by professional fundraising corporations only.

Section 2: Independent business owners and/or private parties will not be considered for fundraisers.

Article IX: Funding Goals

Section 1: NVPTO is dedicated to supporting a wide range of resources to enhance the educational experience of students.

Section 2: NVPTO funds are to be spent in the best interest of the greatest number of Northview students (please see Article XI).

Section 3: Projects will be prioritized and funded in the context of all Northview Elementary funding sources and needs.

Section 4: NVPTO will provide an open and transparent process for how projects are nominated, prioritized, and funded.

Section 5: NVPTO will provide consistent and accurate communication to staff and parents about the budget process, how they can get involved, and how the money is spent.

Article X: Funding Requests

Section 1: Northview staff members are asked to submit their funding requests by completing the NVPTO Funding Request Form, providing one copy to the Principal and one copy to NVPTO (using the NVPTO mailbox in the Northview office). The NVPTO Funding Request Form is available in the NVPTO mailbox in the main office, on the NVPTO website or from a NVPTO Board member.

Section 2: Requests may be submitted at any time during the year, but to be considered for the fall budget process, requests from staff must be submitted by the third Friday in April. Requests submitted at any other time of the year will be considered for funding if NVPTO has extra money or other resources available beyond the fall budget process.

Section 3: The Northview Principal will compile all requests, then review and prioritize them in the context of other school needs and funding sources. The Northview Principal will present a proposed budget for the following school year at the May NVPTO meeting. Parents and NVPTO Board members will provide feedback at that time, and the revised budget will be made available on the NVPTO website for review over the summer.

Section 4; The final budget proposal will be presented by the Principal, and reviewed by the NVPTO Board and parents in attendance at the September NVPTO meeting. A final vote to approve the budget will take place at the October NVPTO meeting. The NVPTO Board and parents in attendance at the October meeting will vote to approve or amend the final budget.

Section 5: For funding requests that have staff and parent support, but are not included in the Fall NVPTO budget, NVPTO will attempt to seek funding or creative partnerships with parents and community sponsors in order to support additional projects. This includes funding requests that are submitted during the school year, but after the final budget is approved in the fall.

Section 6: Extracurricular and co-curricular groups will be encouraged to do their own fundraising for expected expenses. NVPTO often has several ideas for fundraisers which these groups may use.

Section 7: Any purchase request that is not part of the approved annual budget with a cost of more than five hundred dollars needs to be passed by a simple majority of the membership, amounts one hundred dollars to five hundred dollars may be approved by the majority of the NVPTO Board. A purchase request cost of less than One hundred dollars may be approved by any board member with prior written notice (either email or letter form) of purchase to the President and Treasurer.

Article XI: SCHOLARSHIPS

Section 1: A NVPTO Scholarship is defined as non-discriminatory assistance with paying for fees associated with school or class field trips, classroom activities as determined necessary by Northview Staff and one t-shirt item per Northview student for participation in school spirit day.

Section 2: NVPTO Scholarships cannot be used to cover costs or fees associated with co-curricular activities. Co-curricular activities include, but are not limited to the following:

Boy Scouts

Destination Imagination

Girl Scouts

Lego League

Article XII: Amendment and Modification

Section 1: An amendment is the addition of a new section or subsection. A modification is a change to an existing section or subsection. The Bylaws of NVPTO may be amended or modified as follows:

A. Notice of a proposed amendment or modification must be presented at a regular meeting of NVPTO

B. At the regular meeting of NVPTO, the amendment or modification can be made effective by a majority vote of the members present and voting

Article XIII: Effective Date

Section 1: These Bylaws are in effect as of October 26, 2015. The updated By-Laws were adopted by a vote of the Board Members and General Membership on October26, 2015.

Signed,

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Bridgette King, Co-President

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Peter Keller, Co-President

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Sue Groskreutz, Vice President

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Secretary

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Shannon Valiga, Treasurer