

FARMINGTON AREA PUBLIC SCHOOLS

Riverview Elementary

4100 208th St, Farmington, MN • (651) 460-1600 • Fax: (651) 460-1610



Developing Citizens of Integrity Who Excel In and Beyond the Classroom

Home Office Academics Parent Resources District 192

<p>Welcome</p> <p>Meeting Agenda</p> <p>Meeting Minutes</p> <p>By-Laws</p> <p>Newsletter</p> <p>Treasurer's Report</p> <p>Fundraisers</p> <p>Coats For Kids</p> <p>Search</p>	<p>Parent Resources > PTP > By-Laws</p> <p style="text-align: center;">School District 192 Parent Teacher Partnership Bylaws</p> <p>I. Name The name of this organization shall be Riverview Parent Teacher Partnership, Farmington, Minnesota.</p> <p>II. Purpose The purpose of the Riverview PTP is to enhance the educational curriculum for all students by:</p> <ul style="list-style-type: none"> A. Promoting volunteer opportunities to support curriculum needs and PTP sponsored activities B. Encouraging an atmosphere of communication between and among staff, parents, and students C. Providing a forum for information on educational issues D. Promoting school spirit and a sense of community within the school E. Planning and conducting special events that may raise funds to be used to benefit the school
---	--

III. Limitations and Policies

In order to protect the rights of individuals and the ongoing educational program, the Riverview PTP agrees to abide by the following limitations and policies:

- A. It shall not violate the district's personnel agreements, contract, policies, or interfere with the professional performance of the school staff.
- B. It shall not infringe on the legal rights of individual students, groups of students, parents, or the community.
- C. It shall not become involved in specific curriculum decisions unless the district or school requests input.
- D. It shall not directly or indirectly participate or intervene in any way, (including the publishing or distributing or statement), in any political campaign on behalf of, or in opposition to, a candidate for public office.
- E. The organization shall be non-commercial, non-sectarian, and non-partisan.
- F. The name of the organization, or the names of any members 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 the organization.

IV. Meetings

- A. General meetings shall be held on a regular basis with a minimum of five (5) per year. These dates will be determined by the PTP at its spring meeting.
- B. Notice of all general PTP meetings, including agendas, will be sent home with student body.
- C. All meetings will be open to members of the community, Board of Education, and the school district administration.
- D. Special meetings may be called by the President with notification of at least five (5) school days to all members.
- E. Robert's Rules of Order will be followed.
- F. Motions will be passed by a majority vote of those members present at the meeting. No proxy voting will be allowed.
- G. Members present shall constitute a quorum for the transaction of business in any meeting of this organization.

V. Membership

- A. Definition: All parents/guardians of students, the teachers, and the school principal of Riverview shall be considered voting members of the PTP and shall be encouraged to participate in its functions. Other citizens and employees of the district are also welcome to attend, but will be nonvoting participants.
- B. Voting. Robert's Rules of Order will be used. For voting purposes, each of the following can be used:
1. Voice call
 2. Hand count
 3. Written ballot
- C. Responsibilities
1. To attend scheduled meetings when possible.
 2. To elect Riverview PTP officers in the spring of each year for positions to be held the following school year.
 3. To select and participate in school activities and fund-raisers sponsored by the PTP.
 4. To provide input for and to vote on expenditures of money earned by the PTP.

VI. Election of officers and terms of office

- A. The officers of the Riverview PTP shall be deemed the executive committee.
1. President
 2. Vice President
 3. Secretary
 4. Treasurer
- Other positions maybe added as deemed necessary
- B. Officers shall be elected by ballot annually in the spring.
- C. Officers shall assume their official duties following the last meeting in the spring and shall serve for a term of at least one (1) year and not more than two (2) years, until the election and qualification of their successor. Officers will be restricted to two (2) consecutive terms in the office served.
- D. Nominations for officers will be requested by the president and may be made from the floor at the final meeting of the school year.
- E. A vacancy occurring in any office shall be filled for the unexpired term by a person selected by a majority vote of the remaining members of the Executive Committee (Board). In case a vacancy occurs in the office of the President, the Vice President shall assume the office of the President. The remaining members of the Executive Committee (Board) shall select, by a majority vote, a new Vice President. If the Vice President is unable to assume the office of President, then the Executive Committee (Board) shall select another person for the office of the President.
- F. Officers are not prohibited from seeking re-election for a different executive board position.

VII. Duties of the Officers

- A. President
1. Serve as Executive Board member
 2. Serve as Fund Committee member
 3. Conduct all PTP and Executive Board meetings
 4. Prepare meeting agendas with timelines and review with each person on the agenda their topic of discussion and time allotted prior to meeting
 5. Distribute and approve monthly meeting notices and agendas. Also, supply to school secretary for distribution
 6. Confer with the principal prior to meetings
 7. Be co-responsible with Treasurer for verifying accuracy of (district-managed) PTP account
 8. In the absence of the Treasurer, the President(s) shall be able to authorize a payment for an expense covered by the PTP budget for an amount not to exceed the line item budget
 9. In the absence of the Treasurer, the President(s) shall be able to authorize payment in an amount not to exceed \$100 for an unbudgeted item
 10. Coordinate sending out notices to the 5th and 7th grade parents regarding the

spring meetings at the middle schools

11. Develop committees and appoint their membership as needed
12. Coordinate work of officers and committees and maintain updated committee reports
13. Coordinate election of Board members
14. Serve as Past-President Advisor on newly elected board, if possible
15. Attend District PTP meeting and report back to the members
16. Conduct regular check of the PTP mailbox
17. Perform other duties as delegated by the Executive Board

B. Vice President/Information & Publicity

1. Serve as an Executive Board member
2. Serve as Fund Committee member
3. Be responsible for approving and forwarding news releases from event chairpersons to the District representative
4. Maintain and update PTP calendar of events
5. Coordinate information/displays for the PTP bulletin board
6. Conduct meetings in the absence of the President
7. Take minutes in the absence of the Secretary
8. Act as Parliamentarian at the meetings
9. Serve as President in the event of vacancy in the office of President
10. Coordinate solicitation of contributions from local businesses for all events as needed
11. Perform other duties as delegated by the Executive Board

C. Secretary

1. Serve as Executive Board member
2. Serve as Fund Committee member
3. Record minutes of PTP meetings
4. At PTP meetings, present minutes from previous meeting for approval
5. Provide copy of previous meeting minutes to President for review, copy and distribute to membership, and post minutes in the PTP display case
6. Prepare written materials for elections
7. Be responsible for all personal PTP correspondence, i.e. thank you notes, sympathy notes, ordering flowers etc.
8. Be responsible for the maintenance and disposal of PTP Meeting minutes, Treasurer's reports, and event chair reports that are eight years or older
9. Perform other duties as delegated by the Executive Board

D. Treasurer

1. Serve as an Executive Board member
2. Serve as Fund Committee member
3. Review PTP account to verify accuracy of deposits and expenditures
4. Track the pay out funds in accordance with the approved budget or as authorized by the Executive Board
5. Prepare yearly budget with input from the Executive Board and PTP for presentation at the first PTP meeting of the year
6. Keep an accurate record of receipts and expenditures for comparison to district-generated reports
7. Have primary yet co-responsibility with the President for verifying accuracy of (district-managed) PTP account
8. Prepare financial report for each PTP meeting
9. Coordinate with all committee chairs for appropriate funds transfers and policies regarding funds
10. Perform other duties as delegated by the Executive Board

VIII. Executive Committee (Board)

A. The committee shall consist of officers and the Past President, when available. The Principal of Riverview shall serve as a board advisor.

B. The duties of the Board are:

1. To set meeting agendas
2. To make recommendations to the general membership regarding the PTP calendar of events and activities
3. To arrange for speakers on topics of interest when appropriate
4. To make recommendations for item expenditures not in the current budget

4. To make recommendations for extra expenditures not in the current budget
5. To help coordinate the yearly budget
6. Research new event ideas
7. Oversee committee chairperson for Teacher/staff appreciation conference dinners
8. To maintain and update PTP calendar of events
9. To act in an emergency without the consent of the general membership
10. To organize and maintain the PTP supplies

C. The Executive Board meetings are open to the public:

IX. Special Committees

A. The Executive Board shall work with the Volunteer Coordinator to ensure chairpersons are in place to head all PTP-sponsored special events and fund-raisers. Duties of the chairperson are:

1. Coordinate special events
2. Report progress at PTP Meetings
3. Report outcome and budget to PTP at meeting following completion of the project
4. Work within budgetary guidelines

B. The Executive Board may create such standing committee, as deems necessary to promote and carry out the work of the organization. The term of each chairperson shall be one year and/or until the selection and qualification of his/her successor.

C. Expenses and plans beyond budget must be approved by Executive Board

X. Fund Requests

A. Fund requests may be submitted by the general membership for any dollar amount under \$300 for consideration by general membership

1. Voting. Robert's Rules of Order will be used. For voting purposes, each of the following can be used:
 - a. Voice call
 - b. Hand count
 - c. Written ballot

B. Fund requests over \$300 needs to be submitted by a Riverview staff person(s) for consideration by general membership

1. Voting. Robert's Rules of Order will be used. For voting purposes, each of the following can be used:
 - a. Voice call
 - b. Hand count
 - c. Written ballot

C. Fund requests that are brought by a staff member(s) and the request is over \$500 and will benefit 30 students or less needs to be submitted at least two (2) weeks prior to a scheduled PTP meeting. In order to be considered the request must be reviewed by the fund committee.

1. Fund Committee consists of:
 - a. Board members, Fall fundraiser chairperson, Book Fair chairperson, and Volunteer coordinator
2. Fund committee will evaluate and discuss the benefits and necessity of the request and will vote using a majority rule
 - a. If majority rules in favor of request it will then be brought to the general membership for a vote at the next scheduled PTP meeting
 - b. If majority rules in opposition to request then the staff member(s) who submitted request will be notified and the request will be denied

D. Fund requests that are brought to the general membership and the result is a tie vote the request will then be brought to the fund committee for consideration

1. Fund committee will then vote using a majority rules, if:
 - a. Majority rules in favor of the request it will then be approved
 - b. Majority rules in opposition of the request it will then be denied and the person(s) who submitted the request will be notified of the decision

E. Fund requests that result in a tabled decision can be brought to the fund committee for a final decision if the general membership votes by majority rule to do so

1. If majority rules in favor of having the fund committee make the final decision, fund committee will vote using a majority rules, if:
 - a. Majority rules in favor of the request it will then be approved
 - b. Majority rules in opposition of the request it will then be denied and the

person(s) who submitted the request will be notified of the decision
2. If majority rules in opposition to having the fund committee make the final decision the fund request will remain tabled for discussion and voting at the next scheduled PTP meeting

F. Recommended that all fund requests be submitted at least two (2) weeks prior to a scheduled PTP meeting in order to be included on the agenda

XI. Amendments to By-laws: All proposed amendments to the Bylaws shall be presented at the yearly Presidents Round Table. New amendments may then be adopted. These will be reported or presented to the general membership.

Adopted on September 16, 2008

[Privacy Statement](#) [Disclaimer](#) [Site Map](#) [Login](#)

Powered by **rSchoolToday**[®]