

# **BYLAWS**

## **OF NORTHVIEW ELEMENTARY PARENT TEACHER ORGANIZATION**

### **1. NAME**

- 1.1. The name of this organization shall be the Northview Elementary Parent Teacher Organization. Hereinafter referred to as NVPTO.

### **2. MEMBERS**

- 2.1. All parents and guardians of students enrolled at Northview Elementary School, school teachers, administration, and support staff are general members of NVPTO.
- 2.2. Each member of NVPTO is entitled to cast one vote during voting procedures at each general meeting.

### **3. BOARD OF DIRECTORS**

- 3.1. The Board of Directors shall serve without pay and consist of 4 members: President, Vice President, Secretary, and Treasurer.
- 3.2. Board members must be parents or guardians of one or more students currently enrolled at Northview Elementary School.
- 3.3. Board members shall serve one-year terms; not exceeding four consecutive terms in the same role.
- 3.4. Board members with more than 3 absences may be dismissed from the Board by unanimous vote of the remaining board members.

### **4. DUTIES OF THE DIRECTORS**

#### **4.1. The President shall:**

- 4.1.1. preside over all meetings,
- 4.1.2. coordinate the work of the officers and committees to assure achievement of objectives,
- 4.1.3. be an ex-officio member of each committee,
- 4.1.4. publish a monthly meeting agenda,
- 4.1.5. ensure appointments of chairs for NVPTO committees.

#### **4.2. The Vice President shall:**

- 4.2.1. at the school year end, review Constitution and Bylaws for NVPTO for required amendments,
- 4.2.2. act as an aide to the President and perform the duties of the President in his/her absence.

#### **4.3. The Secretary shall:**

- 4.3.1. record the minutes of all meetings of NVPTO and take attendance,
- 4.3.2. provide a copy of the minutes to all board members prior to the next scheduled meeting,
- 4.3.3. publish the minutes on the NVPTO website,
- 4.3.4. provide each member with the current copy of the Bylaws for NVPTO before the summer meeting,
- 4.3.5. maintain and renew annually the NVPTO Articles of Incorporation with the Minnesota Secretary of State's office,
- 4.3.6. oversee the publishing of a monthly NVPTO newsletter (which may be executed by the communications committee),
- 4.3.7. perform other duties delegated by the Board.

#### **4.4. The Treasurer shall:**

- 4.4.1. supervise the collection, deposit, and disbursement of all funds due to NVPTO in a timely manner,
- 4.4.2. disburse the funds of NVPTO according to the budget approved by the Board,
- 4.4.3. keep accounts and records needed to determine income, receipts, and disbursements of NVPTO,
- 4.4.4. present an updated report of monthly income and expenditures at all NVPTO meetings,
- 4.4.5. meet with the NVPTO Board and school principal to prepare a proposed budget for the following year,
- 4.4.6. complete an end of fiscal year budget no later than July 15,
- 4.4.7. file tax returns prior to November 15<sup>th</sup> following fiscal year end (if not, NVPTO pays \$20 per day after November 15).
- 4.4.8. meet with designated CPA to audit financial records every year.

#### **4.5. The Officers shall:**

- 4.5.1. perform duties listed in these Bylaws,
- 4.5.2. if an officer is no longer able to perform their duties, the remaining officers may vote to release them of their duties,
- 4.5.3. 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,
- 4.5.4. attend the NVPTO board meeting at the end of the school year to facilitate the transition of duties (both old and new officers must attend),

- 4.5.5. deliver all official materials to their successors at the NVPTO board meeting at the end of the school year,
- 4.5.6. annually sign the conflict of interest policy, agreeing to comply with the policy.

## **5. ELECTION AND APPOINTMENT PROCEDURES**

### **5.1. The annual election of officers shall proceed as follows:**

- 5.1.1. nomination information will be sent home by the first week of April. Nomination may be submitted by oneself or any member of the Northview community by April 20th.
  - 5.1.2. the general membership shall be notified of the list of nominees.
  - 5.1.3. the election of officers shall be at the May NVPTO meeting.
  - 5.1.4. voting shall be by the general membership attending the May meeting.
- 5.2. 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, but may serve in that capacity for four (4) consecutive years if nominated and elected again.
- 5.3. The terms of office shall begin at the NVPTO summer board meetings.

## **6. STANDING AND SPECIAL COMMITTEES**

- 6.1. The power to form and dissolve a standing committee rests with the Board of Directors.
- 6.2. The power to form special committees rests with the Board of Directors. Since 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.
- 6.3. A member of each committee shall present a verbal report at the monthly NVPTO meeting if listed on the agenda.
- 6.4. 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.

## **7. LIAISON POSITIONS**

### **7.1. The School Principal shall:**

- 7.1.1. be in attendance at all NVPTO monthly meetings,
- 7.1.2. give verbal report at the monthly NVPTO meetings,
- 7.1.3. work with the board members as necessary,
- 7.1.4. be a non-voting member of the Executive Board.

## **8. MEETINGS**

- 8.1.** Regular NVPTO meetings shall be held periodically during the school year or as deemed necessary and will be open to general membership.
- 8.2.** 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.

## **9. FUNDRAISING**

- 9.1.** NVPTO will contract fundraisers operated by professional fundraising corporations only.
- 9.2.** Independent business owners and/or private parties will not be considered for fundraisers.

## **10. FUNDING GOALS**

- 10.1.** NVPTO is dedicated to supporting a wide range of resources to enhance the educational experience of students.
- 10.2.** NVPTO funds are to be spent in the best interest of the greatest number of Northview students (please see section 11).
- 10.3.** Projects will be prioritized and funded in the context of all Northview Elementary funding sources and needs.
- 10.4.** NVPTO will provide an open and transparent process for how projects are nominated, prioritized, and funded.
- 10.5.** 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.

## **11. FUNDING REQUESTS**

- 11.1.** 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.
- 11.2.** 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.
- 11.3.** 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 Northview website for review over the summer.

- 11.4.** 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.
- 11.5.** 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.
- 11.6.** 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.
- 11.7.** 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 in dollars may be approved by consensus of the NVPTO Board. One hundred dollars or less may be approved by any board member with prior notice of purchase to the President and Treasurer.

## **12. SCHOLARSHIPS**

- 12.1.** 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.
- 12.2.** NVPTO Scholarships cannot be used to cover costs or fees associated with co-curricular activities
  - 12.2.1.** Co-curricular activities include, but are not limited to the following:
    - Boy Scouts
    - Destination Imagination
    - DiCappo Choir
    - Girl Scouts
    - Lego League

## **13. AMENDMENT AND MODIFICATION**

- 13.1.** 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:
  - 13.1.1.** Notice of a proposed amendment or modification must be presented at a regular meeting of NVPTO.
  - 13.1.2.** At the regular meeting of NVPTO, the amendment or modification can be made effective by a majority vote of the members present and voting.

**14. EFFECTIVE DATE**

**14.1.** These Bylaws are in effect as of September 9, 2013. The updated By-Laws were adopted by a vote of the Board Members and General Membership on September 9, 2103.

Signed,

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Heather Lorentz, President

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Chris Krogh, Co-Vice President

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Lynn Stein, Co-Vice President

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Heather Nelson, Secretary

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Heather Bronwell, Treasurer