

## **International Spanish Language Academy**

### **Parent Teacher Organization Bylaws**

*"Volunteers Are the Key to Our Success"*

#### **Article 1: Name.**

*Section 1.* The name of this Parent Teacher Organization (PTO) is the International Spanish Language Academy (ISLA) PTO, hereafter referred to as ISLA PTO.

#### **Article 2: Organization and Purpose.**

*Section 1.* The ISLA PTO is an organization governed by these Bylaws, which may be amended.

*Section 2.* The ISLA PTO is organized exclusively to enhance the educational opportunities at ISLA. The purpose for which the organization is organized are exclusively religious, charitable, scientific, literary or educational within the meaning of section 501(c)(3) of the Internal Revenue Code as now enacted or hereafter amended.

*Section 3.* The ISLA PTO shall at all times be operated exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, as now enacted or hereafter amended. All funds, whether income or principal, and whether acquired by gift, contribution or otherwise, shall be devoted to said purposes.

#### **Article 3: Mission.**

*Section 1.* The Mission of the ISLA PTO is to:

1. Promote communication and cooperation between parent(s) or guardian(s) and school staff.
2. Enhance the educational and social experiences that our children have at ISLA by enriching the curriculum and providing the school community with social activities.
3. Raise funds and promote involvement in school activities through the following means:
  - Providing annually budgeted and PTO-sponsored activities and additional programs and materials.
  - Supplementing annual ISLA PTO budget for additional equipment, materials and activities.
  - Evaluating requests for financial support for special activities, resources and supplies.

#### **Article 4: Basic Policies.**

*Section 1.* The ISLA PTO shall be non-profit, non-commercial, nonsectarian, and nonpartisan. No commercial enterprise and no political candidate shall be endorsed by it.

*Section 2.* The name of the ISLA PTO and its officers in their official capacity shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose other than the regular work of the ISLA PTO.

**Section 3.** The ISLA PTO may cooperate with other organizations and agencies active in child welfare and with conference groups or coordination councils uniting for child welfare.

**Section 4.** The ISLA PTO shall operate without discrimination. The ISLA PTO shall work with ISLA to provide quality education for all children and shall seek to participate in the decision-making process establishing school policy.

**Section 5.** No part of the net earnings of the ISLA PTO shall personally benefit its members. Officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered.

**Article 5: Membership.**

**Section 1.** Any parent or guardian with children attending ISLA and ISLA staff who are interested in the Mission of the ISLA PTO, and who are willing to uphold its basic policies and subscribe to its Bylaws may become a Member.

**Section 2.** There are no dues required of any Member.

**Section 3.** The Executive Director, ISLA Board Member or a teacher representative shall be present at the meetings.

**Article 6: ISLA PTO Governance.**

**Section 1.** These Bylaws become effective upon their acceptance by a majority of the membership members.

**Section 2.** Officers of the ISLA PTO shall consist of the following: Chairperson, Fundraising Chairperson, Social Events Chairperson, Secretary, Treasurer, Volunteer Coordinator and LA Coordinator. Co-officers may also be selected should the membership deem it necessary. Officers shall be elected for a one-year term in May, to begin in June, by a majority vote of members present. It is recommended, but not mandatory, that an Officer be nominated for election as the Chairperson for the following term. All officers may serve more than one term in the same position or in a different position.

**Section 3.** The PTO will also seek a volunteer for Room Parent Coordinator, which is a non-board position. It is preferable but not mandatory that this person is able to attend PTO general meetings.

**Section 4.** A position is declared vacant upon resignation by an Officer or the expiration of the term of a position that goes unfilled. A replacement will be elected by majority vote at the next regular meeting if it is to occur within 30 days of the vacancy. If the next regular meeting is to occur more than 30 days after the vacancy occurs, the Board shall call a special meeting for the purpose of having an election for the open position.

**Section 5.** Duties of Officers are:

**a. Duties of Officers: Chairperson.**

- To prepare the meeting agenda and define action items prior to the meeting.
- To convene and preside at meetings.
- To facilitate any group discussions.
- To call for members for committees.
- To work closely with the Director and ISLA Board in matters that relate to the ISLA PTO.

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- To make presentations to various groups and ISLA Board, if requested.
- To plan the annual calendar.
- [To verify](#) the filing of all appropriate tax documents as required by the IRS and the State of Minnesota.
- Available to sign checks, receipts or payment requests in addition to Treasurer.

**b. Duties of Officers: Fundraising Chairperson.**

- To act as aid to the Chairperson.
- To perform the duties of the Chairperson in the absence of that Officer.
- [To coordinate and schedule or find people to coordinate and schedule various fundraising activities throughout the year](#)

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**c. Duties of Officers: Social Events Chairperson.**

- To act as aid to the Chairperson.
- To perform the duties of the Chairperson in the absence of that Officer.
- [To coordinate and schedule or find people to coordinate PTO-sponsored social events throughout the year.](#)
- Available to sign checks, receipts or payment requests in addition to Treasurer.

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**d. Duties of Officers: Secretary.**

- To attend all meetings and record proceedings and votes of the ISLA PTO.
- To submit minutes of the monthly PTO meetings to the ISLA PTO website posting prior to the next scheduled meeting.
- [To administer](#) membership surveys.
- To make any necessary revisions to the monthly PTO meeting minutes and post to the ISLA PTO website within two weeks of the meeting when the revisions were discussed.
- To assist the Executive Board in handling any necessary correspondence.
- [To maintain](#) the permanent records of the Organization including but not limited to Articles of Incorporation, Bylaws, IRS Determination letter, Federal Employer Identification Number, Sales Tax Exemption documentation, etc.
- Available to sign checks, receipts or payment requests in addition to Treasurer.

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**e. Duties of Officers: Treasurer.**

- To receive all ISLA PTO monies.
- To keep a full and accurate record of receipts and expenditures.
- [To make](#) payments as authorized in the Approved Budget [of the](#) ISLA PTO.
- [To ensure](#) that all expenditures follow the process defined in Article 8, Section 2.
- To present a statement of accounts at each meeting and as requested by the ISLA membership.
- To review and sign the monthly bank statement with the [Fundraising Chairperson](#). Their signature indicates they have reviewed the statement and the information provided in the Treasurer's Report is consistent with the statement.
- [File](#) all appropriate tax documents as required by the IRS and the State of Minnesota.
- [To review approved financial statements as presented by the Treasurer](#)

**f. Duties of Officers: Volunteer Coordinator**

- [To educate ISLA parents about volunteer opportunities at ISLA](#)

- [To contact ISLA parent base to solicit volunteers for volunteer opportunities](#) and provide information to committees regarding volunteers who are interested [in helping at specific events.](#)
- Available to sign checks, receipts or payment requests in addition to Treasurer.

**g. Duties of Officers: [Language Ambassador \(LA\) Coordinator](#)**

- Maintain the ISLA [LA](#) Program
- Chair the [LA](#) Committee
- Available to sign checks, receipts or payment requests in addition to Treasurer.

**h. Duties of Officers: [Executive Board](#)**

The Executive Board shall consist of the ISLA PTO Officers. Meetings of the Executive Board may be called by the Chairperson or a majority of the ISLA PTO Officers. The duties of the Executive Board shall be:

- [To establish a budget and list of goals to be accomplished during the following school year and present it at the May PTO meeting for approval,](#)
- [To transact necessary business between PTO meetings,](#)
- [To approve the plans of work of any standing committees that are enacted,](#)
- [To conduct such other business as may be referred to it,](#)
- [To review the Strategic Plan annually](#)
- [To assist in transition of new board officers](#)
- [To review meeting minutes](#)
- [To review the books and reconcile the bank statements on an annual basis. A report on the findings is to be made at the September ISLA PTO meeting. A final accounting shall be made at the end of each fiscal year and a copy of the accounting report shall be made available to each member as well as appropriately filed in accordance with 501\(c\)\(3\) of the Internal Revenue Code and the State of Minnesota.](#)

**Section 6.** [Ad hoc](#) committees shall be formed as necessary by the ISLA PTO Executive Board. These committees shall review and present plans/options to the ISLA PTO and designate subcommittees pertaining to their separate functions. These committees shall make initial decisions relating to their function; however, no decision shall be acted upon without approval of the ISLA Executive Board.

**a. Duties of [Room Parent Coordinator](#)**

[The Room Parent Coordinator](#) will work with the Volunteer Coordinator to [find Room Parents for each classroom and is](#) expected to attend or send a proxy [or report](#) to all ISLA PTO [general](#) meetings.

**[Article 7: Meetings](#)**

**Section 1.** The ISLA PTO shall meet a minimum of [three](#) times a year, September through July, with additional meetings as needed.

**Section 2.** [Meetings](#) shall begin promptly and strive not to exceed 90 minutes. An extension of time may be approved as necessary by a majority of those present.

**Section 3.** Meetings will include the following information:

- Welcome
- Call to Order

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- Reading/Distribution of Previous Meeting Minutes
- Treasurer's Report
- Executive Director's Report
- ISLA Board Report
- Committee Reports
- Old Business
- New Business
- Announcements/Meeting Critique
- Adjourn

**Section 4. Notification of Meetings.** Meeting dates are published [on](#) the ISLA PTO website. The Agenda and Action Items shall be posted on the ISLA PTO website at least one week prior to the meeting.

**Section 5. Voting.** A simple majority vote of those present will be necessary to act. [There should be a minimum of five PTO members present.](#) Members unable to attend the meeting shall be allowed to write in their vote, due prior to the scheduled meeting date.

**Section 6. Decision Making Process.** Robert's Rules of Order Revised shall govern ISLA PTO meetings in all cases in which they are applicable and in which they are not in conflict with these Bylaws

**Section 7. Minutes.** Minutes of the ISLA PTO meetings shall be [posted](#) to the ISLA PTO website within two weeks after the meeting. The minutes will be subject to approval at the next PTO meeting. Any revisions to be made will be noted and [posted](#) within two weeks to the ISLA website, to again be subject to approval at the [following](#) PTO meeting.

[Section 8. Special Meetings. A special meeting may be called by the PTO Chairperson or a majority of the ISLA PTO Board, when it is deemed that an additional meeting is necessary. Some reasons for special meetings may include electing a new PTO officer to fill a vacant spot, or voting on changes to bylaws or unexpected expenditures. Special meetings must be noticed at least two weeks prior to taking place. Absentee voting is allowed and absentee votes must be received prior to the special meeting.](#)

#### **Article 8: Financial Operations**

**Section 1. Fiscal Year.** The fiscal year of the ISLA PTO shall begin on July 1st and end on the following June 30th.

**Section 2. Approval of Expenditures.** The ISLA PTO Executive Board is empowered to approve all expenditures that have been formally approved in the annual budget at the May meeting. The ISLA PTO Board (excluding the [Fundraising Chairperson](#)) is also empowered to approve all expenditures outside of the budget up to an amount of \$500. All "out of budget" expenditures must be reported to the general membership at the following month's meeting.

All payments greater than \$100 must be consented to by the Treasurer and another authorized Board Member. The recommended method of consent is completion of the ISLA check request form but email consent is acceptable when completion of the check request form is not possible.

All checks, receipts or payment requests must be signed by the Treasurer or another authorized Board Member.

**Section 2. Bank Account(s).** All funds of the ISLA PTO shall be deposited in such bank account(s) as designated by the Executive Board. Withdrawals from any such bank account(s) shall be made only for the

purposes of the ISLA PTO as outlined in these Bylaws.

**Section 3. Dissolution.** Upon the dissolution of the ISLA PTO, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to ISLA<sub>s</sub> which has established its tax exempt status under Section 501(3)(c) of the Internal Revenue Code.

**Section 4. Approval of Fundraisers.** The ISLA PTO shall decide the number and type of fundraisers per year. All funds collected will be recorded and delivered to the Treasurer.

**Article 9. Amendments**

These Bylaws may be amended by a two-thirds vote of the members present at any meeting, providing notice of the proposed amendments was given at the previous regular meeting or communicated to the members at least one week in advance.

As accepted October 7th, 2008

And amended August 24, 2009 (Article 7, Section 1)

And amended February 23, 2010 (Article 2, Section 2; Article 6, Sections 2, 3, & 4; Article 7, Section 2)