

# The Foot Bridge Parent-Teacher Association BYLAWS

Adopted December 7, 2009

## ARTICLE I – Name

The name of this organization is The Foot Bridge Parent-Teacher Association (PTA), Woodbury, Minnesota. It is a local PTA unit organized under authority of the Minnesota Congress of Parents and Teachers (the Minnesota PTA), a branch of the National Congress of Parents and Teachers (the National PTA).

## ARTICLE II- Articles of Organization\*\*

The articles of organization of constituent organization include (a) bylaws of such organization and (b) the certificate of incorporation or articles of incorporation of such organization (in cases in which the organization is a corporation) or articles of association by whatever name (in cases in which the organization exists as an unincorporated association).

## ARTICLE III – Purposes\*\*

**Section 1.** The Purposes of the Foot Bridge PTA, in common with those of the National PTA and the Minnesota PTA 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, the Minnesota PTA, and The Foot Bridge PTA are promoted through advocacy and educational programs directed toward parents, teachers, and the general public; are developed through conferences, committees, projects and programs; are governed and qualified by the basic policies set forth in Articles 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”).

## **ARTICLE IV – Basic Policies\*\***

The following are basic policies of The Foot Bridge PTA in common with those of the National PTA and the Minnesota PTA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools, and the community at large.
- c. The organization or members in their official capacities shall not – directly or indirectly – participate or intervene (in any way, including the publishing or distributing 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 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 except such international or national organizations as may be approved by the National PTA Board of Directors. The Minnesota PTA or any of its divisions may cooperate with other organizations and agencies concerned with child welfare, but a PTA representative shall make no commitments that bind the group that he/she represents.
- f. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof. Without limiting the foregoing, no net earnings or property of the organization shall inure to the benefit of Peace of Mind or Footprints Academy.
- 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 dissolution of this organization, after paying or adequately providing for 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.

## **ARTICLE V – Relationship with State and National**

**Section 1.\*\*** This PTA shall be organized and chartered under the authority of the Minnesota PTA in the area in which the local PTA functions, in conformity with such rules and regulations, not in conflict with the National PTA Bylaws, as the Minnesota PTA may in its bylaws prescribe.

The Minnesota PTA shall issue to this PTA an appropriate charter evidencing the due organization and good standing of this PTA.

A local PTA in good standing is one which:

- a. Adheres to the Purposes and basic policies of the PTA;
- b. Remits the national portion of the dues through the state PTA to reach the national office by dates designated by the National PTA;
- c. Has bylaws approved according to the procedures of each state; and
- d. Meets other criteria as may be prescribed by the individual state PTA. (See State Bylaws, Articles VI, section 13)

**Section 2. #** A local unit not meeting any part of the criteria stated in Article VI, section 1 may be considered a unit not in good standing by the Minnesota PTA, and may be subject to withdrawal of its charter.

**Section 3.\*\*** This PTA shall adopt such bylaws for the government of the organization as may be approved by the Minnesota PTA. Such bylaws shall not be in conflict with the Bylaws of the National PTA or the bylaws of the Minnesota PTA.

**Section 4.\*\*** This PTA 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, the dues collected from its members, and the amounts of dues remitted to the Minnesota PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the Minnesota PTA 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 this PTA shall be subject to withdrawal and the status of such organization as PTA unit shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the Minnesota PTA. (See State Bylaws, Article VI, section 17 and Article XVIII, Section 5).

**Section 6.\*\*** This local PTA is obligated, upon withdrawal of its charter by the Minnesota PTA:

- a. To yield up and surrender all of its books and records and all of its assets and property to the Minnesota PTA or to such agency as may be designated by the Minnesota PTA, or to another local PTA organized under the authority of the Minnesota PTA;
- b. To cease and desist from the further use of any name that implies or connotes association with the National PTA of the Minnesota PTA or status as a constituent organization of the National PTA; and
- c. To carry out promptly, under the supervision and direction of the Minnesota PTA all proceedings necessary or desirable for the purpose of dissolving such local PTA.

**Section 7.\*\*** This PTA shall collect dues from its members and shall remit a portion of such dues to the Minnesota PTA as provided in Article VI, Section 6.

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

**Section 9.\*\*** The members of the nominating committee for officers of a constituent organization shall be elected by the membership, Board of Directors, Executive Board, or Executive Committee.

**Section 10.\*\*** Each local PTA shall include in its bylaws provisions of the bylaws of the National PTA \*\* and the Minnesota PTA #.

**Section 11.#** Local PTA units must have a minimum of twenty paid memberships to remain a branch of the Minnesota PTA and the National PTA.

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

**Section 13.#** A local PTA may disaffiliate or dissolve from the Minnesota PTSA and National PTA and conclude its business in the following manner:

- a. The Executive Committee or other body that, under its bylaws manages the business of the local PTA, shall adopt a resolution recommending that the local PTA 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 PTA 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 president of the Minnesota PTA at least twenty (20) days before the date fixed for such special meeting of the members.
- c. Only those persons who were members in good standing of the local PTA 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 dissolution of the local PTA 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. Immediately upon adoption of a motion to disaffiliate or dissolve, the unit shall cease to be a PTA. The Minnesota PTA shall act immediately to withdraw the unit charter and the unit shall proceed to conclude its business according to charter withdrawal provisions in Article V, Sections 5 and 6.

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

**Section 15.#** The Executive Committee (of the Minnesota PTA) shall have the authority to withdraw the charter of a local unit or council which has not acted to dissolve or disaffiliate but which has become defunct. A local unit or council shall be considered to be defunct when all of the following occur:

- a. No dues have been submitted to the Minnesota PTA for a period of at least 18 calendar months despite requests and reminders.
- b. For a period of at least one year, there has been no president or vice-president or president elect with whom the PTA office is able to establish contact
- c. There has been no official meeting of the unit or council for at least 18 months.

- d. There is no body of PTA members belonging to that unit or council who can legitimately be seen to be acting on its behalf in order to follow the usual dissolution or disaffiliation process.

When a local unit or council seems to be defunct, the Executive Committee shall take such steps as it deems appropriate to verify the status of the unit or council. If the committee determines that the unit or council is, in fact, defunct, it shall proceed to withdraw the charter and conclude its business in the prescribed manner (See State Bylaws, Article XVIII, Section 5.)

## **ARTICLE VI – Membership and Dues**

**Section 1.\*\*** Every individual who is a member of this PTA is, by virtue of that fact, a member of the National PTA and the Minnesota PTA by which such local PTA is chartered and is entitled to all the benefits of such membership.

**Section 2.\*\*** Membership in this PTA shall be made available without regard to race, color, creed, gender, sexual orientation, or national origin, under such rules and regulations not in conflict with the provisions of the Bylaws of the National PTA, as may be prescribed in the bylaws of this PTA, to any individual who subscribes to the purposes and basic policies of the National PTA.

**Section 3.\*\*** This PTA shall conduct an annual enrollment of members but may admit persons to membership at any time.

**Section 4.\*\*** Each member of this PTA shall pay annual dues as may be determined by the organization. The amount of dues shall include the portion payable to the state PTA as determined by the state, and the portion payable to the National PTA as recommended by the board of directors and approved by a two-thirds (2/3) majority of the voting body at the National PTA Annual Convention.

**Section 5.\*\*** Changes in the amount of 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 the voting body at the Minnesota PTA Annual Convention.

**Section 6.\*\*** The state and national portions of the dues paid by each member of a local PTA shall be set aside by the local PTA and remitted to the Minnesota PTA on a monthly basis.

**Section 7.#** There is no provision in the National PTA or Minnesota PTA bylaws for "family memberships." Local PTA units using this terminology as part of their membership drive shall submit state and national dues according to the number of individual PTA members in each "family."

**Section 8.#** A person may be proposed for a Life Achievement Award from the National PTA by any constituent organization. The sponsor shall make a contribution to the National PTA in recognition of the selection of the nominee as a life Achievement Award recipient. The amount of contribution shall be determined by the National PTA Board of Directors. The fee payable for a Life Achievement Award shall be forwarded to the National PTA treasurer for deposit in the National PTA Endowment fund. (The National PTA Life Achievement Award pin is included in the fee.)

**Section 9.#** The Minnesota PTSA may, under such rules and regulations as may be prescribed by the Board of Directors, confer Minnesota Life Achievement Awards upon persons who have distinguished themselves in service to children and youth. A person may be proposed for a Life Achievement Award from any constituent organization or by the board of Directors on its own initiative. The sponsor shall make a contribution to the Minnesota PTSA in recognition of the selection of the nominee as a Life Achievement Award recipient. The amount of contribution shall be determined by the Minnesota PTSA Board of Directors. This sum shall be paid to the Minnesota PTSA Office – one half shall be placed in the state PTSA investment fund and the other half shall be used for extension purposes. (Life Achievement Award pin is not included in the fee.)

**Section 10.#** An honorary Life Member of a Life Achievement Award recipient (either National or Minnesota) shall not have voting rights or be deemed a member of the national or Minnesota PTSA in the sense of Article VI, Section 1.

**Section 11.#** The Minnesota PTA membership year extends from July 1 through June 30. Local units shall establish their own membership year. The membership year of The Foot Bridge PTA extends from July 1 through June 30.

## **ARTICLE VII – Officers and Their Election**

**Section 1.\*\*** Each officer and board member shall be a member of this PTA.

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

**Section 3.** The Officers shall be elected annually by ballot from among the incumbent Director of this organization as the first order of business at each first meeting of the Board of Directors immediately following the election of Directors. If there is but one nominee for any office, election for that office may be by voice vote.

**Section 4.** Officers shall assume their official duties July 1 following their election and shall serve for a term of one year or until their successors assume their official duties.

**Section 5.** A person shall not be eligible to serve more than two consecutive terms in the office of treasurer.

**Section 6.** A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Board of Directors, 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.

## 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 except the nominating committee;
- d. Coordinate the work of the officers and committees of the association in order that the Purposes may be promoted;
- e. Act as the spokesperson for the association.

### Section 2. The vice-president shall:

- a. Act as aide to the president;
- b. Perform the duties of the president in the absence or inability of that officer to serve;
- c. Perform such other duties as may be assigned by the president or 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;
- d. Perform other duties as assigned.

### Section 4. The treasurer shall:

- a. Have custody of all 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 Board of Directors;
- 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 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;
- i. Submit the books annually for an audit by an auditing committee selected by the executive board at least two weeks before the meeting at which new officers assume duties.

**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 – Board of Directors

### Section 1.

- a. The board of directors of the association shall oversee the business and affairs of the association and provide direction to the officers in discharging their duties to the association.
- b. The board shall consist of not less than seven nor more than fifteen members of the association. The number of directors who shall constitute the board shall be determined at the board meeting immediately proceeding the meeting of members at which directors are to be elected.
- c. The directors of the association shall be elected at each annual meeting of the association by ballot.
- d. The principal of Footprints Academy or his or her designee shall serve as an ex officio member of the Board, with the right to attend all meetings and participate in discussion, but not to vote.

### Section 2. The duties of the Board of Directors shall be:

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

**Section 3.\*\*** A PTA 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 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 the board members shall constitute a quorum. Special meetings of the board may be called by the president or by a majority of the members of the board, at least seven days notice being given.

## ARTICLE X – Meetings of Members

**Section 1.** Regular meetings of the association shall be held on the *second Monday* of each month during the school year, unless otherwise provided by the association or by the Board of Directors at least seven days notice having been given of change of date. No meetings of the association need be held in July or August.

**Section 2.** Special meetings of the association may be called by the president or by a majority of the Board of Directors, at least seven days notice having been given.

**Section 3.** The election meeting shall be held in June.

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

**Section 5.#** Proxy voting shall not be allowed by the Minnesota PTA or any of its constituent organizations.

**Section 6.** Notices of meeting of members, the board or the officers of the association may be delivered by mail or any means generally used for the distribution of information to parents of students attending Footprints Academy or Peace of Mind Daycare.

## **ARTICLE XI – Committees**

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

**Section 2.** The executive board 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 year or until the selection of a successor.

**Section 3.** The duties of each committee shall be as set forth in the establishing resolution of the board. No committee shall have authority to act but by act of the Board as a whole. Each committee shall present its recommendations for action to the Board for full approval.

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

**Section 5.** Nominating Committee:

- a. There shall be a nominating committee composed of no less than 3 members who shall be elected by the PTA membership at a regular meeting at least one month prior to the election of Directors. The committee shall 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 June, at which time additional nominations may be made from the floor.
- c. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to office.
- d. Members of the Board may be nominating committee members if duly elected.

## **ARTICLE XII – Council Organizations**

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

Each council shall adopt such bylaws for its government as may be approved by the Minnesota PTSA. Only congress units may be members of a council. Council shall not legislate for local units.

**Section 2.** The Minnesota PTA shall have authority to withdraw the charter of a defunct council. (See Bylaws, Article V, Section 5)

## **ARTICLE XIII – Fiscal Year**

The fiscal year of this association shall begin on July 1 and end on the following June 30.

## **ARTICLE XIV – Parliamentary Authority\*\***

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 cases in which they are applicable and in which they are not in conflict with these bylaws and the Bylaws of the National PTA, or the articles of incorporation.

## **ARTICLE XV – 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. The proposed amendment shall be subject to approval by the state PTA.

**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 PTA shall be in accordance with the bylaws and regulations of the state PTA.

# and \*\* Notations regarding bylaws for both National PTA and Minnesota PTA forthcoming... They are required notations, but I have not received the actual language. The Minnesota PTA Bylaws Chair provided information that indicates that the notations are required in our local unit bylaws, but do not require approval from our membership.