

**PARENTS, TEACHERS, AND STUDENTS (PTSA)  
COUNCIL OF BLOOMINGTON  
BYLAWS**

Adopted November 6, 2013

**ARTICLE I - NAME**

The name of this organization is the Parents, Teachers, and Students (PTSA) Council of Bloomington, Bloomington, Minnesota. It is a local not-for-profit PTSA council organized under the authority of the Minnesota Congress of Parents, Teachers, and Students, Inc. (Minnesota PTSA), a branch of the National Congress of Parents and Teachers (National PTA).

**ARTICLE II - ARTICLES OF ORGANIZATION**

The council exists as an unincorporated association of its members. Its articles of organization comprise these bylaws, as from time to time amended, and the articles of association from the Minnesota PTSA and the National PTA, if any. In the absence of separate articles of association, the bylaws shall be deemed to be the articles of association. In the event of any conflict between these bylaws and the articles of association, these bylaws shall govern.

**ARTICLE III - PURPOSES**

**Section 1.** The Purposes of the PTSA Council of Bloomington 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, so that parents and teachers may cooperate intelligently in the education of children and youth; and
- 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 PTSA, and the PTSA Council of Bloomington are promoted through an advocacy and educational program directed toward parents, teachers, and the general public; developed

through conferences, committees, projects, and programs; and 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 referred to as "Internal Revenue Code").

**Section 4.** The Purposes of the PTSA Council of Bloomington are:

- a. To unify and strengthen local PTA's/PTSA's which comprise the PTSA Council of Bloomington;
- b. To advise and counsel local PTA's/PTSA's on local matters pertaining to district policies and procedures;
- c. To provide for the conference, leadership training, and coordination of local PTA's/PTSA's and parent groups in the council membership so as to create a public opinion favorable to the interests of child welfare, to encourage child welfare programs and projects in the various local units, and to assist in the formation of new PTA's/PTSA's; and
- d. To promote the interests of the National PTA and of the Minnesota PTSA within the council's territory.

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

The following are basic policies of the PTSA Council of Bloomington in common with those of the National PTA and Minnesota PTSA:

- a. The council shall be noncommercial, nonsectarian, and nonpartisan.
- b. The council shall work with the schools and community 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.
- c. The council shall work to promote the health and welfare of children and youth and shall seek to promote collaboration among parents, schools, and the community at large.
- d. No part of the net earnings of the council 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.

- e. Notwithstanding any other provision of these articles, the council 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.
- f. Upon the dissolution of the council, after paying or adequately providing for the debts and obligations of the council, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with those of National PTA.
- g. The council 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 its activities to attempting to influence legislation by propaganda or otherwise.
- h. The council may not legislate for the local PTA's/PTSA's.

## ARTICLE V - RELATIONSHIP WITH STATE AND NATIONAL

**Section 1.** The council is a constituent organization of the National PTA and the Minnesota PTSA. It is organized and chartered under the authority of the Minnesota PTSA, in the area in which the council functions in conformity with such rules and regulations, not in conflict with the bylaws of the National PTA, as the Minnesota PTSA may in its bylaws prescribe.

**Section 2.** The council shall adopt such bylaws for its government as may be approved by the Minnesota PTSA. Such bylaws shall not be in conflict with the bylaws of the National PTA or the bylaws of the Minnesota PTSA. The council may not take a position that is in conflict with National or state PTA positions.

**Section 3.** The council 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. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the

Minnesota PTSA or, where directed by the Committee on State and National Relationships, by a duly authorized representative of the National PTA.

**Section 4.** The charter of the council shall be subject to withdrawal and the status of such organization as a council of PTA/PTSA units shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the Minnesota PTSA.

**Section 5.** The council is obligated, upon withdrawal of its charter by the Minnesota PTSA:

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

## **ARTICLE VI - MEMBERSHIP AND DUES**

**Section 1.** The general membership of the PTSA Council of Bloomington shall consist of the officers of the council, the president of each member local PTA/PTSA unit or their alternate, the council representative from each member local PTA/PTSA unit or their alternate, the superintendent of schools or their alternate, a principal representative or their alternate, and representatives of district parent organizations (e.g., EC, LPA, etc.); such groups are ex officio. The immediate past president may serve a one year advisory role with no voting rights.

**Section 2.** Only local units of the National PTA organized under the authority of the Minnesota PTSA shall be members of the council.

**Section 3.** The annual dues for membership in the council shall be determined by the executive board at its May meeting for the following year.

**Section 4.** Delegates of local PTA's/PTSA's whose dues to the council are in arrears as of December 1 shall not participate in the business of the council.

**Section 5.** Individuals are entitled to one vote, even though they may be serving in more than one position. If there are co-presidents, the local unit is only entitled

to one presidential vote. Each local unit is only entitled to one vote, even though there may be more than one person attending from the unit.

## ARTICLE VII - OFFICERS AND THEIR ELECTION

### **Section 1.** Officers and their election:

- a. The officers of this organization shall consist of a president, vice-president, secretary, and a treasurer.
- b. Officers shall be elected in the month of May. If there is but one nominee for any office, election for that office may be by voice vote.
- c. Officers shall assume their official duties following the close of the meeting in May and shall serve for a term of one year.
- d. A person shall not be eligible to serve more than three consecutive terms in the same office. A person who has served in an office for more than one half of a full term shall be deemed to have served a full term in such office.
- e. Officers must be a member of a local PTA/PTSA within the council area. Only members of a local PTA/PTSA whose state, national and council PTA/PTSA dues are paid shall be eligible to hold office.

**Section 2.** The board of directors shall appoint a nominating committee chair who will form a nominating committee of current members from its own membership in April. 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. Candidates for office shall be members of a local PTA/PTSA unit. The list of nominees shall be published in the minutes which are distributed to all council representatives and council board members. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to office.

**Section 3.** 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 XIII - DUTIES OF OFFICERS

### Section 1. The president shall:

- a. Preside at all meetings and executive board meetings of the council;
- b. Serve as an *ex officio* member of all committees except the nominating committee;
- c. Coordinate the work of the officers and committees of the council in order that the purposes may be promoted;
- d. Assist in extending PTA work into all parts of the council area; and
- e. Perform such other duties as may be prescribed in these bylaws or assigned by the council or executive board.

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

- a. Act as aide to the president;
- b. Perform the duties of the president in the president's absence or inability to serve;
- c. Serve as chair of the council's legislative committee and coordinate the candidate forums; and
- d. Perform such other duties as may be assigned by the president, council or executive board.

### Section 3. The secretary shall:

- a. Record the minutes and attendance of all meetings of the council and executive board;
- b. Have a current copy of the bylaws;
- c. Maintain an up-to-date membership list; and
- d. Perform other duties as assigned.

### Section 4. The treasurer shall:

- a. Have custody of all the funds of the council;
- b. Keep a full and accurate account of receipts and expenditures;
- c. Make disbursements as authorized by the president, executive board, or council in accordance with the budget adopted by the council;
- d. Present a financial statement at every meeting of the council and at other times when requested by the executive board;
- e. Make a full report at the meeting at which new officers officially assume their duties (usually the annual meeting);
- f. Be responsible for the maintenance of such books of account and records as conform to the requirements of Article V, Section 3 of these bylaws; and

- g. Have the accounts examined annually or upon change of officers by an outside auditor or an auditing committee of not fewer than three members including at least one member not on the executive board, who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.

**Section 5.** 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. An officer who fails to perform the duties of office may be replaced by a majority vote of the executive board.

## **ARTICLE IX - EXECUTIVE BOARD**

**Section 1.** The executive board shall consist of the officers of the council and the Superintendent or alternate delegate (ex officio). Board members must be a member of a local PTA/PTSA within the council area.

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

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

**Section 3.** Regular meetings of the executive 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 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 days' notice being given.

## **ARTICLE X - COUNCIL MEETINGS**

**Section 1.** Regular meetings of the council shall be held on the monthly (September through May), unless otherwise provided by the executive board. Two days' notice shall be given to the membership of any change of date.

**Section 2.** Special meetings of the council may be called by the president or by a majority of the executive board, two days' notice being given.

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

**Section 4.** Eight members from a majority of the local units shall constitute a quorum for the transaction of business in any meeting of the council.

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

#### **ARTICLE XI - COMMITTEES**

**Section 1.** The executive board may create or eliminate such standing committees as it may deem necessary to promote the purposes and carry out the work of the council. Only members of the council or of the local units constituting the council shall be eligible to serve in any elected or appointed positions. The term of each chairperson shall be one year or until the selection of a successor.

**Section 2.** The chairperson or co-chairs shall be nominated by the president and approved by the executive board. Every effort shall be made to represent all areas of the city.

**Section 3.** No standing committee chairperson shall serve more than three consecutive years in the same capacity.

**Section 4.** 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 the consent of the board.

**Section 5.** The president shall be an *ex officio* member of all committees except the nominating committee.

#### **ARTICLE XII - MINNESOTA PTSA CONVENTION**

The council shall make all reasonable efforts to be represented at the annual meeting of the Minnesota PTSA by the president or alternate.

#### **ARTICLE XIII - FISCAL YEAR**

The fiscal year of the council 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 council by a two-thirds (2/3) 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 (30) 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 PTSA.

**Section 2.** A committee may be appointed by a majority vote of the council or by two-thirds (2/3) 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 PTSA shall be in accordance with the bylaws and regulations of the state PTSA.