

LANGUAGE IMMERSION PTO
BYLAWS

ARTICLE I: NAME

The name of this organization is the Language Immersion-PTO (Parent Teacher Organization) doing business as the Robbinsdale Spanish Immersion PTO. It is a local PTO unit organized to assist the Robbinsdale Spanish Immersion School of Independent School District 281.

ARTICLE II: ARTICLES OF ORGANIZATION

The articles of organization of a local PTO 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 organization).

ARTICLE III: PURPOSES

Section 1

The objects of the organization are:

- a. To promote the goals of a Language Immersion Program.
- b. To assist parents, teachers, administrators and school board members to establish and maintain effective second language programs in District 281.
- c. To assist in ensuring that each child has the opportunity to acquire as great a knowledge of a second language and culture as he/she is willing and able to attain.
- d. To promote the most effective types of second language learning programs.
- e. To establish and maintain effective communications among interested parents and educational and governmental authorities who are responsible for the provision of language learning and acquisition opportunities.

Section 2

The objects of this organization are promoted through an educational program directed toward parents, teachers, and the general public; and are governed and qualified by the basic policies set forth in Article IV.

ARTICLE IV: BASIC POLICIES

Section 1

The following are basic policies of this organization:

- a. The organization shall be non-commercial, non-sectarian and non-partisan.

b. The name of the organization or the name of any member in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objects of the organization.

c. The organization 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 its 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 the boards of education.

e. The organization may cooperate with other organizations and agencies concerned with child welfare, but person representing the organization in such matters shall make to commitments that bind the organization.

f. The Language Immersion-PTO will provide assistance to other Language Immersion entities that support Article III, Section 1 of these By Laws in such a manner that does not conflict with Article X, Section 10. This support is not limited to financial support, and may include assistance such as banking, accounting and audit. Entities are defined as clubs, teachers committees, or any other organization or activities supporting Article III, Section 1.

g. In the event of the dissolution of the organization, its assets shall be distributed for one or more of the exempt purposes specified in Section 501 (c) (3) of the Internal Revenue Code of 1954 as from time to time amended.

ARTICLE V: MEMBERSHIP AND DUES

Section 1

Every individual who is a member of this PTO is entitled to all benefits of such membership.

Section 2

Membership in this PTO shall be made available without regard to race, color, creed, or national origin.

Section 3

The organization shall conduct an annual enrollment of members, but persons may be admitted to membership any time.

Section 4

Each member of the organization shall pay annual dues of \$1.00 per person or \$2.00 per family.

Section 5

Only members of the organization shall be eligible to participate in the business meetings or to serve in any of its elective or appointive positions.

ARTICLE VI: OFFICERS AND THEIR ELECTION

Section 1

Each officer of this PTO shall be a member of the PTO

Section 2

Officers and their election:

- a. The officers of this organization shall consist of one or two presidents, one or two vice-presidents, one or two secretary(s) and one or two treasurer(s).
- b. Officers shall be nominated in the month of April and the ballot voted on in May. If there is but one nominee for any office, election for that office may be made by acclamation.
- c. Officers shall assume their official duties July 1st of the year elected and shall serve for a term of one year or until their successors are elected.
- d. A person shall not be eligible to serve more than three consecutive terms in the same office.

Section 3

Vacancies

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the executive committee board, notice of such having been given. In case vacancy occurs in the office of president, the vice president shall serve notice of the election.

ARTICLE VII: DUTIES OF OFFICERS

Section 1

The president(s) shall preside at all meetings of the organization and of the executive committee/board; shall perform such other duties as may be prescribed in these bylaws assigned to her/him by the organization or by the executive committee/board; shall coordinate the work of the officers and committees of the organization in order that the objects may be promoted.

Section 2

The vice-president(s) shall act as aide(s) to the president(s) and shall in their designated order perform the duties of the president(s) in the absence or inability of that office to act.

Section 3

The secretary(s) shall record the minutes of all meetings of the organization and of the executive committee/board; shall give a current copy of the bylaws; shall maintain a membership list; and shall perform such other duties as may be delegated to her/him.

Section 4

The treasurer(s) shall have custody of all of the funds of the organization; shall keep a full and accurate account of receipts and expenditures; and in accordance with the budget adopted by the organization, shall make disbursements as authorized by the president, executive committee/board, or organization. Checks or vouchers shall be signed by two persons: the treasurer(s) and one other person. The treasurer(s) shall present a financial statement bi annually to the organization and at other times when requested by the executive committee/board and shall make a full report at the meeting at which new officers officially assume their duties. The treasurer's account shall be examined annually by an auditor or an auditing committee of not less 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. The auditing committee shall be selected by the executive committee/board at least two weeks before the meeting at which new officers assume duties. In addition, the treasurer's accounts shall be examined monthly by a vice-president.

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 VIII: EXECUTIVE COMMITTEE/BOARD

Section 1

The executive committee/board shall consist of the officers of the organization, the chairpersons of standing committees and the principal of the school or a representative appointed by her/him. The chairpersons of the standing committees shall be selected by the officers of the organization.

The president(s) may appoint a parliamentarian subject to the approval of the officers of the organization.

Section 2

The duties of the executive committee/board shall be:

- a. To transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization.
- b. To create standing and special committees.

- c. To approve the plans of work of the standing committees.
- d. To present a report at the regular meetings of the organization.
- e. To select an auditor or an auditing committee to audit the treasurer's accounts.
- f. To prepare and submit to the organization for adoption a budget for the year.
- g. To approve routine bills within the limits of the budget.

Section 3

Regular meetings of the executive committee/board shall be held during the year, the time to be fixed by the committee at its first meeting of the year. A majority of the executive committee/board shall constitute a quorum. Special meetings of the executive board/committee may be called by the president or by a majority of the members of the committee.

ARTICLE DC: MEETINGS

Section 1

At least three regular meetings of this organization shall be held during the school year. Dates of the meetings shall be determined by the executive committee/board and announced at the first regular meeting of the year. Three days' notice shall be given of a change of date.

Section 2

Special meetings of the organization may be called by the president or by a majority of the executive committee/board, three days' notice having been given.

Section 3

The election meeting shall be held in May.

Section 4

Five to ten members shall constitute a quorum for transaction of business in any meeting for this organization.

ARTICLE X: COMMITTEES

Section 1

Only members of the organization shall be eligible to serve in any elective or appointive positions.

Section 2

The executive committee/board may create such standing committees as it may deem necessary to promote the objects and carry on the work of the organization. The term of each chairperson shall be one year or until the selection of his/her successor.

Section 3

The chairperson of each standing committee shall present a plan of work to the executive committee/board for approval. No committee shall be undertaken without the consent of the executive committee/board.

Section 4

The power to form special committees and appoint their members rests with the organization and the executive.

Section 5

The president shall be a member ex officio of all committees,

Sections 6

All committees are responsible for knowing and working within their budgets that were approved for the current school year. Committees that are responsible for raising funds for the PTO need to make sure their budget goal and expenditures are covered by the total dollar amount raised by the committee's effort.

Section 7

As the Language Immersion PTO is a Section 501 (c) (3) Non for Profit organization, Committees can use the PTO sales tax exempt number. This number is available from the Treasurer(s) and may only be used for authorized Language Immersion PTO business and fundraisers.

Section 8

The Treasurer(s) will reimburse committee members only for expenditures approved by the Committee Chair person or the executive committee/board. The receipts need to be turned in to the Treasurer(s) no later than Thirty (30) days from the related event. These can be turned into the PTO mailbox in the office.

Section 9

The executive committee/board may approve expenditures up to \$100.00. Any motion proposing a budget amendment or an expenditure greater than \$100.00 that is not already included in the current budget must be presented for consideration before general membership at one meeting and voted on by the general membership at a subsequent meeting.

Section 10

The Language Immersion PTO shall not undertake any long-term programs which would place a financial obligation upon future organization officers and members. If financial sponsorship of an activity is requested again in a subsequent year, the president shall direct an evaluation before a recommendation-for-funding vote is made to the membership.

ARTICLE XI: FISCAL YEAR

The fiscal year of this organization shall begin July 1 and end June 30.

ARTICLE XII: PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall govern the organization.

ARTICLE XIII: AMENDMENTS

Section 1

These bylaws may be amended at any regular meeting of the organization provided that notice of the proposed amendment shall have been given at least 30 days prior to the meeting at which the amendment is voted upon and that a quorum has been established.

Section 2

A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the organization, or by two-thirds vote of the executive committee/board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Any procedures or amendments not enumerated in this version of the By Laws are hereby revoked.