

MINNESOTA CONGRESS OF PARENTS, TEACHERS, AND STUDENTS, INC.

BYLAWS

June 2016

ARTICLE I - NAME

The name of this organization is the Minnesota Congress of Parents, Teachers, and Students, Inc., a branch of the National Congress of Parents and Teachers (National PTA). It is also commonly known, and will be referred to in these bylaws, as the "Minnesota PTSA."

ARTICLE II - ARTICLES OF ORGANIZATION

The articles of organization of a constituent organization 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 association).

ARTICLE III - PURPOSES

Section 1. The purposes of the Minnesota PTSA, in common with those of the National PTA, are:

- a. To promote the welfare of children and youth in home, school, places of worship, and throughout the community;
- b. To raise the standards of home life;
- c. To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth;
- d. To promote the collaboration and engagement of families and educators in the education of children and youth;
- e. To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and
- f. To advocate for fiscal responsibility regarding public tax dollars in public education funding.

Section 2. The purposes of the National PTA and the Minnesota PTSA 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").

ARTICLE IV - BASIC POLICIES

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

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization 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 organization 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 organization 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 organization 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 this organization, after paying or adequately providing for the debts and obligations of the organization, 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 organization 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.

ARTICLE V – CONSTITUENT ORGANIZATIONS

Section 1. The constituent organizations of the Minnesota PTSA include:

- a. Local PTAs (Parent Teacher Associations) or PTSAs (Parent Teacher Student Associations) organized under the authority of the Minnesota PTSA, and

- b. Council PTAs/PTSAs organized under the direct authority of the Minnesota PTSA and National PTA.

Section 2. The Minnesota PTSA shall determine criteria for establishing constituent organizations and setting standards for continuing affiliation with the Minnesota PTSA and National PTA.

ARTICLE VI - RELATIONSHIP WITH NATIONAL PTA

Section 1. The Minnesota PTSA is a branch of the National PTA and exists for the purpose of accomplishing, at the state level, the purposes of the National PTA in accordance with its policies. Within the framework of the responsibility that it shares with the National PTA for the implementation of the purposes of the National PTA and its obligation to comply with the bylaws of the National PTA, the Minnesota PTSA is a self-governing organization with independent legal existence.

Section 2. The National PTA board of directors shall determine criteria for establishing constituent organizations and setting standards for continuing affiliation with National PTA.

Section 3. The Minnesota PTSA may create or establish subsidiary organizations (districts or regions) within its area to facilitate the administration of the affairs of the Minnesota PTSA and for carrying out its programs and may prescribe the form and content of the bylaws or other articles of organization of such districts or regions.

Section 4. The Minnesota PTSA may create or establish councils in counties, cities or other areas designated by its board of directors for the purpose of conference, leadership training, and coordination of the efforts of local PTA/PTSA units, and may prescribe the form and content of the bylaws or other articles of organization of such councils. The local PTA/PTSA units that shall be eligible for membership and participation in the work of any council shall be determined by the Minnesota PTSA. Councils shall not legislate for local units.

Section 5. In the event of withdrawal of its charter by the National PTA, the Minnesota PTSA is obligated:

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

Section 6. The Minnesota PTSA is responsible for compliance by the local, council, district or region PTAs/PTSAs within its area with the bylaws of the National PTA and the bylaws of the Minnesota PTSA. The provisions of the Minnesota PTSA bylaws relating to the withdrawal of the charter of a local PTA/PTSA (and the termination of its status as a PTA/PTSA unit) shall parallel the provisions of the bylaws of the National PTA relating to the withdrawal by the National PTA of the charter of the Minnesota PTSA and the termination of the status of the Minnesota PTSA as a branch of the National PTA.

Section 7. The Minnesota PTSA shall submit to the National PTA a report of its work and activities for inclusion in the annual report of the National PTA.

Section 8. The Minnesota PTSA 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, including, specifically, the number of local PTAs/PTSAs within its area, the national portion of membership dues collected by such local PTAs/PTSAs, the amounts of such dues received by the Minnesota PTSA, and the amounts of dues remitted to the National PTA. Such books of account and records shall at all reasonable times be open to inspection by an authorized representative of the National PTA.

ARTICLE VII - LOCAL PTAs/PTSAs

Section 1. Local PTAs/PTSAs shall be organized and chartered under the authority of the Minnesota PTSA in the area in which the local PTA/PTSA 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. The Minnesota PTSA shall issue to each local PTA/PTSA in its area an appropriate charter evidencing the due organization and good standing of the local PTA/PTSA.

A local PTA/PTSA in good standing is one which:

- a. Adheres to the purposes and basic policies of the National PTA;
- b. Remits the national portion of the dues through the state PTSA to reach the national office by dates designated by the National PTA;
- c. Has bylaws approved according to the procedures of each state; and
- d. Meets other criteria as may be prescribed by the individual state PTSA. (See Article VII, Section 13)

Section 2. A local unit not meeting any part of the criteria stated in Article VII, Section 1 may be considered a unit not in good standing by the Minnesota PTSA, and may be subject to withdrawal of its charter.

Section 3. Each local PTA/PTSA shall adopt such bylaws for the government of the organization 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.

Section 4. Bylaws of each constituent organization shall include an article on amendments.

Section 5. Each local PTA/PTSA 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, including, specifically, the number of its members, the dues collected from its members, and the amounts of dues remitted to the Minnesota PTSA. 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 6. The charter of a local PTA/PTSA shall be subject to withdrawal and the status of such organization as a PTA/PTSA unit shall be subject to termination, in the manner and under the circumstances provided in the bylaws of the Minnesota PTSA. (See Article VII, Section 16 and Article XIX, Section 5)

Section 7. Each local PTA/PTSA 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 local PTA/PTSA.

Section 8. Each officer or board member of a local PTA/PTSA shall be a member of such local PTA/PTSA.

Section 9. Each officer of a constituent organization shall be a member of a local PTA/PTSA within its area.

Section 10. Only members of a local PTA/PTSA who have paid dues for the current membership year may participate in the business of that association.

Section 11. No employee of any PTA/ PTSA (local, council, state or national) shall serve as a voting board member to that PTA/PTSA.

Section 12. Each local PTA/PTSA shall collect dues from its members and shall remit a portion of such dues to the Minnesota PTSA as provided in Article VIII, Sections 4 and 6.

Section 13. Each local PTA/PTSA shall include in its bylaws provisions of the bylaws of the National PTA (double star) and the Minnesota PTSA (pound sign).

Section 14. Local PTA/PTSA units must have a minimum of twenty (20) paid memberships to remain a branch of the Minnesota PTSA and the National PTA.

Section 15. Local PTA/PTSA units shall elect officers for the following school year and submit their names to the Minnesota PTSA office before June 15.

Section 16. A local PTA/PTSA may disaffiliate (or dissolve) from the Minnesota PTSA and National PTA and conclude its business in the following manner:

- a. The executive committee or other body that, under its bylaws, manages the business of the local PTA/PTSA shall adopt a resolution recommending that the local PTA/PTSA be dissolved and directing that the question of such dissolution be submitted to a vote at a special meeting of members having voting rights. Written or printed notice stating that the purpose of such meeting is to consider the advisability of dissolving the local PTA/PTSA shall be given thirty (30) days prior to the date of such meeting.
- b. Written notice of the adoption of such resolution, accompanied by a copy of the notice of the special meeting of members, shall be given to the president of the Minnesota PTSA at least twenty (20) days before the date fixed for such special meeting of the members.
- c. Only those persons who were members in good standing of the local PTA/PTSA on the date of the adoption of the resolution and who continue to be members in good standing on the date of the special meeting shall be entitled to vote on the question of dissolution.
- d. Approval of dissolution of the local PTA/PTSA shall require the affirmative vote of at least 20% of the total membership.
- e. Immediately upon adoption of a motion to disaffiliate or dissolve, the unit shall cease to be a PTA/PTSA. The Minnesota PTSA shall act immediately to withdraw the unit charter and the unit shall proceed to conclude its business according to charter withdrawal provisions in Article VII, Section 7.

Section 17. The Minnesota PTSA shall have the authority to withdraw the charter of a defunct local unit or council. (See Article XIX, Section 5)

ARTICLE VIII - MEMBERSHIP AND DUES

Section 1. Every individual who is a member of a local PTA/PTSA is, by virtue of that fact, a member of National PTA and of the Minnesota PTSA by which such local PTA/PTSA is chartered and is entitled to all the benefits of such membership.

Section 2. Membership in PTA/PTSA shall be open, without discrimination, to anyone who believes in and supports the mission and purposes of National PTA.

Section 3. Each local PTA/PTSA shall conduct an annual enrollment of members but may admit persons to membership at any time.

- Section 4.** Each member of a local PTA/PTSA shall pay annual dues as may be determined by the organization. The amount of the dues shall include the portion payable to the Minnesota PTSA as determined by the state, and the portion payable to National PTA as recommended by the board of directors and approved by a two-thirds (2/3) majority of the voting body at the National PTA annual convention.
- Section 5.** Changes in the amount of the state portion of each member's dues shall be recommended by the board of directors and approved by a two-thirds (2/3) majority of the voting body at the Minnesota PTSA annual convention.
- Section 6.** The state and national portions of the dues paid by each member of a local PTA/PTSA shall be set aside by the local PTA/PTSA and remitted to the Minnesota PTSA on a monthly basis.
- Section 7.** The Minnesota PTSA shall make remittances to the National PTA the amounts due to the National PTA. Each remittance shall be accompanied by a statement of the dues received by the Minnesota PTSA from all local PTAs/PTSAs within its area for the period covered by the report. Such statement shall show the name and location of each local PTA/PTSA, the amount paid by it to the Minnesota PTSA, and the number of members in each local unit.
- Section 8.** To be a local PTA/PTSA unit in good standing at the state level, local units shall submit their fall membership dues to the Minnesota PTSA office by December 1.
- Section 9.** The Minnesota PTSA membership year extends from July 1 through June 30. Local units shall establish their own membership year.

ARTICLE IX - OFFICERS AND THEIR ELECTION

- Section 1.** The officers of the Minnesota PTSA shall be a president, a president-elect, a secretary, and a treasurer. The officers shall be elected in the odd-numbered years. Each officer shall serve for a term of two (2) years. All officers' terms shall begin immediately after the close of convention of the year in which they are elected. Upon completion of his/her two-year term, the president-elect shall become president for a two-year term.
- Section 2.** Elections shall be held at the annual convention of the Minnesota PTSA (See Article XV for exception). The vote shall be by ballot under the supervision of a committee on elections. If there is only one candidate for any office, the ballot may be dispensed with and election held by voice vote.
- Section 3.** Each officer or board member of the Minnesota PTSA shall be a member of a local PTA/PTSA within Minnesota.

Section 4. The secretary and treasurer shall be eligible to serve for as many as two (2) consecutive terms. An officer who has been elected to fill an unexpired term and has served more than one-half (1/2) of the said unexpired term shall not be eligible for re-election to the same office. No person shall serve on the board of directors in more than one capacity except by three-fourths (3/4) vote of the board members present.

Section 5. The board of directors shall elect a nominating committee from its own membership.

Section 6. The executive committee shall choose an election committee of at least three (3) members.

Section 7. Vacancies shall be filled as follows:

In the case of a vacancy in the office of president, the president-elect shall become president and shall hold office for the balance of the term. In filling the vacancy, the president-elect shall be entitled to continue in the presidency for the following term providing not more than one-half (1/2) of a full term as president has been served.

A vacancy in the office of president-elect shall be filled at the next convention by the voting body. In the interim, duties of the president-elect shall be delegated by the president.

A vacancy in the office of secretary or treasurer shall be filled by the board of directors for the unexpired term. Elections shall be by ballot if more than one candidate for an office is presented. If a ten (10) day notice of the election has been given to the members of the board, a majority vote shall elect, otherwise a two-thirds (2/3) vote of the members present shall be necessary.

Section 8. A PTA/PTSA member shall not serve simultaneously as a voting member of a state board while serving as a paid employee of that state board.

ARTICLE X - DUTIES OF OFFICERS

Section 1. The officers shall perform the duties prescribed by these bylaws and the parliamentary authority adopted by the Minnesota PTSA. If these duties are not performed as prescribed, a two-thirds (2/3) vote of the entire executive committee will place a motion for vacating the position before the delegate assembly at convention who shall be informed of such motion thirty (30) days in advance of voting.

Section 2. The president shall preside at all meetings of the Minnesota PTSA, the board of directors, and executive committee. The president, with the approval of the board of directors, shall appoint standing committee members and vacant standing committee chairpersons. The president shall, with the approval of the executive committee, appoint special committee members and vacant special committee chairpersons. The president shall serve as an *ex-officio* member of all committees and commissions except committees on nominations and election. **The president shall be responsible for supervision of the state office.**

Section 3. The president-elect shall act as an aide to the president. He/she will recommend to the nominating committee persons to fill the positions on the board of directors. (See Article XII,

Section 1) In the absence of the president, or his/her temporary inability to act, the president-elect shall perform the duties and exercise the powers of president.

Section 4. The secretary shall attend all annual conventions and all meetings of the board of directors and of the executive committee and shall act as clerk thereof and record all votes and the minutes of all proceedings; and shall perform like duties for any other committee of the board of directors when required. The secretary shall perform such other duties and exercise such other powers as may be delegated by the board of directors, the executive committee, or the president.

Section 5. The treasurer shall be responsible for the fiscal management of the Minnesota PTSA. The treasurer is chair of the budget and finance committee and serves on the executive committee and the board of directors. The treasurer supervises the collection, deposit and disbursement of all monies of the Minnesota PTSA and presents a statement of all accounts at all board meetings and on request of the president. The treasurer ensures that the appropriate tax and reporting forms are filed and ensures that an annual review audit of the books is performed. The treasurer shall undertake other responsibilities consistent with the position or board membership when assigned by the president or board of directors.

ARTICLE XI - EXECUTIVE COMMITTEE

Section 1. The executive committee shall consist of:

- a. The president;
- b. The president-elect;
- c. The secretary;
- d. The treasurer; and
- e. The commission chairpersons.

Section 2. The executive committee shall meet nine (9) times yearly. Meetings may be held in conjunction with the board of directors. Special meetings may be called by the president or by at least four (4) members. Sixty percent (60%) of the executive committee currently in office shall constitute a quorum for conducting business.

Section 3. The executive committee shall perform the duties delegated to it in these bylaws, shall transact all business referred to it by the board of directors, and shall act on behalf of the Minnesota PTSA in periods between meetings of the board of directors and in emergencies. No action of the committee shall conflict with the policies of the board of directors.

Section 4. The executive committee shall approve any non-budgeted disbursements.

Section 5. The executive committee shall review and approve plans for the convention and assist the convention chairperson and committee.

Section 6. The executive committee shall receive and pass upon the proposals and recommendations for action made by the standing and special committees.

Section 7. The executive committee shall have authority to appoint committees, and to adopt rules for transaction of its business provided that they do not conflict with these bylaws.

Section 8. The executive committee shall have authority to employ such personnel as it may deem necessary to strengthen and extend the work of the Minnesota PTSA.

ARTICLE XII - BOARD OF DIRECTORS

Section 1. The board of directors shall consist of the following:

- a. The president;
- b. The president-elect;
- c. The secretary;
- d. The treasurer;
- e. The commission chairpersons; and
- f. The standing committee chairpersons.

Section 2. Each member of the board of directors shall be a member of a local PTA/PTSA unit, chartered by the Minnesota PTSA. Every member of the board of directors shall be entitled to one vote and only one vote regardless of position held or number of positions held. Board of directors shall serve for a term of two (2) years. All board of director terms shall begin immediately after the close of convention of the year in which they are appointed and end immediately after the close of convention of the year in which the president's term ends.

Section 3. Regular meetings of the board of directors shall be held a minimum of twice annually on dates determined by that body. Special meetings may be called by the president and must be called upon written request of five (5) members of the board of directors. At least ten (10) days notice shall be given in the call.

Section 4. A majority of the members of the board of directors currently in office shall constitute a quorum.

Section 5. The board of directors shall have all authority over the business of the Minnesota PTSA during the interim between annual conventions except that authority vested in the executive committee or that of modifying any action taken by the convention. The board of directors shall have all authority over the financial business of the Minnesota PTSA. It shall authorize all expenditures, either through an adopted budget or by affirmative vote of a quorum of the board. No board may authorize any expenditure that would incur debt or liability beyond the term of that board except for leases and contracts related to the operation of the Minnesota PTSA office when longer terms are more economical.

Section 6. The board of directors shall be responsible for approving appointments to fill vacancies as needed.

Section 7. In situations where individual board members (other than officers elected by the delegates assembled in convention) are not functioning, the board of directors of the Minnesota PTSA is empowered to declare a vacancy and to appoint replacements.

Section 8. The board of directors shall approve affiliation with other organizations.

ARTICLE XIII - COMMISSIONS AND STANDING COMMITTEES

Section 1. There shall be commissions to be determined by the board of directors in their standing rules. The membership and function of each commission shall be set forth in the standing rules.

Section 2. Standing committees may be created by the board of directors as shall be found necessary to carry out the work of the Minnesota PTSA.

Section 3. Chairpersons of the commissions and standing committees shall be appointed biennially by the incoming president (president-elect) and approved by a majority vote of the board of directors at a meeting prior to convention.

Section 4. Chairpersons of commissions and standing committees shall be members of the board of directors as specified in the standing rules. Other members may be appointed by the president in consultation with the commission chairpersons and standing committee chairpersons and with the approval of the executive committee. Members of the commissions and standing committees may include individuals such as representatives of government or governmental agencies, and professional or non-professional organizations, called in to work as resource consultants.

Section 5. All chairpersons and committee members' terms of office shall terminate at the close of the president's term of office.

Section 6. It shall be the responsibility of the commission chairpersons and standing committee chairpersons in consultation with the president to determine priorities for the term of the administration. These priorities shall be communicated to the executive committee. It shall be the responsibility of each commission and standing committee to develop goals and objectives. A report of the work of each commission and standing committee shall be submitted in writing to the board of directors at the pre-convention board meeting.

Section 7. In the event of a vacancy in a chairperson between board of directors meetings, the president is empowered to fill the vacancy, the appointment being subject to the approval of the board at its next meeting.

ARTICLE XIV – STATE CONVENTION

Section 1. A regular convention of the Minnesota PTSA shall be held annually, the time and place to be fixed by the board of directors. Notice of the convention shall be sent by the office administrator to each member of the board of directors and to the president of each council and local association at least thirty (30) days before the convention.

Section 2. The annual convention shall be the governing body of the Minnesota PTSA.

Section 3. The voting body of the Minnesota PTSA annual convention shall be:

- a. Members of the Minnesota PTSA board of directors;
- b. The president, vice president, secretary, and treasurer or their alternate(s) of each local PTA/PTSA unit;
- c. One delegate or alternate for each twenty-five (25) members or fraction thereof as shown on the books of the state treasurer as of March 31 of the current year shall represent the local PTA/PTSA units; and
- d. Each council shall be represented by the president or alternate.

Section 4. A voting member shall have but one vote, though eligible to vote in more than one capacity. The privilege of making motions, debating and voting shall be limited to the "voting body" set forth in Section 3. Any member of the association eligible to vote under Section 3 shall be entitled to vote regardless of position held.

Section 5. Twenty (20) voting delegates representing ten (10) units shall constitute a quorum for the convening of the convention. That quorum having been established, a majority of delegates registered as of the most recent credentials report shall constitute a quorum for the conduct of business during convention sessions.

Section 6. The annual convention of the Minnesota PTSA shall be open to all members upon payment of the registration fee as set by the executive committee.

Section 7. The board of directors shall be responsible for appointing a convention committee to carry out the functions as prescribed in the standing rules. The convention committee shall report to the executive committee.

ARTICLE XV - CANCELLATION OF CONVENTION

Section 1. In the event of some great emergency such as war, epidemic or disaster, the board of directors shall have authority to determine whether or not a convention shall be held; a two-thirds (2/3) vote shall decide and the vote may be taken by mail. In the event no convention is held, the board of directors shall have authority to plan procedures for conducting all necessary business by mail.

Section 2. In the event the election is conducted by a mail ballot, a plurality vote shall elect. The election committee shall have charge of the election which shall be in accordance with procedures adopted by the board of directors.

The results of the election shall be reported to the board of directors via the U.S. mail or at a special board of directors meeting during the month the cancelled convention was scheduled to convene. Newly elected officers shall assume their duties seven (7) days after postmark of mailing or immediately after special board of directors meeting.

Section 3. In an election by mail, each unit may cast its full vote in accordance with Article XIV, Section 3.

ARTICLE XVI - RESOLUTIONS

Section 1. Resolutions adopted at convention shall form the Minnesota PTSA platform and any statements of belief or position.

Section 2. The board of directors shall have authority to establish a process in its standing rules for the management of adopted resolutions.

Section 3. The board of directors shall have the authority to develop “position statements” for the organization as needed on matters not covered by the platform. Position statements shall not be in conflict with the adopted platform.

ARTICLE XVII - FISCAL YEAR

The fiscal year of the Minnesota PTSA shall begin on July 1st and end on the following June 30th.

ARTICLE XVIII - COUNCIL ORGANIZATIONS

Section 1. Where there are three or more units within a school district, county or city, or in close proximity, these units may be authorized by the Minnesota PTSA to organize into councils for the purpose of conference, leadership training and coordination of the efforts of the local PTA/PTSA units.

Each council shall adopt such bylaws for its government as may be approved by the Minnesota PTSA. A council may not take a position that is in conflict with National or State PTA positions. All officers of a council must have a local or state PTA membership. Councils shall not legislate for local units.

Section 2. The Minnesota PTSA shall have authority to withdraw the charter of a defunct council. (See Article XIX, Section 5)

ARTICLE XIX - COMMITTEE ON STATE AND LOCAL RELATIONSHIPS

Section 1. The Minnesota PTSA is responsible for compliance by local PTAs/PTSAs within its area with the bylaws of the National PTA, the bylaws of the Minnesota PTSA, and the bylaws of local PTA/PTSA units.

Section 2. The executive committee shall serve as the committee on state and local relationships.

Section 3. This committee shall review any alleged violations by local PTAs/PTSAs of National PTA bylaws, the Minnesota PTSA bylaws, or of their own bylaws, or other practices or activities of local PTAs/PTSAs that may tend to defeat the purposes and basic policies of National PTA or the Minnesota PTSA and shall promptly report to the state board of directors the results of such review and its recommendations for action.

Section 4. The Minnesota PTSA board of directors shall give due consideration to the report of the committee and shall accord the local PTA/PTSA an opportunity to be heard and to respond to the report. If, upon such consideration and hearing, the Minnesota PTSA board of directors finds a violation by a local PTA/PTSA, it may, by a two-thirds (2/3) vote of all its members then in office, require the local PTA/PTSA to take appropriate action within a period of time stipulated by the board of directors, and if recommended action is not taken by the local PTA/PTSA within the allotted time, the board of directors may, by a two-thirds (2/3) vote of all its members then in office, grant the local PTA/PTSA an extension of time not less than six (6) months, nor more than eighteen (18) months in which to achieve satisfactory compliance with the action required by the board of directors. Failing such compliance the board of directors may, subject to concurrence in such action by the next annual convention, withdraw the charter of the local PTA/PTSA and terminate its status as a local PTA/PTSA.

Section 5. The executive committee shall have the authority to withdraw the charter of a local unit or council which has not acted to dissolve or disaffiliate but which has become defunct. A local unit or council shall be considered to be defunct when all of the following occur:

- a. No dues have been submitted to the Minnesota PTSA for a period of at least twelve (12) calendar months despite requests and reminders;
- b. For a period of twelve (12) months, there has been no president or vice president or president-elect with whom the Minnesota PTSA office is able to establish contact;
- c. There has been no official meeting of the unit or council for at least twelve (12) months; and
- d. There is no body of PTA/PTSA members belonging to that unit or council who can legitimately be seen to be acting on its behalf in order to follow the usual dissolution or disaffiliation process.

When a local unit or council seems to be defunct, the executive committee shall take such steps as it deems appropriate to verify the status of the unit or council. If the committee determines that the unit or council is, in fact, defunct, it shall proceed to withdraw the charter and conclude its business in the prescribed manner. (See Article VII, Section 7)

ARTICLE XX - NATIONAL CONVENTION

The selection of state delegates and their alternates to the national convention shall be authorized by the state board of directors in accordance with National PTA criteria. Credential cards shall be signed by the president and secretary of the Minnesota Congress of Parents, Teachers and Students, Inc.

ARTICLE XXI - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Minnesota PTSA 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 National PTA, or the articles of incorporation.

ARTICLE XXII - AMENDMENTS

Section 1. These bylaws may be amended by a two-thirds (2/3) vote at an annual convention provided the amendments have been approved by the board of directors, by the executive committee, or by a committee authorized by the Minnesota PTSA in convention assembled and have been sent to the secretary who shall send a copy of the proposed amendments to each member of the board of directors and to each unit of the Minnesota PTSA at least thirty (30) days before the meeting.

Section 2. The board of directors or executive committee by a majority vote may authorize the Committee on Bylaws to submit a revised set of bylaws as a substitute for the existing bylaws.

Adopted: April 1995

Amended: April 1996, April 1997, April 1999, April 2000, April 2001, April 2002, April 2003, April 2005, August 2006, July 2011, June 2016