

**Bylaws of the Twin Cities German Immersion School  
Parent-Teacher Organization  
Adopted March 2, 2009**

**Article I. Name.** The name of the organization shall be the Twin Cities German Immersion School Parent Teacher Organization (TCGIS PTO). It shall be a nonprofit organization incorporated under the laws of the State of Minnesota.

**Article II. Purpose.** The TCGIS PTO's mission is to foster the relationship between school, home, and community for the academic success of all of our students. To that end, the PTO shall work in partnership with the school's administration, board and committees and shall organize events, programs, and fundraisers in support of that mission.

**Article III. Fiscal Year.** The fiscal year of this organization shall begin on July 1 and end on June 30.

**Article IV. Membership.**

*Section 1. Eligibility.* Any parent, guardian, or other adult standing in loco parentis for a student at TCGIS may be a member and have voting rights. The Director of Operations, the Director of Curriculum, and any teacher employed at the school may be a member and have voting rights. To be eligible, teachers must be licensed by the State of Minnesota to teach elementary school or possess teaching certification from a German-speaking country and be eligible to possess a Minnesota license.

*Section 2. Membership.* Any eligible person may become a member at any time by attending any regular or special PTO meeting and signing the membership roster, or by contacting any of the PTO officers and requesting membership. All members shall have full voting rights immediately upon notification of membership.

**Article V. Officers and Elections.**

*Section 1. Officers.* The officers shall be a president, vice president, secretary, treasurer, and historian.

a. *President.* The president shall preside over meetings of TCGIS PTO and its executive board, serve as the primary contact for the Director of Operations and Director of Curriculum, represent the organization at meetings outside the organization, serve as an ex officio member of all committees, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

b. *Vice President.* The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve. The vice president shall also coordinate funding requests and maintain funding guidelines.

c. *Secretary.* The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies and brings them to

meetings. The secretary is also charged with maintaining an e-mail list and maintaining or overseeing the management of a PTO web page.

*d. Treasurer.* The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a statement of account at every meeting and at other times of the year when requested by the executive board and make a full report at the end of the year. The treasurer will also be responsible for preparing or having prepared all required filings with the State of Minnesota and other appropriate agencies.

*e. Historian.* The historian shall function as the PTO's librarian and documentarist, keeping written and pictorial records of PTO events and chronicling and storing all PTO "how-to" handbooks (e.g., how to run Maskenball, how to run Tanz in den Mai).

*Section 2. Nominations and Elections.* Elections will be held each year at the regularly scheduled May meeting. Nominations will be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

By April 1 of each year, the Board shall announce the upcoming elections on the PTO website, in the PTO newsletter, and through its e-mail distribution list and shall provide an application and instructions to all candidates, which will be due two weeks prior to the election.

*Section 3. Eligibility.* Any member of the TCGIS PTO in good standing is eligible to serve in an elected office.

*Section 4. Terms of Office.* Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time. Terms shall run from July 1 through June 30.

*Section 5. Vacancy.* If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

*Section 6. Removal from Office.* Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

## **Article VI. Meetings.**

*Section 1. Regular Meetings.* The regular meeting of the TCGIS PTO shall be on the first Monday of each month during the school year at 7:00 p.m., or at a time and place determined by the executive board at least one week before the meeting. All

meetings will be announced in the PTO newsletter, which will be distributed in each child's folder at the school.

*Section 2. Special Meetings.* Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 7 days prior to the meeting, by Elternbrief notice, by flyer, and phone calls.

*Section 3. Quorum.* The quorum shall be 10 members of the organization.

**Article VII. Executive Board.**

*Section 1. Membership.* The Executive Board shall consist of the officers.

*Section 2. Duties.* The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, draft proposed standing rules and policies, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

*Section 3. Meetings.* Regular board meetings shall be held monthly, on the same day and at the same time each month, to be determined by the board. Special board meetings may be called by any two board members, with 24 hours' notice. Executive board members may also conduct meetings electronically.

**Article VIII. Committees.**

*Section 1. Membership.* Committees may consist of members and board members, with the president acting as an ex officio member of all committees.

*Section 2. Standing Committees.* The following committees shall be held by the organization:

**The Fundraising Committee** shall be responsible for coordinating all PTO fundraising activities, and for recruiting volunteers to manage each individual fundraisers. At the start of every school year, the Fundraising Committee shall create and distribute to the school community a list of fundraisers scheduled for the entire year, which will be developed in consultation with the PTO, the school administration, the Grants Committee, and the School Board, as appropriate. The Fundraising Committee shall also be responsible for recruiting a separate **Maskenball Subcommittee** to organize the yearly Maskenball and silent auction, and a separate **Rummage Sale Subcommittee** for the annual rummage sale.

**The Classroom Support Committee** shall be responsible for recruiting and training classroom parents from each class during every school year; coordinating volunteers for school-wide events as requested by the teachers and the administration;

coordinating staff appreciation programs and activities; providing assistance with cultural differences in areas such as the celebration of holidays, and otherwise facilitating communication between classroom teachers and parents.

The **Parent Outreach Committee** shall be responsible for coordinating welcome and orientation programs for new school families; coordinating PTO communications to the broader school community throughout the year; developing parent education programs; and organizing school-wide, community-oriented events such as Tanz in den Mai.

The **Education Support Committee** will oversee funding requests for school projects, assist the Director of Curriculum and teachers with Culture Weeks, provide support for field trips, and assist with promotional tours for prospective families.

*Section 3. Additional Committees.* The board may appoint additional committees as needed.

**Article IX. Finances.**

*Section 1.* A tentative budget shall be drafted and approved by a majority vote of the members present at the regularly scheduled May PTO meeting of every school year.

*Section 2.* The treasurer shall keep accurate records of any disbursements, income, and bank account information.

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

*Section 4.* Two authorized signatures shall be required on each check over the amount of \$200. Authorized signers shall be the president, treasurer, and the school's office manager.

*Section 5.* The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the TCGIS PTO members.

*Section 6.* Upon the dissolution of the organization, any remaining funds shall be used to pay outstanding bills and, with the membership's approval, spent for the benefit of the school.

*Section 7.* The fiscal year shall coordinate with the school year.

**Article X. Funding Guidelines**

The PTO will evaluate all requests for funding according to its Funding Guidelines, attached as Appendix A.

**Article XI. Parliamentary Authority.** Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

**Article XII. Standing Rules.** Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

**Article XIII. Dissolution.** The organization may be dissolved with previous written notice to the membership (14 calendar days) and a two-thirds vote of those present at the meeting to adopt a resolution authorizing such dissolution (assuming a quorum). The resolution shall set forth the proposed dissolution and direct designated officers of the Corporation to perform all acts necessary to effect a dissolution. Upon adoption of such resolution, the designated officers shall cause the Corporation to discontinue its regular business activities and operations as soon as practicable, and shall liquidate and distribute all the Corporation's assets to other entities in accordance with Minnesota Statutes, Section 317A.735 and in accordance with the Articles of Incorporation. Notice of intent to dissolve shall be filed with the Secretary of State pursuant to Minnesota Statutes, Section 317A.723.

**Article XIV. Amendments.** These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary or with 30 days written notice. Notice may be given by postal mail, email, delivery of PTO newsletter, or Elternbrief notice. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

**Article XV. Indemnification.** Each officer of the Corporation, past or present, and each person who serves or may have served at the request of the Corporation as an officer, partner, trustee, employee, representative or agent of another organization or employee benefit plan, and the respective heirs, administrators and executors of such persons, shall be indemnified by the Corporation in accordance with, and to the fullest extent permitted by, Minnesota Statutes, Section 317A.521. The Corporation shall not be obligated to indemnify any other person or entity, except to the extent such obligation shall be specifically approved by resolution of the membership.

## CERTIFICATION

These bylaws were approved at a regular meeting of the membership by a unanimous vote on March 2, 2009.

Date: March 5, 2009

/s/ Molly McBeath  
Secretary, Twin Cities German Immersion  
School Parent-Teacher Organization

## **APPENDIX A**

### **TCGIS Parent-Teacher Organization Guidelines for Funding Requests (Adopted March 2, 2009)**

1. The PTO allocates its funds to expenditures that align with the PTO's mission and organizational goals. To be considered appropriate for PTO funding, a requested item or service must advance the PTO's mission to foster the relationship between school, home, and community for the academic success of all of our students.
2. The PTO's Vice-President coordinates funding requests and works with the PTO's Treasurer to ensure that all funding awards include appropriate documentation and oversight.
3. The PTO gives preference to funding requests that will impact as many TCGIS students, families, and faculty as possible, with consideration given to those that provide a longer-term benefit.
4. All requests for funding will be voted on by the membership at a properly convened meeting of the PTO.