

# **Bylaws of Sonnesyn Elementary Parent Teacher Student Organization**

**Approved September 30, 2014**

## **ARTICLE 1. NAME**

The name of the organization shall be the Sonnesyn Parent Teacher Student Organization, (hereafter referred to as the "PTSO"). The organization exists as an unincorporated organization of its members, and these bylaws shall be deemed to be the Articles of Organization.

## **ARTICLE 2. OBJECTIVES**

The "PTSO" shall promote and enhance the educational opportunities available for all children at Sonnesyn Elementary. These objectives shall be met by:

1. Encouraging parent, teacher, and student participation in all school-related activities.
2. Providing curriculum and social enrichment activities for the children.
3. Providing parental volunteer support to the administration, faculty, and staff.
4. Performing fund raising activities to support activities and purchase equipment for the school.
5. Provide a forum for discussion of issues pertaining to Sonnesyn Elementary School and to engage in appropriate action on such issues.

## **ARTICLE 3. POLICIES**

### **Section 3.1 Basic Policies**

- (a) This organization shall be nonsectarian and nonpartisan.
- (b) The name of this organization or the names of any members in their official capacities shall not be used with a commercial concern or with a partisan interest, or for any purpose not appropriately related to the promotion of the organization.
- (c) This organization shall not participate directly or indirectly in any political campaign on behalf of, or in opposition to, any candidate for public office.
- (d) This organization shall work with the school and District 281 staff to provide a quality education for all children.
- (e) The "PTSO" may cooperate with other organizations and agencies concerned with child welfare, but any officer representing the organization in such matters shall make no commitments that bind the organization without authorization from the general membership.

### **Section 3.2 Governing Policies**

- (a) The “PTSO” shall operate within the guidelines set forth by School District 281 and also by Minnesota state statutes.

### **Section 3.3 Financial Policies**

- (a) The “PTSO” is organized exclusively for the purposes described in Section 501 (c) (3) of the Internal Revenue Service code of 1986, as amended.
- (b) The “PTSO” fiscal year shall run from July 1 to June 30 of the following year.
- (c) The “PTSO” budget year shall run from April 1 to March 31 of the following year.
- (d) The financial records of the “PTSO” shall be maintained on a “cash” basis and filed annually with the IRS and Minnesota Office of the Attorney General. \*\*\*The IRS form 990 is due annually five months after the close of the fiscal year, November 30<sup>th</sup>. \*\*\*The annual filing with the Attorney General is due on the 15<sup>th</sup> day of the seventh month after the close of the fiscal year, January 15<sup>th</sup>.
- (e) An operating budget for the next fiscal year shall be prepared prior to the start of that school year, then amended and approved by a majority vote of the General “PTSO” membership at the first regular PTSO meeting in the fall of the next school year.
- (f) Requests for expenditures not budgeted shall be handled in the following manner:\*\*\*Under \$300: by consensus of the Executive Officers-approval can be given outside regular PTSO meetings.\*\*\*Over \$300: by majority vote of the General PTSO membership-shall be considered a line item on the next fiscal year budget unless voted upon as an exception at a general PTSO meeting.

## **ARTICLE 4. MEMBERSHIP**

### **Section 4.1 Types of Membership**

- (a) Voting Members: A Voting Member in the “PTSO” shall be any individual who is a teacher, administrative staff member, parent or legal guardian of a student at Sonnesyn Elementary School.
- (b) Non-Voting Members: All students of Sonnesyn Elementary are members of the PTSO, but have no voting privileges.
- (c) Advisory Members: The Principal is by default an advisory member of the “PTSO”. The Principal shall have no voting privileges in the “PTSO”.

## **ARTICLE 5. MEETINGS**

### **Section 5.1 Business Meetings**

- (a) Meeting Frequency: The business meetings shall be held a minimum of six times throughout the school year. The business meetings are open to the general PTSO membership. Topics of discussion shall be submitted at least a week in advance of the meeting. Also, a complete

agenda shall be posted one week in advance. All meetings shall have the minutes and action items recorded.

- (b) Meeting Organization: The organization of the meeting shall include at least 15 minutes of open discussion with the PTSSO membership. The first act of business should entail issues requiring the vote of the General PTSSO membership. Such issues may include approval of funding expenditures, topics of general concern to parents and/or staff, or amendments to the bylaws. The remainder of the business meeting shall be focused on either school issues or financial decisions not requiring the General PTSSO membership approval.
- (c) Quorum Definition: The required quorum for general membership decisions shall consist of three parents and two staff.

#### **ARTICLE 6. DECISION MAKING STRUCTURE**

The "PTSSO" organization shall consist of a General membership, with a core group of Executive Officers. Any financial or non-financial request shall be presented at any PTSSO business meeting. Financial decisions requiring a vote shall be handled as indicated in Section 3.3f.

#### **ARTICLE 7. EXECUTIVE OFFICERS**

The administrative affairs of the PTSSO shall be managed by the Executive Officers. Administrative affairs include financial responsibilities, managing and delegating tasks to appropriate committees. The Executive Officers shall consist of the following, all of whom shall be parents/guardians of students attending Sonnesyn Elementary, except for the Staff Member, who shall be a faculty member of Sonnesyn Elementary School:

1. President
2. President-Elect
3. Treasurer
4. Secretary
5. Volunteer Coordinator
6. Staff Member(s)

At the start of each school year, the President, President-Elect, Treasurer, and Secretary will decide together which other members of the Executive Officers will serve as voting members for that year, dependent on the filled/vacant positions, in order to have an odd number of voting members.

#### **ARTICLE 8. BYLAWS MANAGEMENT**

##### **Section 8.1 Bylaw Review Process**

- (a) These bylaws shall be reviewed annually at any PTSSO business meeting.

##### **Section 8.2 Bylaw Amendment Process**

- (a) These bylaws may be amended at any business meeting of the PTSO by a two-thirds vote of those PTSO members present. The General PTSO membership shall be notified not less than seven days prior to the PTSO meeting at which such amendments shall be voted upon.

#### **ARTICLE 9. DISSOLUTION**

In the event of the liquidation or dissolution of the Sonnesyn PTSO, whether voluntary or involuntary, the assets of the organization shall be applied and distributed as follows:

1. All liabilities and obligations of the organization shall be paid, satisfied and discharged or adequate provision shall be made thereof.
2. Assets held by the organization upon condition requiring return, transfer, or conveyance upon dissolution, shall be returned, transferred, or conveyed in accordance with such requirements.
3. All remaining assets shall be distributed to Sonnesyn Elementary School, New Hope, Minnesota, to be used at its discretion for the purposes of furthering the educational facilities/programs at Sonnesyn Elementary.