

<p style="text-align: center;"><b>School of Engineering and Arts (SEA) Parent Teacher Association (PTA)</b></p>	<p style="text-align: center;">August 1, 2014</p>
<p>These bylaws are based on the original bylaws establishing the organization on July 17, 2012. They have been updated by the elected officers of the organization for the 2014-2015 school year.</p> <p>Items marked ** are required language from the National PTO, and # from the MN PTA.</p>	<p style="text-align: center;"><b>SEA PTA Bylaws</b></p>

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School of Engineering and Arts (SEA)  
Parent Teacher Association (PTA)

**SEA PTA BYLAWS**

Adopted July 17, 2012  
Revised August 1, 2014

*Articles II – IV and additional sections marked \*\* (National) or #(State) are mandatory and cannot be removed or altered except where blanks were provided for fill-in.*

### **ARTICLE I –Name**

The name of this organization is the School of Engineering and Arts (SEA) Parent-Teacher Association (PTA), Golden Valley, Minnesota. It is a local not for profit PTA unit organized under the authority of the Minnesota Congress of Parents, Teachers, and Students (the Minnesota PTSA or MNPTA), a branch of the National Congress of Parents and Teachers (the National PTA.)

### **ARTICLE II - ARTICLES OF ORGANIZATION\*\***

[For explanation of \*\* & #, see Article V Section 10]

The articles of organization of constituent organization include (a) the 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 the 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 SEA 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 SEA PTA are promoted through advocacy and educational programs 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")

#### **ARTICLE IV - BASIC POLICIES\*\***

The following are basic policies of the SEA 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 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. 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.
- f. 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.
- g. 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.

## **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, Article VI, section 13)

**# Section 2.** A local unit not meeting any part of the criteria stated in Article V, 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.** Bylaws of each constituent organization shall include an article on amendments.

**\*\* Section 5.** 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 6.** The charter of this PTA shall be subject to withdrawal and the status of such organization as a 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 7.** 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/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 or 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 8.** 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 9.** Only members of a local PTA/PTA who have paid dues for the current membership year may participate in the business of that association.

**\*\* Section 10.** Each local PTA/PTA shall include in its bylaws provisions of the bylaws of the National PTA (double star \*\*) and the Minnesota PTA (Pound sign #).

**# Section 11.** Local PTA/PTA units must have a minimum of twenty (20) paid memberships to remain a branch of the Minnesota PTA and the National PTA.

**# Section 12.** Local PTA/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/PTA may disaffiliate or dissolve from the Minnesota PTA 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/PTA shall adopt a resolution recommending that the local PTA/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/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/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/PTA shall require the affirmative vote of at least 20% of the total membership of the local PTA.
- e. Immediately upon adoption of a motion to disaffiliate or dissolve, the unit shall cease to be a PTA/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 12 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 12 months
- d. There is no body of PTA/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.)

**\*\* Section 16.** No employee of any PTA shall serve as a voting member to that PTA.

## **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 of the Minnesota PTA by which such local PTA is chartered and is entitled to all the benefits of such membership.

**\*\* Section 2.** Membership in PTA shall be open, without discrimination, to anyone who believes in and supports the mission and purposes of 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/PTA shall be set aside by the local PTA/PTA and remitted to the Minnesota PTA on a monthly basis.

**# Section 7.** The Minnesota PTA membership year extends from July 1 through June 30. Local units shall establish their own membership year.

**# Section 8.** To be a local PTA unit in good standing at the state level, this PTA shall submit its fall membership dues to the Minnesota PTA office by December 1.

**Section 9.** Duties of General Members:

- a. Attend at least two (2) meetings per school year.
- b. Elect PTA officers in May of each year.
- c. Participate in school activities, committees, events, fund-raisers, and educational programs sponsored by the PTA.
- d. Provide input and vote on expenditures of funds earned by the PTA.
- e. Share ideas and concerns relating to PTA sponsored activities in a positive, constructive and respectful manner.
- f. Review and approve the bylaws annually.

**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, vice-president, a secretary, and a treasurer. Officer positions may be shared.

**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.** Officers shall assume their official duties starting the first day of July of the year they are elected and shall serve for a term of one year or until their successors are elected.

**Section 5.** The election meeting shall be held in May. Elections at other times permitted under special circumstances with three (3) weeks notice being given.

**Section 6.** Removal from office:

Officers can be removed from office for failure to fulfill his/her duties by a two-thirds vote of those present (assuming a quorum) at a regular meeting after reasonable notice has been given of this electoral item.

**Section 7.** Nominating Committee:

- a. There shall be a nominating committee composed of at least three members who shall be elected by the PTA membership at a regular meeting at least one month prior to the election of officers. The committee shall elect its own chairperson. (note: plan for February/March Agenda).
- b. If a nominating committee fails to form, nominations will be solicited via paper and email communications, collected by the secretary, consent confirmed and presented at the May meeting.
- c. The nominating committee shall nominate an eligible person for each office to be filled and report its nominations at the regular meeting in May, at which time additional nominations may be made from the floor.
- d. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to office.

**Section 9.** A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the executive board, 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; governing the overall business and process of the association; but are not required to attend workgroup meetings unless a member of the workgroup.
- 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. Coordinate event and meeting dates with principal or school representative appointed by principal.

**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;
- 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;
- 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 president); - or - Two authorized signatures shall be required on each check over the amount of \$350. Three authorized signers shall exist, being the president, vice president and treasurer.
- e. Present a financial statement at every meeting of the association and at other times when requested by the executive board;
- f. Be responsible for the maintenance of such books of account and records as conform to the requirements of Article IX, Section 4;
- g. Submit a full report and all books at the June meeting to the auditing committee or auditor selected by the executive board in May. *Reference article IX for additional financial bylaws.*

**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 - FINANCES**

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

**Section 2.** A tentative budget shall be drafted and made available for review by August 1 for the school year and approved by a majority vote of the members present at the September meeting.

**Section 3.** The board shall approve all expenses of the organization.

- a. Unbudgeted expenditures of no more than \$250 may be approved by majority vote of the Board.
- b. Unbudgeted expenditures of greater than \$250 require a majority vote of members present (assuming a quorum).
- c. Dispersements from non-specific line items (School Gift, Enrichment, and Playground for example) require a majority vote of members present (assuming a quorum). These line items will be so noted in the budget.

**Section 4.** All funds shall be kept in a checking and/or savings account in the name of SEA PTA and be held at a local financial institution.

**Section 5.** The SEA PTA shall leave a minimum of \*\*\* \$3,000 in the treasury at the end of each fiscal year.

**Section 6.** Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school, or donated for the benefit of students within Robbinsdale Area Schools, ISD 281.

**Section 7.** Contract signing authority is limited to the business office of Robbinsdale Area Schools, ISD 281.

Reminder: State laws often dictate what records must be made available to an organization's members and to the general public. Also, federal law requires that a nonprofit tax-exempt organization's IRS Form 1023 and copies of the organization's annual information returns (IRS Form 990 or 990EZ) for the most recent three years be available for public review when requested.

## **ARTICLE X - EXECUTIVE BOARD**

### **Section 1.**

- a. The executive board shall consist of the officers of the association, the chairpersons of standing committees as stated within, at-large members as stated within and the principal of the school or a representative appointed by the principal.
- b. The president may appoint a parliamentarian, subject to the approval of the officers of the association. If the parliamentarian is a member of the association, the

parliamentarian shall retain all rights of membership including the right to vote. Robert's Rules will guide decisions not governed by the bylaws here stated.

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

- a. Develop the PTA's annual budget;
- b. Establish and supervise committees to conduct the work of the SEA PTA.
- c. Approve Fundraising programs;
- d. To transact necessary business in the intervals between association meetings and other such business as may be referred to it by the association;
- e. To create standing and special committees;
- f. To approve the plans of work of the standing committees;
- g. To present at the regular meetings of the association a report of business undertaken by the executive committee;
- h. To select an auditing committee to audit the treasurer's account; a single auditor may be selected if three volunteers cannot be found for the committee;
- i. To prepare and submit to the association for adoption a budget for the year;
- j. 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 executive board shall be held during the school year. A majority of the executive board members shall constitute a quorum. Special meetings of the executive board may be called by the president or by a majority of the members of the board, two (2) days' notice being given.

## **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 (1) year(s) or until the selection of a successor.

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

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

**Section 5.** The auditing committee, or auditor if a committee could not be formed, shall be selected by the executive board in May and will be responsible for examining the financial records and full report of the treasurer submitted on the first of June. Satisfied that the treasurer's full report is correct, shall sign a statement of that fact at the end of the report and present their findings and conclusion at the end of year meeting in June. **ARTICLE XII - MEETINGS**

**Section 1.** Regular meetings of the association shall be held on at least 6 times during the school year, with dates publicly posted by the first day of each school year. Three (3) days' notice will be given of change of date.

**Section 2.** Special meetings of the association may be called by the president or by three (3) members of the executive board, three (3) days' notice having been given.

**Section 3.** The election meeting shall be held in May. Elections at other times permitted under special circumstances with three (3) weeks notice being given.

**Section 4.** The end of the year meeting shall be held in June. This is the last official meeting of the current PTA board. At this meeting the Treasurers full report is to be certified by the auditing committee, books and other materials turned over to the newly elected board, and any outstanding business is presented.

# **Section5.** Seven (7) members shall constitute a quorum for the transaction of business in any general membership meeting of this association.

# **Section6.** Proxy voting shall not be allowed by the Minnesota PTA or any of its constituent organizations.

# **Section7.** E-mail voting is not allowed for general membership meetings of the association.

### **ARTICLE XIII – MINNESOTA PTA CONVENTION**

**Section 1.** This local PTA may be represented at the annual meeting of the Minnesota PTA by the president, and by one (1) delegate(s). If the President is unable to attend, he/she may appoint a board member in his/her place.

- a. All representatives to the Minnesota PTA convention (held in April) must be members of this local PTA.
- b. Delegates shall be chosen by appointment in February.
- c. Up to two Delegates may be registered and paid for by the SEA PTA at the advanced registration rate.

## **ARTICLE XIV - 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 into councils for the purpose of conference, leadership training and coordination of the efforts of the local PTA/PTA units.

Each council shall adopt such bylaws for its government as may be approved by the Minnesota PTA. A council may not take a position that is in conflict with the National or State PTA positions. All officers of a council must have a local or state PTA membership. Only congress units may be members of a council. Councils shall not legislate for local units.

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

## **ARTICLE XVI - 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 XVII - 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.

*A statement provided with this bylaws template:*

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The following bylaws document is a suggested draft for local units. **All PTA units MUST include the items marked with a double star (\*\*) or a pound sign (#) with the exact wording given for those sections here.** The items do not have to appear in the same place or with the same numbers as in this draft, but the language must be included just as it is here. Additional language may not be added to required items. (If additional language related to the required items is desired, the new language must be placed in a new, un-starred article, section, or subsection.) The other language is here as a guide in order to suggest what needs to be included and how it is commonly phrased. The provisions in the suggested section are simply common ways of doing things and are not necessarily being recommended by the Minnesota PTA.

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*You may (and should) tailor these items to meet the needs of your unit.* These will be your bylaws, and they need to describe the way your unit conducts its business. You may add additional items and sections. You may not include in your bylaws any language or provision which conflicts with the required items. For further ideas and information, consult *Robert's Rules of Order, Newly Revised*. If you have any questions about drafting bylaws, feel free to call the Minnesota PTA office or the state PTA Bylaws chairperson.